



BLUE RIDGE REGION

Western Virginia Workforce Development Board Meeting

October 5, 2018 – 9:00 AM

Botetourt Technical Education Center
253 Poor Farm Road, Fincastle, VA 24090

Board Members <i>Private Sector</i>	Present	Board Members <i>Public Sector</i>	Present
Teresa Hammond	X	Joseph Brinley	X
Casey Nicely		Steve Martin	
Joyce Kessinger	X	Karen Michalski-Karney	
Shawn Hildebrand	X	Kathy Hodges	X
David Olsen		Crystal Hall	X
Bill Jones		Katherine Holcomb	X
Phil Peters	X	Donnie Spangler	X
Todd Putney		Dr. John Rainone	Alternate
Amanda Rogers	X	Dr. Milan Hayward	X
		Michele Wells	X
		Jill Loope	

Board Staff	Present
Morgan Romeo	X
Leah Gibson	X
Candace Martin	X
Jill Quinlan	X
Sherry Dean	X
Guests	Present
Christopher Simmons	X
Chris Pope	X
Susan Martin	X
Michelle Brennan	X
Liang Liao	X

CALL TO ORDER

Shawn Hildebrand, Chair, called the meeting to order at 9:00 AM. A quorum was present.

PUBLIC COMMENT

There were no comments from the public.

WELCOME – BOTETOURT TECHNICAL EDUCATION CENTER

Mike Ketron, Supervisor of Career & Technical Education, and Shaun Sparks, Principal of Botetourt Technical Education Center (BTEC), welcomed the Board to BTEC and gave an overview presentation of the school, its priorities, and new initiatives for the upcoming year. A tour of BTEC was offered to the Board members after the meeting.

RECOGNITION OF OUTGOING BOARD OF DIRECTORS MEMBER

Shawn Hildebrand recognized Donnie Spangler who had retired from Salem City Public Schools and Region 5 Adult Education. Donnie was presented with a certificate recognizing her service to the Board.

APPROVAL OF WVVWDB MINUTES – AUGUST 3, 2018

Shawn Hildebrand referenced the August 3, 2018 minutes that were presented in the packet and asked the Board if there were any questions.

WVVWDB Action: A motion was made by Joyce Kessinger to accept the minutes as presented. The motion was seconded by Joseph Brinley. The motion carried.

DIRECTOR'S REPORT

Roanoke City Council Meeting Presentation

Morgan Romeo informed the Board that in early September, Black Diamond School of Beauty attended the Roanoke City Council meeting and noted their frustration with the Western Virginia Workforce Development Board and the Virginia Career Works – Roanoke Center. Staff contacted Bob Cowell, City Manager of Roanoke City, and requested a presentation to Roanoke City Council on the goals of the Board, the programs and federal funding received each year, and the activities and initiatives that were ongoing in the region. The presentation occurred on October 4, 2018 and City Council was pleased to have the opportunity to learn more about the Board and its activities.

GO Virginia Project

Morgan Romeo updated the Board on the GO Virginia project with the two neighboring workforce development boards, Central Virginia and New River/Mt. Rogers. An MOU had still not been signed by the Central Virginia region with the Department for Housing and Community Development, and therefore, no monetary activities have taken place in the Blue Ridge region. Morgan updated the Board on the progress of the career expo to be held in September 2019 and noted two planning meetings taking place in late October to begin logistical and budgetary planning.

GE Power – Salem Update

Morgan Romeo updated the Board on the GE plant closing in Salem, VA. The GE factory has an anticipated closure date in Summer of 2019 and has been certified as Trade Act eligible. This means that the loss of jobs has been certified by the US Department of Labor as being as a result of foreign trade or activities. This certification means that all employees affected by the closure and any employee laid off after December 2016 may be eligible for additional income support and training funding through the Trade Act program administered by the Virginia Employment Commission. Morgan Romeo noted that any individual enrolled in the Trade Act program must be co-enrolled with the WIOA Title I Dislocated

Worker program overseen by the Board, which may result in an influx of visitors to the Virginia Career Works – Roanoke Center. This increase may also be felt by the WIOA Title I Service Provider, Ross IES, as their traffic and referrals will increase. Morgan noted that Board staff will continue to keep an eye on the situation.

One-Stop Operator Update

Morgan Romeo reported that Ross IES had officially taken over as the One-Stop Operator and had hired a One-Stop Coordinator effective October 1st. Morgan introduced the Board to Michelle Brennan, who attended the meeting.

PY2019 & PY2020 Performance Negotiations

Morgan Romeo referenced page 14 in the Board packet which detailed the final performance negotiations completed by Board staff with the Virginia Community College System. Morgan noted that while the state requested an increase in nearly all the performance measures for the Title I programs, staff were able to negotiate a modest increase in some but more importantly, they were able to keep the wages at the same level as the past two years.

WVWDB Action: A motion was made by Phil Peters to accept the performance negotiations as detailed in the packet. The motion was seconded by Kathy Hodges. The motion carried.

