

## Western Virginia Workforce Development Board Meeting

March 6, 2020 – 9:00 AM – 11:00 AM

Virginia Career Works – Roanoke Center

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

Board Members <i>Private Sector</i>	Present	Board Members <i>Public Sector</i>	Present
Teresa Hammond	X	Joseph Brinley	X
Casey Nicely	X	Chuck Simpson	
David Olsen	X	Karen Michalski-Karney	X
Jeremy Adkins	X	Abby Hamilton	X
Debra Lovelace		Crystal Hall	X
Bill Jones	X	Katherine Holcomb	X
Michael Gardner	X	Lea DeCosta	X
Phil Peters	X	Jason Suhr	X
Todd Putney	X	Dr. John Rainone	X
Amanda Rogers	X	Dr. Milan Hayward	X
		Susan Watkins	X
		Michael Burnette	X

### Welcome

Phil Peters welcomed everyone and called the meeting to order at 9:02 AM.

### Public Comment

There were no comments from the public.

### Consent Agenda

Phil Peters presented the consent agenda to the Board which included the meeting minutes from February 7, 2020. There were no additional comments.

**Board Action:** A motion was made by Todd Putney to approve the consent agenda as presented. The motion was seconded by Dr. Milan Hayward. The motion was carried.

### G3 – Free Community College Initiative

Dr. John Rainone, President of Dabney S. Lancaster Community College, gave a presentation to the Board regarding the new G3 initiative moving through the General Assembly session. Dr. Rainone summarized the program which will provide additional tuition assistance and general support to students that enroll in target industry sectors.

### Old Business

#### Regional Career and Technical Education Study

Phil Peters reported that the Regional Career and Technical Education study was going well and that the WVVDB staff continue to work with Shaffer Evaluation Group to move through the timeline of the evaluation. The report is due to the WVVDB by July 31<sup>st</sup> and that timeline is still on track. A town hall was held in the past week with local elected officials and staff of county/city government as well as business. School visits with all of the technical vocational centers and the community colleges are scheduled for next week.

### Norfolk Southern Initiative

Phil Peters reported that the Norfolk Southern funding continues to be used to support individuals that were laid off from Norfolk Southern, FreightCar America, and General Electric.

### Economic Equity Initiative

Phil Peters reported that the Economic Equity Initiative was awarded last month to the WVVWDB and staff have been working with the local adult education providers and the community colleges to discuss how this can be implemented over the next 15 months.

### **Director's Report**

#### Staff Activity Update

Morgan Romeo updated the Board on the activities of the staff over the last month. Morgan reported that they continue to work on the request for a waiver to be submitted to the Governor's Office and the Virginia Community College System. The state has been helpful in drafting policies to put in place so that appropriate segregation of duties and internal controls are set up to operate the programs. Morgan also noted that they continue to work on trainings for the staff, sector strategies and that Brad Stephens has recently set up a new Business Solutions Team in the Alleghany Highlands.

#### Waiver Process Discussion

##### *Segregation of Duties Policy*

Morgan Romeo presented a new segregation of duties policy that has been developed in coordination with the request for a waiver from the Governor's Office. This policy outlines the duties of the WVVWDB staff, the Program Services Unit, the WVVWDB, and the Chief Local Elected Officials Consortium.

**Board Action:** A motion was made by Todd Putney to approve the policy as presented. The motion was seconded by Karen Michalski-Karney. The motion was carried.

##### *Internal Controls Policy*

Morgan Romeo presented a new internal controls policy that has been developed in coordination with the request for a waiver from the Governor's Office. This policy outlines the financial responsibilities and additional internal controls that are being put in place with the operations of the Title I Adult and Dislocated Worker programs by the WVVWDB.

**Board Action:** A motion was made by Michael Gardner to approve the policy as presented. The motion was seconded by Dave Olsen. The motion was carried.

##### *Proposed Organizational Structure*

Morgan Romeo presented the proposed organizational structure should the waiver be approved by the Governor's Office. This would put the Program Services Unit under the Operations Director and would give the Chief Local Elected Officials the oversight of the WVVWDB's operations of the programs.

**Board Action:** A motion was made by Dr. John Rainone to approve the proposed organizational structure as presented. The motion was seconded by Crystal Hall. The motion was carried.

## **Committee Reports**

### **Workforce Center and Services Committee**

#### *Meeting Summary*

Crystal Hall noted that the Workforce Center and Services Committee had not met since the last Board meeting but that they continue conversations surrounding the waiver and the performance of the WIOA Title I Service Provider, Ross IES.

#### *WIOA Title I Program Performance*

Crystal Hall referenced pages 5-6 in the packet which outlined the current performance of Ross IES. She referenced the lack of financial expenditures related to the enrollments in the program.

### **Finance Committee**

#### *Meeting Summary*

Casey Nicely reported that the Finance Committee had met at the end of February 2020 and had several items to discuss and bring to the Board.

#### *A-133 Audit Report*

Casey Nicely presented the final A-133 audit report that was prepared by Robinson, Farmer, and Cox. There were no material findings on the audit this year and it was considered a clean audit report. There was one recommendation on the report that stated that minutes should be approved in a more timely fashion.

**Board Action:** A motion was made by the Finance Committee to approve the A-133 Audit Report as presented. The motion was seconded by Karen Michalski-Karney. The motion was carried.

#### *FY2020 Budget vs. Actual Report*

Casey Nicely presented the FY2020 Budget vs. Actual Report and noted that it was only through December 31, 2019. There were no outstanding line items that were over expending but the program services line item was underspent due to the WIOA Title I Service Provider.

**Board Action:** A motion was made by the Finance Committee to approve the FY2020 Budget vs. Actual Report. The motion was seconded by Karen Michalski-Karney. The motion was carried.

#### *FY2020 Budget Modification*

Casey Nicely presented the FY2020 Budget for a small modification.

#### *Board Administration*

The Board Administration budget modification included the addition of the Economic Equity Initiative funding, the recording of Career Quest funds, the addition of Norfolk Southern funding, and the addition of the Virginia Career Works – Roanoke Center cost allocation pass-through funds.

**Board Action:** A motion was made by the Finance Committee to approve the FY2020 Budget Modification for Board Administration as presented. The motion was seconded by Dr. Milan Hayward. The motion was carried.

#### *One Stop Operations*

Morgan Romeo noted that the One Stop Operator, The WorkPlace requested a budget modification from their initial budget in October 2019. This is to reallocate items for their business license and overhead costs.

**Board Action:** A motion was made by the Finance Committee to approve the budget modification request by The Workplace as presented. The motion was seconded by Dave Olsen. The motion was carried.

### **New Business**

#### **WVWDB Administrative Staff Office Location**

Phil Peters reported that the WVWDB staff were preparing to move locations from the basement of the Roanoke Valley Alleghany Regional Commission. This is due to the rent being increased by 12% in one year. Phil noted that members of the Executive Committee would be assisting in this endeavor.

#### **Meeting Schedule**

Phil Peters noted that the next Board meeting would be in June 2020.

### **Other Business**

Katherine Holcomb said that she wanted to let everyone know that she was retiring from the Virginia Employment Commission as of March 31<sup>st</sup>. Kathy thanked the Board for their kindness and allowing her to serve over the past several years. Phil Peters thanked Kathy for her years of service.

### **Adjournment**

Seeing no other business, Phil Peters adjourned the meeting at 10:43 AM.