



BLUE RIDGE REGION

Western Virginia Workforce Development Board Meeting

December 14, 2018 – 9:00 AM

Virginia Career Works – Roanoke Center

3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

Board Members Private Sector	Present	Board Members Public Sector	Present
Teresa Hammond		Joseph Brinley	X
Casey Nicely	X	Steve Martin	
Joyce Kessinger	X	Karen Michalski-Karney	X
Shawn Hildebrand		Kathy Hodges	X
David Olsen	X	Crystal Hall	X
Jeremy Adkins	X	Katherine Holcomb	X
Debra Lovelace	X	Lea DeCosta	X
Bill Jones	X	Jason Suhr	X
Michael Gardner	X	Dr. John Rainone	X
Phil Peters	X	Dr. Milan Hayward	X
Todd Putney	Phone	Michele Wells	X
Amanda Rogers	X	Jill Loope	X
Wayne Griffin			

Board Staff	Present
Morgan Romeo	X
Leah Gibson	
Jill Quinlan	
Sherry Dean	
Guests	Present
Christopher Simmons	X
Chris Pope	X
Susan Martin	X
Michelle Brennan	X
Liang Liao	X

WELCOME AND INTRODUCTIONS

Phil Peters, Vice-Chair, called the meeting to order at 9:06 AM. A quorum was present. Mr. Peters asked the attendees to introduce themselves, as there were several new faces in the meeting.

PUBLIC COMMENT

There were no comments from the public.

OCTOBER 5, 2018 MEETING MINUTES

Phil Peters referenced the meeting minutes from October 5, 2018 that were presented in the packet. Morgan Romeo noted one change that needed to occur, which could be found on page 4 of the packet. Ms. Romeo referenced the section referring to the A-133 audit and noted that instead of PY2017, it needed to reference FY2018.

WVWDB Action: A motion was made by Dr. Milan Hayward to accept the minutes as presented with the noted change. A second was made by Joe Brinley. The motion carried.

VIRGINIA TECH OFFICE OF ECONOMIC DEVELOPMENT PRESENTATION

Albert Alwang, Economic Development Specialist with Virginia Tech's Office of Economic Development gave a presentation to the Board on the skills gaps noted in the Quarterly Workforce Report from the 2nd quarter of 2018. Mr. Alwang discussed the services that had been provided to the Western Virginia Workforce Development Board, how the office gathers data for the quarterly reports, and more importantly, noted several economic changes and data pieces that were of value to the Board. The presentation highlighted the hard skills and the soft skills gaps between what businesses value and the skills that are possessed currently by the region's workforce. While there were no disparities between what businesses in the Manufacturing, Construction, and Transportation & Warehousing industries need and the skills possessed by job seekers currently, the Information Technology, Financial Services, Life Sciences, and Health Sciences industries all had areas where job seekers did not possess the skills that businesses need. In the case of Financial Services, job seekers possessed less than 1% of the hard skills that were being requested by businesses for their employment opportunities.

The Board discussed several aspects of the presentation, including several questions regarding the capacity of and number of training providers in the region that provide training related to Healthcare Sciences. Several challenges for training providers were noted, most of which were directly related to requirements implemented by the Virginia Board of Nursing. Board members indicated that increasing the number of individuals being trained in the Healthcare Sciences field, particularly Nursing, may be a good place for the Western Virginia Workforce Development Board to focus, as Virginia Tech pointed out that the region was producing only a quarter of the candidates needed to fill open Healthcare Science jobs in the region.

DIRECTOR'S REPORT

Local Plan Update

Morgan Romeo referenced pages 10 and 11 in the packet and noted that the Local Plan has gone through two years of its four-year duration and therefore was required to be updated. The deadline for the plan to be submitted to the state is March 29, 2019 and a final copy to be submitted to the state will be presented at the March 22nd meeting of the Board. Ms. Romeo referenced page 11 in the packet and noted that there were several changes being requested to the target industries for the region, including the combining of industries to reduce duplication and the addition of the Education industry.

WVWDB Action: A motion was made by Jill Loope to accept the changes to the target industries and precede with the plan to submit after the March 22nd meeting. A second was made by Joe Brinley. The motion carried.

