



Western Virginia Workforce Development Board
Executive Committee Meeting Minutes
 December 3, 2019, 8:30AM
 Virginia Career Works – Roanoke Center
 3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

Members:	Present:
Phil Peters, Chair	X
David Olsen, Vice Chair	X
Casey Nicely, Treasurer	X
Crystal Hall, Chair – WCS Committee	X
Michael Gardner, At-Large Member	X

Board Staff	Present:
Morgan Romeo	X
Leah Gibson	X
Brad Stephens	X

Welcome

Phil Peters welcomed everyone to the meeting and called the meeting to order at 8:29 AM.

Public Comment

There were no comments from the public.

Minutes Approval

Phil Peters presented the consent agenda for approval.

Executive Committee Action: A motion was made by David Olsen to approve the minutes as presented. The motion was seconded by Crystal Hall. The motion was approved.

Director’s Report

Potential Funding Opportunities

Morgan shared an update with the committee about potential funding opportunities that Board staff are exploring. She informed the committee that the Board had submitted a proposal for the second round of the Economic Equity Grant that was put out by VCCS. This new proposal included close connections with Adult Ed as well as our Community College partners to provide cohort style services for customers.

Board staff were contacted by Roanoke City leadership to discuss a corporate donation from Norfolk Southern. The company will be donating \$150,000 to the Board, of which \$25,000 will go directly to the

City of Roanoke for their Financial Empowerment Center initiative. The remaining funds will be used to provide a single point of contact into the workforce system for individuals laid off from Norfolk Southern and other local businesses. The funds will be able to provide additional training, mental health, seed money for new businesses, and more. The donation will be formally announced on 12/16/19 at the Roanoke City Council meeting.

Morgan shared that she has started conversations with some local representatives and will be formally requesting locality funding from each of the localities that we serve for the coming year. The conversation started last year and has matured to be actionable this year. Funds will be utilized for Career Quest as well as Business Services for all localities.

Board staff are also exploring applying for CDBG funds through the City of Roanoke. The project to be presented will include access to workforce services as a pilot project. Project funds, if received, will be used to set up virtual access sites throughout the City at locations such as Housing Authority, Libraries, etc. as well as use to provide bus passes for customers in need, outside of those restricted services provided through our federally funded grant programs.

Staff are also exploring funds from foundations, such as the SunTrust Foundation and the Southwest Virginia Community Foundation. These are additional funding sources that could benefit the organization and partners in the future, so Board staff are having conversations to see what the opportunities could be in the future.

Career Quest

Board staff will be hosting a Mini Career Quest for the Alleghany Highlands in April 2020 at Dabney S. Lancaster Community College. This will serve all high school students, 9th – 12th grades, from Alleghany County, the City of Covington and Bath County schools. This event will focus more on short term employment goals for those students ready to enter the workforce. Board staff are also starting planning preparation for Career Quest 2020 for our 7th graders in the broader region, as was done this year. Brad is working with John Park to develop career pathway videos with some local businesses, as an addition to the Career Quest efforts. These videos will showcase local businesses and career pathways within the region that will be shared on our website and distributed, as requested.

Regional Career & Technical Education Study RFP

On page 6, committee members were directed to find the RFP published for a Regional Career & Technical Education Study, as part of the GO Virginia grant the Board received. This RFP has been published publicly and shared with partners. Committee members were encouraged to share with anyone they think may be interested.

Old Business

Memorandum of Understanding & Infrastructure Funding Agreement

The regional MOU, which delineates the services provided throughout the region and responsibilities of partners within the system, has been completed and submitted to the state. The agreement also includes budgets for each of the 3 workforce centers within the region.

WIOA Title I Youth Program – Financial & Entrepreneurship Services

The RFP for WIOA Title I Youth Financial & Entrepreneurship Services received only one response. The representative that submitted this response, was subsequently unresponsive to efforts to contact the organization after multiple attempts. As a result, Board staff worked with the City of Roanoke and VCCS staff to determine what the next steps would be to obtain services for this element of the Youth program. Board staff were advised that we can contract with a government entity to provide these services. Board staff would like to explore contracting with the City of Roanoke for their Financial Empowerment Center to be able to provide these services to our Youth participants. The \$15,000 from the RFP would go to the City of Roanoke, then, to provide a rented space at the Roanoke Center as well as any costs associated with providing these services. Crystal Hall moved to approve the Board staff moving forward with this contract, Casey Nicely seconded the motion. The motion was carried by a roll call vote as follows:

Phil Peters	Yes
David Olsen	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes

State Monitoring Report

On page 13, committee members were directed to find the last program year’s state monitoring report of the WIOA Title I programs. The reported included 3 findings, all of which were related to program delivery and operation by our contractor. All items on the report have been remedied, with documentation being provided to the state. Crystal Hall made a motion to accept the report as presented, David Olsen seconded, the motion carried.

Closed Session

Phil Peters asked for a motion to request closed session pursuant to Virginia Code 2.2-3711 (A): 29. 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.

Executive Committee Action: A motion was made by Michael Gardner to enter closed session pursuant to Virginia Code 2.2-3711(A)(29). The motion was seconded by David Olsen. The motion was carried by a roll call vote:

Phil Peters	Yes
David Olsen	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes

The Executive Committee entered closed session to discuss Board Personnel Update and WIOA Title I Programs Performance.

Executive Committee Action: A motion was made by David Olsen 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 Casey Nicely. The motion was carried by a roll call vote as follows:

Phil Peters	Yes
David Olsen	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes

The Executive Committee entered open session.

New Business

Board Bylaws

The committee was directed to page 19 to review a few edits to the Board Bylaws. The updates include language to match the VCCS policy regarding electronic participation by Board members as well as adding a standing committee for the Youth Opportunity Plan (discussed next). Crystal Hall moved to accept the updated Board Bylaws as presented, Casey Nicely seconded, the motion passed.

Opportunity Youth Plan

Morgan informed the committee that Virginia Code had been updated to include a mandate that each local workforce development area develop and implement an Opportunity Youth Plan. The plan would identify each local area's strategies to serve youth that are out of school that have barriers to employment and is to be updated annually. The plan was presented on page 28. Workforce Center and Services Committee members had been consulted for input on the plan. Casey Nicely moved to accept the plan as presented, David Olsen seconded, the motion carried.

Strategic Planning Process

At the June 2019 meeting, the Board had requested that Board staff begin a Strategic Planning process in early spring 2020. The committee discussed this timeline, the need for the plan, and goals to achieve from the plan. The committee agreed that the timing could be postponed looking at an RFP in March 2020, to be able to start work on the plan by the end of the year in June 2020.

Other Business

Phil Peters reminded the Executive Committee that the upcoming full Board meeting would be held on December 13, 2019 at the Virginia Career Works – Roanoke Center.

Adjournment

Seeing no other business, the meeting was adjourned at 10:12am.