



BLUE RIDGE REGION

**Western Virginia Workforce Development Board Meeting**

June 21, 2019 – 9:00 AM

Dabney S. Lancaster Community College  
1000 Dabney Drive, Clifton Forge, VA 24422

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

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

**Welcome and Introductions**

Phil Peters welcomed everyone and called the meeting at 9:11 AM

**Public Comments**

Chris Penner with CDS Tractor Trailer Training spoke to the Board during the public comment period. Mr. Penner noted that the policy for Individual Training Accounts that was recently changed by the Board does not accommodate individuals that are interested in CDL training through CDS Tractor Trailer Training. The current WIOA funding cap is \$3,000, however the training provided by CDS costs \$4,5000. Mr. Penner noted that CDS was able to serve 43 individuals last year with the regional WIOA funding, however CDS has been unable to serve anyone with the new funding cap. Chris Penner is requesting the WVWDB change the funding cap to the parameters of the previous year and to institute a cap on the program, not individual tuition costs.

## **Consent Agenda**

The minutes from the March 22, 2019 WVVWDB Meeting had not been provided in the agenda of this meeting and will be approved at the next meeting in September.

### **Local Plan Approval letter**

Phil Peters noted that this letter signifying the approval of the Local Plan modifications was the only item on the consent agenda.

**WVVWDB Action:** A motion was made to approve the consent agenda was made by Todd Putney. The motion was seconded by Joe Brinley. The motion was carried.

### **Workforce in the Alleghany Highlands**

Dr. John Rainone, President of Dabney S. Lancaster Community College (DSLCC) , and Marla Akridge, the Executive Director of the Alleghany Highlands Economic Development Corporation (AHEDC) , presented to the Board about the workforce and economic development activity in the Alleghany Highlands. Topics included in the presentation included new training programs being provided by DSLCC, new drone activities being implemented by the AHEDC and how focusing on small business development in the region has helped spur on economic development.

## **Director's Report**

### **GO Virginia Projects Update**

Morgan Romeo updated the Board on the projects associated with GO Virginia funding that the Board has received. Morgan Romeo reminded the Committee about the Career Expo that will be taking place at the Salem Civic Center in September. A new project that has been awarded will allow the Board to conduct a regional CTE study for the entire region to investigate best practices in CTE programs, reduce duplication, and evaluate the possibility/feasibility of a regional CTE Center for the Blue Ridge region. This study will be conducted by a third-party facilitator and will take place between the months of September 2019 and June 2020.

### **Financial Empowerment Center Initiative**

Morgan Romeo informed the Committee that the City of Roanoke is continuing to work on securing funding to begin the Financial Empowerment Center project that will provide holistic financial counseling services to citizens. Morgan Romeo also informed the Committee that the Virginia Career Works – Roanoke Center hopes to house one of the Financial Empowerment Center Counselors from the initiative.

### **Economic Equity Initiative**

Morgan Romeo informed the Committee that staff have submitted an application for funding through the Economic Equity Initiative. This funding is available to only Local Workforce Development Boards and will be available to support current operations as well as to support opportunities to outreach to populations that are not currently in the labor force. These populations include those individuals that are on public assistance (SNAP, TANF, Medicaid) and those individuals that are in public housing. Morgan noted that if awarded, the funding is projected to begin on September 1, 2019.

**DOL Grant Opportunity – Alleghany Highlands**

Morgan Romeo informed the Committee that she has been approached by the New River Valley Workforce Board and Goodwill to partner for a grant opportunity that has the ability to serve Alleghany County, the City of Covington, Botetourt County, and Craig County. The deadline for applications is July 15, 2019. Dr. John Rainone mentioned that this grant could potentially fund the request previously made by Chris Penner from CDS Tractor Trailer Training.

**Old Business (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 of 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.*”

**WVWDB Action:** A motion was made Kathy Hodges to enter closed session in pursuant to Virginia Code 2.2-3711 (A). The motion was seconded by Dr. John Rainone. The motion was carried.

The Board entered closed session and discussed the following agenda topics:

- WIOA Title I Youth Contracts
- PY2020 Budget Proposal

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.

A motion to end closed session and certify that only items (i) and (ii) were discussed. The motion was seconded by Dave Olsen. The motion was carried by a roll call vote as follows:

Teresa Hammond	X (alt.)
Casey Nicely	X
David Olsen	X
Bill Jones	X
Michael Gardner	X
Phil Peters	X
Todd Putney	X
Amanda Rogers	X
Joseph Brinley	X
Karen Michalski-Karney	X
Kathy Hodges	X
Crystal Hall	X
Katherine Holcomb	X
Dr. John Rainone	X
Dr. Milan Hayward	X

**WVWDB Action:** A motion was made to extend Ross’ Youth contract until September 30, 2019 by Kathy Hodges. The motion was seconded by Bill Jones. The motion was carried.

