



BLUE RIDGE REGION

Western Virginia Workforce Development Board Meeting

June 19, 2020 – 9:00 AM – 10:30 AM

Zoom Meeting

Board Members <i>Private Sector</i>	Present	Board Members <i>Public Sector</i>	Present
Teresa Hammond	X	Joseph Brinley	X
Casey Nicely	X	Chuck Simpson	X
David Olsen	X	Karen Michalski	X
Jeremy Adkins		Abby Hamilton	X
Debra Lovelace	X	Crystal Hall	X
Bill Jones	X	Lea DeCosta	X
Michael Gardner	X	Jason Suhr	X
Phil Peters	X	Dr. John Rainone	X
Todd Putney	X	Dr. Milan Hayward	X
Amanda Rogers		Susan Watkins	X
		Michael Burnette	X

WVWDB Staff	Present
Morgan Romeo	X
Brad Stephens	X
Leah Gibson	X
Mark Holman	X

Guests	Present
Bobby Welch	X
Michelle Brennan	X
Deb Squire	X
Chris Pope	X
Chris Simmons	X

Welcome

Phil Peters called the meeting to order at 9:00am. Phil shared with the following with the group:

“As we gather, we want to take a moment to pause and acknowledge the importance of the Juneteenth holiday celebrated today. On this day each year, we acknowledge this country’s history of slavery and the persistent inequities that continue to the present. As an organization, we know that we operate within a context where differences in unemployment rates and wages across racial lines remain significant hurdles. Prior to the current Covid-19 crisis at the end of 2019, the unemployment rate for Black Virginians was 3.9%. This is almost twice the rate for White Virginians, 2.1%. Meanwhile, as of 2018, the median income for Black American households was \$41,692 compared to \$70,642 for White households. Understanding this context is crucially important to our ability to serve our clients to the best of our abilities.

Our work is a crucial bridge for many individuals seeking to secure a better life for themselves and their families. While recognizing that we cannot solve many of the systematic issues at play on our own, we seek to be a resource for many that wish for something better. This requires us to be sensitive to the

needs and challenges of every individual that comes to us looking for services. We hope that our work can be an equalizing force and a part of the solution to these ongoing issues. Indeed, we recognize it is an honor to be able to do this work every day and seek to build a better future for all.”

Review of Electronic Meeting Process

Morgan Romeo reviewed the process for an electronic meeting of a public body during the COVID-19 crisis. A screen was shared with all Executive Committee members outlining the parameters of having an electronic meeting as approved by the Commonwealth of Virginia’s Attorney General’s office. Morgan noted that only items related to the COVID-19 pandemic and the continuation of operations during the pandemic could be discussed. Morgan also noted that if any votes were taken, they must be roll call votes and recorded as such in the minutes.

Public Comment

Phil Peters invited the guests in attendance to share for public comment. None were made.

Consent Agenda

Phil asked the group to review the minutes from the March 6, 2020 meeting.

WVWDB Action: Karen Michalski moved to approve the consent agenda as presented. The motion was seconded by David Olsen. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Teresa Hammond	Yes	Joseph Brinley	Yes
Casey Nicely	Yes	Chuck Simpson	Yes
David Olsen	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Bill Jones	Yes	Crystal Hall	Yes
Michael Gardner	Yes	Lea DeCosta	Yes
Phil Peters	Yes	Jason Suhr	Yes
Todd Putney	Yes	Dr. John Rainone	Yes
		Dr. Milan Hayward	Yes
		Susan Watkins	Yes
		Michael Burnette	Yes

Unemployment Data & COVID-19 Operations

Morgan Romeo shared that there were 11,000 unemployment claims in 2019 and already over 300,000 per month currently. VEC staff has increased from 432 to 640. \$4 billion in unemployment benefits has been paid out since March 15. The VEC has made a statement that any overpayments of unemployment benefits will have to be repaid. The peak for initial unemployment applicants was April 4, currently most claims are weekly claims, for which the number continues to rise. Claim data per localities was also shared with the group. Most unemployment claims are coming from individuals that were employed in the food & beverage, retail, personal care/services, production, and retail industries. Abby Hamilton asked Morgan if the data presented was public, Morgan confirmed it is. Abby asked Morgan to share on the website, share the PowerPoint presentation with the group and that the information be shared on the bi-weekly United Way Community Response meeting. Teresa Hammond commented that there is a lot of confusion within the community regarding eligibility and regulations for unemployment benefits. Morgan shared that the best information comes directly from the VEC directly.

The group held further discussion about COVID-19 operations and impact. Morgan shared with the group that Board staff and counterparts around the state are keeping a close eye on industries that are impacted and what they do in the coming months. We will be marketing to individuals directly connected with those specific industries for our programs and services.

