



BLUE RIDGE REGION

CLEO Consortium Meeting

November 29, 2018 – 2:00 PM

Virginia Career Works – Roanoke Center

3601 Thirlane Road NW, Suite 2

Roanoke, VA 24019

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

WVWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X

WELCOME

Martha Hooker welcomed everyone and called the meeting to order at 2:09 PM.

PUBLIC COMMENT

There were no comments from the public.

CONSENT AGENDA

The Honorable Martha Hooker presented the consent agenda to the CLEO Consortium and noted that there were three items in the consent agenda for the group's approval:

- October 17, 2018 Meeting Minutes
- WIOA Title I Programs Report
- Eligible Training Provider Initial Application

CLEO Consortium Action: A motion was made by The Honorable Martha Hooker to approve the consent agenda as presented. The motion was seconded by The Honorable Tom Sibold, Jr. The motion was carried.

FINANCIAL REPORTS

PY2018 Budget Modification

Morgan Romeo presented a budget modification to the CLEO Consortium, which consisted of three substantial changes:

- *PY2017 Carryforward Allocation* – As the expenditures for the WIOA Title I Youth Program are not increasing as needed, WVVWDB staff have recommended to the WIOA Title I Program Operator, Ross Innovative Employment Solutions, that they dedicate one of their Career Specialists solely to the Title I Youth program. This will hopefully increase outreach to organizations working with the youth population and provide consistency with referrals. In order to make sure this staff transition can occur, WVVWDB staff recommend allocating an additional \$20,000 in Title I Youth funding to Ross Innovative Employment Solutions (\$5,000 to In-School Youth and \$15,000 to Out-of-School Youth).
- *Virginia Financial Success Network* – The Virginia Community College System (VCCS) had requested that funding that was not projected to be used in the region for the Virginia Financial Success Network project be returned to cover a statewide budget shortfall. The VFSN project was awarded a 1-year extension by the US Department of Labor and when the extension was approved, VCCS had neglected to add additional financial resources to support statewide technology used in the VFSN project. Funding that the CLEO Consortium and WVVWDB agreed to return would assist the state in continuing this technology. The CLEO Consortium discussed the consequences of providing this funding back to VCCS and WVVWDB staff noted that it would impact the region's ability to meet the enrollment goal into the project. The CLEO Consortium expressed concern in not being able to meet the projected enrollment and service goals and requested WVVWDB staff to accompany the VFSN budget modification request sent to VCCS with a letter outlining the challenges of the project and officially requesting that the enrollment goal be lowered in conjunction with the funding reduction.
- *Operational Plan Consultant* – With continued budget reductions from WIOA Title I funds, the region is in need of an evaluation of operations to ensure efficiency and effectiveness. WVVWDB staff requested an additional \$5,000 be added to the WVVWDB operations budget to hire a third-party consultant to conduct a review of operations in the region.

CLEO Consortium Action: A motion was made by The Honorable Martha Hooker to approve the budget modification overall, as presented, with the additional request of a letter being sent to VCCS to accompany the budget reduction for the VFSN project. The motion was seconded by The Honorable John Saunders. The motion was carried by roll call vote as noted below:

The Honorable Tom Sibold, Jr.	City of Covington	Yes
The Honorable Kathi Toelke	Craig County	Yes
The Honorable Martha Hooker	Roanoke County	Yes
The Honorable John Saunders	City of Salem	Yes
Jonathan Lanford	Alleghany County	Yes

PY2018 Budget vs. Actual Report

Morgan Romeo presented the PY2018 Budget vs. Actual report to the CLEO Consortium. There were no red flags in the budget vs. actual report for the WVVWDB operations, but there were some things to note regarding the budget of the WIOA Title I Program Operator. WVVWDB staff noted that the fiscal performance of the new WIOA Title I Program Operator, Ross Innovative Employment Solutions, was not progressing as expected. Staff noted that there was a lead time that could be given as the new

contractor has had been building the program from the ground up, so it was expected that there would be a slow start. CLEO Consortium members requested that local Ross staff attend the next CLEO Consortium meeting so if there were questions regarding progress, they would be there to answer directly.

CLEO Consortium Action: A motion was made by The Honorable Martha Hooker to approve the PY2018 Budget vs. Actual report as presented. The motion was seconded by The Honorable John Saunders. The motion was carried by a roll call vote as noted below:

The Honorable Tom Sibold, Jr.	City of Covington	Yes
The Honorable Kathi Toelke	Craig County	Yes
The Honorable Martha Hooker	Roanoke County	Yes
The Honorable John Saunders	City of Salem	Yes
Jonathan Lanford	Alleghany County	Yes

PY2017 ResCare Profit Invoice

Morgan Romeo updated the CLEO Consortium on the final close-out invoice for ResCare Workforce Services, which is the profit that was earned in PY2017. The WVVDB staff has come to an estimate of profit that should be paid to ResCare Workforce Services for their performance in PY2017. This amount is less than the amount that was originally invoiced, due to ResCare Workforce Services not meeting all performance goals and outcomes outlined in their contract. No motion was taken on this agenda item as there was no action to be taken at this time.

CLOSED SESSION

The Honorable Martha Hooker stated that a motion was needed to request closed session to have, pursuant to Virginia Code 2.2-3711 (A), *"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"*, and *"discussion of the award of a 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"*.

