



Joint Meeting - Greater Roanoke Workforce Development Board Meeting and CLEO

September 28, 2023 – 11:00 AM

The Masonic Theatre

510 Main Street, Clifton Forge, VA 24422

CLEO Representative	Present	CLEO Alternate Representative	Present
Stephen Bennett		Reid Walters	
Gary Larrowe		Billy Martin, Sr.	
Tom Sibold, Jr.	X	David Bryant	
Jason Matyas		Dan Collins	
Timothy Tatum		Christopher Whitlow	
Sherman Lea		Joseph Cobb	
Martha Hooker		P. Jason Peters	
Hunter Holliday		Jay Taliaferro	

Board Members Private Sector	Present	Board Members Public Sector	Present
Jasmine Gallitan	X	Joseph Brinley	X
Ruth Caul	X	Chuck Simpson	
Casey Nicely		Karen Michalski-Karney	X
Kristina Repass		Abby Hamilton	X
Maiya Ashby	X	Cynthia Lawrence (virtual)	X
Richard Mansell	X	Stephanie Hoer	X
David Oliver	X	Heather Fay	X
Jeremy Adkins	X	Susan Goad	
Rick Viar	X	Kimberly Dameron	X
Sonya Charlow	X	Debbie Hamrick	
Michael Gardner		Jamie Soltis	
Carter Hardesty	X	Dr. John Rainone	
Sharon Pandolfini		Marilyn Herbert-Ashton	
Tiffany Worstell		Susan Watkins	X
Jeff Hamley	X	Beth Simms	
Shane Rucker	X	Jeremy Holmes (virtual)	X
Kevin Price		John Hull (virtual)	X
Mike Stevens			

GRWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Danielle Hart	X
Bobby Welch	X
Toni McLawhorn	X

Elizabeth Manns	X
Gloria Blankenship	X
Lashaunda Sample	X
Leigh Anne Beale	X
Stacey Burton	X
Jackie Thomas	X
Emma Howard-Woods	X

Guests
Dr. Matt McGraw
Lea DeCosta
Chris Pope

Welcome

Morgan called the meeting to order at 11:25am after attendees were invited to serve themselves lunch. Morgan asked all attendees to introduce themselves.

Public Comment

No public comment was made.

Consent Agenda

The consent agenda was presented from the packet for members to review.

GRWDB Action: A motion was made by David Oliver to approve the consent agenda as presented. The motion was seconded by Karen Michalski-Karney. The motion carried.

Mountain Gateway Community College Presentation

Dr. Matt McGraw presented to meeting attendees updates and data from Mountain Gateway Community College and the projects they are working on. He also included information on the new MGCC satellite campus that is now operational from Phase 1 of development and has more programs coming soon. Ruth Caul asked Dr. McGraw why the location for the satellite location was chosen and he noted that it was chosen before he took the position, he is in at this time but that it is a valuable location for the student population, as they had been located there in a temporary location for many years and saw the value to make that presence permanent.

Old Business

Morgan shared that the GRWDB Administrative Offices had moved, and the lease would subsequently be impacted. The administrative arm of the board is separate from the programmatic services that are delivered to job seekers. The regulations require that there be a separation between administrative and direct services. With that in mind, the City of Roanoke approached Board staff and offered an administrative office location with no rent costs associated. With that and the reduced budget of federal funds, we were able to get out of our lease at the Pheasant Ridge office location. The Board administrative staff is now located downtown at 1. S. Jefferson Street, co-located with the City of Roanoke Homeless Assistance Team (HAT) and the Small Business Development Center (SBDC) staff, which has already proved beneficial.

Director's Report – Year in Review

Morgan shared a report with data from the previous program year for meeting attendees. Morgan asked that all the Board staff in attendance be acknowledged by Board & CLEO members for their hard work. She shared that all staff had been at our annual CareerQuest event the previous two days, and the event went great,

thanking those Board & CLEO members who worked and volunteered at the event for their time. Morgan shared financial data from the Board from the last year, identifying how the budget breaks down between funding sources and that over time the Board has tried to diversify funding so as not be 100% reliant on any one source. She reviewed center traffic data and noted that it does not include virtual services that are provided consistently, now following the 2020 pandemic. Morgan also reviewed the Program Year 2022 WIOA Title I program performance data with those in attendance, noting that this is preliminary data and that we are in good standing meeting all required measures. She also shared information on hiring events and training for the existing workforce of businesses in the region.

