



BLUE RIDGE REGION

**Western Virginia Workforce Development Board Meeting**

March 22, 2019 – 9:00 AM

Virginia Career Works – Franklin Center  
50 Claiborne Avenue, Rocky Mount, VA 24151

<b>Board Members Private Sector</b>	<b>Present</b>	<b>Board Members Public Sector</b>	<b>Present</b>
Teresa Hammond		Joseph Brinley	
Casey Nicely		Steve Martin	
Joyce Kessinger	X	Karen Michalski-Karney	X
Shawn Hildebrand	X	Kathy Hodges	X
David Olsen	X	Crystal Hall	X
Jeremy Adkins	X	Katherine Holcomb	X
Debra Lovelace	X	Lea DeCosta	X
Bill Jones	X	Jason Suhr	
Michael Gardner	X	Dr. John Rainone	
Phil Peters	X	Dr. Milan Hayward	X
Todd Putney	X	Michele Wells	X
Amanda Rogers		Jill Loope	X
Wayne Griffin			

<b>WWWDB Staff</b>	<b>Present</b>
Morgan Romeo	
Leah Gibson	X
Marshall Stanley	X

**Welcome and Introductions**

Phil Peters welcomed everyone and called the meeting at 9:00 AM.

**Public Comments**

Michele Wells informed the Board that she will be resigning from her position with the Department for Aging and Rehabilitative Services and that Susan Watkins-Dalton will be overtaking her position.

**Regional Opioid Crisis Presentation**

Tyler Lee, the Community and Outreach Manager with Carilion Franklin Memorial and Carilion Clinic gave a presentation to Board about the opioid epidemic in our region. Tyler Lee presented figures to the Committee regarding the opioid crisis. There is an average of eight patients per day in emergency rooms with mental health issues stemming from opioid addiction. The average emergency room cost for an opioid-related overdose is \$27,000. According to trends, it is projected that there will be 70,000 deaths in the next year related to opioid overdose. Tyler

Lee informed the Committee that the workforce is having to pay higher insurance premiums for uninsured patients with opioid-related visits. Tyler Lee informed the Committee of the House Bill 513 which will implement the Drug Deactivation Kit. This kit will deactivate the unused medications of Hospice patients once they pass away. Tyler Lee also informed the Board of a proposed grant that will implement Timer Caps onto medication bottles, which will only allow the bottles to open at specific times of the day.

### **Consent Agenda**

Shawn Hildebrand asked the Executive Committee members to review the minutes as presented in the packet.

**Workforce Development Board Action:** A motion was made by Dave Olsen to approve the minutes from December 14, 2018 as presented in the packet. The motion was seconded by Crystal Hall. The motion was carried.

### **Director's Report**

#### **Medicaid Expansion**

Leah Gibson informed the Board that the State is charging Workforce Development Boards with being the main entities responsible for tracking work requirements for the Virginia Medicaid expansion. Leah Gibson mentioned that this action could potentially increase the clientele flow into our Centers across the state.

#### **VFSN Project/ Financial Empowerment Center Initiative**

Leah Gibson informed the Board that the Virginia Financial Success Network grant will be ending March 31<sup>st</sup>, 2019, but there will be a new grant opportunity with the City of Roanoke to erect Financial Empowerment Centers. The Centers will provide holistic financial advising services for the citizens within the City of Roanoke. There will be a potential opportunity for the Western Virginia Workforce Development Board to partner with the City and bring financial advising services to the Virginia Career Works – Roanoke Center.

#### **Roanoke City – Grant Recipient Monitoring**

Leah Gibson informed the Board that the City of Roanoke had deemed the WVVWDB as “not satisfactory” in respects to their *Program Management* criteria in their most recent monitoring of the Board. This ruling was based on the grounds that the WVVWDB was not using a third-party contractor for monitoring of the WIOA Title I Program Provider. The WVVWDB communicated with the City of Roanoke and came to an agreement that the City would begin an education process with the City to increase their understanding of the Board’s operation, programs and processes which will hopefully remedy this deficiency from their perspective.

#### **GO Virginia Memorandum of understanding**

Leah Gibson informed the committee that Mary Ellen Goodlatte approved the GO Virginia Memorandum of Understanding to be put into place with the Workforce Development Board in Lynchburg. This will allow us to move forward with working on this grant, which includes working on Incumbent Worker programs and the career expo for middle schoolers.

**Workforce Development Board Action:** A motion was made by Bill Jones to approve the GO Virginia Memorandum of Understanding. The motion was seconded by Michele Wells. The motion was put to a roll call vote:

<b>Board Members</b>	<b>Vote</b>
Joyce Kessinger	Yes
Shawn Hildebrand	Yes
David Olsen	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Karen Michalski-Karney	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes
Jill Loope	Yes

The motion to approve the GO Virginia memorandum of Understanding was carried.

Local Plan Update

Leah Gibson presented the Local Plan update to the Committee.

