



BLUE RIDGE REGION

Chief Local Elected Officials (CLEO) Meeting

June 25, 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	
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	
The Honorable John Saunders	City of Salem	X
Alternate Members	Locality	Present
Jonathan Lanford	Alleghany County	X
Gary Larrowe	Botetourt County	
n/a	City of Covington	
Dan Collins	Craig County	
Christopher Whitlow	Franklin County	X
The Honorable Joseph Cobb	City of Roanoke	X
The Honorable P. Jason Peters	Roanoke County	
n/a	City of Salem	

Staff	Present
Morgan Romeo	X
Leah Gibson	X

Staff	Present
Dee Williams	X

Welcome

Mayor Tom Sibold welcomed everyone to the meeting at 9:59 AM. Mayor Sibold noted that Martha Hooker would not be in attendance.

Public Comment

There were no comments from the public.

Consent Agenda

The following items were included on the consent agenda for approval:

- Eligible Training Provider List – New Application – MedCerts
- Local Plan Modification Response Letter

- FY2019 Budget vs. Actual Report
- Financial Operations Manual
- FY2019 Budget Modification

Vice-Mayor Joe Cobb asked Board staff for the reason behind updating the Financial Operations Manual. Morgan noted that it was suggested by the auditors at Robinson, Farmer, and Cox to be in compliance with Uniform Grant Guidance, as well as to ensure we were in line with current processes and procedures.

Jon Lanford asked if there was an update to how much in WIOA Title I Youth funding would have to be given back to the state. Morgan said that the estimate at this point would be between \$75,000 and \$100,000 and would all depend on final bills from the WIOA Title I Service Provider, Ross IES.

CLEO Consortium Action: A motion was made to approve the consent agenda as presented by Jon Lanford. The motion was seconded by Joe Cobb. The motion was carried.

Old Business

Financial Empowerment Center Initiative

Morgan Romeo reported that the City of Roanoke has been working toward receiving funds to establish Financial Empowerment Centers throughout the City. Morgan noted that due to the Virginia Financial Success Network (VFSN) grant ended on June 30, 2019, as the Board staff were looking for sustainability options, the Financial Empowerment Center initiative seemed to be a good match. Freedom First Credit Union has submitted a response to a Request for Proposals for agencies that would be willing to lead the Financial Empowerment Center effort for the City of Roanoke, and one of the locations of Financial Counselors was the Virginia Career Works – Roanoke Center. Further discussions will need to take place once the grants is received and awarded.

Operational Consultant Report

Morgan Romeo went through the final report from the review done by Mary Ann Lawrence with PowerNotes LLC on the operations and efficiencies of the Board and the Blue Ridge Region. There were several recommendations that were presented to the region to improve services and streamline efforts to implement the WIOA Title I programs, as well as other discretionary grants. These recommendations were outlined in the report that was included in the packet, but Board staff also went through and prioritized the recommendations into short-term (one year), mid-term (three year), and long-term (five year) goals and how they could be achieved.

Chris Whitlow noted that the recommendation involving procuring the One Stop Operator services for the Virginia Career Works – Franklin Center seemed like a great step forward, but that the County would have to get to the meat of the proposal to see if it was a good fit. Morgan reminded the CLEO Consortium that a vote to accept the recommendations and priorities at the meeting would just get agreement in moving forward, and then other votes and approvals may follow depending on the action.

Joe Cobb asked staff about what challenges they faced with the WIOA Title I Service Provider and how that might influence where the Board staff are located in the future. Morgan noted that one of the recommendations from the Management Team at the Virginia Career Works – Roanoke Center was to relocate the Board staff to the Roanoke Center to streamline communication. While the Board staff would be nearby, the line between the WIOA Title I Service Provider and the Board staff would be further blurred and there is fear that the Board staff would be inundated with questions. Typically, those questions have been extremely detailed in nature and should be things that would be asked of the Regional Coordinator or corporate finance staff.

