



BLUE RIDGE REGION

Board of Directors Meeting
August 3, 2018
WVWDB

Minutes

Board Members Present:

Teresa Hammond
Dr. John Rainone
Joyce Kessinger
Casey Nicely
David Olsen
Naomi Powers
Kathy Hodges
Bill Jones
Todd Putney
Crystal Hall
Dr. Milan Hayward
Karen Michalski-Karney
Katherine Holcomb
Phil Peters
Wayne Adkins
Joe Brinley
Jill Loope
Amanda Rogers
Michelle Wells

Staff Present:

Leah Gibson
Candace Martin
Morgan Romeo

Guests Present:

Susan Martin-ROSS
Wade Coffindaffer -ROSS
Christopher Simmons-VEC

1. Call to Order

Mr. Peters called the meeting to order at 9:00 a.m.

2. Public Comment

Morgan Romeo introduced the guests at the meeting. Christopher Simmons-VEC in Covington, Wade Coffindaffer-ROSS, Regional Director and Susan Martin-ROSS, Project Director, and Leanne-Department for Blind and Vision Impaired.

3. WVWDB Members

- Outgoing Board Member Recognition

Mr. Peters recognized outgoing board members, Naomi Powers with Carilion Clinic (10 years of service) and King Tower with Woods Rogers (5 years of service.

- Board Leadership & Committee Appointments

Ms. Romeo reported.

At the last board meeting in June, members were supposed to be elected to the Executive Committee but that was left off agenda. The board needs to reappoint/appoint the members, Shawn Hildebrand-Chair, Phil Peters-Vice Chair, and Casey Nicely-Treasurer.

Ms. Karney made a motion to approve. Mr. Putney seconded the motion. ***The motion was approved by a unanimous voice vote with Mr. Peters abstaining.***

Mr. Peters recognized Morgan Romeo as the new Director of WVWDB. He said any one that was a member of the Finance Committee or Workforce Center & Services Committee would be contacted to see if they wished to serve as a member of that committee again. He said the committee members would be voted on at the Executive Committee on September 20, 2018.

4. Consent Agenda

Mr. Peters explained that the Board would be moving to a consent agenda approach for meeting minutes and certain reports.

Ms. Kessinger made a motion to approve the use of a consent agenda. Dr. Rainone seconded the motion. ***The motion was approved by a unanimous voice vote.***

- WVWDB Meeting Minutes 6/1/18
- WIOA 3rd Quarter Performance

Mr. Brinley made a motion to approve the consent agenda. Mr. Adkins seconded the motion. ***The motion was approved by a unanimous voice vote.***

5. Director's Report

- Program of Work

Ms. Romeo reported.

On page 12 was the set program of work for the board for members to see what board staff was doing throughout the year. The work included everyday tasks and mandated assignments and was broke down into different areas of work. Page 14 outlined administrative duties to keep the board running. One detailed announcement mentioned was the closing of General Electric (GE) in Salem and the board was actively working with them and Tuesday would be the final decision of the closure. 265 people would be affected by the closing. The board had been asked to come speak with employees regarding the Dislocated Worker program.

Mr. Peters said GE was a wonderful example of the board's mission.

Mr. Putney recommended focusing on the external outreach instead of the internal work of the organization.

Ms. Romeo said the document was meant for internal customers, so the board would know what staff was doing on a daily basis. She said staff needed a motion to approve.

Mr. Putney said he was not comfortable with this much level of detail in the plan.

Ms. Hodges asked a question on the CLEO board agreement.

Ms. Romeo said the CLEO board agreement was a monitor finding and needed to be developed per the VCCS.

Mr. Peters suggested pending the Program of Work and staff will develop a plan for the board at the next meeting.

- Grant Updates
 - OnRamp Program Contract-TAP

Ms. Romeo reported.

