



BLUE RIDGE REGION

Chief Local Elected Officials (CLEO) Consortium Meeting Minutes

October 17, 2018 – 2:00 PM
Virginia Career Works – Roanoke Center
3601 Thirlane Road NW, Suite 2
Roanoke, VA 24019

CLEO Members	Locality	Present
Stephen Bennett	Alleghany County	
Jack Leffel, Jr.	Botetourt County	
Tom Sibold, Jr.	City of Covington	X
Kathi Toelke	Craig County	X
E. Cline Brubaker	Franklin County	
Sherman Lea	City of Roanoke	X
Martha Hooker	Roanoke County	X
John Saunders	City of Salem	
Alternate Members	Locality	Present
Jonathan Lanford	Alleghany County	
Gary Larrowe	Botetourt County	X
Richard Douglas	City of Covington	
Dan Collins	Craig County	X
n/a	Franklin County	
Joseph Cobb	City of Roanoke	
P. Jason Peters	Roanoke County	
Kevin Boggess	City of Salem	

WVWDB Chair	Present
Shawn Hildebrand	X
Staff Members	Present
Morgan Romeo	X
Leah Gibson	X
Candace Martin	X

WELCOME AND INTRODUCTIONS

Morgan Romeo called the meeting to order at 2:00 PM due to no current elected leadership. A quorum was present.

PUBLIC COMMENT

There were no comments from the public.

ELECTION OF CLEO CONSORTIUM OFFICERS (CHAIR AND VICE-CHAIR)

Morgan Romeo noted to the consortium that currently there were no chair or vice-chair elected to lead the group. Morgan stated that per the CLEO Consortium By-laws, a Chair and Vice-Chair must be elected. Discussion was held among the group regarding nominations for each

position. Gary Larowe nominated Martha Hooker for CLEO Consortium Chair and Tom Sibold Jr. for Vice-Chair.

CLEO Consortium Action: Gary Larowe made a motion to approve the nomination of Martha Hooker for CLEO Consortium Chair and Tom Sibold, Jr. for Vice-Chair. The motion was seconded by Sherman Lea. The motion carried.

MEETING MINUTES FROM JULY 20, 2018 APPROVAL

Morgan Romeo referenced the packet and noted that the previous meeting minutes would need to be approved. The CLEO Consortium reviewed the minutes as distributed.

CLEO Consortium Action: Gary Larowe made a motion to accept the July 20, 2018 meeting minutes. The motion was seconded by Martha Hooker. The motion carried.

CLEO CONSORTIUM TRAINING

Overview of WIOA Title I Programs & Discretionary Grants

Morgan Romeo gave an overview of the WIOA Title I programs and discretionary grants that are currently operating in Local Workforce Development Area 3 and have impact on workforce development. This training gave the new and continuing CLEO Consortium members a better idea of the responsibility of the CLEO Consortium with the federal funding in the region, the goals and performance requirements of the funding streams, and identified areas of improvement and suggestions for review by the CLEO in the future. Morgan Romeo referenced several items in the packet that described the funding streams in the region, the fiscal and administrative agents for the funding, and reporting and performance requirements.

CLEO Consortium Responsibilities

Morgan Romeo referred to the packet again to note the CLEO-Board Agreement that was put in place in July 2018. This agreement noted the sole-responsibilities of the CLEO Consortium, the joint responsibilities that the CLEO Consortium and Western Virginia Workforce Development Board share, and then the sole responsibilities of the Western Virginia Workforce Development Board that have been assigned by the CLEO. One item that was noted in the agreement was that the CLEO Consortium receive nominations and appoint public and private sector members to the Western Virginia Workforce Development Board.

DIRECTOR'S REPORT

Morgan Romeo gave a presentation to the CLEO Consortium on some of the key activities of staff since the last meeting.

