



BLUE RIDGE REGION

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

May 1, 2019 – 2:00 PM

Virginia Career Works – Roanoke Center

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

<b>Committee Members</b>	<b>Present</b>
Joseph Brinley	
Afira DeVries	
Emmanuel Doss	X
Crystal Hall, Chair	X
Zenith Barrett, Alternate for Mary Ann Gilmer	X
Dr. Milan Hayward	X
Kathy Hodges	X
Katherine Holcomb	X
Karen Michalski-Karney	X
Joyce Kessinger	X
Angela Oginz, Alternate for Steve Martin	X
Susan Martin, ex-officio	X
Jo Nelson	X

<b>Board Staff</b>	<b>Present</b>
Morgan Romeo	X
Leah Gibson	X
<b>Guests</b>	<b>Present</b>
Michelle Brennan	X

**CALL TO ORDER**

Crystal Hall called the meeting to order at 2:04 PM.

**PUBLIC COMMENT**

There were no comments from the public.

**MEETING MINUTES APPROVAL – NOVEMBER 13, 2018**

The February 6, 2019 Workforce Center & Services Committee Meeting minutes were presented to the committee.

**Workforce Center & Services Committee Action:** Joyce Kessinger made a motion to approve the minutes as presented. Karen Michalski-Karney seconded the motion. The motion was approved.

## **OLD BUSINESS**

### **GO Virginia Grant**

Leah Gibson updated the Committee on the GO Virginia project with Region 2000 and the New River/Mt. Rogers Workforce Development Board. The Memorandum of Understanding for this grant was signed last month. Board staff are now moving forward with implementing the action items of the grant. Board staff are also working diligently to finalize planning details for the Youth Career Expo that will be held in September, as part of this grant.

### **Involvement with the Prevention Council**

Leah Gibson informed the Committee that she is continuing to attend the Collective Response to the Opioid Epidemic in Roanoke monthly meetings. Staff has been in communication with key actors in this project to determine the best ways for the Board to participate and contribute to the efforts in the region.

### **OnRamp Grant**

Leah Gibson reported that the OnRamp staff and the Roanoke Center Management Team have been working diligently to finalize the intake assessment to be implemented as part of the OnRamp grant. The intake assessment will allow staff at the Center to better assess and provide services for all the needs of our customers. TAP staff have been providing additional assistance for the reception and intake area of the Roanoke Center for the last 6 months and have been piloting the implementation of this assessment. The assessment is expected to be finalized in the coming month and implemented at the start of the new fiscal year.

## **WIOA TITLE I PROVIDER PERFORMANCE**

Crystal led the group in a discussion of performance to date of the WIOA Title I program provider. The group discussed that the contracts with Ross for provision of WIOA Title I Adult & Dislocated Worker programs would be renewed for the next year, but a decision regarding the WIOA Title I Youth program was still pending. The current program provider performance report was also shared with the group and reviewed.

## **NEW BUSINESS**

### **Operational Consultant**

Leah Gibson shared with the committee an update on the hiring of an operational consultant. The Executive Committee and CLEO approved the contracting of a consultant to review the operations of the Board staff, program administration and Center operations. Mary Ann Lawrence has been hired to perform this review and will be on-site May 16<sup>th</sup> and 17<sup>th</sup>, visiting all three Virginia Career Works Centers as well as the Board staff office. She will also be reviewing our administrative policies and procedures. A summary of her observations and any recommendations will be shared upon receipt.

### **Roanoke Center Open House**

The Roanoke Center Open House will be next week, on May 9<sup>th</sup>. All committee members, Board members, partners, and the public are invited to attend & bring a friend. The event will be an open house, come & go, from 4:30 – 6:30 with information about Virginia Career Works, the

workforce system, and resources available. Snacks will also be provided as well as raffles for those who attend.

#### Franklin County Charity Tracker

Leah Gibson informed the committee that, through developing a relationship between Board staff and the United Way of Franklin County, Virginia Career Works – Blue Ridge is now an active member in the Charity Tracker program. United Way has given Board staff access to this electronic community referral system. This will allow other community agencies in the Franklin County area to learn about Virginia Career Works, our services, and make referrals to us within the electronic system.

#### Eligible Training Providers

Leah Gibson noted that MedCerts has submitted applications to add two additional training programs to the Eligible Training Provider List, HI-6000 Medical Assistant and IT-5000 IT Security and Network Technician. Leah noted that the application included all the required documents and met all the required criteria.

**Workforce Center & Services Committee:** A motion was made by Kathy Hodges to recommend to the Board that the HI-6000 Medical Assistant and IT-5000 IT Security and Network Technician training programs for MedCerts be added to the Eligible Training Provider List. Karen Michalski-Karney seconded the motion. Jo Nelson and Dr. Milan Hayward abstained. The motion was approved.

Leah Gibson also shared with the committee that the state had provided an updated Equal Opportunity Monitoring Tool with Board staff. This tool was a questionnaire for training providers, approved on the Eligible Training Provider List, to complete regarding accessibility to training programs. The questionnaire had been sent to all training providers and returned to Board staff. The results from one training provider were concerning to Board staff, indicating that training through this provider would only be provided in English, with no accommodations for those who are non-English speakers. The committee discussed accessibility, Equal Opportunity, and requirements under WIOA Section 188.

**Workforce Center & Services Committee:** A motion was made by Joyce Kessinger to discuss the concern with the training provider, further explain the requirements by the law and program regulations and determine if the questionnaire is accurate. If there are no updates and/or concerns are not resolved by the Board meeting in June, the motion is to remove this training provider from the Eligible Training Provider List, including regulations & guidance in the letter. Jo Nelson seconded the motion. The motion passed.

#### Statewide Memorandum of Understanding Update

Leah Gibson provided an update, acknowledging that Board staff had received an updated template for the workforce system-wide MOU. As a result, Board staff will be working diligently to update our local MOU, obtain signatures, and implement the new regulations, per guidance from the Virginia Community College System.

#### Virginia WIOA Title I Funding

Leah Gibson asked the committee to review the Limited Funding policy that was put into place in January. The Board has received their tentative allocations for the coming budget year for the

WIOA Title I programs. The committee discussed the current Individual Training Account (ITA) limit, supportive services funding availability as well as the need to provide work-based learning opportunities to serve both jobseeker and business customers moving forward.

**Workforce Center & Services Committee:** A motion was made by Kathy Hodges to extend the Limited Funding policy with the following amendments:

1. Apply the policy to all programs, Adult, Dislocated Worker & Youth; and
2. Remove the language regarding payment of supportive services, reinstating the availability of WIOA Title I funds for this item.

The policy will be effective 7/1/19 and will be reviewed quarterly at the committee meetings to determine continuation and/or updates. Jo Nelson seconded the motion. The motion was approved.

### **UPCOMING MEETINGS**

Leah Gibson asked the Committee to review their calendars to set the next meeting date. The Committee noted that August 7, 2019 at 2:00 PM would work for the majority.

The next meeting of the full Western Virginia Workforce Development Board will be Friday, June 21, 2019 with location & time to be determined.

### **ADJOURNMENT**

Crystal Hall adjourned the meeting at 3:15 PM.