



BLUE RIDGE REGION

**Chief Local Elected Officials Consortium**  
**Local Workforce Development Area 3**  
July 8, 2020, 2:00pm via Zoom Meeting

<b>CLEO Members</b>	<b>Locality</b>	<b>Present</b>
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	
The Honorable Martha Hooker	Roanoke County	X
The Honorable John Saunders	City of Salem	X
<b>Alternate Members</b>	<b>Locality</b>	<b>Present</b>
Jonathan Lanford	Alleghany County	X
Gary Larrowe	Botetourt County	X
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	

<b>Board Staff</b>	<b>Present</b>
Morgan Romeo	X
Leah Gibson	X
Michelle Brennan	X
Amy Alls	X
Lee Ann Sieg	X
Nicole Clemons	X
Danielle Hart	X
Dominique Thompson	X

<b>Guest</b>	<b>Present</b>
Phil Peters, WVWDB Previous Chair	X

**Welcome**

Martha Hooker called the meeting to order at 2:03pm. Leah Gibson noted one change to the agenda, which was adding the line item 'Eligible Training Provider List new Program Applications' to PY2020 Operational Items.

**Review of Electronic Meeting Process**

Morgan Romeo reviewed the process for an electronic meeting of a public body during the COVID-19 crisis. A screen was shared with all Executive Committee members outlining the parameters of having an electronic meeting as approved by the Commonwealth of Virginia's Attorney General's office. Morgan noted that only items related to the COVID-19 pandemic and the continuation of operations during the

pandemic could be discussed. Morgan also noted that if any votes were taken, they must be roll call votes and recorded as such in the minutes.

#### **Public Comment**

There was no public comment.

#### **Consent Agenda**

Martha Hooker asked all attendees to review the minutes from the March 11, 2020 meeting.

<b>CLEO Members</b>	<b>Vote</b>
The Honorable Billy Martin	Yes
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
The Honorable Martha Hooker	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

#### **Unemployment Data & COVID-19 Operations**

Morgan shared data with the group regarding the current situation with unemployment claims. In 2019, there were an average of 11,000 claims per month. Currently, claims are as high as 300,000 per month. VEC staff are working overtime, across the state, with number of VEC employees currently at 640, versus 432 pre-COVID. \$4 billion in unemployment benefits have been paid out since March 15, 2020 statewide. In all of 2019, there were 59,000 hearings for claims, currently there are 80,000 pending. We are preparing to re-open our Roanoke Center by appointment only. Joe Cobb asked Morgan to clarify the difficulty in operating the various funding streams of unemployment benefits currently available. Morgan explained that the services approved through the CARES Act were not services that the current Virginia unemployment system could handle, so the state had to develop two separate claims systems to process those benefits that were federally allocated. Initial claims for unemployment benefits statewide peaked around April 4, 2020. Morgan also shared data of number of unemployed claimants per locality in our region. Morgan noted she would share the presentation with the group via email. Morgan also shared that the highest affected industries are the food & beverage industry and the administrative/support industry.

#### **PY2020 Operational Items**

Leah Gibson reported that since the state approved the local board's waiver application to operate the Title I Adult & Dislocated Worker programs in-house, some operational items need to be addressed. For PY2020, the Board Program staff will use the same enrollment goals that were given for PY2019 Ross staff for the Adult & Dislocated Worker programs (185 and 65 new enrollments, respectively). We will use these goals for the first year since we do not yet have any other baseline. Board staff are still working with Ross to determine how many case files will be inherited when their contract ends, as there are many cases that require corrections.

For PY2020, the state has not yet released any updated WIOA Title I Program Performance Measures. As a result, the formal performance measures for PY2019 will be used until additional guidance is provided by the state. Leah asked the group if they would like to impose any additional performance measures for Board Program Staff. None were suggested. Leah also presented the internal organizational structure with the program staff on board. The Operations Director will now directly supervise the Adult & Dislocated Worker Program Manager. The Program Manager will directly supervise 5 Career Coach's and the Business Services Assistant. The Grant Accountant will report to the Executive Director. The Grant Accountant, Bobby Welch, has been hired and begins 7/1/20. The Program Manager, Michelle Brennan, has also been hired and begins 7/1/20. Interviews and offers are currently being completed for Career Coaches and the Business Services Assistant.

Leah also presented updated policies. The Customized Training Policy, Individual Training Account Policy, Incumbent Worker Policy, Supportive Services Policy and Work Experience Policy were all updated to have language that refers to target industries in the local plan and cap expenditures on participants at \$8,000 within a 12 month period.

**CLEO Action:** Billy Martin moved to accept the goals and policies. The motion was seconded by Joe Cobb. The motion was carried by a roll call vote as follows:

<b>CLEO Members</b>	<b>Vote</b>
The Honorable Billy Martin	Yes
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
The Honorable Martha Hooker	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Leah Gibson presented the new training program applications from Virginia Western and MedCerts below:

MedCerts	BT-1000 Behavior Technician & the Medical Office
MedCerts	BT-11000 Behavior Technician
MedCerts	HI-6900 Clinical Medical Specialist
MedCerts	HI-9700 Clinical Medical Professional
MedCerts	RX-3000 Pharmacy Technician Professional

Virginia Western Community College	Heavy Equipment Operator
Virginia Western Community College	Computer Aided Drafting & Design

**CLEO Action:** Joe Cobb moved to approve the new training programs presented. The motion was seconded by Jonathan Lanford. The motion was carried by a roll call vote as follows:

<b>CLEO Members</b>	<b>Vote</b>
The Honorable Billy Martin	Yes
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes

The Honorable Martha Hooker	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