Roanoke City Council Presentation

On October 4, 2018, Morgan Romeo presented to the Roanoke City Council on the Western Virginia Workforce Development Board, including the goals and activities of the Board, the performance requirements and responsibilities laid out in federal and state law, and the funding structure for WIOA Title I and discretionary grants received in the region. The purpose of the presentation was to follow-up from a previous presentation done at the September 2018 Roanoke City Council meeting by a local training provider that was unhappy with the services received from the Workforce Development Board. Sherman Lea noted that City Council found

the presentation informative and that they were pleased to have the opportunity to better understand the work of the board.

GE – Salem Layoff Information

Morgan Romeo reported that Board staff and staff at the Virginia Career Works Centers in the region have been diligently working with GE employees that have been affected by layoffs in the recent past and who are still currently employed and will be laid off in the Summer of 2019. GE has been certified as Trade Act eligible, due to the company relocating jobs to India. Employees separated since December 2016 and through the closure of the Salem facility will be eligible for additional income support beyond unemployment benefits, and additional funding to return to training and enhance their skills. If individuals file a claim for these benefits and wish to attend training through the Trade Act program, they will also be co-enrolled in the WIOA Title I Dislocated Worker program. This could affect the workload and traffic at the Centers in the region, particularly, the Virginia Career Works – Roanoke Center.

GO Virginia Project

Morgan Romeo reported that the region had been awarded a GO Virginia project during the first round of funding by the Region 2 GO Virginia Council. This funding was awarded in partnership with the Lynchburg and New River Valley workforce development regions and will focus on talent pipeline development from both ends of the spectrum. A portion of the funding will go toward assisting businesses in training their existing workers to move up the career pathway. This would allow the business to move entry-level workers into middle- to higher-skilled positions and then allow the workforce development system to assist them in backfilling the entry-level positions with qualified workers. The other portion of the funding will go toward hosting a super-regional career expo for 7th graders in September 2019. The event will be held at the Berglund Center and will assist the 7th graders in choosing a career pathway as required by the new Portrait of a Virginia Graduate initiative.

One-Stop Operator Contract

Morgan Romeo referenced the packet and noted the One-Stop Operator Contract that was included for approval. The CLEO and Board are required to procure and designate a One-Stop Operator and, in July 2018, the Board and CLEO voted to award the contract to Ross Innovative Employment Solutions. The contract in the packet has been negotiated with Ross and a One-Stop Coordinator began working on October 1, 2018. This position will be responsible for performing duties of a Center Manager at the Virginia Career Works – Roanoke Center, while also looking for continuous improvement within service delivery models in the region. This would include networking with outside external partners, setting forth intake and customer service processes and procedures, and collecting data on traffic and performance of visitors to all three Centers in the region. The One Stop Coordinator will also work with the Franklin Center and the Covington Center to improve processes and procedures and ensure that data collection is uniform throughout the region.

CLEO Consortium Action: A motion was made by Martha Hooker to approve the One-Stop Operator Contract as presented. The motion was seconded by Sherman Lea. The motion carried.

PY2017 Q4 Performance Approval

Morgan Romeo presented the CLEO the federal performance outcomes of the WIOA Title I programs for Quarter 4 of PY2017 (April 1, 2018 – June 30, 2018). This performance is not the final performance of the year but does reflect that ResCare Workforce Services appears to have failed several of the key federal measures that the region is required to meet. It was noted that performance is always looking at data 18 months behind, so for the next 18 months, performance that was presented would be actual performance of ResCare Workforce Services. Final performance for PY2017 will be given to the CLEO when it is available from the state and from there, staff would be able to make recommendations to the CLEO and Board regarding profit payout to ResCare Workforce Services. With the performance measure changes and the removal of the 80% threshold, it could mean that ResCare Workforce Services will not meet all performance outcomes as specified by the contract, and therefore, will not be paid out all profit as requested.

CLEO Consortium Action: A motion was made by Sherman Lea to accept the performance report as presented. A second was made by Martha Hooker. The motion carried.

PY2018 & PY2019 Performance Negotiation Approval

Morgan Romeo referenced the performance negotiation process as presented in the packet. New performance requirements must be negotiated for PY2018 and PY2019 with the state. Virginia has already negotiated performance with the US Department of Labor prior to starting the negotiation process with the local areas. In the packet referenced the negotiation outcomes with staff and the state.