Morgan also discussed things that are on the horizon that Board staff are trying to make plans for and prepare for including: improving our WIOA Title I credential attainment performance, recruiting for our WIOA Title I Adult & Dislocated Worker programs, the reauthorization at the federal level of the WIOA, the Virginia workforce reorganization process, the potential for a federal budget shutdown, talent shortage in our region and the upcoming Virginia legislative sessions. Susan Watkins asked Morgan what the notification strategy is when the Centers must be closed. Morgan responded that the process remains the same, that our policy has always been that a key-holding manager must be on-site when the Center is open, for the safety of all our staff and customers. Should there be no key-holding manager available, the Center would have to be closed and that is done as efficiently as possible in those rare situations. Stephanie Hoer wanted to commend the Board staff for their hard work with the programs, noting that our WIOA Title I program performance numbers look great.

Morgan shared some things that the Board staff have been working on that will be coming in the future, including: a wage & benefit survey for businesses, a new boot camp program for our Youth participants, building out & enhancing CareerQuest, watching the Virginia workforce reorganization, evaluating our footprint and physical office locations, diversifying board funding, and developing & retaining our region's workforce talent.

Committee Reports

Finance Committee

Karen Michalski-Karney presented from the committee's last meeting, earlier that day. The group reviewed and recommended to the Board that the FY2023 Audit report and 990 be approved. The audit was completed successfully with no concerns or problems identified.

GRWDB Action: The motion came as a recommendation from the Finance Committee to the Board to approve the FY2023 Audit report and 990. Abby Hamilton seconded the motion. The motion carried.

Karen shared that the Committee had reviewed the August 2023 Financial report as well and found no items of concern.

GRWDB Action: The motion came as a recommendation from the Finance Committee to the Board to approve the August 2023 financial report. Joe Brinley seconded the motion. The motion carried.

Karen noted that the Committee also discussed reviewing the funds previously received by the Board from Norfolk Southern to a discretionary fund. The Committee has asked Morgan to obtain some additional information about this potential move and the decision or a motion will be tabled until further details are provided.

Karen shared that the Finance Committee also discussed the multiple savings accounts held by the GRWDB at American National Bank that were initially set up to receive rent from partners at the Centers. These accounts are no longer needed, so long as the funds are accounted for appropriately.

GRWDB Action: The motion came as a recommendation from the Finance Committee to close unnecessary savings account at American National Bank. Abby Hamilton seconded the motion. The motion carried.

Karen also shared that the group had discussed funds that are currently in a Certificate of Deposit account receiving 1.2% interest rate. The group agreed that there are many CDs that are earning a 5% interest rate and asked staff if the funds could be moved into a higher earning CD account. Bobby noted that funds could be moved so long as they are not expected to be used in the short term, funds could be moved staggered quarterly into CDs with minimal risk. The Committee reviewed and discussed the information and agreed.

GRWDB Action: The motion came as a recommendation from the Finance Committee move funds that are earning low interest rate in a staggering manner to higher interest earning CDs. Maiya Ashby seconded the motion.

Abby asked what the total dollar amount is that is being discussed. Bobby responded that would end up being approximately \$500,000 at 3 months and \$1.5 million at 6 months. Then the group would re-evaluate the interest rates and grant terms at that time.

Mayor Sibold asked if this is allowed with the ARPA funds that are being discussed. Bobby responded that the CFR does not prevent this type of account but that any earnings would have to be reported and re-funded into the program.

Abby asked if the intent is to ensure we are getting the most out of the money as well as to extend the life of the funds. Morgan responded that all ARPA funds must be obligated by 12/31/2024 and spent by 6/30/2026. She is having discussions with the City of Roanoke about whether the funds are obligated by giving the funds to the GRWDB. Abby asked the group if the next step would be to confirm with the City of Roanoke that we are approved to make such a move of these funds.

GRWDB Action: Abby Hamilton made a motion that the ARPA funds be moved into staggered CDs, being reevaluated after 6 months, following the meeting between Morgan and the City leadership to confirm allowability. Richard Mansell seconded the motion. The motion carried.

Program Oversight Committee

Abby Hamilton presented the report from the committee. The group met and discussed many items that were already reviewed and discussed under the Consent Agenda and the Director's Report. The group also discussed why the WIOA Title I Performance data is considered preliminary and further understood the process for final performance data being determined.

