



Greater Roanoke Workforce Development Board
June 22, 2023 – 11:00 AM – 12:30 PM
Virginia Career Works – Roanoke Center
3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

Board Members Private Sector	Present	Board Members Public Sector	Present
Teresa Hammond	X	Joseph Brinley	X
Casey Nicely	X	Chuck Simpson	X
Jeremy Adkins		Karen Michalski-Karney	X
Sonya Charlow	X	Abby Hamilton	X
Michael Gardner	X	Cynthia Lawrence	X
Kristina Repass		Debbie Hamrick	
Emily Smith		Jamie Soltis	
Kristi Mallory		Dr. John Rainone	
Adrienne Ross		Dr. Milan Hayward	
Richard Mansell	X	Susan Watkins	X
Tiffany Worstell	X	Beth Simms	X
Sharon Pandolfini	X	Susan Goad	
Mike Stevens	X	Chris Simmons	X
Jeff Hamley	X	Amanda Forrester	
		Jeremy Holmes	
		John Hull	

GRWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Danielle Hart	X
Madison Wade	X

Guests	Present
Kim Dameron	X

Welcome

Casey Nicely welcomed everyone to the meeting and called the meeting to order at 11:10 AM.

Public Comment

There was no public comment.

Consent Agenda

Casey Nicely directed everyone to the GRWDB Consent Agenda and the packet items that were listed under this item. Casey asked the Board if there were any Consent Agenda items they wanted to be discussed further. There was no further discussion on the Consent Agenda as presented.

GRWDB Action: A motion was made by Joe Brinley to approve the Consent Agenda items as presented. The motion was seconded by Karen Michalski-Karney. The motion was carried.

Old Business

Morgan presented an update to the Virginia Workforce Reorganization. It was approved in March and they have had one town hall meeting. We are going to continue to operate as we always have. We will have questions regarding the financials as far as the federal dollars are concerned and how it will affect our reimbursements. The federal dollars come through the State and will be managed by the Virginia Employment Commission. As of today, we are in a good financial position where a little slow-down will not hurt us. We are also curious to see how this will affect registered apprenticeships. Virginia has a long-standing program through the Department of Labor and Industry. It is time based and very structured and the unions have a lot of buy in on that process. There is a taskforce that has representatives from the Unions. There were no comments from the Board regarding the reorganization update.

Casey explained the vacancies in each of the committees, which includes Program Oversight, Finance, and Special Projects. Members of the Board were encouraged to volunteer to fill the vacancies. Morgan explained what would be expected of the committee meeting members.

Richard Mansell volunteered to be a member of the finance committee. Beth Simms and Mike Stevens volunteered for the program oversight committee. Sharon Pandolfini, Teresa Hammond, and Cynthia Lawrence volunteered for the special projects committee.

GRWDB Action: A motion was made by Joe Brinley to approve those that have volunteered for the specific committees. The motion was seconded by Chuck Simpson. The motion was carried.

Director's Report

Morgan presented three things regarding the director's report. A grants update, staff activities, and center updates – lease taskforce. We are participating in a program called Grant Flow, which will help us keep up with what grants we've applied for, when they are due, etc. Morgan presented the initial data. We applied for two larger federal level grants, EDA Stem Challenge and WORC grant. We applied for the WORC grant to extend the work we've been doing in the Highlands with our INSPIRE grant, which allows us to assist individuals that are recovering from substance abuse. We did not get the nurse expansion grant. The feedback provided was that we did very well on the application, however, the section regarding past performance is what ultimately denied us the grant. There were no questions regarding the grants update.

Our staff have been working on budgets and finances for next year heavily for the past few weeks. A few of our staff members attended various professional development conferences. Maddie, Danielle, and Toni went to the NAWDP conference in New Orleans.

We hold the lease for the Roanoke Center for every partner and the total amount per year for our lease is \$246,000 and some change, which is a huge liability for our organization. Traffic is down in most one-stop centers, including our own. We are currently considering moving the Center location to reduce the liability. The city of Covington and Alleghany County want to relocate the Covington center and purchase the building for us. DSS is willing to move with us. The city of Roanoke is offering a building for the Board and Center staff at no cost. We need to get out of our lease at the board office. The second step would be to end the Center lease early. Roanoke City is currently looking at three buildings to potentially house the new One-Stop Center. Chris Simmons asked where the location of the Covington center would be. Morgan

stated that they are currently looking at multiple potential locations. Chris also commented that a downtown location would be great for people to be able to take the bus. We would like a few board members on a taskforce to assist with these moves. Cynthia Lawrence and Mike Gardner volunteered for the taskforce. We need to write up a notice to get out of the board office lease as well as a statement to Poe and Cronk to get out of the Center space. Chris Simmons stated that there is a buyer interested in the building in Covington. There were no additional questions or comments.