CLEO Consortium Action: A motion was made by Martha Hooker accept the performance requirements that were negotiated by staff for PY2018 and PY2019. A second was made by Sherman Lea. The motion carried.

NEW BUSINESS

New WWDDB Member Appointments

A slate of nominations was presented to the CLEO Consortium for new appointments to the Western Virginia Workforce Development Board. Morgan Romeo reminded CLEO members that according to federal and state law, appointments to the Board should be representative of the in-demand target industries approved by the region in the Local Plan (Manufacturing, Information Technology, Healthcare, Life Sciences, Financial Services, Construction, and Transportation and Logistics). A discussion was held among the members in attendance regarding the slate of nominations.

Several business representatives from around the region were nominated for vacancies in Franklin County (2), the City of Salem (1), and the City of Roanoke (1). Several members were able to represent more than one locality, for example, Carilion has several locations throughout the region. The CLEO Consortium noted the value of having Carilion on the Western Virginia Workforce Development Board, as well as having an attorney that specialized in employment law.

CLEO Consortium Action: A motion was made by Tom Sibold, Jr. to appoint Jeremy Adkins (Solution Matrix) and Debra Lovelace (Carilion) to represent Franklin County, Michael Gardner

(Woods Rogers) to represent the City of Roanoke, and Wayne Griffin (Integer) to represent the City of Salem on the Western Virginia Workforce Development Board. The motion was seconded by Martha Hooker. The motion carried.

Two nominations were received for representatives of Title II Adult Education. One representative represented Franklin County from Region 12 Adult Education and the other representative serves seven localities in the region through Region 5 Adult Education.

CLEO Consortium Action: A motion was made by Kathi Toelke to appoint Lea DeCosta (Region 5 Adult Education) to represent Title II Adult Education on the Western Virginia Workforce Development Board. The motion was seconded by Martha Hooker. The motion carried.

Several nominations were received for representatives of Career and Technical Education programs in the K-12 school systems. All nominations represented the school district in which they are employed.

CLEO Consortium Action: A motion was made by Martha Hooker to appoint Jason Suhr (Roanoke County) to represent Career and Technical Education Programs on the Western Virginia Workforce Development Board. The motion was seconded by Sherman Lea. The motion carried.

PY2018 CLEO Meeting Schedule

The CLEO Consortium was presented a slate of meeting dates in their packet for meetings to run through June 30, 2019. Morgan Romeo noted that if any of the dates did not work, there was flexibility to change them, but that staff had checked each locality for dates of City Council and Board of Supervisors meetings to ensure that there were no conflicts. Morgan stated that there were two dates that could work for the next meeting, November 28 or December 5. CLEO members in attendance noted that November 28 would work best for them.

CLEO Consortium Action: A motion was made by Sherman Lea to accept the meeting schedule as presented, choosing November 28 as the date of the next meeting. The motion was seconded by Martha Hooker. The motion carried.

WVWDB Policy Approvals

Morgan Romeo referenced the packet for the meeting and noted that there were several policies that were in the packet for approval. These policies included: Dislocated Worker Trade Co-Enrollment Policy; Accessibility and Reasonable Accommodations Policy; Limited English Proficiency Policy; Adult, Dislocated Worker, and Youth Eligibility Policy; Eligible Training Provider Certification Policy; and Priority of Service Policy. A majority of the policies only had slight changes to them based on new federal or state guidance, but the Dislocated Worker Trade Co-Enrollment Policy was brand new. This policy stemmed from the GE Salem facility closure and the recent certification of the company by the Trade Act. This policy will ensure that a process has been set up for co-enrollment so that the Virginia Employment Commission (administer of the Trade Act) and the WIOA Title I Service Provider have guidance on enrollment. The Accessibility and Reasonable Accommodations Policy as well as the Limited English Proficiency Policy were also new.

CLEO Consortium Action: A motion was made by Sherman Lea to approve the new and revised policies. A second was made by Martha Hooker. The motion carried.

