



Joint CLEO & Western Virginia Workforce Development Board Meeting Minutes

Thursday, September 26th – 2:30 PM

Green Ridge Recreation Center

7415 Wood Haven Road, Roanoke, VA 24019

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

CLEO Members	Locality	Present
The Honorable Stephen Bennett	Alleghany County	
The Honorable Billy Martin	Botetourt County	
The Honorable Tom Sibold, Jr.	City of Covington	X
The Honorable Kathi Toelke	Craig County	X
The Honorable E. Cline Brubaker	Franklin County	
The Honorable Sherman Lea	City of Roanoke	
The Honorable Martha Hooker	Roanoke County	
The Honorable John Saunders	City of Salem	X
Alternate Members	Locality	Present
Jonathan Lanford	Alleghany County	X
Gary Larrowe	Botetourt County	X
n/a	City of Covington	
Dan Collins	Craig County	
Christopher Whitlow	Franklin County	
The Honorable Joseph Cobb	City of Roanoke	
The Honorable P. Jason Peters	Roanoke County	
n/a	City of Salem	

Board Staff	Present
Morgan Romeo	X
Leah Gibson	X
Brad Stephens	X
Mark Holman	X
Jill Quinlan	

Guests	Present
Chris Pope, VEC	X
Chris Simmons, VEC	X

Welcome

Phil Peters welcomed everyone to the inaugural joint Western Virginia Workforce Development Board and Chief Local Elected Officials meeting. Phil officially called the meeting to order at 2:35 PM. All members present went around the room and introduced themselves and their organization.

Public Comment

There were no public comments at this time.

Roanoke Regional Partnership – Talent Attraction Program

Erin Burcham, Director of Talent Solutions for the Roanoke Regional Partnership, presented to the WVVWDB and CLEO Consortium on the Partnership's Talent Attraction Program. This initiative is in its second year in the region and is focused on creating the pipeline from higher education institutions in the region into the regional business community. This has required a lot of strategies around retaining the college graduates that are attending higher education institutions in the region. Erin discussed with the board the talent attraction strategies being used by the Partnership and also presented information on their recent GO Virginia project which involved a study of talent perceptions in the area. Many of the takeaways from this project involve working with other schools outside the region on marketing the Roanoke Valley, creating connections with alumni networks, and the Get2KnowNoke Summer Internship program. Erin emphasized the partnership of the Partnership's talent attraction program and the work that the WVVWDB and CLEO complete.

Consent Agenda - Board

Phil Peters directed Board members to reference their packet and review the March 22, 2019 and June 21, 2019 meeting minutes. Jason Suhr asked that one correction be made to the March 22, 2019 minutes where he was indeed present for the meeting but was marked absent.

WVVWDB Action: A motion was made by Karen Michalski-Karney to approve the minutes with the proposed change to the March 22, 2019 minutes. The motion was seconded by Casey Nicely. The motion was carried.

Consent Agenda – CLEO

Mayor Tom Sibold directed CLEO Consortium members to reference their packet and review the March 13, 2019 and June 25, 2019 meeting minutes. Mayor Sibold also noted that on the consent agenda was a Board appointment to represent the Department for Aging and Rehabilitative Services, Susan Watkins.

CLEO Consortium Action: A motion was made by Jon Lanford to approve the consent agenda as presented. The motion was seconded by John Saunders. The motion was carried.

Director's Report

Annual Report

Morgan Romeo reference the PY2018 Annual Report that was provided to each meeting attendee. Morgan noted that this was the first annual report for the Board and would be done in the future to showcase all of the activities and performance that the region was producing each program year. Morgan asked that everyone share the report with their organizations, Board of Supervisors, City Councils, and note the good work that the regional workforce system is accomplishing.

Economic Equity Initiative

Morgan Romeo reported on a new initiative that is being provided by the Governor's Office to the regional workforce development boards. This initiative has funding attached to assist the Local Workforce Development Boards to bring out-of-work populations in the region into the workforce development system to be trained, earn credentials, and obtain employment. Morgan noted that 14 out of 15 Local Workforce Development

Boards applied for the funding and the WVVWDB was not chosen as an applicant. Only 5 Boards were awarded the funding and they were in Northern Virginia, the Eastern Shore, the Shenandoah Valley, and the New River/Mt. Rogers area. Morgan said that there would be an opportunity to reapply for the funding and they would seek out feedback on the WVVWDB's proposal to improve upon their application.