Committee Reports

Program Oversight Committee:

We reviewed the 2021 final WIOA performance report. Everything looked good and we were in good standing. We also reviewed the year-to-date 2022 WIOA performance report. We are working to approve credentials in that area. Customer satisfaction surveys from the One-Stop Center were reviewed and we did not see any issues. We also looked at the One-Stop operations report which was provided by our One-Stop Operator that is under contract. Three items were discussed and then presented to the Executive Committee: (1) Updating the youth guidance and eligibility policy, work experience/internship policy, youth incentives policy and the supportive services policy; (2) We approved the ETPLs and decided that Morgan is able to approve ETPLs and then they go to the board; and (3) The One-Stop Operator contract was approved for one year with the option to renew for two additional years. There were no questions or comments.

Finance Committee:

We were not able to meet today before the board meeting so there is nothing to report at this time.

Executive Committee:

The Executive Committee met on May 11, 2023, to act on behalf of the Board on several administrative items. The Committee approved minor changes to several Board policies surrounding work experience, supportive services, youth incentives, and eligibility. The Committee also approved several applications for addition on the eligible training provider list. Two additional items that were approved were the extension of the contract between the Board and Project Now LLC as the One Stop Operator. The Program Oversight Committee had reviewed and recommended that the contract be extended so the Committee acted on this administrative extension, so it did not have to wait until June. The second item that the Committee approved was the submission of a request to the Governor's office to continue the waiver the Board has in place to staff the Adult and Dislocated Worker programs, rather than be administered through a third-party vendor. A significant discussion took place regarding the Virginia Career Works Center in the region. There were no questions or comments.

New Business

Morgan explained what an ETPL is and how schools can get on it. In order for us to spend our federal dollars at a school, vocational school, or training program, it has to be vetted and put on a list. For years the local boards have had the responsibility of approving who goes on the list. Virginia has had a waiver for eight years and last fall the Feds said that Virginia has to implement the rule put into place in 2014. Providers now have to submit reports on all of the students that go through these programs. Richard Mansell asked if there were any programs on the list that the board should be concerned about. Morgan stated there were two programs on the list that did not meet some of the metrics, ECPI and a program at Fasttrack Healthcare. These issues are not big enough issues to raise red flags. Chris asked what the process is for

the participants to use a program on the list. Leah stated that we cannot influence a participants' decision on what program to use but we can show them the metrics.

GRWDB Action: A motion was made by Teresa Hammond to approve all the eligible training providers to be recertified for the upcoming year. The motion was seconded by Karen Michalski-Karney. The motion was carried.

Morgan presented the FY2024 budget. We are losing about \$162,000 total between Adult, Youth and DLW. We are able to make it work based on our current financial position, and there is no cause for concern. We are proposing to spend, if we spent every dime, about \$4 million in total costs. Almost \$400,000 in Adult and DLW to go straight to participants and businesses. The Youth dollars are going to be spent on work-based learning opportunities. We will not have a final budget until the September meeting. We are at no risk of giving back money. Abby asked what our month end balance from our last audit was. Morgan stated she would have to get back to her as she doesn't have the numbers readily accessible. Teresa Hammond asked if they gave any reason as to why funding was cut. Morgan stated that our federal legislation needed to be reauthorized in 2019. The last House pushed for additional money to be allocated to the workforce legislation which did not go through. The current House will not push for that.

Casey asked for a motion to approve the first draft of the FY2024 budget. Karen Michalski-Karney made a motion to approve the first draft of the budget. The motion was seconded by Abby Hamilton. The motion was carried by a roll call vote as recorded below:

Teresa Hammond	Yes	Joseph Brinley	Yes
Casey Nicely	Yes	Chuck Simpson	Yes
Sonya Charlow	Yes	Karen Michalski-Karney	Yes
Michael Gardner	Yes	Abby Hamilton	Yes
Richard Mansell	Yes	Cynthia Lawrence	Yes
Tiffany Worstell	Yes	Susan Watkins	Yes
Sharon Pandolfini	Yes	Beth Simms	Yes
Mike Stevens	Yes	Chris Simmons	Yes
Jeff Hamley	Yes		

Board Meeting Calendar:

9/2023: In person (Covington)

12/14/2023: Virtual

3/21/2024: In person (Franklin County)

6/20/2024: Possibly virtual

The board agreed to keep the meeting times around lunch.

Other Business

No additional business was brought in front of the GRWDB.

Adjournment

Casey Nicely adjourned the meeting at 12:25 PM.