



BLUE RIDGE REGION

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

May 8, 2019 – 8:30 AM
Virginia Career Works – Roanoke Center
3601 Thirlane Road NW, Suite 2, Roanoke, VA 24016

Committee Members	Present
Shawn Hildebrand, Chair	Phone
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
Marshall Stanley	X

WELCOME

Phil Peters welcomed everyone and called the meeting to order at 8:31 AM.

PUBLIC COMMENT

There were no comments made from the public.

MEETING MINUTES

Phil Peters asked the Executive Committee members to review the minutes from February 14, 2019 as presented in the packet. There were no additional questions from the Committee members.

Executive Committee Action: A motion was made by David Olsen to approve the February 14, 2019 meeting minutes as presented. The motion was seconded by Shawn Hildebrand. The motion was carried.

DIRECTOR'S REPORT

PY2020 Federal Allocations

Morgan Romeo reported to the Executive Committee that the Western Virginia Workforce Development Board will receive their final operational budget in June 2019. Morgan notified the Board that the budget is expected to be cut by 10 percent.

Roanoke City Monitoring Letter

Morgan Romeo shared a letter from the City of Roanoke, as a result of their oversight as the WIOA Title I grant recipient for our workforce development area. She reported that she had attended a meeting with the City of Roanoke grant accountant staff, and understood the Board's performance to be deemed satisfactory. Amelia Merchant, Director of Finance from the City of Roanoke, recommended the Board review Ross IES' monthly expenditures and that the City of Roanoke audit staff have access to Ross' invoices and a general ledger. Morgan suggested the idea to the Executive Committee that the Board purchase *Tally*, an accounting software that will allow the Board to monitor Ross' activity.

Operational Assessment – May 16-17

Morgan Romeo informed the Committee that a third-party consultant will visit the local workforce development area to speak with Board and Virginia Career Works staff about operations. The consultant will evaluate Board policies, staff, procedures, as well as Virginia Career Works Center operations, processes, locations and more. This will allow the local area to re-evaluate the way we are providing services and ensure we are using our resources effectively and efficiently.

GO Virginia Project Update

Morgan Romeo informed the Committee that Mary Ellen Goodlatte, the Board's legal advisor, had given approval of the Memorandum of Understanding for the GO Virginia Talent Collaborative with the Central Region and the Central Virginia Planning District Commission.

Executive Committee Action: A motion was made by Phil Peters to approve the Memorandum of Understanding for the GO Virginia project. The motion was seconded by Crystal Hall. The motion was carried.

OLD BUSINESS

Phil Peters 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 David Olsen to enter closed session pursuant to Virginia Code 2.2-3711 (A). The motion was seconded by Joyce Kessinger. The motion was carried.

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.

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

BOARD MEETING DRAFT AGENDA

The Executive Committee reviewed the agenda for the upcoming Board meeting at Dabney S. Lancaster Community College and noted that Shawn Hildebrand would not be present. Therefore, Phil Peters would be stepping in as Chair for the meeting. The Executive Committee did not site any concerns with the draft agenda.

NEW BUSINESS

Open House for the Roanoke Center

Morgan Romeo informed the Committee on the current status of the planning process for the Roanoke Center Open House. It will be on May 9, 2019 and all are invited to attend.

Ribbon Cutting for Covington Center

Morgan Romeo informed the Committee that the Virginia Career Works – Covington Center will host a ribbon cutting ceremony on May 31st, 2019 at 11 AM.

Board Member Nominations

Morgan Romeo noted that Joyce Kessinger and Jill Loope will be ending their terms as Board members. The Board staff will advertise the vacancies to find new Board members. Morgan informed the Committee that she is reviewing the parameters for appointing new Board members and mentioned potential candidates to ensure that we are meeting Board composition requirements for Board certification from the state.

WIOA Title I Adult and Dislocated Worker Budget Modifications

Morgan Romeo referenced pages 15 and 16 of the meeting agenda packet to review a request for a modification to Ross' WIOA Title I program budget. They are requesting to add a new line item, called Remedial/Pre-Vocational Training, in the Adult Program, budgeting \$5,200. Furthermore, a transfer of Supportive Service funding (which has not been utilized), to training line items in the Dislocated Worker program.

Executive Committee Action: A motion was made by Joyce Kessinger to approve the budget modification. The Motion was seconded by David Olsen. The motion was carried.

Audit Engagement Letter/ Contract

Morgan Romeo presented the Audit Engagement Letter from Robinson, Farmer, and Cox for the PY2018 A-133 audit. This Engagement Letter is the contract that will be put in place for the firm to conduct the audit, per the negotiations initiated by the Executive Director.

Executive Committee Action: A motion was made by Crystal Hall to approve the Audit Engagement Letter/ Contract. The motion was seconded by Casey Nicely. The motion was carried.

Other Business

A motion was made to restrict funds received as rent payment from partners for the Roanoke Center to only be used to pay the Board’s rent payment for that facility.

Executive Committee Action: A motion was made by Casey Nicely to restrict funds received as rent payment from partners for the Roanoke Center to only be used to pay the Board’s rent payment for that facility. 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

Adjournment

The meeting was adjourned at 9:40 AM. The next Executive Committee Meeting will be held Thursday, June 13th at the Virginia Career Works Board office, at 313 Luck Avenue.