Chris Whitlow asked if Board staff could gather any data related to where the other Boards in the Commonwealth are located and if any of them are co-located with the One Stop Centers. Chris noted that this would be helpful when making decisions in the future.

Mayor Sibold asked for data from the Covington Center during previous WIOA Title I Service Provider periods, such as Goodwill and ResCare. As one of the recommendations is to eliminate full-time presence at the Covington Center, Mayor Sibold was looking for ways that this traffic could increase. The CLEO agreed that gathering data may be inconclusive since staff have been inconsistent when being located at the Covington Center.

CLEO Consortium Action: A motion was made to move forward with the prioritization of the recommendations from Mary Ann Lawrence by Kathi Toelke. The motion was seconded by Joe Cobb. The motion was carried.

Director's Report (Closed Session)

Mayor Sibold stated that a motion was needed to request closed session to have, pursuant to Virginia Code 2.2-3711 (A), *“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 Jon Lanford to enter closed session in pursuant to Virginia Code 2.2-3711 (A). The motion was seconded by Kathi Toelke. The motion was carried.

The CLEO Consortium entered closed session and discussed the following agenda topics:

- PY2019 WIOA Title I Youth Contracts
- FY2020 Budget Proposal

Mayor Sibold 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 to end closed session and certify that only items (i) and (ii) were discussed was made by Kathi Toelke. The motion was seconded by Jon Lanford. The motion was carried by a roll call vote as follows:

The Honorable Tom Sibold, Jr.	X
The Honorable Kathi Toelke	X
The Honorable John Saunders	X
Jonathan Lanford	X
Christopher Whitlow	X
The Honorable Joseph Cobb	X

CLEO Consortium Action: A motion was made by Jon Lanford to:

- Extend Ross' Youth contract until September 30, 2019
- Initiate procurement of the 14 elements of the WIOA Title I Youth program to begin October 1, 2019
- Revise the previous action by the CLEO Consortium in March 2019 to only extend Ross' One Stop Operator contract through September 30, 2019
- Initiate procurement for the One Stop Operator the Virginia Career Works – Franklin Center and the Virginia Career Works – Roanoke Center & Covington Center

The motion was seconded by Kathi Toelke. The motion was carried by a roll call vote as follows:

The Honorable Tom Sibold, Jr.	X
The Honorable Kathi Toelke	X
The Honorable John Saunders	X
Jonathan Lanford	X
Christopher Whitlow	ABSTAIN
The Honorable Joseph Cobb	n/a

CLEO Consortium Action: A motion was made to adopt the FY2020 Budget by Kathi Tolke. The motion was seconded by John Saunders. The motion was carried by a roll call vote as follows:

The Honorable Tom Sibold, Jr.	X
The Honorable Kathi Toelke	X
The Honorable John Saunders	X
Jonathan Lanford	X
Christopher Whitlow	X
The Honorable Joseph Cobb	n/a

New Business

GO Virginia – Regional CTE Study

Morgan Romeo said that she was happy to report the GO Virginia Region 2 Council had awarded the Western Virginia Workforce Development Board with funding to conduct a regional Career and Technical Education study to find best practices in programs, areas to reduce duplication, and to study the feasibility of a large regional CTE center. This study will hire a third-party consultant to conduct the study for the region and will end with recommendations on how CTE programs can best be delivered throughout the Blue Ridge region. Morgan reported that all of the schools in the region had been informed and had submitted letters of support toward the project.

Economic Equity Initiative

Morgan Romeo reported that this initiative was a new funding opportunity that was available only to Local Workforce Development Boards in the Commonwealth and up to \$200,000 was available. Morgan said that the point of the grant was to support ongoing operations and assist the Board's in connecting to work with out of work populations, such as those that are receiving public assistance (SNAP, TANF, Medicaid) and are in public housing units.