**WVWDB Action:** A motion was made to initiate procurement of the 14 elements of the WIOA Title I Youth program to begin October 1, 2019 by Bill Jones. The motion was seconded by Kathy Hodges. The motion was carried.

**WVWDB Action:** A motion was made to establish a committee to review the WIOA Title I Youth Elements RFPs comprised of Crystal Hall, Milan Hayward, Bill Jones, and Amanda Rogers by Michael Gardner. The motion was seconded by Dr. John Rainone. The motion was carried.

**WVWDB Action:** A motion was made to revise the previous action by the WVWDB in March 2019 to only extend Ross' One Stop Operator contract through September 30, 2019 by Dr. John Rainone. The motion was seconded by Bill Jones. The motion was carried.

**WVWDB Action:** A motion was made to initiate procurement for the One Stop Operator the Virginia Career Works – Franklin Center and the Virginia Career Works – Roanoke Center & Covington Center by Michael Gardner. The motion was seconded by Crystal Hall. The motion was carried.

**WVWDB Action:** A motion was made to adopt the FY2020 Budget by Bill Jones. The motion was seconded by Kathy Hodges. The motion was carried by a roll call vote as follows:

Teresa Hammond	X (alt.)
Casey Nicely	X
David Olsen	X
Bill Jones	X
Michael Gardner	X
Phil Peters	X
Todd Putney	X
Amanda Rogers	X
Joseph Brinley	X
Karen Michalski-Karney	X
Kathy Hodges	X
Crystal Hall	X
Katherine Holcomb	X
Dr. John Rainone	X
Dr. Milan Hayward	X

## Committee Reports

### ***Workforce Center and Services Committee***

#### Eligible Training Provider and EO Compliance

Crystal Hall noted that there was a new policy outlining a new process for continued eligibility on the Eligible Training Provider List in terms of EO Compliance. Crystal also referenced page 3 of the agenda packet which noted that there were two new applications for the eligible training provider list. Crystal stated that the Workforce Center and Services Committee was recommending these applications for approval.

**WVWDB Action:** A motion was made to approve the new ETPL applications by the Workforce Center and Services Committee. The motion was seconded by Dr. John Rainone. The motion was carried.

Limited Funding Policy/ ITA Policy Recommendations

Crystal noted that the Workforce Center and Services Committee also discussed the limited funding policy and the Individual Training Account policy that was currently in place. Crystal noted that the Workforce Center and Services Committee recommended raising the amount that could be expended on a participant through an Individual Training Account be raised to \$3,500.

**WVWDB Action:** A motion was made to raise the ITA funding limit per participant from \$3,000 to \$3,500 by the Workforce Center and Services Committee. The motion was seconded by Dr. John Rainone. The motion was carried.

***Finance Committee***

Budget vs. Actual Report

Casey Nicely referenced the Budget vs. Actual report that was included in the packet for review by the Board. Casey noted that there were no items of significant difference in the budget vs. actual report and that the Finance Committee recommended that the report be accepted by the Board.

**WVWDB Action:** A motion was made to accept the Budget vs. Actual reports by the Finance Committee. The motion was seconded by Michael Gardner. The motion was approved by a roll call vote as follows:

Teresa Hammond	X (alt.)
Casey Nicely	X
David Olsen	X
Bill Jones	X
Michael Gardner	X
Phil Peters	X
Todd Putney	X
Amanda Rogers	X
Joseph Brinley	X
Karen Michalski-Karney	X
Kathy Hodges	X
Crystal Hall	X
Katherine Holcomb	X
Dr. John Rainone	X
Dr. Milan Hayward	X

FY2019 Budget Modifications

Casey Nicely references page 15 of the agenda packet and reviewed the presented budget modification to the Board. Casey noted that the Finance Committee has recommended that the budget modification be approved as presented.

