



BLUE RIDGE REGION

CLEO Consortium Meeting

March 13, 2019 – 2:30 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 Billy Martin	Botetourt County	X
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	X
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	X
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
Marshall Stanley	X

Guest	Present
Susan Martin	X

WELCOME

Martha Hooker welcomed everyone and called the meeting to order at 2:37 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.

- November 29, 2018 Meeting Minutes

- Eligible Training Provider Application - Feeding America: Southwest Virginia
- WIOA Title I Policy Revisions and Additions

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.

DIRECTOR'S REPORT

GO Virginia Project Update

Morgan Romeo presented the idea of using the remaining \$23,000 from the \$300,000 GO Virginia grant for the Career Pathway video series produced by the Western Virginia Workforce Development Board, as well as the September job fair in Salem, Virginia. The job fair will be held on the 18th and 19th of September at the Salem Civic Center and is projected to involve approximately 50 businesses. Morgan Romeo will send literature relevant to the job fair to CLEO members prior to the event.

Roanoke City – Grant Recipient Monitoring

As the Grant Recipient for the Western Virginia Workforce Development Board, the City of Roanoke has deemed the Board as “not satisfactory in the management of programs” in its monitoring. The Honorable Martha Hooker feels this manner of monitoring from the City of Roanoke will end as the new operator, Ross Innovative Employment Solutions, has more time to settle into their role and

Memorandum of Understanding Planning Process

Morgan Romeo informed the CLEO that there will be a state-wide MOU template disseminated on July 1, 2019. Congress requires that a transparent budget be attached to each MOU to determine the effectiveness of each center's allocation of funds and plan future budgets. The Franklin Center has a proposed MOU which is outside of the legal parameters designated by the State of Virginia. The Franklin Center's MOU must abide by the parameters outlined by State in order to have partners sign off on the agreement.

Financial Empowerment Center – VFSN Update

Morgan Romeo informed the CLEO that the Virginia Financial Success Network grant will end as of March 31, 2019, instead of the proposed June 30 date. The Financial Coach employed with this grant will be losing their job as a result of the grant ending and the budget modification was denied because it was deemed unnecessary. With a Financial Empowerment Center coming to Roanoke with the approximated time of Summer 2019, the Roanoke Workforce Center is applying to have an employee of the new FEC stationed at the Roanoke Workforce Center to broaden the services of our Center and partner with another agency within the region.

Medicaid Expansion

Morgan Romeo informed the CLEO that the State of Virginia expanded its Medicaid budget with the condition to have a work requirement attached to receiving the aid. Individuals who qualify for Medicaid with the work requirement will be referred to Virginia Workforce Centers. Individuals will be able to avoid the work requirement attached to the aid based on outlined exemptions. The Medicaid expansion is expected to be approved in April 2019 and will take action in January 2020.

CLEO Bylaws Update

Morgan Romeo informed the CLEO that on pages 24-29 of the agenda packet, the Board is proposing that for a CLEO member to designate an alternate to attend CLEO Consortium meetings, the individual selected as an alternate must be approved by either a city manager, town manager, or county administrator.

CLEO Consortium Action: The Honorable Sherman Lea motioned to approve the proposition. The Honorable Kathi Toelke seconded the motion. The motion was carried.

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 Billy Martin to enter closed session pursuant to Virginia Code 2.2-3711 (A). The motion was seconded by The Honorable Sherman Lea. 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 Billy Martin 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 Tom Sibold. 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 Sherman Lea	City of Roanoke	Yes
The Honorable Martha Hooker	Roanoke County	Yes
The Honorable John Saunders	City of Salem	Yes
Jonathan Lanford	Alleghany County	Yes
The Honorable Billy Martin	Botetourt 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 go into negotiation for the A-133 Audit Request. The motion was seconded by Billy Martin.

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

The motion was carried.

LOCAL PLAN MODIFICATION REVIEW

The Western Virginia Workforce Development Board is requesting the addition of the Education industry to the Board's list of in-demand sectors in the Local Plan update. The action of adding the Education industry, as well as additional updates in information in the Plan, is open for public comment through March 26, 2019 and then will be sent to the state for approval.

CLEO Consortium Action: Johnathan Lanford motioned to approve proposal to add the Education industry to the Western Virginia Workforce Development Board's funding. The Honorable John Saunders seconded. The motion was carried.

WIOA Title I Service Provider Review

WIOA Title I Program Contract Amendments

Morgan Romeo gave an update of Ross Innovative Employment Solutions as the Western Virginia Workforce Development Board's operator. Ross IES overspent their budget by \$80,000, with the budget allocated to the Adult program being overspent by \$14,000. Morgan Romeo referenced the "profit" box on page 48 of the agenda packet by stating the WVVDB has removed profits and supervision costs from Ross IES, as well as cutting the budget for the Youth program in half. Susan Martin, Ross IES Program Manager, has implemented new monitoring measures for expenditures on a weekly basis to be submitted to the WVVDB and the Ross IES corporate offices. Ross IES will co-enroll clients with other agencies within the system to share the costs and labor. The WVVDB will receive reports from Ross IES on client intake and payroll from Ross IES employees to further track expenses.

Year One Review and Contract Extension

Morgan Romeo gave an update on Ross IES and their performance thus far. Morgan Romeo suggested the contract with Ross IES be extended on the grounds that Ross IES is placed on probation until December 31, 2019. Ross IES is having difficulty finding and retaining eligible Youth. Morgan Romeo has agreed to share the required youth barriers with the CLEO members. Morgan shared that there is a potential of \$80,000 in Youth funding that may have to be returned to the state as unspent funds.

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

Jonathan Lanford	Alleghany County	Yes
The Honorable Billy Martin	Botetourt County	Yes

CLEO Consortium Action: Billy Martin motioned that the WIOA Title I Dislocated Worker contract be extended. The Honorable John Saunders seconded the motion.

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

The motions was carried.

CLEO Consortium Action: Billy Martin motioned to not extend the WIOA Title I Youth contract yet. The Honorable John Saunders seconded the motion.

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

The motion was carried.

WIOA Title I Performance – PY2018 Q1

Morgan Romeo shared the first quarter of the program year performance with the group. The documents in the meeting packet show that the Adult and Youth programs have some measures that are under the required performance levels.

CLEO Consortium Action: Johnathan Lanford motioned to accept the report. The Honorable John Saunders seconded the motion.

FINANCIAL REPORT

FY2019 Budget vs. Actual Report

Morgan Romeo shared the budget vs. actual report with the group. The group reviewed and discussed the report.

CLEO Consortium Action: Johnathan Lanford motioned to accept the report. The Honorable John Saunders seconded the motion.

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

The motion was carried.

FY2019 Budget Modification

Morgan Romeo shared a budget modification request with the CLEO. The request is to accommodate legal support for the Board, and moving Dislocated Worker funds to Adult Program as well as allocating additional funds for the Adult Program for Ross IES to operate through the year.

CLEO Consortium Action: Billy Martin motioned to move \$40,000 from the WIOA Title I Dislocated Worker fund to the WIOA Title I Adult fund. The Honorable John Saunders seconded.

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

The motion was carried.

OTHER BUSINESS

There was no new or other business.

UPCOMING MEETINGS

The Honorable Martha Hooker noted that the next CLEO Consortium Meeting will be held on June 12, 2019 at 2:30 PM at the Virginia Career Works Roanoke Center.

ADJOURNMENT

The Honorable Martha Hooker adjourned the meeting at 4:14 PM.