Career Quest

Morgan Romeo referenced the Career Quest bags that were provided to each member attendee. These bags were provided to the students at the first annual Career Quest event that took place the previous week at the Salem Civic Center. Morgan referenced the one-pager that was included in the bag that had preliminary statistics from the event to show the Board. A new date has been set for 2020 which is September 29 & 30, 2020. Jason Suhr spoke up and noted that from a school's perspective, the event went very smooth logistically and that Roanoke County was extremely happy with the event. Jason said that the students were engaged, the activities for the kids were top notch, and it was clear that the age group that was chosen (7th graders) was the key age to begin these conversations. Jason noted that the next group to get in front of was the parents. Bill Jones said that while volunteering, he spoke with teachers and students and they were all excited about the event. Bill said that the teachers felt it tied to what they were trying to do with the age group, and it was a nice event. Jeremy Adkins said that he thought the event went well and the interaction was great. Jason said that he had done event before at Franklin County High School and it wasn't as engaging, and the students were not focused on the activities. Abby Hamilton asked the staff how they felt about the student to booth ratios and if there was enough within each zone. Morgan Romeo said that the spatial allotment was good but that they would hope that more businesses would attend next year. Abby Hamilton asked how the group was debriefing with the kids afterwards? Morgan said that they would be doing surveys with all of the students, teachers, and businesses to get that information. Todd Putney asked if there were specific goals of the project, and Morgan said that the group had decided not to include performance as it was the initial year and they wanted to get more perspective. Todd noted that a payoff for businesses should be included and to continue the conversation about how we can include performance metrics. Erin Burcham added that it would be great if there was a visual for the region to show the ecosystem of talent attraction and retention to businesses, investors, and more.

Pathways to the American Dream – Success Story

Morgan Romeo introduced XXXXX who is a participant of the Pathways to the America Dream project. XXXX shared her story of how she became involved in the Pathways project, how it had assisted her in becoming a Registered Nurse, and where she was today with her employment and education goals. The Board and CLEO Consortium thanked her for attending the meeting and sharing her story and wished her the best of luck in the future.

PY2019 Priorities

Morgan Romeo reported on the priorities for the WVVWDB staff in PY2019. Morgan stated that the WIOA Title I Youth program would be a big focus of the year with an emphasis on assisting Mark Holman, the Youth Program Manager, in rebuilding the program from the ground up. Within the Title I Youth program, there would also be an emphasis on facilitating more work experiences and internships so that youth and adults can get the experience they need and use it as a career exploration tool as well. Morgan also said that the WVVWDB would be focusing on sector strategies this year, with a meeting planned with the AGCVA as a follow-up to Career Quest. This would be a first step in this arena this year. Morgan also reminded the WVVWDB and CLEO Consortium members that they had requested a strategic plan be completed this spring, and this will be done in conjunction with the CLEO Consortium and the WVVWDB.

Closed Session

Phil Peters stated that a motion was needed to request closed session to have, pursuant to Virginia Code 2.2-3711 (A), "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."

WVWDB & CLEO Consortium Action: A motion was made by Todd Putney to enter closed session pursuant to Virginia Code 2.2-3711 (A). The motion was seconded by Michael Gardner. The motion was carried. All guests left the room.

Closed session began to discuss the WIOA Title I One Stop Operator & Youth Contract Negotiations.

Phil Peters stated that a motion was needed 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.