A contract with TAP is ready to sign with the board's approval. United Way changed their funding structure. The board applied as a system innovation grant that changed the way workforce development sees customers. The grant will fund half of the center manager and on ramp coordinator at the Roanoke Workforce Center. It would really help people with barriers for employment.

Ms. Hodges asked if the grant just benefited the Roanoke Center.

Ms. Romeo said it would benefit the TAP service area and Franklin County would not be directly benefited. Covington and Alleghany are under TAP as well. The center manager would coordinate with the affiliate centers.

Mr. Putney made a motion to approve. Mr. Jones seconded the motion. ***The motion was approved by a voice vote of 18-yes,1-no.***

Ms. Hodges said the board had a responsibility to serve all eight localities and not just Roanoke. She said there were no case managers in the Covington area and now the one person at the Franklin Center will be housed in Roanoke and only come to the center once a week. She said she agreed to reduce the rent for one year to keep case manager in the Franklin Center. She said the board needed to return the focus to those who needed the board the most.

Ms. Peters said there has been a 23% reduction in the federal funding.

- Go Virginia

Ms. Romeo reported.

The board applied for the grant with Lynchburg and the New River Valley and were selected for award of funds. That meant an additional \$75,000 for incumbent worker training and to assist K-12 public schools for career exploration for CTE student and enhancing programs. There is no contract because the state board requested local match dollars, but New River Valley does not have their match. Once New River Valley had the match, staff would bring a contract. The funds would be distributed by first come first served.

- WIOA Title 1 Program Operator Transition

Ms. Romeo reported.

Staff had been focusing on closing out with ResCare with large amounts of disallowed costs. ResCare was enrolling customers that were not eligible and misdocumenting things that put the board at risk. \$10,000 would be deducted from ResCare's final invoice. During RFP, staff asked ResCare about rent at the Covington office and was told there was no rent. ResCare received a bill for \$23,000 for rent for September 2016-June 2018. The board would not be paying the bill and the CLEO had asked that we contact MaryEllen Goodlatte for legal advice.

- PY2018 Funding Discussion

Ms. Romeo reported.

On page 22 of the package was the funding discussion. When the board started the RFP process there was a budget and staff assumed level funding this year. The board estimated \$100,000 more in adult than what was there. Ross had to trim \$100,000 from the adult budget. The board had to make major decisions about how the region was served. Staff looked at ResCare's staffing structure and ROSS was similar, but they proposed to eliminate the position in Covington and Alleghany. The Covington affiliate is located in the VEC, under WIOA the Wagner-Peyser staff had to be located with Title 1 staff and in the same office. There could be no stand along VEC office in Covington which meant 13 state jobs would be eliminated. Staff has been in discussions with VEC. Staff was evaluating how survival would be maintained and get something in place for this year at least. Staff studied which office would be more beneficial, Covington or the Franklin Center. Analysis was done based on unemployment rates, services, how many people we served, and poverty rates. Ross proposed to have one full time person in Covington and move the Franklin Center person to Roanoke to be housed at the Roanoke center. A meeting was set up with Brent Robertson, Kathy Hodges and Morgan Romeo. The Franklin Center reduced rent to \$2,000 keep a person for this year. While that person is housed in Franklin County, Roanoke, or Covington, the position would serve all regions. Carryforward is gone and the board was down to bare bones but needed to figure out what to do and not disrupt service to customers.

Ms. Hodges said there were 3 empty offices at the Roanoke Workforce Center. She suggested moving board staff to the center and co-locate

Ms. Romeo said since the Regional Commission was the fiscal agent, Finance would not be on staff if the board office moved. Finance was a huge part of the board. The board and the City of Roanoke felt strongly about why staff shouldn't handle their own money.

Ms. Hammond requested staff inform the board in a more timely manner of important issues. She said her region had been understaffed for 3 months and all services were halted as of May 1, 2018.

Ms. Romeo said ResCare was told not to enroll anyone in services as of June 1, 2018 because of the operator transition. She said at next board meeting, the board would see how many people were being served and where they lived.