**WVWDB Action:** A motion was made to approve the FY2019 budget modification by the Finance Committee. The motion was seconded by Dr. John Rainone. The motion was carried by a roll call vote as follows:

Teresa Hammond	X (alt.)
Casey Nicely	X
David Olsen	X
Bill Jones	X
Michael Gardner	X
Phil Peters	X
Todd Putney	X
Amanda Rogers	X
Joseph Brinley	X
Karen Michalski-Karney	X
Kathy Hodges	X
Crystal Hall	X
Katherine Holcomb	X
Dr. John Rainone	X
Dr. Milan Hayward	X

***Executive Committee***

Phil Peters reported to the Board on the following topics that had been addressed by the Executive Committee prior to the Board meeting:

GO Virginia MOU Approval

Phil Peters reported that at the May 2019 meeting of the Executive Committee, a final Memorandum of Understanding (MOU) was approved between the Western Virginia Workforce Development Board and the Central Virginia Planning District Commission/Central Virginia Workforce Development Board. This contract was reviewed by Mary Ellen Goodlatte prior to signature.

Audit Engagement Letter/ Contract Approval

Phil Peters reported that the Audit Engagement Letter between the Western Virginia Workforce Development Board and Robinson, Farmer, and Cox had been approved so that the A-133 audit activities could take place for FY2019. This audit will start activities next month with staff at the Roanoke Valley Alleghany Regional Commission as well as the Western Virginia Workforce Development Board.

Financial Operations Manual Approval

Phil Peters reported that the Executive Committee reviewed a final draft of the Financial Operations Manual that was revisited at the direction of the auditors with Robinson, Farmer, and Cox. This manual was cleaned up to identify current processes as well as add items that were needed to be in compliance with Uniform Grant Guidance.

**New Business**

Officer Elections & Committee Appointments – PY2020

Morgan Romeo reported to the Board that Shawn Hildebrand’s term as the Chair with the WVWDB has ended and that Phil Peters, who was former Vice-Chair, has volunteered to

continue as Chair for one year (FY2020). Phil's term would begin July 1, 2019. Morgan reported that Dave Olsen, who was a former At-Large Member of the Executive Committee had volunteered to move into the Vice-Chair position. Morgan asked if any additional nominations needed to be shared with the Board.

**WVWDB Action:** A motion was made to vote Phil Peters as the Chair of the WVWDB by Dr. John Rainone. The motion was seconded by Kathy Hodges. The motion was carried.

**WVWDB Action:** A motion was made to accept Dave Olsen as the Vice-chair of the WVWDB by Michael Gardner. The motion was seconded by Joe Brinley. The motion was carried.

Morgan Romeo reported that with Dave Olsen moving to Vice-Chair, there was a vacancy on the Executive Committee for an At-Large Representative from the private sector. Morgan noted that Michael Gardner had volunteered to serve in this capacity but asked if there were any additional nominations from the Board.

**WVWDB Action:** A motion was made to accept Michael Gardner as the At-Large member of the WVWDB by Dr. John Rainone. The motion was seconded by Bill Jones. The motion was carried.

Morgan Romeo presented the current Committee structure to the WVWDB and noted that all of the members needed to be reconfirmed to continue in their current capacity. Morgan noted that the Finance Committee could benefit from an additional member, and Dr. John Rainone volunteered to serve on the Finance Committee.

**WVWDB Action:** A motion was made to approve the current committee structure and members, with an addition of Dr. John Rainone to the Finance Committee by Michael Gardner. The motion was seconded by Dr. Milan Hayward. The motion was carried.

#### Operational Consultant Report

Morgan Romeo reviewed the final report from Mary Ann Lawrence regarding recommendations for improvements and changes to the operational structure of the Board and its operations. Morgan presented a prioritized list of the recommendations on things that could be undertaken within the next year, the next three years, and the next five years. The Board discussed the recommendations and how they would affect the partners, fiscal agent and grant recipient structure.

**WVWDB Action:** A motion was made to approve the prioritized list of recommendations made by Mary Ann Lawrence by Crystal Hall. The motion was seconded by Dr. John Rainone. The motion was carried.

#### Follow-up Policy

Morgan Romeo mentioned to the Committee that a tangible follow-up policy is needed for the WIOA Title I program case workers.

**WVWDB Action:** A motion was made to approve the WIOA Title I Follow-up Policy as presented by Dave Olsen. The motion was seconded by Dr. John Rainone. The motion was carried.

**Other Business**

Morgan mentioned to the Committee that she will be visiting Duke University for health-related reasons. Morgan Romeo also mentioned that Marshall Stanley will be leaving the WWWDB on June 30, 2019 and Susan Martin will be resigning from her position with Ross IES.

**Next Meeting**

The next meeting will be held in September and will be a joint meeting between the CLEO and the Board.

**Adjournment**

The meeting was adjourned at 11:02 AM.