



BLUE RIDGE REGION

Chief Local Elected Officials Consortium
July 20, 2018
Western Virginia Workforce Development Board

Minutes

1. **Call to Order**

Mr. Robertson called the meeting to order at 1:06 p.m.

Members Present:

Gary Larrowe, Botetourt County
Brent Robertson, Franklin County
Bob Cowell, City of Roanoke
Richard Caywood for Tom Gates, Roanoke County

Staff Present:

Leah Gibson
Candace Martin
Morgan Romeo

Guests Present:

Shawn Hildebrand, Chair of Board of Directors

2. **Consent Agenda**

- Approval of May 25, 2018 CLEO Minutes

Mr. Cowell made a motion to approve the minutes. Mr. Larrowe seconded the motion. ***The minutes were approved by a unanimous voice vote.***

- WIOA 3rd Quarter Performance

Ms. Romeo reported.

The Board only had through the 3rd quarter performance data. Column A were the measures to be met and participants had exited the programs. All three programs met or exceeded performance levels.

Ms. Gibson said the measurable skills gain performance measure was new with WIOA and could be met by various activities including on the job training or incumbent worker training where they learn a new skill that can be documented by the employer.

3. Director's Report

- Program of Work

Ms. Romeo reported that the program of work was an update of the new operator and what the board staff would be working on. It would help the board be on top of items that were mandated and required to do. A vote of approval from the CLEO was needed.

Mr. Larrowe asked if the meetings of CTE Directors, professionals and Superintendents were to bring them all together.

Ms. Romeo said it was part of a community meeting and would be bringing them all together.

Mr. Larrowe said all regions were facing employment issues in the community and business industry and it would be helpful to identify three areas to target with Workforce Development.

Mr. Cowell asked when Jobs Plus would phase out.

Mr. Romeo said it would be out in 2019.

Mr. Robertson said he would like to see a dashboard including number of meetings and participants in programming.

Ms. Romeo said dashboards would be brought to further meetings.

Mr. Larrowe made a motion to approve the Program of Work. Mr. Cowell seconded the motion. ***The motion was approved by a unanimous voice vote.***

- Grant Updates

OnRamp Program Contract-TAP

Ms. Romeo reported.

The grant was through the United Way. The Board teamed up with TAP and the grant was awarded to us. It would help fund half of the center manager salary and

a new position at the Roanoke Workforce center. The goal of the grant was to target people falling off the map at the center and follow up. The new center manager and staff will be able to track everyone in the center and report success.

Go Virginia update

Ms. Romeo reported.

Roanoke County Economic Development would promote the funding. The grant is \$4,000 and Lynchburg would be looking for \$3,500 from the board. We will get \$70,000 for incumbent worker training and \$20,000-\$25,000 for career exploration and expos.

- WIOA Program Operator Transition Update

Ms. Romeo reported.

The Board is closing out ResCare and have met with the regional directors. There are still outstanding issues that are being worked on and significant disallowed costs that ResCare will have to pay back. There are some files missing and ResCare has not responded to that yet. The Board is battling with ResCare on payout of PTO, initially they agreed they would not pay out earned PTO to staff but actually did pay it out & invoiced the Board for reimbursement of these expenses. The bigger issue is, since the start of the contract, ResCare confirmed there was no rent associated with the Covington affiliate center, however a bill has now been received for \$23,000 of back rent for that center for September 2016-June 2018. The Board staff was unaware of this rent expense or lease agreement. The Board is not mentioned in the contract.

Mr. Larrowe suggested a letter from an attorney stating the board was not mentioned in the contracts.

- PY2018 Funding discussion

Ms. Romeo reported.

A spreadsheet was handed out to the CLEO. The Board assumed we would receive level funding from WIOA Title I from last program year to this year, but we actually received a cut in federal funding this year. The top table showed federal funding allocation. The board has had so much carry forward in the past two years that the impact of prior years' decrease in funding was not felt. Ideally, the Board should not be carrying forward more than 25% of each year's allocation. The second table shows the differences in the budget and the third table is the board's budget. The budget affects the two affiliate sites the most. There is no one in the Covington center currently and if the position is not replaced, it would be a VEC stand-alone

office and that is not allowed, per VEC regulations. Ross and the Board are looking for different locations and Dabney S Lancaster Community College has offered a space but there is a variety of options. The initial plan was to have someone drive to Covington one or two times a week but that is a tremendous cost. The question is it worth traveling to the Franklin Center instead. The Board has limited funding and needs the CLEO's guidance. Last program year, 25 people were served in Covington and 30 in the Franklin Center but according to Ross, there were 90 people being served in Covington and 15 at the Franklin Center.