Ms. Romeo reported that the board had a request from Kathy Hodges about the desk staff at the Franklin Center. In the past, the board funded 100% of the front desk staff (part-time) at the Franklin Center. The board was focused on case management services and staff had met in June and the position was the first on the chopping block. Ms. Hodges proposed a semi-allocation plan that 50% of the part time position would be funded by the Franklin Center and the board. Staff has

allocated money to Ross. Ms. Hodges has requested \$10,000 be funded for the transition year. The only place to take the funds from was the budget carryforward, but do not have the final numbers yet and could potentially lay off staff. A vote was needed from the board to approve the request.

Ms. Hodges said the position was not listed in the Ross proposal. She said she didn't want to see the full-time case manager cut. She said her budget was due in December. She said it was not just a receptionist, staff assisted in the resource room and with online job applications and triage. She asked for support for this one year.

Mr. Brinley asked who staffed the desk the other hours.

Ms. Hodges said she filled the position with the senior program in the evening slots.

Mr. Putney suggested including a plan for aligning finances with the board's budget.

Ms. Loope asked about volume in the centers.

Ms. Holcomb said there 650 in the Roanoke center.

Ms. Romeo said there were 66 in the resource room at the Franklin Center.

Ms. Holcomb said the traffic numbers in the Franklin Center included everybody in the building.

Mr. Putney said staff needed to develop a traffic and resource analysis.

Mr. Peters said the analysis needed to be specific to our customers.

Ms. Hodges suggested tabling the request until final numbers are completed.

Mr. Jones said the request should be referred to the Finance Committee.

Ms. Romeo said the Executive Committee could review the request in September.

Dr. Rainone made a motion to send the request to Executive Committee. Ms. Holcomb seconded the motion. ***The motion was approved by a unanimous voice vote.***

- FOIA requests

Ms. Romeo reported.

Roanoke Times did a story on a disgruntled employee in the Southwest Virginia Workforce. Expenditures from June 2016-June 2018 had been requested from the Western Virginia Workforce Development Board. The reported requested information on the Homestead stays and the Higher Ed Conference.

Mr. Putney said all questions should be referred to the WVVDB Executive Director.

6. Old Business

• Request for Closed Session

- One Stop Operator Contract
- Personnel Update

Ms. Hodges made a motion to go into closed session. Ms. Karney seconded the motion and the motion was carried as authorized by Virginia Code Section 2.23711(a)(1) & (29) for the following purpose;

§ (A)(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.

§ (A)(29) Discussion, consideration, of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

Regularly Scheduled Meeting of the Board of Directors

Held Friday, August 3, 2018 at 9:00 AM
(WVVDB, 313 Luck Avenue, SW, Roanoke, VA)

CERTIFICATION OF RESOLUTION

Resolution Certifying a Closed Meeting was Held in Conformity With the Code of Virginia

WHEREAS: the Board of Directors has convened in a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS: Section 2.2-3712 of the Code of Virginia requires a certification by the Board of Directors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Western Virginia Workforce Development Board.

Mr. Putney made a motion to end the closed session. Ms. Hodges seconded the motion.

7. End Closed Session and Reconvene Regular Meeting

- Personnel Update

Mr. Putney made a motion to eliminate the Business & Outreach Coordinator position. Ms. Hodges seconded the motion. **The motion was approved by a unanimous voice vote**

- One Stop Operator Contract

Mr. Peters as the Chair of the RFP Committee amended the recommendation to award the one stop operator contract to Ross Innovative Employment Solutions. Mr. Putney seconded the motion.

The motion was approved by a unanimous roll call vote, as follows: (Ms. Hammond-yes, Dr. Rainone-yes, Mr. Nicely-yes, Mr. Olsen-yes, Ms. Powers-yes, Ms. Hodges-yes, Mr. Jones-yes, Mr. Putney-yes, Ms. Hall-yes, Dr. Hayward-yes, Ms. Karney-yes, Ms. Holcomb-yes, Mr. Adkins-yes, Mr. Brinley-yes, Ms. Rogers-yes, Mr. Peters-yes)

- One Stop Certification

Ms. Romeo reported.