ARC & Delta Region Department of Labor Grant

Morgan Romeo reported that this Department of Labor Employment and Training Administration opportunity had been released and several entities in the region were applying for funding. This funding opportunity will only support projects in the Appalachian Regional Commission which would include Alleghany County, Covington City, Botetourt County, and Craig County. Morgan reported that the Board will not be the lead applicant on any grant that only covers a portion of the region, but that Goodwill Industries of the Valleys and the New River/Mt. Rogers Workforce Development Board had asked the Board to be a part of their applications. Awards will be made in October and there is no limit on the number of applications that the Board can be a part of for the project.

Rapid Response Grant Funding

Morgan Romeo reported that the plan to apply for additional funds from the Commonwealth of Virginia was still ongoing and would assist with layoffs coming from G.E. The final layoffs will be conducted in December and that the individuals who were coming into the Centers at this time were low skilled and did not have experience with technology.

Western Virginia Workforce Development Board Appointments

Morgan Romeo reported that there were several vacancies on the Western Virginia Workforce Development Board that had nominations to review.

The first vacancy is for a business representative from Botetourt County. Three nominations were received from businesses in that locality, which include Ashley Bayne from Ballast Point Brewing Company, Tracy Nester from Lawrence Companies, and Kim Crawford from Arkay Packaging.

CLEO Consortium Action: A motion was made by Jon Lanford to appoint Tracy Nester to the Board. The motion was seconded by John Saunders. The motion was carried.

The second group of vacancies were for the labor representatives on the Board. There are two spots on the Board, and both need to be reviewed. Joe Brinley, who has served on the Board for many years, has nominated himself to be reappointed, as his term has ended. Another nomination has come in to replace Steve Martin from JATC, which is Chuck Simpson from the CWA Local 2204.

CLEO Consortium Action: A motion was made by Chris Whitlow to reappoint Joe Brinley and appoint Chuck Simpson as labor union representatives on the Board. The motion was seconded by Jon Lanford. The motion was carried.

The third vacancy on the Board is for a Community Based Organization and was being reviewed at the suggestion of the Virginia Community College System. A Community Based Organization is one that is a legal entity and has experience in assisting specialized populations. The Board previously had the Franklin Center on the Board as a Community Based Organization but the Virginia Community College System deemed this was not allowable under law. There are three nominations from Community Based Organizations around the region to be appointed to the Board, which include Jo Nelson from Total Action for Progress, Abby Hamilton from the United Way of the Roanoke Valley, and Mary Ann Gilmer from Goodwill Industries of the Valleys.

CLEO Consortium Action: A motion was made by John Saunders to appoint Abby Hamilton to the Board. The motion was made by Jon Lanford. Chris Whitlow abstained from the vote. The motion was carried.

The last vacancy was for an Economic Development representative on the Board. This spot was previously held by Jill Loope with Roanoke County Economic Development. There were four nominations for the position, which include Marc Nelson with Roanoke City Economic Development, Ken McFadyen with Botetourt County Economic Development, Jill Loope from Roanoke County Economic Development, and Michael Burnette from Franklin County Economic Development.

Jon Lanford suggested writing in the CLEO Bylaws that the representative from Economic Development rotate each year to make sure that the entire region is represented at some time. Kathy Tolke asked if there were any localities that were now lacking in representation, and Morgan Romeo noted that the Community Based Organization that was leaving the Board did represent Franklin County.

CLEO Consortium Action: A motion was made by Chris Whitlow to appoint Michael Burnette to the Board. The motion was seconded by Jon Lanford. The motion was carried.

PY2019 Meeting Schedule

Morgan Romeo asked if the 2nd Wednesday of the month at the end of the quarter would work for meetings. The attendees agreed that 2:30 PM worked well for the 2nd Wednesday of the month.

Other Business

Jon Lanford asked how closely the Board staff were working with Erin Burcham and the Roanoke Regional Partnership's talent program, especially to assist the individuals from G.E. who are being laid off. Morgan Romeo stated that this was something they were working to improve.

Adjournment

A motion to adjourn the CLEO Consortium meeting was made by Chris Whitlow. The motion was seconded by Kathi Tolke. The motion was carried.

Mayor Tom Sibold adjourned the meeting at 11:22 AM.