



Western Virginia Workforce Development Board Meeting

June 28, 2021 – 3:00 PM

Virtual: <https://us06web.zoom.us/j/83174932784?pwd=enFKY0xGSjhURkZjaTISVVczZkJXUT09>

CLEO Members	Locality	Present
The Honorable Stephen Bennett	Alleghany County	
The Honorable Billy Martin	Botetourt County	
The Honorable Tom Sibold, Jr.	City of Covington	X
The Honorable Kathi Toelke	Craig County	X
The Honorable Ronnie Thompson	Franklin County	
The Honorable Sherman Lea	City of Roanoke	
The Honorable Martha Hooker	Roanoke County	
The Honorable John Saunders	City of Salem	X
Alternate Members	Locality	Present
Jonathan Lanford	Alleghany County	X
Gary Larrowe	Botetourt County	
n/a	City of Covington	
Dan Collins	Craig County	
Christopher Whitlow	Franklin County	X
The Honorable Joseph Cobb	City of Roanoke	X
The Honorable P. Jason Peters	Roanoke County	
n/a	City of Salem	

Board Staff	Present
Morgan Romeo	X
Leah Gibson	X

Welcome

Morgan Romeo called the meeting to order at 3:02pm.

Review of Electronic Meetings Process

Morgan Romeo reviewed the process with the group.

Public Comment

There were no guests present to share public comment.

Consent Agenda

The group reviewed the minutes from the March 19, 2021, meeting.

CLEO Action: A motion was made by Christopher Whitlow to approve the minutes as presented. The motion was seconded by Jonathan Lanford. The motion was carried by a roll call as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable John Saunders	Yes

Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

WVWDB Appointments

Morgan Romeo shared with the group that we have multiple vacancies on the Board, both private & public, that need to be filled. The group reviewed the vacancies and the nominations received. After the group discussed the vacancies and nominees, benefits of each nominee, diversity of board membership, member terms and board membership size. The following were presented to fill private sector slots:

Jonathan Neff – replacing private sector vacancy left by Dave Olsen
Casey Nicely – reappointed private sector representative
Jeremy Adkins – fill private sector vacancy
Debbie Lovelace – replacing private sector vacancy left by Sonya Charlow
Michael Gardner – reappointed private sector representative
Tiffany Worstell – replacing private sector vacancy left by Todd Putney

The group reviewed the nominees for public sector vacancies and presented the following to fill these slots:

Karen Michalski – Community Based Organization
Cynthia Lawrence – Community Based Organization
Debbie Hamrick – Adult Education
Jamie Soltis – Career & Technical Education

CLEO Action: A motion was made by John Saunders to approve the Board membership presented above after discussion. The motion was seconded by Joe Cobb. The motion was carried by a roll call as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Old Business

Leah Gibson shared with the group a recap of the work done thus far on the One Stop Center Certification process for the region. We have three One Stop Centers in our region, 2 Affiliate and 1 Comprehensive. The Board Staff, with volunteers from the board and community, completed the review as per the guidelines presented by the Virginia Community College System, to ensure processes, procedures and policies are in place to ensure equal access and high customer service in all Centers. The Committee that was delegated to complete the process has reviewed all documents, performed interviews with local staff, and reviewed surveys of customers and staff that work at the Centers. The Committee's recommendation to the Board & CLEO is to approve all three Centers for Certification from the state.

CLEO Action: A motion was made by Jon Lanford to approve the recommendation from the Center Certification Committee to approve the Roanoke, Franklin & Covington Centers for Center Certification. The motion was seconded by John Saunders. The motion was carried by a roll call as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes
The Honorable Kathi Toelke	Yes

Leah reviewed with those in attendance the WIOA Title I Adult & Dislocated Worker programs reports. The group reviewed enrollments, expenditures, budgets, and training being provided to program participants.