Mr. Robertson suggested a meeting with himself, Morgan Romeo and Kathy Hodges.

Ms. Romeo said if the board did not replace the Business and Outreach Coordinator position, the funding used for that position's salary could go to Ross.

4. Executive Session-One stop operator contract

Mr. Larrowe made a motion to go into closed session. Mr. Cowell seconded the motion and the motion was carried as authorized by Virginia Code Section 2.2-3711(a)(29) for the following purpose;

§ (A)(1) 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 CLEO

Held July 20, 2018 at 1:30 PM
(Western Virginia Workforce Development Board)

CERTIFICATION OF RESOLUTION

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

WHEREAS: the CLEO 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 2.2-3711 of the Code of Virginia requires a certification by the CLEO that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the CLEO 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. Larrowe made a motion to end the closed session. Mr. Cowell seconded the motion. The motion was approved by a unanimous roll call vote: (Mr. Caywood-yes, Mr. Cowell-yes, Mr. Larrowe-yes, Mr. Robertson-yes)

5. End Closed Session and Reconvene Regular Meeting

Mr. Robertson stated the motion was to award the One Stop Operator contract to Ross Innovative Employment Solutions.

Mr. Larrowe made a motion. Mr. Cowell seconded the motion. ***The motion was approved by a unanimous voice vote.***

6. New Business:

- WVWDB Member reappointments

Ms. Romeo reported.

Page 11 of the package was the slate of board member reappointments. Casey Nicely, David Olsen, Todd Putney, Karen Michalski-Karney, Katherine Holcomb and Phil Peters.

Mr. Larrowe made a motion to approve all members up for reappointment to the Board. Mr. Cowell seconded the motion. ***The motion was approved by a unanimous voice vote.***

- CLEO member appointments

Ms. Romeo reported. She asked the members if an elected official or alternate, in their region, was appointed to serve on the CLEO. The by-laws specify elected officials therefore each body needs to appoint a board of supervisor or council member to serve however, an alternate could be designated to serve as well.

Mr. Caywood said the TPO stated a voting member had to be elected and asked if alternates could vote.

Ms. Romeo said the state has allowed for alternates to vote.

Mr. Larrowe suggested the CLEO go back to their locality have the elected officials appoint alternates and send a letter to the Board.

- CLEO –Board Agreements

Ms. Romeo reported.

On page 12 was the CLEO-Board agreement. The document is state and federal language and fiscal agent agreements. The state required the document that described the roles and responsibilities of the CLEO and the WVDDB.

Mr. Larrowe made a motion to approve the CLEO-Board agreement as presented. Mr. Cowell seconded the motion. ***The motion was approved by a unanimous voice vote.***

Ms. Romeo said page 33 was a formal composition in the CLEO board agreement. The board is out of compliance with the 51% private and public sector. Option one has an at-large member, Option 2 has an Economic Development member, Option 3 has both, Option 4 removes a community college because there are two in our region, and Option 5 is bare bones.

Mr. Larrowe said option two would be best. He made a motion to amend the CLEO board agreement with option two. Mr. Cowell seconded the motion. ***The motion was approved by a unanimous voice vote.***

- CLEO By-laws

Ms. Romeo reported.

The CLEO by-laws have changed slightly. Page 20, Article 2, Section 2-a representative from each jurisdiction must be appointed by the governing body and may appoint an alternate representative that would have the authority to vote. Article 3-regular meetings have been changed to quarterly.

Mr. Larrowe made a motion to amend the by-laws as presented. Mr. Cowell seconded the motion. ***The motion was approved by a unanimous voice vote.***

- WVDDB By-laws

Ms. Romeo reported.

On page 25 were the WVDDB by-laws. The Board changed the selection process, dissolved the Board Development Committee, eliminated the Secretary position for officers, and changed regular meetings to meet quarterly.

Mr. Larrowe made a motion to approve the Board bylaws as presented. Mr. Cowell seconded the motion. ***The motion was approved by a unanimous voice vote.***

- New/Revised LWDA3 Policies

Supportive Services

Ms. Gibson reported.

The only change is that the participant must sign when they receive funds through supportive services.

Equal Opportunity Policy

The board director serves as the Equal Opportunity officer and if they are unavailable, the Program Specialist will be the alternative contact.

Mr. Cowell made a motion to approve both the Supportive Services and the Equal Opportunity policies as presented. Mr. Larrowe seconded the motion. ***The motion was approved by a unanimous voice vote.***

7. Upcoming meetings

- WVVWDB Meeting – August 3, 2018 @ 9:00 AM
- CLEO Meeting – September 14, 2018 @ 1:30 PM

8. Adjournment

The meeting adjourned at 2:18 p.m.

Director

Date