Executive Committee

Morgan presented in the absence of both Casey Nicely & Michael Gardner. The Committee met and approved updates to the Finance Manual that allows for procedures for out-of-town staff travel. The Committee also approved the RFP for the GRWDB's website to be redesigned. The group discussed questions about the state reorganization and what impact it may have on the Virginia Career Works brand in the future.

New Business

Franklin Center Operational Report

Morgan shared that attendees would find in their packets a report completed by Beth Doughty, who was contracted by the GRWDB at the request of Franklin County to evaluate the Franklin Center. The Franklin Center has been an affiliate Center of the region since 2007. The County was questioning the purpose and overall performance of the facility to ensure goals are being met. Over the past few years, the GRWDB has pulled staff presence from the Franklin Center due to low traffic related to our services. The Executive Committee reviewed this report and wanted to bring it to the full Board for review. The Executive Committee

discussed the report and its' contents and suggested to the Board that the Board remove the Affiliate Center status from the Franklin Center since it does not represent a true workforce center. Morgan shared that since the Executive Committee meeting, she has spoken with the Franklin County Administrator, and he is worried about the impact that removing affiliate status would have on the facility. He stated that he is committed to working with the GRWDB to make the Franklin Center into a true workforce center.

Karen Michalski-Karney asked if there was a timeline given from the Franklin County Administrator for change. Morgan responded that there is no timeline in place right now but that the County is hiring some help that is expected to be on board through March to help with the process.

John Hull asked what was the genesis of this report. Morgan responded that it was created at the request of the Franklin County Administration.

Abby Hamilton asked who owns the facility. Morgan responded that Franklin County itself owns the building.

Abby noted that the County could come back and support the decision to remove the affiliate center status, but that then we would be doing in agreement, instead of on two separate pages.

Morgan noted that the Franklin County Administration said the GRWDB would be an integral part of the process.

John Hull asked if the report was available to be distributed. Morgan noted that it is in the packet and can also be emailed again to Board members.

Karen asked what resources are being used from the GRWDB to keep the Franklin Center as an affiliate center. Morgan noted that most resources are Board staff time and effort.

Susan Watkins noted that DARS has a permanent office at the Franklin Center.

Abby asked if removing the affiliate status would eliminate the possibility of partners to be in the facility. Morgan noted that it would not prevent anyone from using the space for offices, but it would impact the branding of the building & facility.

Kim Dameron share that the VEC goes to the Franklin Center & sees 5 to 10 people weekly, most of which are first time interactions.

Karen asked what the Board staff recommendation would be. Morgan noted that the report had brought to light some things about the facility which brought the information to the attention of the right people. She stated that if the Board decides not to take action today that it be discussed again in December and again in March if needed.

John Hull asked if the Board could discuss it with Chris Whitlow, the Franklin County Administrator. Morgan responded that she would ask him to speak with the Board further at the December meeting.

Morgan noted to the group that removing affiliate status would not mean that services would not be provided to Franklin County residents, that services would be provided at other locations, including virtually, to meet the needs of the residents.

Abby noted that this is part of a broader conversation about where & how are we providing services for continued improvement and adapting to the world as it is now.

The group agreed to table the discussion until the December 2023 meeting, potentially also discussing in March 2024 for final decision.

Conflict of Interest Status

Morgan reminded all Board & CLEO members that it is time for them to all complete their Conflict of Interest Forms and those would be emailed to them soon.

Other Business

Chris Pope asked about Center operations and how things are being handled collaboratively. Morgan noted that there has been no significant changes to Center operations, the same procedures and policies are being followed. Morgan also noted that over the last year we have increased the number of staff trainings, staff meetings, including the quarterly meetings & training facilitated by the One Stop Operator.

Chris Pope noted that foot traffic has increased at the Roanoke Center, but that staff partner participation has decreased. Morgan noted that all partners, just like our private business partners, are experiencing turnover and staff shortages, and we are all doing what we can to ensure things are running smoothly.

Susan Watkins noted that foot traffic in the Roanoke Center from Morgan's annual report was from July 2022 to June 2023, which was higher than the year before.

Kim Dameron asked if there are any initiatives to push people into the Centers. Morgan responded that efforts continue on social media, the news, sponsored events, community presence and more to make people aware of the services available.

Toni McLawhorn noted that staff have attended many events and people show a lot of interest initially, but once they are asked to come in or complete applications, their interest wains.

Kim Dameron noted that there is an older population that is not comfortable using virtual services.

Adjournment

Morgan adjourned the meeting at 12:58pm.