CLEO Action: A motion was made by Christopher Whitlow to approve the report as presented. The motion was seconded by Jon Lanford. The motion was carried by a roll call as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Leah shared with those in attendance the WIOA Title I Youth Programs report. The Youth program is currently being operated by Board staff, after the contractor in place chose to terminate their contract at the end of February 2021. The Board reviewed this process, to prevent any gap in service provision within the region for our Youth program active and potential participants. The Board voted and requests that the CLEO approve continued operations of the Youth Program.

CLEO Action: A motion was made by Christopher Whitlow to accept the recommendation from the Board to continue operations of the WIOA Title I Youth program by Board staff. The motion was seconded by Kathi Toelke. The motion was carried by a roll call as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Leah presented WIOA Title I One Stop Operator Contract that is up for renewal. The contract has been extended for 1 year previously and can be extended for one final year, making the total number of years three for this contract. The Board staff shared that they are pleased with the current One Stop Operator staff, and the work they have done. The Board also expressed no concerns with the One Stop Operator, their performance, or additional feedback.

CLEO Action: A motion was made by Tom Sibold to extend the WIOA Title I One Stop Operator contract for a final year. The motion was seconded by Jon Lanford. The motion was carried by a roll call as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable John Saunders	Yes

Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Leah shared an updated version of the Conflict of Interest/Separation of Duties policies with the group. These policies were developed at the start of the last year, when the Board began operating the WIOA Title I Adult & Dislocated Worker programs internally, as check & balance method for internal controls. The policies now needed some minor updating to ensure they are accurately describing methods and procedures in place.

CLEO Action: A motion was made by Joe Cobb to approve the updates presented. The motion was seconded by Kathi Toelke. The motion was carried by a roll call as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Director's Report

Morgan Romeo shared a Director's Report with those in attendance. She reviewed current projects that staff are working on, as detailed in the packet. Morgan also shared an update from the Governor's office, regarding a new program called the Return to Earn project. This project's goal is to provide an additional incentive for to get Virginian's back to work by supplementing sign-on bonuses for new hires. She shared the link to the program on the Governor's website with the group. Morgan also reminded those in attendance about our Career Quest event coming in September & October, for 7th and 8th graders in the region to learn more about careers right here in their region. Links for both volunteers as well as businesses to participate were shared with the group. Morgan also shared that the Virginia Department of Social Services had put out a Request for Proposals for SNAP E&T funding, this program helps provide employment & training services for SNAP recipients in the state. The application was open to all local workforce development boards in the region. Board staff decided not to apply for this funding at this time due to not fully understanding the requirements of the program but will do research & may apply if a second round of applications is opened up.

New Business

Morgan shared the PY2021/FY2022 Budget – 1st Draft with those in attendance. Morgan shared that Board staff would like to request a \$50,000 transfer from Dislocated Worker funding to the Adult program. This transfer will allow Board Program Services staff to meet the needs and demand of the job seekers in our region.

CLEO Action: A motion was made by Kathi Toelke to approve the requested transfer from the WIOA Title I Dislocated Worker program to the Adult program in the amount of \$50,000. The motion was seconded by Jon Lanford. The motion was carried by a roll call as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

CLEO Action: A motion was made by Jonathan Lanford to approve the PY2021/FY2022 Budget – 1st Draft as presented. The motion was seconded by Joe Cobb. The motion was carried by a roll call as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Morgan shared the list of Training Providers and Programs currently approved locally to receive WIOA Title I program funding for program participant training. Each of these have met the requirements as set forth by state & federal guidance to remain on the Eligible Training Provider List.

CLEO Action: A motion was made by Jonathan Lanford to approve the Training Programs & Providers as presented. The motion was seconded by Christopher Whitlow. The motion was carried by a roll call as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable John Saunders	Yes
Jonathan Lanford	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Morgan reviewed the PY2021 CLEO Meeting schedule, which will be expected to be in-person. The group agreed to rotate locations of the meetings, as able, and meet on the 4th Wednesday of the month, quarterly, at 3:00pm.

Other Business

No other business was presented.

Adjournment

Morgan adjourned the meeting at 4:02pm.