



BLUE RIDGE REGION

**Western Virginia Workforce Development Board
Executive Committee Meeting Minutes**

December 4, 2018 – 8:30 AM

Western Virginia Workforce Development Board Offices
313 Luck Avenue SW, Roanoke, VA 24016

Committee Members	Present
Shawn Hildebrand, Chair	X
Phil Peters, Vice-Chair	X
Joyce Kessinger, Past-Chair	
Casey Nicely, Treasurer	X
Crystal Hall, Chair, WCS Committee	X

WVWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X

Welcome and Introductions

Shawn Hildebrand welcomed everyone and called the meeting to order at 10:01 AM.

Public Comments

There were no comments made from the public.

September 20, 2018 Meeting Minutes

Shawn Hildebrand asked the Executive Committee members to review the minutes as presented in the packet. There were no additional questions from the Committee members.

Executive Committee Action: A motion was made by Phil Peters to approve the September 20, 2018 meeting minutes as presented. The motion was seconded by Crystal Hall. The motion was carried.

Board Meeting Agenda Review

Shawn Hildebrand asked the Executive Committee members to review the draft Western Virginia Workforce Development Board meeting agenda for December 14, 2018. Staff noted that the Chief Local Elected Officials (CLEO) Consortium had requested for background information to be provided with their agenda packets for easier reference and asked if the Executive Committee thought this was a good approach for the Board as well. The Executive Committee requested that this be done for the Board in December and that the full Board meeting schedule for the year be added to the agendas for reference.

Closed Session – Personnel Update

Shawn Hildebrand stated that a motion was needed to request closed session to have, pursuant to Virginia Code 2.2-3711 (A), *“discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals”*.

Executive Committee Action: A motion was made by Crystal Hall to enter closed session pursuant to Virginia Code 2.2-3711 (A). The motion was seconded by Phil Peters. The motion was carried.

Shawn Hildebrand 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.

Executive Committee Action: A motion was made by Phil Peters 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 noted below:

Shawn Hildebrand	Yes
Phil Peters	Yes
Casey Nicely	Yes
Crystal Hall	Yes

Shawn Hildebrand noted that as they were back in open session, motions would need to be made based upon the discussion in closed session.

Executive Committee Action: A motion was made by Casey Nicely to authorize the Executive Director of the WVWDB to hire one part-time temporary staff member through June 30, 2019 by Crystal Hall. The motion was seconded. The motion was carried.

Executive Committee Action: A motion was made by Phil Peters to continue to follow the Roanoke Valley-Alleghany Regional Commissions personal policies in terms of merit based or cost of living increases (COLI). The motion was seconded by Casey Nicely. The motion was carried.

Director’s Report

Local Plan Update

Morgan Romeo referenced the Local Plan Update description that was included as a part of the Executive Committee packet. The Local Plan that was originally put in place in June 2017 is now due for update, with the update being due to the Virginia Community College System (VCCS) offices by the end of March 2019. The Local Plan Update must be released for public comment for at least 30-days, and all

public comments received will need to be responded to and incorporated into the final version that is submitted to VCCS. Staff went over the updated labor market information provided by Virginia Tech's Office of Economic Development and referenced the changes to the target industries as outlined in the packet.

New Board Members

Morgan Romeo noted that the Western Virginia Workforce Development Board had several new members that were appointed by the CLEO Consortium in November. These new members fill vacant seats and allow the Board to meet the required number of representatives for certification purposes. All new members will be attending the Board orientation being held prior to the Board meeting on the 14th, and are as follows:

- Jason Suhr – Career and Technical Education Director for Roanoke County Public Schools
- Lea DeCosta – Program Manager for Roanoke Valley-Alleghany Region 5 Adult Education
- Wayne Griffin – Director of Human Resources for Integer (formerly Lake Region Medical)
- Michael Gardner – Attorney with Woods Rogers PLC
- Debbie Lovelace – Senior Human Resources Director for Carilion Clinic
- Jeremy Adkins – CEO for Solution Matrix, Inc.

Program of Work & Director Plan

Morgan Romeo provided updates to the Program of Work for the Board and the Professional Development Plan for staff. Items that were in progress or completed were noted, with discussion occurring around items that need to be revised or changed. The Executive Committee discussed the Pathways to the American Dream project and the lack of enrollments due to other areas overenrolling in the project. The Executive Committee requested that the Executive Director continue to keep in touch with the Executive Director of the New River/Mt. Rogers Workforce Development Board and meet with the Director to bring up concerns with the project for the Roanoke Valley and Alleghany Highlands.

Operational Plan Consultant Proposal

Morgan Romeo referenced a proposal that was received from Mary Ann Lawrence with PowerNotes LLC for the operational plan assessment. The Executive Committee reviewed the proposal and noted that it would be able to be customized for the area based on feedback from Board members and workforce development system partners.

WIOA Title I Youth Program Discussion

Morgan Romeo updated the Executive Committee on the progress of the WIOA Title I Youth program. Due to the lack of activity within the Youth program for the last several years, the region is in danger of having to give back program funds at the end of June. This would be PY2017 funding that is in its second year of availability. Staff have been reviewing the Monthly Detailed Expenditure Reports (MEDRs) that are submitted by the Roanoke Valley-Alleghany Regional Commission (RVARC) and noted that an estimated \$300,000 is remaining in PY2017 Youth funding. The Executive Committee requested that staff to the Board continue to work closely with Ross Innovative Employment Solutions and assist them in gearing up and enhancing the current services being provided through the WIOA Title I Youth program. Staff noted that another in depth look would need to be taken at the next scheduled Executive Committee in February 2019 to see if growth had occurred.

Appalachian Power Workforce Assessment

Morgan Romeo informed the Executive Committee regarding a new project that had been initiated by Appalachian Power, in partnership with Virginia Tech's Office of Economic Development and the Tobacco Commission. The project will be to conduct a workforce assessment and skills gap analysis, which will better inform economic development partners and site selectors on the value of the workforce in Southern Virginia. The Workforce Development Boards in the region are being looked to as conveners and have been asked to gather all stakeholder groups as well as spearhead the distribution of surveys to the workforce. Staff noted that the outcome of the project will be a skills gap assessment of the region, broken down by locality. Unfortunately, the project does not include the localities in the Alleghany Highlands, as they do not fall within Appalachian Power or the Tobacco Commission's territory. The estimated conclusion of the project will be in May 2019.

Diversification of Funding & Grant Opportunities

Morgan Romeo noted that staff were consistently looking for alternate sources of funding for the WVVWDB and its operations. As the WIOA Title I funding continues to decline, a need for discretionary funding will be important, but a need to focus on enhancing current projects and not starting up new ones will be paramount in staff's eyes. The Executive Committee encouraged staff to work with the CLEO Consortium on the potential for locality funding. Staff noted that an announcement would be coming in spring 2019 on funding from the state to support programs/partnerships that focus on the out-of-work populations and TANF/SNAP recipients.

Other Business

Shawn Hildebrand asked for the Executive Committee to schedule their next meeting in February 2019. The Committee members noted that February 13th at 8:30 AM works for them and a location in Botetourt may be more convenient for the group. The Committee also noted that the 2nd Wednesday of every 3rd month continues work for them.

Upcoming Meetings

Shawn Hildebrand noted that the full Board would be meeting on December 14, 2018 at the Virginia Career Works – Roanoke Center at 9:00 AM.

Adjournment

The meeting was adjourned at 11:36 AM.