



Western Virginia Workforce Development Board
Executive Committee Meeting Minutes
 September 11, 2019 – 8:30 AM
 Virginia Career Works – Roanoke Center
 3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

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

Board Staff	Present:
Morgan Romeo	X
Leah Gibson	
Brad Stephens	

Welcome

Phil Peters welcomed everyone to the meeting and called the meeting to order at 9:04 AM.

Public Comment

There were no comments from the public.

Minutes Approval

Phil Peters presented the minutes from the May 8, 2019 and June 13, 2019 meeting for approval.

Executive Committee Action: A motion was made by David Olsen to approve the minutes as presented. The motion was seconded by Crystal Hall. The motion was approved.

Director’s Report

Operational Consultant Recommendations Update

Morgan Romeo provided an update on some of the recommendations that were made by the operational consultant and were reported to the Board at the June 2019 meeting. Morgan reported that the Board staff had already made progress on several of the recommendations, with most of them being administrative in nature. Job titles had already been changed for Board staff and policies and procedures were being reviewed to ensure that the Board has the regulations in place to operate correctly.

Project Updates

Morgan Romeo updated the Executive Committee on several projects that were occurring currently.

Economic Equity Initiative

Morgan noted that the Board had submitted an application to the Economic Equity Initiative through the Governor's Office. This grant will work to bring in untapped labor pools into the workforce such as those that are receiving public assistance (SNAP, TANF, Medicaid), those that are in public housing, and those that had been involved with the criminal justice system. The total request made by the Board staff was \$200,000 with a lot of the funding being contracted to Local Departments of Social Services to provide outreach and target marketing to populations that may benefit from services through the workforce system.

Rapid Response Funding/Staffing

Morgan Romeo noted that they were still exploring whether it would be feasible for the Board to request Rapid Response funding from the state in response to the layoffs that have been announced in the region. While this would assist the region with staffing levels, there was not a significant need for more training funding, which is what Rapid Response funding would need to be put toward. Morgan said that she would update the Executive Committee at the next meeting on the progress and possibility of this funding.

Rapid Response Activities

Morgan Romeo reported that the Board staff had been heavily involved with some of the mass reductions in force and rapid response activities to date. Morgan referenced that staff were actively working with individuals laid off from G.E. in Salem, FreightCar America, and Norfolk Southern. Morgan noted that they would continue to work with these populations through their projected layoff dates and would report back if additional assistance was needed.

Workforce Summit(s)

Morgan Romeo reported that on Friday, the Board staff would be participating in a Workforce Summit that was occurring at Dabney S. Lancaster Community College for the Alleghany Highlands. This joint project between Dabney Lancaster, the Chamber of Commerce, the Alleghany Highlands Economic Development Corporation, and Virginia Career Works had a purpose to increase awareness of services available to businesses in the region.

GO Virginia Projects

Morgan Romeo reported that the projects through GO Virginia were going well. Career Quest, the large regional event would take place next week and would be one of the biggest milestones to meet for the GO Virginia Talent Collaborative with the Central Virginia and New River/Mt. Rogers Workforce Development Boards.

Joint Board/CLEO Agenda Topics

Morgan Romeo asked the Executive Committee members if there were any specific topics that should be discussed at the joint Board and CLEO Consortium meeting at the end of the month. Morgan reported that the meeting would be spent celebrating the last year of accomplishments, discussing the

future projects of the Board, and looking at how they can move workforce development forward in the region. Morgan said that Erin Burcham from the Roanoke Regional Partnership would be reporting to the Board on the initiatives that she has with talent attraction and how it intersects with the Board's activities. The Executive Committee concurred that these topics were relevant.

Old Business

There was no old business at this time.

New Business

PY18 Draft Monitoring Report – VCCS

Morgan Romeo reported that the Board staff had received a draft report from the Virginia Community College System from their annual on-site monitoring visit that occurred in June 2019. Morgan reported that the report had three findings, all of which were data input errors from the WIOA Title I Service Provider. Morgan noted that this was a significant decrease from the prior years and there were no administrative or fiscal findings. A full copy of the final report would be provided to the Executive Committee at their December meeting.

Roanoke City Biannual Audit

Morgan Romeo reported that the City of Roanoke had made their visit monitoring visit to the Board offices in late August. A new grant accountant had been hired at the City and visited the offices for the first time. Morgan reported that while they had not received the final report from the City at this time, they received verbal compliments on the operations and noted that there were no areas of concern for them at this time. Morgan said that she would provide a full copy of the report to the Executive Committee when it was received.

Closed Session

Phil Peters asked for a motion to request closed session pursuant to Virginia Code 2.2-311 (A) to discuss 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.

The Executive Committee entered closed session to discuss the WIOA Title I One Stop Operator and WIOA Title I Youth Program Requests for Proposals.

Executive Committee Action: A motion was made by Crystal Hall to enter closed session pursuant to Virginia Code 2.2-3711(A)(29). The motion was seconded by David Olsen. The motion was carried.

Executive Committee Action: A motion was made by Casey Nicely 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 Crystal Hall. The motion was carried by a roll call vote as follows:

Phil Peters	Yes
David Olsen	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes

The Executive Committee entered open session.

Executive Committee Action: A motion was made by Crystal Hall to enter negotiations with The WorkPlace as the One Stop Operator for the Roanoke and Covington Center as well as the Franklin Center. The motion was seconded by David Olsen. The motion was carried by a roll call vote as follows:

Phil Peters	Yes
David Olsen	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes

Executive Committee Action: A motion was made by David Olsen to enter negotiations with The WorkPlace as the WIOA Title I Youth Operator of Education Services and Training Services. The motion was carried by a roll call vote as follows:

Phil Peters	Yes
David Olsen	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes

Other Business

Phil Peters reminded the Executive Committee that the upcoming full Board meeting would be held jointly with the Chief Local Elected Officials (CLEO) Consortium on September 26, 2019 at the Green Ridge Recreation Center.

Adjournment

Seeing no other business, the meeting was adjourned at 9:30 AM.