



BLUE RIDGE REGION

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

June 13, 2019 – 10:00 AM

Western Virginia Workforce Development Board
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
David Olsen, At-Large Member	X

WVWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Marshall Stanley	X

WELCOME

Shawn Hildebrand welcomed everyone and called the meeting to order at 10:04 AM.

PUBLIC COMMENT

There were no comments made from the public.

MEETING MINUTES

The meeting minutes from May 8th were not presented in the agenda packet but will be presented for review at the next WVWDB Executive Committee Meeting.

DIRECTOR'S REPORT

Operational Consultant Final Report

Morgan Romeo included the final report from Mary Ann Lawrence in the agenda packet and presented the recommendations to the Executive Committee. The WVWDB reviewed each finding and recommendation presented by Mary Ann Lawrence and the WVWDB Executive Committee agreed with the findings. The WVWDB Executive Committee suggested a prioritized list of the recommendations to present to the complete Board.

Executive Committee Action: A motion was made to accept the recommendations provided by the consultant and to present a prioritized list of the recommendations to the Board by Phil Peters. The motion was seconded by Crystal Hall. The motion was carried.

Shawn Hildebrand recommended to the Board that the Committee implement a 5-year strategic plan based on the findings of Mary Ann Lawrence.

OLD BUSINESS

There is nothing to report on currently.

NEW BUSINESS

Financial Operations Manual

Morgan Romeo presented the revised Financial Operations Manual to the Executive Committee. This manual was reviewed at the direction of Robinson, Farmer, and Cox to amend and add sections that were required under Uniform Grant Guidance. David Olsen recommended to the Board that the acronym "LWDA" on page 23 be spelled out. The committee also recommended that the mileage reimbursement rate be changed to the national IRS rate.

Executive Committee Action: A motion was made to approve the Financial Operations Manual by David Olsen. The motion was seconded by Phil Peters. The motion was carried.

Other Business

Morgan Romeo mentioned to the Board that this is Shawn Hildebrand's final meeting as the Chair for the WWVDB and he will be moving to Past-chair.

Next Meeting

The next meeting will be the complete Western Virginia Workforce Development Board meeting on June 21, 2019 at Dabney S. Lancaster Community College at 9:00 AM

Adjournment

The meeting was adjourned at 12:00 PM