GO Virginia Project Update

Morgan Romeo provided an update to the Board on the GO Virginia project and apologized for not having a Memorandum of Understanding (MOU) to bring to them. The Board requested information on the delay in receiving an MOU to begin carrying out activities. Ms. Romeo noted that the Lynchburg region was the grant recipient for the project and had just recently gotten a final MOU signed with the Department of Housing and Community Development (DHCD). Because of this delay, an MOU was not presented to Board staff until early this week and staff has sent it to Maryellen Goodlatte with Glenn Feldmann to review since it was a new contract format. Ms. Romeo stated that at the March meeting an MOU would be presented.

WIOA Title I Programs Report

Morgan Romeo referenced pages 13 through 16 in the Board packet to update on the progress of Ross Innovative Employment Solutions with the Title I Adult, Dislocated Worker, and Youth programs. Ms. Romeo noted that several areas of performance were not at the level they should be but referenced the fact that the contract began on July 1st and time was needed to rebuild relationships and establish the new contractor in the region. Ms. Romeo stated that the Executive Committee had seen the same performance and had requested Board staff to remain heavily involved with Ross in implementing strategies to boost up the programs, specifically the Youth program.

Appalachian Power Workforce Assessment

Morgan Romeo referenced page 17 in the packet for information on a new project being undertaken by Appalachian Power and the Workforce Development Boards across Southern Virginia. The project, made possible by the Tobacco Regional Commission, will produce a skills gap assessment study for the region, and will also provide data for economic development purposes related to workforce. Ms. Romeo noted that the Workforce Development Boards are expected to assist heavily in hosting focus groups and collecting surveys from unemployed, underemployed, students, and businesses in the region.

CLOSED SESSION

WVWDB Action: A motion was made by Kathy Hodges to enter into closed session pursuant to Virginia Code 2.2-3711 (A), 29. Discussion of the award of public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. The motion was seconded by Dr. John Rainone. The motion carried.

A closed session was held from 9:50 AM to 10:01 AM.

WVWDB Action: A motion was made by Jill Loope to end the closed session and certify that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the

closed meeting was convened were heard, discussed, or considered in the meeting by the public body. The motion was seconded by Dr. John Rainone. The motion was carried by a roll call vote.

Board Members	Present
Casey Nicely	Yes
Joyce Kessinger	Yes
David Olsen	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Karen Michalski-Karney	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Jason Suhr	Yes
Dr. John Rainone	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes
Jill Loope	Yes

WVWDB Action: A motion was made by Bill Jones to approve the Request for Proposal for Auditing Services as presented and to release the request on January 2, 2019. The motion was seconded by David Olsen. The motion was carried by a roll call vote.

Board Members	Present
Casey Nicely	Yes
Joyce Kessinger	Yes
David Olsen	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Karen Michalski-Karney	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes

Jason Suhr	Yes
Dr. John Rainone	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes
Jill Loope	Yes

COMMITTEE REPORTS

Executive Committee

Phil Peters gave the Board a report from the Executive Committee which met on December 4, 2018. Mr. Peters noted that page 19 in the packet referenced key topics that were discussed, including Board staff personnel, the annual Program of Work, and strategies to improve the Title I Youth program.

Mr. Peters also referenced that there was a vacancy on the Executive Committee for an At-Large business representative to serve. Mr. Peters noted that David Olsen had indicated interest in serving but called on the Board for any further nominations or volunteers.

WVWDB Action: A motion was made by Kathy Hodges to nominate David Olsen to serve on the Executive Committee as an At-Large Business Representative. The motion was seconded by Dr. John Rainone. The motion was carried.

Finance Committee

Casey Nicely gave the report as the Treasurer and Finance Committee Chair for the Finance Committee meeting in November 2018. Casey noted that the Board could reference pages 20 through 30 in the packet for the items from the Finance Committee.

The first item Mr. Nicely reported on was a Budget Modification request for the PY2018 budget. Several items were being modified on the existing budget, and Mr. Nicely went into detail on each of them. These items were amending the current budget for the WIOA Title I Service Provider, Ross IES, in the Title I Youth program to reallocate funding internally between the line items, providing additional funding (\$20,000 - \$5,000 to In-School Youth and \$15,000 to Out-of-School Youth) for Ross IES to reallocate a Career Specialist to focus 100% of their time on the Title I Youth program, modifying the budget for the Virginia Financial Success Network project to give back \$100,000 in supportive service funds to the Virginia Community College System, and to allocate \$5,000 to Board administration to hire a consultant to review operations in the region for efficiency and effectiveness. The Board discussed in detail the budget modification, particularly noting the Virginia Financial Success Network budget modification. Morgan Romeo reported that the state had requested the funding be returned to cover a shortfall in the budget for the Virginia Community College System. Ms. Romeo noted that the supportive services budget was provided at the beginning of the grant in the amount of \$300,000 to serve 300 individuals. Ms. Romeo noted that she had requested if funding be given back to cover the shortfall, that the required number of participants the region serve be lowered. Ms. Romeo reported that she was told this could not change. The Board agreed that the funding could be provided to the state but noted that staff should provide in writing details of the grant's challenges and request again that the number of participants be lowered.