The Roanoke Workforce Center was put on probation by VCCS due to MOU not being signed and ADA requirements for signs. Those items have been resolved and the center should be fully certified.

Ms. Hodges said the Franklin Center has gotten the stamp of approval as well.

- Ross Innovation Employment Solutions Contract

Ms. Romeo reported.

The contract has been signed and approved and needs the board's approval.

Ms. Kessinger made a motion to approve the contract. Ms. Karney seconded the motion.

***The motion was approved by a unanimous roll call vote, as follows:
(Ms. Kessinger-yes, Mr. Nicely-yes, Mr. Olsen-yes, Ms. Powers-yes, Ms. Hodges-yes, Mr. Jones-yes, Ms. Hall-yes, Dr. Hayward-yes, Ms. Karney-yes, Ms. Holcomb-yes, Mr. Adkins-yes, Mr. Brinley-yes, Ms. Rogers-yes, Mr. Peters-yes)***

8. New Business

- CLEO Board Agreement

Ms. Romeo reported.

The CLEO Board Agreement had been approved by the CLEO and needed approval from the board.

Ms. Kessinger made a motion to approve the agreement. Mr. Jones seconded the motion.

The motion was approved by a unanimous voice vote.

- WWVDB Membership/New Members

Ms. Romeo reported.

The CLEO approved a board composition (Page 63) as to where vacancies on the board of directors would fill. The board had to have a majority of members in the private sector and 20% labor or community-based representatives.

- WWVDB Bylaws

Ms. Romeo reported.

Changes made to the bylaws stem from the law. Approving vacancies in short amount of time and focus on in demand targets were required. Page 66 was the big change, typically there were four officers, staff was proposing three and eliminating the secretary position as the administrative assistant for the WWVDB already did those duties. An at-large member was added to the committee.

Mr. Adkins made a motion to approve the by-laws. Mr. Nicely seconded the motion.

The motion was approved by a unanimous voice vote.

- New/Revised LWDA3 Policies
 - Supportive Service Policy
 - Equal Opportunity Policy

Leah Gibson reported.

In the supportive service policy language was added that the participant sign that they received payment. The equal opportunity policy noted that if the EO officer was not available, that the Program Specialist would be the alternate contact.

Ms. Kessinger made a motion to approve the policies. Mr. Brinley seconded the motion.

The motion was approved by a unanimous voice vote.

- VVWDB PY2018 Meeting Schedule

Ms. Romeo reported.

The board needs to approve meeting schedule per the by-laws. Quarterly meetings were proposed instead of bi-monthly.

Ms. Kessinger made a motion to approve the schedule. Mr. Brinley seconded the motion.

The motion was approved by a unanimous voice vote.

- Training Provider Applications Review & Discussion
- Ms. Romeo reported.

Virginia Western Community College applied for Medical Office and Billing Support and Precision Machining.

Mr. Jones made a motion to approve the VWCC applications. Ms. Kessinger seconded the motion.

The motion was approved by a voice vote. Dr. Hayward abstained from vote.

FastTrack Healthcare Education applied for Medical Billing and Coding Specialist.

Ms. Kessinger made a motion to approve the application. Ms. Karney seconded the motion.

The motion was approved by a voice vote. (13-1)

Ms. Romeo stated that staff was still working with Black Diamond School of Beauty. They were unhappy that have not been able to serve their students because students were enrolled prior to passing the policy of not in demand occupations. The City of Roanoke Mayor has been involved in the discussions.

9. Upcoming Meetings

- CLEO Meeting – September 14, 2018 @ 1:30 PM
- WVWDB Meeting – October 5, 2018 @ 9:00 AM

10. Adjournment

The meeting adjourned at 11:17 a.m.

Chair

Date