WIOA Title I Q4 Performance Report

Morgan Romeo referenced the packet again to note the Quarter 4 performance report that was provided by the Virginia Community College System. This report is referencing ResCare Workforce Services performance between April 1, 2018 and June 30, 2018, noting that the performance is 18 months behind. Board staff had recently received guidance verbally from the Virginia Community College System that the 80% threshold no longer exists in the performance calculations, and therefore, if performance was not met at 100% or above, the performance measure would be considered “failed to meet” in the region. Morgan noted that this was a huge change and may present problems in the future.

WVWDB Action: A motion was made by Joyce Kessinger to accept the Quarter 4 performance report. The motion was seconded by Joseph Brinley. The motion carried.

COMMITTEE REPORTS

Executive Committee

Pathways Business Services Specialist Funding

Shawn Hildebrand reported to the Board that the Executive Committee received a report from Board staff regarding awarding Pathways funding to the community colleges to perform the Business Services functions of the project in the region. Shawn reported that the Executive Director of the New River/Mt. Rogers Workforce Development Board was contacted, as they are the fiscal agent and grant recipient for the Pathways funding. The Executive Director noted that she would have a concern with awarding the funding to the community colleges, as grant staff need to be neutral parties when recommending training programs and providers to businesses as a part of the project. Due to this concern, the

Executive Committee approved to award the funding to Ross IES to supplement the Business Services Specialist position.

Dr. Milan Hayward noted that Dabney S. Lancaster Community College and Virginia Western Community College were not there as solely training providers, but they were also resources to the community and key contributors of service to the region. Dr. Hayward noted that he took issue with the oversimplification of saying a person from the community college, as a training provider, could not be objective.

Franklin Center Additional Funding Request

Shawn Hildebrand reported that the Executive Committee, at the direction of the Board at their August meeting, reviewed and discussed a request from The Franklin Center to support the Resource Room Specialist/Receptionist position in the amount of \$10,000. The Franklin Center brought the employee on as a Franklin County employee and requested the \$10,000 in PY2018 as a transition year until a full cost allocation and/or sharing cost plan could be created with the partners in The Franklin Center. Shawn reported that the Executive Committee decided to deny the request due to questions regarding the position's role at The Franklin Center. A letter was sent to Kathy Hodges, Executive Director of The Franklin Center notifying her of the decision.

Kathy Hodges expressed that the description of the Resource Room Specialist/Receptionist position was minimized, and that it was not just a receptionist position. Kathy also noted that Jake Gilmer and Morgan Romeo had met with Kathy in June of 2018 and had agreed to support the position in the amount of \$10,000 and that she was disappointed to hear that the Executive Committee had denied the request, yet Ross IES had added two additional positions to the Roanoke Center.

Board Staff Office Location

Shawn Hildebrand reported that the Executive Committee also discussed the location of Board staff at the Roanoke Valley Alleghany Regional Commission offices and if there should be a change to reduce costs. Board staff reported to the Executive Committee that there would be no additional savings in rent to the Board if the staff were to move to the Roanoke Center since the space allocation had been revised to accurately reflect the exact office space of the WIOA Title I Service Provider. In the past, the WIOA Title I Service Provider had more space allocated to them than necessary, but that had been fixed effective October 1, 2018. The Executive Committee did request the Board staff to continue to look for ways to reduce administrative costs in light of federal funding decreases.

Finance Committee

PY2018 Budget vs. Actual Report

Morgan Romeo reported on behalf of Casey Nicely. Morgan reported that the budget vs. actual report that was presented in the packet was based on the initial budget for PY2018 set in June 2018. This budget vs. actual was only two months of data, and therefore, Morgan noted that there were no significant discrepancies to report.

WVWDB Action: Phil Peters made a motion to accept the PY2018 Budget vs. Actual report as presented. The motion was seconded by Crystal Hall. The motion was carried by a roll call vote with each Board member present voting yes.

Board Members	Vote
Teresa Hammond	Yes
Joyce Kessinger	Yes
Shawn Hildebrand	Yes
Phil Peters	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Donnie Spangler	Yes
Gary Keener (Alternate)	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes

PY2018 Budget Revision Approval

Morgan Romeo presented a budget revision request and noted that it was a different format than the Board was used to in the past. The budget revision request in the packet showed a detailed look at the administrative costs of the Board staff, and then noted the vendors (“customers”) that received funding from the Board, such as Ross IES as the WIOA Title I Service Provider and One-Stop Operator, and Virginia Western Community College as the operator of the Virginia Financial Success Network. Morgan referenced the amount of carryforward funds that were projected to be carried into PY2019 and noted that there was a little extra funding than anticipated. Morgan noted that this funding would be revisited at each Board meeting to ensure that the Board was not subject to sending money back to the state at the end of the program year.

WVWDB Action: A motion was made by Phil Peters to approve the revised budget as presented. The motion was seconded by Joyce Kessinger. The motion was carried by a roll call vote with each Board member present voting yes.