Morgan reminded the group that all the region's Virginia Career Works Centers are still closed physically to the public. Board staff have been working with the state since April to make plans for re-opening. Previously, local workforce boards were informed we would receive CARES Act funding to help with expenses to re-open, and each area submitted a budget for those expenses. However, that funding has not yet come through and no further information regarding that funding has been made available. We are now working with the VEC to purchase PPE for all Center Staff as well as plexi-glass for staff interactions with the public in the center. We are also working to be able to provide masks for customers that otherwise would be unable to obtain them on their own. Recently, state staff were informed that only licensed CNAs could perform temperature scanning and health screening questions for staff & customers entering the Centers. The tentative date to re-open the Roanoke Center is July 6, but that is dependent upon obtaining the funding, support and supplies needed to do so safely.

Since working remotely, Mark Holman, our WIOA Title I Youth Program Manager has enrolled at least 1 youth per week into the program, substantially more than the Adult & Dislocated Worker contractor. Brad Stephens has also been working on ways that we can provide job fairs electronically. Dr. Rainone shared that if someone coming into the facility has a health condition, we can ask them to wear a face shield rather than a mask. Michael Gardner noted that EEOC provided clarification that employers can test employees in certain situations, but are NOT allowed to do antibody testing, as it is an impermissible exam under ADA. Morgan noted that when the center does re-open, customers will be allowed inside by appointment only, like how other doctor's offices, etc. are operating right now. Abby noted that it might be worth considering the Roanoke Center as a drop off/pickup site for additional resources, since folks will be coming for unemployment, such as food boxes, and other community services. Lea DeCosta asked what the availability of shared space will be within the Center once it re-opens. Morgan noted that the shared spaces are available for use now, within reason. Todd Putney shared that there is a temporary Nurse Aide program that allows someone to become certified through an 8-hour online course. Morgan asked Todd to send her information on that course. Debra Lovelace shared that Carilion is not using licensed CNAs for temperature screening and encouraged Board staff to ensure customer experience is still positive when Centers are re-opened. Karen Michalski shared that her agency created a 'playbook' for staff to return to work safely. Morgan asked Karen to share this document with her. Phil noted that any additional questions, comments, suggestions could be emailed to Morgan directly.

PY2020 Operational Items

Leah Gibson reported that since the state approved the local board's waiver application to operate the Title I Adult & Dislocated Worker programs in-house, some operational items need to be addressed. For PY2020, the Board Program staff will use the same enrollment goals that were given for PY2019 Ross staff for the Adult & Dislocated Worker programs (185 and 65 new enrollments, respectively). We will use these goals for the first year since we do not yet have any other baseline. Board staff are still working with Ross to determine how many case files will be inherited when their contract ends, as there are many cases that require corrections.

For PY2020, the state has not yet released any updated WIOA Title I Program Performance Measures. As a result, the formal performance measures for PY2019 will be used until additional guidance is provided by the state. Leah asked the group if they would like to impose any additional performance measures for Board Program Staff. None were suggested. Leah also presented the internal organizational structure with the program staff on board. The Operations Director will now directly supervise the Adult &

Dislocated Worker Program Manager. The Program Manager will directly supervise 5 Career Coach's and the Business Services Assistant. The Grant Accountant will report to the Executive Director. The Grant Accountant, Bobby Welch, has been hired and begins 7/1/20. The Program Manager, Michelle Brennan, has also been hired and begins 7/1/20. Interviews and offers are currently being completed for Career Coaches and the Business Services Assistant.

Leah also presented updated policies. The Customized Training Policy, Individual Training Account Policy, Incumbent Worker Policy, Supportive Services Policy and Work Experience Policy were all updated to have language that refers to target industries in the local plan and cap expenditures on participants at \$8,000 within a 12 month period.

WVWDB Action: Crystal Hall moved to approve the enrollment goals, performance measures, organizational structure and updated policies as presented. The motion was seconded by Phil Peters. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Teresa Hammond	Yes	Joseph Brinley	Yes
Casey Nicely	Yes	Chuck Simpson	Yes
David Olsen	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Bill Jones	Yes	Crystal Hall	Yes
Michael Gardner	Yes	Lea DeCosta	Yes
Phil Peters	Yes	Jason Suhr	Yes
Todd Putney	Yes	Dr. John Rainone	Yes
		Dr. Milan Hayward	Yes
		Susan Watkins	Yes
		Michael Burnette	Yes

Board Appointments & Elections

Morgan Romeo noted that there are some vacancies we need to fill within the Board committees. There are 2 vacancies on the Finance Committee. Morgan asked the group for volunteers. Phil Peters & Karen Michalski both volunteered. Joe Brinley noted that his name was missing from the list of members on the Workforce Center & Services Committee, Morgan noted she would make that correction.

WVWDB Action: Todd Putney made a motion to approve the new committee memberships. The motion was seconded by David Olsen. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Teresa Hammond	Yes	Joseph Brinley	Yes
Casey Nicely	Yes	Chuck Simpson	Yes
David Olsen	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Bill Jones	Yes	Crystal Hall	Yes
Michael Gardner	Yes	Lea DeCosta	Yes
Phil Peters	Yes	Jason Suhr	Yes
Todd Putney	Yes	Dr. John Rainone	Yes
		Dr. Milan Hayward	Yes
		Susan Watkins	Yes
		Michael Burnette	Yes

Morgan noted that Casey Nicely had been nominated for the Board Chair position. Casey expressed thanks and excitement for the opportunity. Morgan shared that will leave a vacancy in the Treasurer position. Casey shared with the group the responsibilities and time commitment needed for the Treasurer position, as he is leaving that position. There was no volunteer or nomination for the Treasurer position during the discussion.