Kathy Hodges asked Board staff if the operational consultant would have to be competitively procured. Morgan Romeo stated that anything \$5,000 and above, according to the City of Roanoke's procurement standards, would have to be procured. Ms. Hodges requested that the approval note that the operational consultant cost should not exceed \$5,000.

WVWDB Action: A motion was made by Jill Loope to accept the PY2018 Budget Modification as presented, with a formal letter to be sent to the Virginia Community College System outlining challenges with the Virginia Financial Success Network project when giving back the \$100,000, and that the operational consultant cost not exceed \$5,000. The motion was seconded by Karen Michalski-Karney. The motion was carried by roll call vote.

Board Members	Present
Casey Nicely	Yes
Joyce Kessinger	Yes
David Olsen	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Karen Michalski-Karney	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Jason Suhr	Yes
Dr. John Rainone	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes
Jill Loope	Yes

The second item that was presented by Mr. Nicely was the PY2018 Budget vs. Actual report for expenditures. Mr. Nicely noted that these reports would be seen each quarter but are monitored monthly by Board staff.

WVWDB Action: A motion was made by Dr. John Rainone to accept the PY2018 Budget vs. Actual reports as presented. The motion was seconded by Bill Jones. The motion was carried by a roll call vote.

Board Members	Present
Casey Nicely	Yes
Joyce Kessinger	Yes
David Olsen	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes

Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Karen Michalski-Karney	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Jason Suhr	Yes
Dr. John Rainone	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes
Jill Loope	Yes

Mr. Nicely reported on the last item from the Finance Committee meeting which was the payout of profit to ResCare Workforce Services for their contract in PY2017. Mr. Nicely reported that due to ResCare Workforce Services not meeting the required performance outlined in their contract with the Western Virginia Workforce Development Board, their profit was reduced from their invoiced amount. Mr. Nicely reported that a formal letter had been sent to ResCare Workforce Services last week and a final check would be cut to them soon. Morgan Romeo reported that accompanying the letter was a full calculation of the profit reduction so there should not be any questions as to why the amount was reduced.

Workforce Center and Services Committee

Crystal Hall, Chair of the Workforce Center and Services Committee reported to the Board regarding the Committee’s meeting in November 2018. Ms. Hall noted that the Committee received a report from Nancy Hans with the Prevention Council of Roanoke County on the opioid addiction and usage in the region that was informative and helpful for the Committee to consider when discussing workforce challenges for job seekers.

Ms. Hall also reported that the Committee reviewed an application from Roanoke Valley Nurse Aide Training to be added to the Eligible Training Provider List with their Nurse Aide program. Phil Peters requested if any Board members had any knowledge of the new provider. Morgan Romeo noted that the provider had been started by former staff with Miller-Motte College that closed down in 2017 due to loss of accreditation. Todd Putney reported that the school was providing classes at Salem Health and Rehabilitation Center, one of the facilities owned and operated by Medical Facilities of America. Todd noted that they were a new provider but had provided high quality training and were producing the right talent.

WWVDB Action: A recommendation to the Board was made by the Workforce Center and Services Committee to approve Roanoke Valley Nurse Aide Training and their Nurse Aide program for addition on the Eligible Training Provider List. The motion was seconded by Joe Brinley. The motion was carried, with Todd Putney abstaining from the vote.

OTHER BUSINESS

Jill Loope requested that an expert from the region come to the Board meeting in March to present on the opioid epidemic and provide data to the Board on how this the epidemic is affecting the workforce. Kathy Hodges stated that she had a local contact that had worked with The Franklin Center in the past and she would check his availability in March.

Lea DeCosta referenced an earlier conversation in the meeting to note that Adult Education did not solely serve those who need their General Education Diploma (GED) or High School Equivalency. Lea noted that staff were able to assist individuals in all remediation, including preparation for community college level assessments and test, if there was a pre-test and post-test.

ADJOURNMENT

The meeting was adjourned at 10:42 AM.