WVWDB & CLEO Consortium Action: A motion was made by Bill Jones to certify that only public business matters lawfully exempted from open meeting requirements under this chapter and 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 Jon Lanford. The motion was carried by a roll call vote as follows:

Board Members	Vote
Teresa Hammond	Yes
Casey Nicely	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Chuck Simpson	Yes
Karen Michalski-Karney	Yes
Abby Hamilton	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Jason Suhr	Yes
Dr. Milan Hayward	Yes
Susan Watkins	Yes
Michael Burnette	Yes

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Gary Larowe	Yes

WVWDB and CLEO Consortium Action: A motion was made by Karen Michalski-Karney to enter contract negotiations with The Workplace as the One Stop Operator for the Roanoke & Covington Centers as well as the Franklin Center. The motion was seconded by Crystal Hall. The motion was carried by a roll call vote as follows:

Board Members	Vote
Teresa Hammond	Yes
Casey Nicely	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Chuck Simpson	Yes
Karen Michalski-Karney	Yes
Abby Hamilton	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Jason Suhr	Yes
Dr. Milan Hayward	Yes
Susan Watkins	Yes
Michael Burnette	Yes

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Gary Larowe	Yes

WVWDB and CLEO Consortium Action: A motion was made by Crystal Hall to enter contract negotiations with The Workplace as the Program Operator of the WIOA Title I Youth Training Services and the WIOA Title I Youth Education Services. The motion was seconded by Debbie Lovelace. The motion was carried by a roll call vote as follows:

Board Members	Vote
Teresa Hammond	Yes
Casey Nicely	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Chuck Simpson	Yes
Karen Michalski-Karney	Yes
Abby Hamilton	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Jason Suhr	Yes
Dr. Milan Hayward	Yes
Susan Watkins	Yes
Michael Burnette	Yes

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Gary Larrowe	Yes

Committee Reports

Workforce Center and Services Report

Meeting Summary

Crystal Hall gave an update to the Board on the Workforce Center and Services Committee and the last meeting of the Committee in August. Crystal noted that the Committee had three things to bring to the Board at this time for their approval.

Eligible Training Provider List Applications

Crystal noted that they had both renewals and new applications from providers to remain or be placed on the Eligible Training Provider List. Crystal reported that the renewals were for all of the current providers that were on the Eligible Training Provider List, as each year the Committee and the Board was responsible for reviewing performance of the providers to remain on the list. Crystal noted that the Committee has recommended that the Board approve the Eligible Training Provider List Renewals for providers to remain on the list for an additional year.

WVWDB and CLEO Consortium Action: The Workforce Center and Services Committee recommended to the Board that the presented Eligible Training Provider Renewals be approved by the Board. The motion was seconded by Todd Putney. The motion was carried.

Crystal noted that the Committee also had received a few applications from TAP, MedCerts, American National University, and Virginia Western Community College to be added to the Eligible Training Provider List. Crystal noted that the Committee had not had a chance to review these but that they checked all the boxes for being added to the list.

WVWDB and CLEO Consortium Action: The motion was made by Crystal Hall to add the programs submitted by to the Eligible Training Provider List. The motion was seconded by Karen Michalski-Karney. The motion was carried.

Policy Updates

Crystal Hall stated that the Workforce Center and Services Committee reviewed several policies that were updated for the Board. All of these policies were updates based on state or federal policy to ensure that the area is in compliance. There were also a couple of things that were changed to make the workload easier on the Case Management staff.

WVWDB and CLEO Consortium Action: The Workforce Center and Services Committee recommended to the Board that the presented policy updates be approved by the Board. The motion was seconded by Todd Putney. The motion was carried.

Executive Committee

Phil Peters gave an update on the last Executive Committee meeting which occurred in early September. Phil reported that the Committee reviewed the currently grant projects in the region, as well as reviewed the RFP Committee's recommendations prior to the Board meeting. Phil also noted that the Board has received their draft monitoring report from the VCCS and there were no disallowed costs and minimal findings.

Other Business

Morgan Romeo noted that the Board staff had received a draft copy of the audit report back from Robinson, Farmer, and Cox and the organization had no findings on the A-133 audit. There was a concern brought to the attention of the Board that minutes should be approved in a timelier fashion.

Upcoming Meetings

Phil Peters noted that the next Board meeting would be held on December 13th at 9:00 AM at the Virginia Career Works – Roanoke Center and the next CLEO Consortium meeting would be held on December 11th at 2:30 PM at the Virginia Career Works – Roanoke Center. Morgan stated that she would make sure that calendar invites were sent out.

Adjournment

Seeing no other business, the meeting was adjourned at 3:54 PM.