WVWDB Action: Karen Michalski made a motion to accept the nomination of Casey Nicely for Board Chair. The motion was seconded by Teresa Hammond. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Teresa Hammond	Yes	Joseph Brinley	Yes
Casey Nicely	Yes	Chuck Simpson	Yes
David Olsen	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Bill Jones	Yes	Crystal Hall	Yes
Michael Gardner	Yes	Lea DeCosta	Yes
Phil Peters	Yes	Jason Suhr	Yes
Todd Putney	Yes	Dr. John Rainone	Yes
		Dr. Milan Hayward	Yes
		Susan Watkins	Yes
		Michael Burnette	Yes

FY2021 Budget Presentation

Morgan Romeo shared the budget document with the group. This year, our local area took the biggest reduction in federal program funds. The VEC has contracted with each local area across the state to provide Wagner-Peyser services, which is the job services part of their funding. This funding is currently set to be in place through December 31, 2020. The WIOA Title I Case managers already provide many of these services. Due to receiving the Wagner-Peyser funds, we will be able to hire the 5 Career Coaches as planned, even with the reduction in Title I funds. America’s Promise funding will end December 31, 2020. The Economic Equity Grant funds are set to last through March 31, 2021. The Norfolk Southern Initiative funds will last through June 30, 2021, with hopes we may receive an additional donation. Morgan noted that in developing the budget, all efforts were made to retain at least 25% of Title I program funds for the first quarter of PY2021, as each year we only receive partial amounts of those

funds during the first quarter of the year. For Program Operations, the staff have budgeted \$250,000 in direct client funds for both the Adult & Dislocated Worker programs, which is higher than any of our contractors have done in the past. Morgan explained to the group that line items within the 'Training Services' of the Adult & Dislocated Worker programs are to be spent as one big bucket, and may be moved around within the Training bucket, as needed for customer training needs.

Abby Hamilton asked if there were opportunities to receive additional funds to expand the budget throughout the year. Morgan noted that we have 1 potential grant application right now, but other than that we will most likely focus on getting our Adult & Dislocated Worker programs up and running in the next year. Morgan also shared that some of the localities we serve have agreed to give us some locality funding, but those figures have not yet been finalized. We may also receive some corporate donations for the Career Quest event that we plan to hold in March 2021.

WVWDB Action: Todd Putney made a motion to approve the FY2021 budget draft as presented. The motion was seconded by Casey Nicely. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Teresa Hammond	Yes	Joseph Brinley	Yes
Casey Nicely	Yes	Chuck Simpson	Yes
David Olsen	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Bill Jones	Yes	Crystal Hall	Yes
Michael Gardner	Yes	Lea DeCosta	Yes
Phil Peters	Yes	Jason Suhr	Yes
Todd Putney	Yes	Dr. John Rainone	Yes
		Dr. Milan Hayward	Yes
		Susan Watkins	Yes
		Michael Burnette	Yes

Committee Updates

Executive Committee

Phil Peters shared that the Executive had approved contract signatures for the receipt of the Wagner-Peyser funding from the VEC as well as a contract with Premier Virtual. Premier Virtual will give us access to virtual job fair software to provide this service to the community during COVID-19. The funds used to pay for this contract will come from Wagner-Peyser. The Executive Committee also approved a contract for the lease of the new administrative office for the Board staff, located at Pheasant Ridge. This will be a 5-year lease and will be a cost savings for the Board staff.

The Executive Committee also approved new training program applications for MedCerts and Virginia Western. The programs approved are below:

- MedCerts BT-1000 Behavior Technician & the Medical Office
- MedCerts BT-11000 Behavior Technician
- MedCerts HI-6900 Clinical Medical Specialist
- MedCerts HI-9700 Clinical Medical Professional
- MedCerts RX-3000 Pharmacy Technician Professional

Phil also shared that the Committee has given Morgan approval to have conversations with Roanoke City to become the fiscal agent for the Board. Morgan met with the City attorney's and the conversation was positive.

Finance Committee

Casey Nicely shared that the committee did not meet.

Workforce Center & Services Committee

Crystal Hall shared that the committee did not meet.

Other Business

Phil Peters shared thanks to the Board for the opportunity to serve as the Board Chair for the last year. He also offered thanks to the Board staff for the work done in the last few months. Bobby Welch and Michelle Brennan were also welcomed to the Board staff in their new positions.

Upcoming Meetings

The CLEO has a scheduled meeting on June 24, 2020 at 2:30pm via Zoom. Dates for meetings in the coming year will be sent out soon.

Adjournment

Phil Peters adjourned the meeting at 10:20am.