CLEO Consortium Action: A motion was made by Jonathan Lanford to enter closed session pursuant to Virginia Code 2.2-3711 (A). The motion was seconded by The Honorable John Saunders. The motion was carried.

The Honorable Martha Hooker stated that a motion was needed to end 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.

CLEO Consortium Action: A motion was made by The Honorable Martha Hooker to end 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 Jonathan Lanford. The motion was carried by a roll call vote as noted below:

The Honorable Tom Sibold, Jr.	City of Covington	Yes
The Honorable Kathi Toelke	Craig County	Yes
The Honorable Martha Hooker	Roanoke County	Yes
The Honorable John Saunders	City of Salem	Yes
Jonathan Lanford	Alleghany County	Yes

The Honorable Martha Hooker noted that as they were back in open session, motions would need to be made based upon the discussion in closed session.

CLEO Consortium Action: A motion was made by Jonathan Lanford to release the Request for Proposals (RFP) for Audit Services on January 2, 2019. The motion was seconded by The Honorable Tom Sibold, Jr. The motion was carried.

CLEO Consortium Action: A motion was made by The Honorable Martha Hooker to continue to follow the personnel policies of the fiscal agent for the region, the Roanoke Valley-Alleghany Regional Commission when it comes to providing cost of living or merit based raises. The motion was seconded by Jonathan Lanford. The motion was carried.

LOCAL PLAN UPDATE

Morgan Romeo referenced the Local Plan update information in the CLEO Consortium Packet. As required by the US Department of Labor, modifications to the Local Plan must be done after two years of implementation. The current Local Plan for the region runs from PY2016 through PY2020. WVVDB staff worked with Virginia Tech's Office of Economic Development to run current labor and economic data for the region to evaluate the target industries and demand occupations identified for the region. There were several areas where the target industries could be simplified and combined (i.e.: Healthcare with Life Sciences and Manufacturing with Food and Beverage Manufacturing). WVVDB staff also requested to add Education to the target industries as the demand of teachers and professionals within the Education industry continues to be communicated by secondary and post-secondary higher education institutions. The CLEO Consortium reviewed the Local Plan update information sheet in the packet. Morgan Romeo noted that the final Local Plan modification would be presented to the CLEO at the next meeting in March prior to submission to the Virginia Community College System.

CLEO Consortium Action: A motion was made by The Honorable Martha Hooker to approve the modifications to the target industries and demand occupations with the Local Plan. The motion was seconded by The Honorable Kathi Toelke. The motion was carried.

DIRECTOR'S REPORT

GO Virginia Project Update

Morgan Romeo gave an update of the GO Virginia project in the region and noted the major activities that would occur with the awarded funding. The large career expo for 7th grade students is the most substantial activity and will be held in the Blue Ridge Region, possibly at the Berglund Center. The Honorable John Saunders noted that it would be good to compare the costs with the Salem Civic Center to determine the best value and best layout of space. WVVDB staff noted that they would be working with the staff in Central Virginia and the New River/Mt. Rogers area to develop and host the

career expo and that the CLEO Consortium would be able to help identify local businesses and organizations to participate.

WIOA Title I Youth Program

Morgan Romeo referenced the performance of the WIOA Title I Program Operator and noted that the Title I Youth program was not receiving referrals or enrollments in the program. The CLEO Consortium discussed avenues of outreach to take to boost enrollments and raise awareness of the programs that exist. The Honorable Martha Hooker noted that Roanoke County's Career and Technical Education (CTE) initiatives had great success with the Registered Apprenticeship model. The Honorable Kathi Toelke mentioned that local PTA/PTO groups may be useful to speak with to gain support. The Honorable Tom Sibold, Jr. suggested that WVVWDB staff connect the CLEO Consortium members with the local Project Director of the WIOA Title I programs in case they wanted to meet with them and discuss future referral sources.

Appalachian Power Workforce Assessment

Morgan Romeo explained that Appalachian Power, in partnership with Virginia Tech's Office of Economic Development and the Tobacco Commission, is conducting a workforce assessment and skills gap analysis of the region. WVVWDB staff had been invited to the kickoff meeting for the project and were told the project would rely heavily on the workforce development boards throughout Southern Virginia to conduct engagement activities with unemployed, underemployed, businesses, students, and more. Morgan Romeo noted that the Alleghany Highlands were not included in the project as they are not customers of Appalachian Power or the Tobacco Commission. The project will conclude in May 2019 and the data will be available to all workforce development boards and economic development entities to assist in project development.

Diversification of Funding

Morgan Romeo stated that with the continued decrease in federal funding, it will be important for the CLEO and WVVWDB to look into other sources of funding for operations and workforce activities. WVVWDB staff asked the CLEO Consortium to consider the possibility of locality funding for workforce activities. The CLEO Consortium noted that it would be best to ask for the funding for specific purposes rather than to support the organization broadly.

OTHER BUSINESS

There was no new or other business.

UPCOMING MEETINGS

The Honorable Martha Hooker noted that there was a Western Virginia Workforce Development Board meeting on December 14, 2018 at 9:00 AM at the Virginia Career Works – Roanoke Center. The next CLEO Consortium meeting would be March 13th at 2:00 PM, in the same location. The Honorable Martha Hooker requested that the meeting be moved to 2:30 PM for timing with the local school systems. The attendees agreed.

ADJOURNMENT

The Honorable Martha Hooker adjourned the meeting at 3:33 PM.