Board Members	Vote
Teresa Hammond	Yes
Joyce Kessinger	Yes
Shawn Hildebrand	Yes
Phil Peters	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Donnie Spangler	Yes

Gary Keener (Alternate)	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes

PY2017 Audit Report

Morgan Romeo presented the final report from the A-133 audit conducted by Robinson, Farmer, and Cox Associates. The final report noted that it was a clean audit and the Board received no material findings for PY2017. The auditor did recommend several policies be implemented to further outline financial processes for the Board. Morgan noted that she along with Sherry Dean would be updating the Board's Financial Operations Manual to comply prior to June 30, 2018.

WVWDB Action: A motion was made by Dr. Milan Hayward to accept the A-133 audit as presented. The motion was seconded by Teresa Hammond. The motion was carried by a roll call vote with each Board member present voting yes.

Board Members	Vote
Teresa Hammond	Yes
Joyce Kessinger	Yes
Shawn Hildebrand	Yes
Phil Peters	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Donnie Spangler	Yes
Gary Keener (Alternate)	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes

PY2016 Youth Funding Remainder

Morgan Romeo reported that due to underspending by ResCare Workforce Services, the Board was in a situation where PY2016 funds that expired on June 30, 2018 were in danger of being given back to the state. \$5,337.68 is currently considered unspent in the WIOA Title I Youth program, but the Finance Committee had requested staff to contact the Virginia Community College System to see if it was possible to revise monthly reporting to reflect that the money was not unspent. Morgan Romeo reported that the Virginia Community College System had given them approval to correct the reporting, so staff would be working on that as soon as they could.

Workforce Center and Services Committee

WVWDB Policy Changes Approval

Crystal Hall reported that the Workforce Center and Services Committee met on October 1, 2018 and reviewed several policy changes for the Board. There were several new policies in the packet (Accessibility and Reasonable Accommodations, Limited English Proficiency, Dislocated Worker Trade Co-Enrollment) and then a couple of policies that needed minor tweaks to conform with state policy

(Adult, Dislocated Worker, and Youth Eligibility, and Eligible Training Provider Certification). Crystal reported that the Committee had reviewed the policies and recommended the policies to the Board for approval.

WVWDB Action: The Workforce Center and Services Committee recommended the presented policies for approval by the Board. The motion carried.

Eligible Training Provider Applications & Renewals Approval

Crystal Hall noted that page 65 of the packet contained annual performance evaluations of training providers and programs that were currently on the Eligible Training Provider List. Crystal noted that several of the programs on the list were currently not meeting the required performance as stated in federal and state policy. The process for collecting the performance information is new, and in light of that, Crystal said that the Committee discussed significantly the process for approving and collecting the information in the future. The Committee requested that Board staff contact all training providers and programs and offer a call with them to discuss the new process and assist in outlining the procedure for a smoother process next year. Crystal noted that all programs were being recommended to remain on the list this year. Next year, if the programs are still not meeting the required performance, the programs and providers would go on probation. The third year that the programs and providers did not meet, they would be removed from the list. Shawn Hildebrand requested that Board staff write up an official procedure outlining this process.

WVWDB Action: The Workforce Center and Services Committee recommended that the Board approve the training providers and programs for renewal on the Eligible Training Provider List, and then following the probationary period and removal in subsequent years. The motion carried. Dr. Milan Hayward abstained from the vote.

One-Stop Center Certification Update

Crystal Hall noted that the Virginia Career Works – Roanoke Center was officially certified under the One-Stop Certification process but that the Board staff had not received the official designation. The Covington Center and Franklin Center were continuing in the process, but they hoped it would be wrapped up soon.

NEW BUSINESS

Blue Ridge Region – Strategic Planning

Shawn Hildebrand reported that with the federal funding decreases and changes in WIOA Title I Service Provider, it was a good time for the Board to ensure that they are always focusing on continuous improvement. Shawn noted that with three very important Virginia Career Works Centers in the region, it was important that operations at these Centers and in other areas of the region were as efficient as they could be. A review of the region, including the Centers, needs to take place to ensure that services are being provided in an efficient and effective manner, and to analyze how these Centers can sustain themselves without relying on WIOA Title I funds. Shawn noted that it may take the localities stepping up to make sure that a wide range of services are provided to their constituents. Teresa Hammond noted that she had spoken with Morgan Romeo about this idea and that she thought it might be helpful to review operations but also review the strategic plan and short-term goals of the Board. Kathy Hodges

noted that Franklin County supported 2/3 of The Franklin Center budget already and that they would not be able to do any more. Shawn noted that these were all great concerns and that Board staff would be contacting third-party consultants who were experienced with workforce development to see if anyone would have the expertise to conduct the operational review. The Executive Committee would review it at their next meeting.

Conflict of Interest Forms

Shawn Hildebrand requested that each Board member review and complete the annual conflict of interest form. Shawn noted that this form would be kept by Board staff to reference and provide to external entities when requested.

OTHER BUSINESS

Shawn Hildebrand recognized Teresa Hammond for her work with the town of Clifton Forget to be selected as the top adventure town by Blue Ridge Outdoors.

UPCOMING MEETINGS

Shawn Hildebrand noted the upcoming CLEO Consortium Meeting on October 17, 2018 and the next WVVDB Meeting on December 14, 2018.

The meeting was adjourned at 10:54 AM.