



Western Virginia Workforce Development Board (WVWDB)
Executive Committee Meeting Minutes
 Monday, January 14, 2019 – 10:00 AM
 Virginia Career Works – Roanoke Center
 3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

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

WVWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Guests	Present
Susan Martin, Ross IES	X
Wade Coffindaffer, Ross IES	X

Welcome

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

WIOA Title I Program – Budget and Performance Discussion

Morgan Romeo stated that the special Executive Committee meeting had been called by staff to discuss financial expenditures reported by Ross through December 31, 2018. On December 17, 2018, staff from Dabney S. Lancaster Community College (DSLCC) disclosed to WVWDB staff that they had been informed that the Adult program had been suspended due to lack of funding. WVWDB staff were not aware of any budgetary challenges based on the previous reimbursement request from November 2018 but immediately contacted Ross IES staff to discuss the miscommunication. WVWDB staff were informed that local Ross staff had not been tracking expenditures and obligations as compared to the budget and were concerned that the budget had been fully expended. From December 17th through January 3rd, Ross staff reconciled their expenditures and obligations to current WIOA Title I Adult participants and discovered that the budget had not been adhered to. Morgan Romeo referenced the Executive Committee packet to note the expenditures that had either occurred or were projected with current WIOA Title I Adult, Dislocated Worker, and Out-of-School Youth participants, and noted that all three program budgets for Individual Training Accounts (ITAs) had been depleted and more.

Phil Peters, Vice-Chair, asked Susan Martin and Wade Coffindaffer, Ross staff that were present, to explain what happened. Wade Coffindaffer noted that Ross received a large bill from Virginia Western Community College on the afternoon of December 14th that caused them to question their expenditures & obligations. Ross staff noted that they had not dealt with Virginia Western's billing cycle before in their areas of operations and that, because Virginia Western submits bills after the drop deadline for classes, this had caused a wrench in their budget and expenditure comparisons. Wade Coffindaffer and Susan Martin also acknowledged that local Ross staff were not tracking expenditures and obligations as compared to their budget. Susan Martin noted that processes and procedures were now in place to track this information by participant and will be reviewed on a weekly basis to ensure that the budget is being adhered to in the future. Casey Nicely asked how staff were not tracking this important aspect of program administration and Susan Martin noted that local staff were not aware this needed to be tracked, but this direction had been provided to them now.

Joyce Kessinger asked about the training through ITAs that had been provided to participants and if there were any training programs that were high costs contributing to the funds being expended so quickly. Susan Martin noted that Commercial Driver's License training through CDS Tractor Trailer Training at Virginia Western had been a rather large expenditure for the WIOA Title I Adult program. WVVDB staff noted that conversations had occurred with Virginia Western regarding this topic and that there was consensus that the WIOA Title I programs had become a backup funding source for students when FastForward funding through the community college system was not available. This resulted in almost all students being referred to WIOA Title I, and when FastForward funding was not available, WIOA Title I would pay \$4,500 (the total cost) for each participant.

Budget Modification & Potential Additional Funding

Morgan Romeo informed the Executive Committee that Ross IES had proposed a budget modification for the WIOA Title I Adult, Dislocated Worker, and Youth (In-School and Out-of-School) programs to operate through the end of the year (June 30, 2019). This budget modification was not provided in advance of the meeting due to receiving it from Ross IES after the time the packet was sent. In the Dislocated Worker and Youth programs, Ross IES was able to move funding in between line items to cover the deficit, but the Adult program required additional funding to continue providing services through June 30, 2019 and allow Ross IES to meet their projected enrollment goals. The additional funding needed was noted at a little over \$88,000. WVVDB staff noted that the Executive Committee would need to make several decisions about the budgetary overage, which may involve initiating the procurement process for WIOA Title I programs.

Closed Session – WIOA Title I Contract Performance Discussion

Shawn Hildebrand 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"*.

Executive Committee Action: A motion was made by Phil Peters to enter closed session pursuant to Virginia Code 2.2-3711 (A). The motion was seconded by David Olsen. 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 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 noted below:

Shawn Hildebrand	Yes
Phil Peters	Yes
Joyce Kessinger	Yes
Casey Nicely	Yes
Crystal Hall	Yes
David Olsen	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 Crystal Hall to initiate the process to transfer \$40,000 from the WIOA Title I Dislocated Worker program to the WIOA Title I Adult program. The motion was seconded by David Olsen. The motion was carried by a roll call vote, as noted below:

Shawn Hildebrand	Yes
Phil Peters	Yes
Joyce Kessinger	Yes
Casey Nicely	Yes
Crystal Hall	Yes
David Olsen	Yes

Executive Committee Action: A motion was made by Joyce Kessinger to allocate an additional \$50,000 toward ITAs in the WIOA Title I Adult program operated by Ross IES and to give authority to the Executive Director of the WVVDB to negotiate the budget modification with the additional funds. The motion was seconded by David Olsen. The motion was carried by a roll call vote, as noted below:

Shawn Hildebrand	Yes
Phil Peters	Yes
Joyce Kessinger	Yes
Casey Nicely	Yes
Crystal Hall	Yes
David Olsen	Yes

Executive Committee Action: A motion was made by Casey Nicely to approve the WIOA Title I Dislocated Worker and Youth budget modifications as presented. The motion was seconded by David Olsen. The motion was carried by a roll call vote, as noted below:

Shawn Hildebrand	Yes
Phil Peters	Yes
Joyce Kessinger	Yes
Casey Nicely	Yes
Crystal Hall	Yes
David Olsen	Yes

Executive Committee Action: A motion was made by Phil Peters to not initiate the procurement process for the WIOA Title I programs at this time but to give the Executive Director of the WVWDB the authority to amend the contract to include probationary procedures and performance measures. The motion was seconded by David Olsen. The motion was carried.

Policy Updates

Limited Funding Policy

Morgan Romeo presented the Limited Funding policy that was included in the packet for the Executive Committee meeting. WVWDB staff, as a result of the constraints and demand on the WIOA Title I Adult program budget, drafted the policy to assist in maximizing resources of the Title I programs through June 30, 2019. The policy includes reducing the maximum amount of funds that could be contributed toward an ITA. The Executive Committee discussed limiting the funding in additional ways, including limiting funding to specific occupations. The Executive Committee discussed lowering the amount even more than presented and noted that based on current data, there are very few training programs that cost more than \$3,000.

Executive Committee Action: A motion was made by Joyce Kessinger to approve the Limited Funding Policy as presented with the amendment that the local funding limitation for an Individual Training Account (ITA), per year, will be reduced to \$3,000. The motion was seconded by Crystal Hall. The motion was carried.

Executive Committee Action: A motion was made by Joyce Kessinger to activate the Limited Funding Policy for the WIOA Title I Adult and Dislocated Worker programs to be effective 1/14/2019 through 6/30/2019. The motion was seconded by Crystal Hall. The motion was carried.

Customized Training Policy

Morgan Romeo presented the Customized Training Policy that was included in the packet for the Executive Committee meeting. WVWDB staff had been approached by DSLCC in the Alleghany Highlands for a customized training project for SchaeferRolls, Inc., a new business in the region. A policy needed to be developed for the local area to provide this service, and in lieu of no guidance at the state level, the policy presented was taken from another Local Workforce Development Area (Capital Region) and customized for the local region.

Executive Committee Action: A motion was made by Phil Peters to approve the Customized Training Policy as presented. The motion was seconded by Crystal Hall. The motion was carried.

Other Business

There was no additional business brought in front of the Executive Committee.

Adjournment

Shawn Hildebrand adjourned the meeting at 12:05 PM.