



BLUE RIDGE REGION

**Western Virginia Workforce Development Board
Workforce Center & Services Committee**

August 7, 2019 – 2:00 PM

Virginia Career Works – Roanoke Center

3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

Committee Members	Present
Joseph Brinley	
Abby Hamilton	
Emmanuel Doss	X
Crystal Hall, Chair	X
Mary Ann Gilmer	X
Dr. Milan Hayward	X
Kathy Hodges	
Katherine Holcomb	X
Karen Michalski-Karney	
Joyce Kessinger	X
Angela Oginsz, Alternate for Steve Martin	X
Jessie McKeon, ex-officio	X
Jo Nelson	

Board Staff	Present
Leah Gibson	X
Jill Quinlan	X
Mark Holman	X

CALL TO ORDER

Crystal Hall called the meeting to order at 2:02 PM.

PUBLIC COMMENT

There were no comments from the public.

MEETING MINUTES APPROVAL – May 1, 2019

The May 1, 2019 Workforce Center & Services Committee Meeting minutes were presented to the committee.

Workforce Center & Services Committee Action: Mary Ann Gilmer made a motion to approve the minutes as presented. Joyce Kessinger seconded the motion. The motion was approved.

OLD BUSINESS

GO Virginia Grant Update

Leah Gibson updated the Committee on the GO Virginia project with Region 2000 and the New River/Mt. Rogers Workforce Development Board. The CareerQuest expo event for 7th graders in the broader super-region will be held September 18 – 19, 2019 at the Salem Civic Center. Many regional schools have already confirmed their attendance. Board staff are working with local economic development staff to obtain attendance commitments from local businesses. Staff are also seeking donations from individuals or organizations that are interested in sponsoring the event and are open to any additional suggestions from the committee. Volunteers will also be needed for both days of the event, which will come in part from Virginia Career Works staff but will require additional volunteers. Committee members were invited to volunteer for the event.

Pathways to the American Dream Grant Update

Jill Quinlan provided the committee with an update on the progress made thus far in the Pathways grant. The grant is currently in its third year of operation locally, and Jill is more than halfway towards her enrollment goal for the year. Most of this year's enrolled participants have successfully completed training, earned credentials and gained employment with a median wage of \$24.00. Jill is meeting with Virginia Western and Dabney S. Lancaster Community Colleges in the coming weeks for additional enrollment opportunities. Two success stories of participants of the program were also shared with the committee.

WIOA TITLE I PROVIDER PERFORMANCE

A chart detailing enrollment goals for PY2018 and the actual enrollment results was shared in the agenda packet with the committee. Formal performance measures for PY2018 had not yet been received from the state, so that data will be reviewed at the next committee meeting. Leah also shared that as part of Ross' contract for the provision of the Adult & Dislocated Worker programs, profit was eliminated for these programs when the contractor overspent budgeted funds in January 2019. The contracted budget for the Youth program, did include allowable profit to be earned, however due to not meeting the mandated 20% work experience expenditure, no profit was paid out to Ross for the program year.

NEW BUSINESS

WIOA Title I Youth Program Changes

Leah Gibson introduced Mark Holman, Jr. and his new role as the Youth Program Manager. Mark expressed his gratitude and enthusiasm to be on board. Leah also shared with the committee that Mark will be meeting with partners that provide youth programs in the coming weeks, to develop relationships and improve referrals and co-enrollment opportunities. RFPs had been released for the provision of the Youth Elements. Ross will continue to operate the Youth program through September 2019.

Policy Updates

Leah Gibson reviewed policy updates with the committee. The Incumbent Worker Training, Individual Training Accounts, On the Job Training and Work Experience contracts were being updated to remove the specific target occupations, but rather reference the occupations deemed in-demand per the local plan, as the local plan is updated every few years. The File & Information Maintenance policy was being updated to remove the language requiring case

management staff to print case notes for the paper file. The Priority of Service policy was being updated to include language of how Board staff will provide oversight to ensure Priority of Service is being provided to those covered group. The state had reviewed the Priority of Service policy to ensure it meeting requirements.

Workforce Center & Services Committee Action: Crystal Hall made a motion to approve the policies as presented. Joyce Kessinger seconded the motion. The motion was approved.

Eligible Training Provider Renewal Applications

Leah Gibson reviewed the Eligible Training Provider SOP with the committee, as implemented last year per the guidance of the Board. The group reviewed the renewal application as presented in the packet. One typographical error was corrected, for the program name of the Roanoke Valley Nurse Aide provider. The group discussed the SOP in place and agreed to move forward with the current process, as approved.

Workforce Center & Services Committee Action: Joyce Kessinger made a motion to approve the renewal applications as presented, communicating probationary status of those programs or providers that are not meeting the mandated 50% completion rate and/or 65% credential rate, set by the state. Milan Hayward seconded the motion. The motion was approved.

WIOA Title I Training Funding

Leah Gibson brought the current Limited Funding policy to the committee to review, as per previous meeting minutes. The group discussed the current budgetary limitations for training expenditures as well as any specific training programs that exceeded current caps on individual training accounts. Board staff made a recommendation to allow the Limited Funding Policy to expire, and rather change the Individual Training Account policy to limit ITA maximum to \$3500 per participant, with waivers allowable on a case by case basis with justification. Further, CDL Training through Virginia Western Community College would not be able to receive more than 25% of the Occupational Skills Training budget line item, per program, per year. The committee requested to keep this topic as a standing agenda item and review it at each quarterly meeting. Katherine Holcomb requested that Board staff reach out to CDS to ask that tuition cost be lowered.

Workforce Center & Services Committee: A motion was made by Mary Ann Gilmer to accept the staff recommendation of policy changes and maximum of 25% of budgetary line item to CDL training through Virginia Western. Joyce Kessinger seconded the motion. Dr. Milan Hayward abstained. The motion was approved.

UPCOMING MEETINGS

Leah Gibson asked the Committee to review their calendars to set the next meeting date. The Committee agreed on the following dates & times, all to be held at the Virginia Career Works – Roanoke Center conference room:

1. November 6, 2019 2:00pm
2. February 5, 2019 2:00pm
3. May 6, 2019 2:00pm

The next meeting of the full Western Virginia Workforce Development Board will be September 26, 2019 at the Green Ridge Recreational Center.

ADJOURNMENT

Crystal Hall adjourned the meeting at 2:52 PM.