Eligible Training Provider Renewal/Approval

Each year the CLEO and Western Virginia Workforce Development Board are required to review the Eligible Training Providers approved by the local area on the statewide list to ensure they are in compliance with performance and reporting. The packet presented to the CLEO referenced the performance data that was recently collected from all the training providers. Morgan Romeo noted that the CLEO members would see that several of the training providers and/or programs are not currently meeting the required performance of at least 50% of training provider attendees complete the training, and at least 65% of training provider attendees earn a credential. A committee to the Board, the Workforce Center and Services Committee, recommended the approval of the providers and programs this year, with technical assistance provided to each of them in the coming months on the new performance requirements. Next year during the review, if providers and/or programs do not meet the required performance, they will be put on probation, and the following year of non-compliance would result in being removed from the statewide Eligible Training Provider List.

CLEO Consortium Action: A motion was made by Sherman Lea to approve the Eligible Training Providers in the packet and to follow the procedure set forth by the Workforce Center and Services Committee. A second was made by Martha Hooker. The motion carried.

Conflict of Interest Form Approval

Morgan Romeo noted that a requirement in law was to provide a conflict of interest statement and a statement of economic interest in order to serve on the Western Virginia Workforce Development Board. This process is repeated annually to record any new conflicts of interest or new economic interests. It is also required that the CLEO Consortium approve the form.

CLEO Consortium Action: A motion was made by Martha Hooker to approve the form for use in PY2018. The motion was seconded by Tom Sibold, Jr. The motion carried.

FINANCE REPORT

PY2018 Budget vs. Actual Report

Morgan Romeo presented the budget vs. actual report for PY2018 through August 31, 2018. This budget vs. actual report is based on the budget that was approved in June 2018, so the numbers will look different at the next meeting. As it is only two months of data, Morgan noted that there was nothing of significant concern at this point in the year.

CLEO Consortium Action: A motion was made by Martha Hooker to accept the budget vs. actual report for PY2018 as presented. A second was made by Sherman Lea. The motion carried by a roll call vote, all signifying yes.

PY2018 Revised Budget Approval

Morgan Romeo presented a revised budget to the CLEO Consortium and noted that this was a different format than was provided in the past. The format shows a detailed budget for the Western Virginia Workforce Development Board staff, then shows the contracted amounts going

to each vendor. Based on the federal reduction of funds in the last three years, it was critical that the Board staff review the budget that was done in June 2018 and decrease items where possible. If federal funding continues to decrease, then more extreme measures would need to be taken. The goal of Board staff is to provide as many services as possible to job seekers and businesses and reduce overhead.

CLEO Consortium Action: A motion was made by Martha Hooker to accept the PY2018 revised budget as presented. A second was made by Kathi Toelke. The motion carried by a roll call vote, all signifying yes.

PY2017 A-133 Audit Acceptance

A copy of the final report for the A-133 audit for PY2017 was included in the packet. The audit firm Robinson, Farmer, and Cox had no material findings on the Western Virginia Workforce Development Board in PY2018. Morgan Romeo noted that this was a clean audit and that staff would be looking ahead to new guidance from the federal government and implementing some new financial policies prior to the end of PY2018.

CLEO Consortium Action: A motion was made by Martha Hooker to accept the A-133 audit for PY2018 as presented. The motion was seconded by Tom Sibold, Jr. The motion carried.

PY2016 Youth Expenditures

Morgan Romeo referenced the packet for information regarding expenditures made by ResCare Workforce Services in the Title I Youth program. As the money has a two-year life span, it is important to spend all of the funds in their second year as to avoid giving money back to the state. At the end of June 30, 2018, ResCare Workforce Services accrued expenses for expenditures that they had not yet received bills or invoices for at that time. These accrued expenditures allowed for the area to draw down the rest of the funds from PY2016. When the bills and invoices were received, the costs that were accrued were not as high as expected. This coupled with disallowed costs that were discovered by Board staff, resulted in a remaining balance for PY2016 funds. Board staff are in the process of revising the reporting for last year and reclassifying funds that were drawn down from PY2017 to PY2016 to cover the balance. This is to avoid sending money back to the state.

The meeting adjourned at 3:48 PM.

Chair

Date