**Workforce Development Board Action:** A motion was made by Phil Peters to approve the Local Plan update. The Motion was seconded by David Olsen. The motion to approve the Local Plan Update was carried.

Closed Session

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*”.

**Workforce Development Board Action:** A motion was made by Crystal Hall to enter closed session pursuant to Virginia Code 2.2-3711 (A). The motion was seconded by Bill Jones. 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.

**Workforce Development Board Action:** A motion was made by Bill Jones 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 Kathy Hodges. The motion passed.

**Workforce Development Board Action:** A motion was made by Phil Peters to approve the amendments and contract modifications with Ross. The motion was seconded by Michael Gardner. The motion was put to a roll call vote:

<b>Board Members</b>	<b>Vote</b>
Joyce Kessinger	Yes
Shawn Hildebrand	Yes
David Olsen	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Karen Michalski-Karney	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes
Jill Loope	Yes

The motion was carried.

### **Committee Reports**

#### ***Finance Committee***

##### **Budget vs. Actual Report**

Leah Gibson gave the Board an overview of what the Finance Committee discussed at their meeting. The Finance Committee recommended to the Board to approve the Budget vs. Actual report as included in the packet.

**Workforce Development Board Action:** Phil Peters made a motion to accept the Committee's recommendation to accept the report. Michael Gardner seconded. A roll call vote was needed for the Board to accept the motion from the Committee to accept the reports as presented:

<b>Board Members</b>	<b>Vote</b>
Joyce Kessinger	Yes
Shawn Hildebrand	Yes
David Olsen	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Karen Michalski-Karney	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes
Jill Loope	Yes

The motion was carried.

**Budget Modification**

The Finance Committee recommended to the Board to approve the budget modification as included in the packet.

**Workforce Development Board Action:** Crystal Hall made a motion to accept the Finance Committee’s recommendation to accept the budget modifications. Milan Hayward seconded. A roll call vote was needed for the Board to accept the Finance Committee’s recommendation to approve the budget modification as presented.

<b>Board Members</b>	<b>Vote</b>
Joyce Kessinger	Yes
Shawn Hildebrand	Yes
David Olsen	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Karen Michalski-Karney	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes
Jill Loope	Yes

The motion was carried.

Audit Services RFP

The Finance Committee recommended to the Board to accept the proposal from Robinson, Farmer & Cox for the audit services for the year.

**Workforce Development Board Action:** Joyce Kessinger made a motion to accept the committee’s recommendation. Bill Jones seconded. A roll call vote was needed to accept the Finance Committee’s recommendation to enter negotiations for a contract for audit services from Robinson, Farmer, Cox Associates:

<b>Board Members</b>	<b>Vote</b>
Joyce Kessinger	Yes
Shawn Hildebrand	Yes
David Olsen	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Michael Gardner	Yes
Phil Peters	Yes
Todd Putney	Yes
Karen Michalski-Karney	Yes
Kathy Hodges	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Dr. Milan Hayward	Yes
Michele Wells	Yes
Jill Loope	Yes

The motion was carried.

***Workforce Center and Services Report***

Policy Approvals

*New Policies*

Leah Gibson informed the Board of the new Conflict of Interest and Customized Training policies, as well as the Limited Funding policy.

*Updated Policies*

Leah Gibson informed the Committee that the Dislocated Worker Trade Co-enrollment policy and the Work Experience policy had been updated.

The Workforce Center & Services Committee had recommended to the Board to accept the new & updated policies as presented.

**Workforce Development Board Action:** Joyce Kessinger made a motion that the Board accept the Committee's recommendation to accept the new & updated policies as presented. Kathy Hodges seconded the motion. The motion passed.

Eligible Training Provider List Application

Feeding America – Southwest Virginia applied to be listed as an eligible training provider with their Culinary Arts Program. The Committee recommended to the Board to approve this application.

**Workforce Development Board Action:** Phil Peters moved to accept the committee's recommendation to approve the application. Joyce Kessinger seconded the motion. The motion passed.

***Executive Committee Report***

The Executive Committee had no report to share with the Board.

**Other Business**

Virginia Career Works – Roanoke Center Open House – May 9, 2019

Leah Gibson reminded the Board that the Roanoke Center will be holding its one-year anniversary open house event on May 9, 2019 and encouraged the Committee to attend.

GO Virginia Applications

Leah Gibson shared with the Board that staff are in conversations to apply for a second GO Virginia grant, at the request of the localities, to perform a study of Career & Technical Education (CTE) within the region. The study will review services being provided and make recommendations as to how to improve CTE being provided within the region as a whole.

**Workforce Development Board Action:** A motion was made to approve the Board applying for GO Virginia funds to perform a regional CTE study by Crystal Hall. The motion was seconded by Dave Olsen. The motion to was carried.

**Upcoming Meetings**

Phil Peters noted that the full Board would be meeting on June 21, 2019 at the Dabney S. Lancaster Community College at 9:00 AM

**Adjournment**

The meeting was adjourned at 10:59 AM.