

## Western Virginia Workforce Development Board Meeting

March 11, 2020 – 2:30pm  
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	
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	
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	

Board Staff	Present
Morgan Romeo	X
Leah Gibson	X

### Welcome

Martha Hooker called the meeting to order at 2:32pm.

### Public Comment

There were no guests at the meeting for public comment.

### Consent Agenda

Martha Hooker presented the meeting minutes from January 13, 2020 for review.

**CLEO Action:** Christopher Whitlow moved to accept the minutes as presented. The motion was seconded by Jonathan Lanford. The motion was carried.

### Old Business

#### Regional Career and Technical Education Study

Martha Hooker updated the group on the Regional CTE study. Schaffer Evaluation Group is completing a regional study of career and technical programs in K12 and Community College institutions within the region. A town hall meeting was held on February 20<sup>th</sup> with local elected officials and school board staff for feedback for the study. The consultants were in town this week and completed site visits to all CTE

facilities and community colleges within the region as well as some businesses that represent target industries.

#### Norfolk Southern Initiative

Martha provided an update on this project with the group. Brad Stephens with the Board staff has met with or spoken to more than 30 individuals impacted by layoffs from Norfolk Southern, General Electric or Freight Car America. Several have been referred and enrolled into the WIOA Title I Dislocated Worker program. Many had also already received financial support through the initiative such as groceries, utility cutoff notices, and training or certifications. Some also received referrals to work with the small business development center for their self-employment goals. Roanoke City asked for information on the types of services provided as well as success with the program to be able to receive additional assistance from the company, should future layoffs occur. Sherman Lea noted that he and Bob Cowell had met with Norfolk Southern representatives who shared their compliments to Board staff. Joseph Cobb asked Sherman Lea if he received any indication if there would be more Norfolk Southern layoffs locally. Sherman Lea responded that the company would not confirm one way or the other at this time.

#### Economic Equity Initiative

Martha Hooker shared that the Board staff had been awarded this grant in the second round of applications submitted to the Virginia Community College System. Morgan Romeo will share more next. Board staff will be working with Adult Education as well as the local community colleges to provide cohort style, blended support training for individuals looking to begin careers in demand industries. The program will provide soft skills, basic education, and industry recognized credentials.

#### **Director's Report**

##### Staff Activity Update

Morgan Romeo provided additional information regarding the Economic Equity Grant that had been awarded. The funding focuses on service the out of work population as identified in a Weldon Cooper study. The grant began February 1. Board staff will be working with Virginia Western and Dabney S. Lancaster Community Colleges to run cohort classes in manufacturing and healthcare studies. We will work with local businesses to provide interviews for students upon completion. The Departments of Social Services and Housing Authority will help with recruitment.

#### Title I Programs – Waiter Process Discussion

Morgan Romeo reminded the group that Jonathan Lanford had sent an email to the group a few months ago that the Board was submitting a request for proposals (RFPs) for contractors to provide the WIOA Title I Adult & Dislocated Worker program operations due to low performance from current contractor. No responses to that RFP were received. The Board staff followed Roanoke City procurement guidelines. The Board called a special meeting to decide to present to the CLEO to request a waiver from the Governor's office to operate programs internally. Today, staff are bringing to the CLEO to review details to set up the structure to do so. There are 4 local workforce areas doing this currently in Virginia. Board staff had conversations with staff from each of these local areas as well as staff from the Virginia Community College System to get best practices. Board staff also requested and received feedback from VCCS staff on internal organizational structure and policies to put in place. The following information was approved by the Board to bring to the CLEO for review. Program staff would be hired internally as staff to the WVDDB. Career Coaches would directly provide WIOA Title I Adult and Dislocated Worker program services to participants, directly supervised by a Program Manager, who would report directly to the Operations Director. This staff structure models that of the Hampton Roads Board. The CLEO would be responsible for reviewing quarterly staff performance and completing an annual formal review to the Governor's office for continuance of the waiver. Sherman Lea asked what the governor's office

would need every year. Morgan Romeo acknowledged that the VCCS would probably make a recommendation to the Governor's office, which is why we worked so closely with them through the process. The state has indicated it would take about 2 weeks once the waiver request is submitted to them including the narrative of why this would make our local area successful. The internal controls procedures were also reviewed by our auditor.