### **Board Appointments**

Morgan reported that local workforce development boards across the state are now required to add a representative from a department of social services as a board member. The addition of this public sector representative means that we will need to add private sector representatives to balance out the requirements. Botetourt County currently has a business representative vacancy resulting from Tracey Nester with Lawrence Transportation leaving that company. A nomination has been received for Ashley Bayne from Constellation Brants (Ballast Point). Gary Larrowe commented that she would be a great addition to the Board. Morgan noted that she is working diligently with Kathi Toelke to find a nomination for a Craig County business representative to fill that slot. She encouraged anyone who has someone that would be a good fit for that slot to get in touch with her. The owner or IVO Limited, Richard Mansell, a small drone business in the City of Covington, has self-nominated to represent businesses in that locality. For the business representatives of the City of Roanoke, we currently have Bill Jones from Hometown Bank who has self-nominated to continue to serve. We also received nominations for Christy Mallory from Eaton and Emily Smith from Orvis. Discussion was held on how to fill the two available slots with the three nominated individuals. Joe Cobb noted that it is important to consider succession and diversity when selecting board members. Morgan noted that Bill may be willing to continue to serve on a committee, even if not an official board member. The group also noted that Bill works for the financial institution that the Board uses for banking, which could present a potential conflict of interest in the future. For the City of Salem, we have Amanda Rogers from Wabtec currently and Adrian Ross from Integer has self-nominated to join us as well. For the public sector, Crystal Hall, Dr. Milan Hayward and Dr. John Rainone are all continuing to serve. There are two new public sector nominations, for Amanda Forrester from the Roanoke Regional Small Business Development Center and Sue Goad from Botetourt County Department of Social Services. The Virginia Employment Commission has nominated Chris Simmons to fill the slot vacated by the retirement of Kathy Holcomb.

**CLEO Action:** Joe Cobb moved to approve the new board members as discussed above. The motion was seconded by Martha Hooker. The motion was carried by a roll call vote as follows:

<b>CLEO Members</b>	<b>Vote</b>
The Honorable Billy Martin	Yes
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
The Honorable Martha Hooker	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	n/a*
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

\*Mr. Lanford had to step away from the meeting and did not vote on this agenda item.

### **FY2021 Budget Presentation**

Morgan presented the FY2021 budget draft document to the group. The presented version was approved by the Board for submission to the CLEO for approval. Our local workforce area took the largest cut in funding across the state this year, at 18%. Morgan did have a conversation with the state

about this, but the calculation appears to be accurate based on the data provided. Locally, we do have additional funding to make up the difference within the budget, due to some locality funding beginning this year. Joe Cobb asked if there was anything that they can do to advocate at the General Assembly level or anywhere else to try to shift from the reductions in funding moving forward. Morgan responded that the state can keep around 25% in administrative funds before they allocate funds to the local level. Although the local workforce boards have been experiencing 10 – 25% cuts in funding over the past few years, the state has only taken a 3% cut in these funds that they keep themselves. She shared that she has discussed this with the Executive Committee to the Board and they suggested she get with the other local area Executive Directors that are experiencing these cuts and write a joint letter addressing concerns to the state. The directors are currently working on this letter and Morgan noted that it would not hurt for the CLEO members to discuss that letter amongst themselves and decide of any appropriate action to take in support. Morgan shared that the budget was separated between administrative and programmatic, to ensure separation of operations. The budget does show reduced overhead costs from years past because we have no third-party private company operational costs. The largest funding source that is new is the Wagner-Peyser funds, which were subcontracted to us from the VEC for June – December 2020. This funding provides job services to job seekers including workshops, resume assistance, job search and more. Our WIOA Title I program services already provide these services to participants, so these are not new services, our staff will simply be providing them to a greater population. The budgets for direct client funds (i.e. training, etc.) for the Adult & Dislocated Worker programs have \$250,000 each. This is a larger amount of funding than we have seen in years past with contractors, because they had to have some of that money going to overhead and private costs. The Youth program contracts are receiving reduced funds this year because we did have to give Youth funds back to the state again this year. Our Youth program contractor, the WorkPlace, was just getting up and running with COVID-19 hit us, which slowed down the program greatly. We are exploring ways we can reinvest youth funds into our area and have an open conversation going with the state regarding our options moving forward. The One Stop Operator contracts will receive the same amount of funding as they did last year. The funds showing in Grant Carry Forward are those funds that we will keep on hand to get us through the 1<sup>st</sup> quarter of next year, approximately 25% of an annual amount. We are still finalizing the amount of funds remaining after June 30, 2020 and once those figures are finalized, a final version of the budget will be presented at the September meeting.

**CLEO Action:** Joe Cobb moved to approve the draft version budget as presented. The motion was seconded by Jonathan Lanford. The motion was carried by a roll call vote as follows:

CLEO Members	Vote
The Honorable Billy Martin	Yes
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
The Honorable Martha Hooker	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

#### **Other Business**

Morgan shared with the group that the Roanoke Center will be re-opening on Monday, June 13 for limited appointment-only access. Details will be shared with the group via email once finalized.

#### **Upcoming Meetings**

Morgan shared the following meeting dates with the group for the year:

September 23, 2020 at 2:30pm

March 24, 2021 at 2:30pm

June 23, 2021 at 2:30pm

The group discussed there would be a meeting on December 21, 2020 but the date would conflict with holiday schedules, so an alternate date in January 2021 will be scheduled and provided later.

### **Adjournment**

**CLEO Action:** Jonathan Lanford moved to adjourn the meeting. The motion was seconded by Joe Cobb. The motion was carried by a roll call vote as follows:

<b>CLEO Members</b>	<b>Vote</b>
The Honorable Billy Martin	Yes
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
The Honorable Martha Hooker	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

The meeting adjourned at 2:55pm.