**CLEO Action:** Jonathan Lanford moved to accept the Segregation of Duties policy as presented. The motion was seconded by Sherman Lea. The motion was carried.

**CLEO Action:** Christopher Whitlow moved to accept the Internal Controls policy as presented. The motion was seconded by Joseph Cobb. The motion was carried.

**CLEO Action:** Sherman Lea moved to accept the Proposed Organizational Structure as presented. The motion was seconded by Joseph Cobb. The motion was carried.

**CLEO Action:** Sherman Lea moved to approve the submission of a waiver request for the Board staff to operate WIOA Title I Adult & Dislocated Worker programs. The motion was seconded by Kathi Toelke. The motion was carried by a roll call vote:

The Honorable Kathi Toelke	Yes
The Honorable Sherman Lea	Yes
The Honorable Martha Hooker	Yes
The Honorable John Saunders	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Christopher Whitlow and Martha Hooker noted their appreciation of the efforts and work of the Board staff to improve quality and accountability.

#### GO Virginia CTE Study

Morgan Romeo asked if the group had any additional questions following the update provided by Martha Hooker earlier. Morgan also informed the group if they wanted to offer any additional input to the evaluation group performing the study, we could connect them to do so. Martha Hooker asked what the takeaways were from the Town Hall event. Morgan noted that a SWOT analysis was completed at the town hall acknowledging many items in each section of the analysis. Morgan also shared with the group that Board staff would be splitting up the site visits with the consultants during the week.

#### **New Business**

##### WIOA Title I Program Performance

Morgan Romeo shared the performance report for the WIOA Title I programs in the packet. The floor was opened for questions or discussion. None were presented.

##### A-133 Audit Report

Morgan Romeo shared that the report was included in the meeting packet. There was 1 recommendation out of the report, which was that the Board update minutes from meetings on a more timely basis and have those posted online. There were no material findings.

**CLEO Action:** Christopher Whitlow moved to accept the A-133 Audit Report as presented. The motion was seconded by Sherman Lea. The motion was carried.

#### FY2020 Budget vs. Actual Report

Morgan Romeo presented the report in the packet. The report reflected activity through December 31, 2019. We would like to see that accounts are expended about halfway, as halfway through the year. None of the budget accounts were showing over expended. Some of the contractor program funds were under expended, but not of concern at the time.

**CLEO Action:** Sherman Lea moved to accept the FY2020 Budget vs. Actual report as presented. The motion was seconded by Jonathan Lanford. The motion was carried.

#### FY2020 Budget Modification

Morgan Romeo shared the budget modification with the group. The Board Administration budget modification reflects a few new funding streams: the NS Initiative, Career Quest, Economic Equity Initiative, RSVP grant with Virginia Western Community College and the cost allocation plan for the Roanoke Center. Each new funding source was discussed and explained.

**CLEO Action:** Sherman Lea moved to accept the Board Administration Budget Modification as presented. The motion was seconded by Joseph Cobb. The motion was carried.

Leah Gibson explained the One Stop Operations budget modification to the group. The change was moving some excessive salary funds to cover additional expenses for the operations of the centers.

**CLEO Action:** Joseph Cobb moved to accept the One Stop Operations budget as presented. The motion was seconded by Jonathan Lanford. The motion was carried.

#### Other Business

Martha Hooker noted that the next meeting would be June 10<sup>th</sup>, 2020 at 2:30pm.

#### Adjournment

**CLEO Action:** Sherman Lea moved to adjourn the meeting. The motion was seconded by Christopher Whitlow. The motion was carried. Martha Hooker adjourned the meeting at 3:19pm.