



Greater Roanoke Workforce Development Board Meeting and CLEO Consortium
Joint Meeting Minutes
 March 21, 2024 11:00am
 Carilion Children's Tanglewood Conference Room

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

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

GRWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Bobby Welch	X
Elizabeth Manns	X

Guests	Present
Ronnie Thompson	X
Nicole Ovverley	

Welcome

Morgan called the meeting to order at 11:17am AM. Martha Hooker & Casey Nicely welcomed all to the meeting and thanked everyone for joining us today.

Public Comment

No public comment was made.

Consent Agenda

Casey presented the consent agenda for the Board to the group for review.

GRWDB Action: A motion was made by Karen Michalski to approve the consent agenda as presented. The motion was seconded by Abby Hamilton. The motion carried.

Workforce Board Member Appointments (CLEO Only)

Martha asked the CLEO members to review the Board member nominations received to fill vacant positions on the Board, as follows below:

- Economic Development Slot
 - o Dani Poe from Roanoke County
 - o Ken McFadyen from Botetourt County
 - o Scott Tate from Virginia Tech/GO Virginia
- Vacancies with no nominations at this time:
 - o Franklin County Business Representative
 - o At Large Business Representative

The group discussed the nominations received.

CLEO Action: A motion was made by Gary Larrowe to accept the nomination of Ken McFadyen to fill the Economic Development vacancy. The motion was seconded by Christopher Whitlow. The motion carried.

Martha noted that the below Board members are up for reappointment as of 6/30/2024 as well:

- Casey Nicely
- Jeremy Holmes
- Sonya Charlow

- Michael Gardner
- Tiffany Worstell
- Karen Michalski
- Cynthia Lawrence
- Debbie Hamrock
- Jamie Solis

Virginia Workforce System Update

Nicole Overley, Deputy Secretary for Workforce Development from the Governor's Office shared a presentation with the group discussing the transition to the new statewide Workforce Development Department and the initiatives related to workforce. Nicole reviewed highlights from the state plan as well. Statewide initiatives from the Governor's office include standing up the statewide agency, implementing data & metrics, ecosystem mapping & engagement and amplifying business engagement & sector partnerships. Cynthia Lawrence asked if the Governor's office is focusing on local business needs & jobs available. Ronnie Thompson asked if the state plan has any focus on agricultural/farming jobs. Nicole also shared the statewide organizational chart. Abby Hamilton asked Nicole to touch on how the new organizational chart overlays with the current organizational chart. Ruth Caul asked if the new metrics have been defined and if they are similar to what is already being tracked. Abby Hamilton asked what timeframe is being evaluated by the data & metrics. Susan Watkins asked to confirm that Title IV is included in the metrics even though they are not a formal part of Virginia Works. Nicole also discussed Virginia's Ecosystem of Programs & Services and that it breaks down into four categories: Workforce Education & Training, Business Services, Supportive Services and Capacity Building. Nicole also shared the Statewide High Demand Occupations Dashboard with the group. Abby Hamilton asked if data will be in a data sharing system, to which Nicole answered that is the goal. Cynthia Lawrence asked if there is any consideration to review how workforce areas are aligned, and Nicole noted that is not at this time.

Old Business

Lease Taskforce Updates

Casey Nicely shared with the group that the lease at the Roanoke Center officially will end 6/30/2024. The lease task force is made up of Cynthia Lawrence, Casey Nicely & Michael Gardner. They have met and given directions to the staff on next steps. Information has been collected from the Center partners to establish parameters of space and needs for new space. The new space will probably be less square footage and will host the Local Agency on Aging, Virginia Works, TAP, Goodwill of the Valleys and the GRWDB staff. Virginia Western and the Virginia Works Registered Apprenticeship staff have also expressed interest. Adult Education will continue to provide services as well. Staff have made contact with a real estate broker from Advanced Auto Parts who is assisting the Board pro bono with finding the space & negotiating the lease. Staff has also spoken with the Department of General Services at the state level to ensure requirements are being met. Plans are in the works to review sites in April.

Virginia Career Works Centers Update

Casey shared that the Covington Center is currently owned by the VEC and they wish to sell the building. The City of Covington has expressed an interest in purchasing the building but the VEC first has to have the building appraised in order to determine a sale price. The state has said they are working on obtaining appraisals.

The Franklin Center has experienced substantial changes with the retirement of its' Director, Kathy Hodges, in February. Ronnie Thompson shared that the County is in the process of filling this position.

Beth Doughty has been named the interim Economic Development staff. Morgan has met with County leadership and discussed the reconfiguring of the space but no significant changes are occurring at this time. Chris Whitlow noted that the County is in the process of hiring a new Director of Economic Development and a Workforce Development Director in the next couple of months. Discussions will occur with partners in the Franklin Center as well.

Director's Report

Morgan shared the Director's Report in the packet and directed the members in attendance to review starting on page 9. Staff hosted CareerQuest again in February which was a reschedule date from January due to snow. There were some challenges to attendance this time and as a result a focus group of principals is going to be held to give feedback and ask those who have high attendance to share their best practices. The next CareerQuest will be September 17 – 18, and businesses and volunteers are welcome. Staff have been partnering with local businesses to create career pathways videos, and Morgan will share one completed with Wabtec with the group after the meeting. Board staff have been working with the Roanoke Regional Partnership on a GO Virginia grant that will create a talent attraction web portal, which hopes to be shared with all in June at the annual meeting. The Board was recently awarded a grant from the Virginia Department of Social Services that will allow us to work with TANF recipients to provide them employment services. Cynthia Lawrence asked if the grant will offer wrap around services to these individuals, which Morgan answered that yes we will partner with our local DSS offices to ensure needs are met and braided funding. A group of 9 workforce boards in the Rural Horseshoe of the state applied for JobCorps funding that will allow an evaluation and implementation of outreach for the boards and system. Staff are also in the process of applying for an apprenticeship grant from the USDOL that will expand on the work already started with a Virginia grant for that purpose. Support has already been obtained from the schools and current Registered Apprenticeship sponsors. Board staff are considering applying for a WORC grant again, our previous application was denied due to an issue with our legal Board name not being updated in the federal system, which has since been remedied.

Committee Reports

Executive Committee

The Executive Committee did not meet and thus did not produce a report.

Finance Committee

The Finance Committee did not meet and thus did not produce a report.

Program Oversight Committee

Abby Hamilton presented the report from the Program Oversight committee. Abby reported the group reviewed the Customer Satisfaction Survey results from the Centers and found no concerns but did discuss ways to increase number of responses. The group also reviewed the Traffic report for the Centers and discussed adding Orientation as an option for customers to choose when they arrive. The Committee also reviewed the current grants Board staff are working on including the DSS grant mentioned previously by Morgan. The group reviewed the current Limited English Proficiency Plan and determined that no changes are needed at this time. The Committee also discussed the changes coming to the Centers across the region. Committee members also discussed ways to continue to increase Youth engagement and enrollment into our programs based on the Programs Report. The WIOA Title I Performance Report through 9/30/2023 was also reviewed and discussed exploring new and creative ways to encourage participants to attain their credentials. Abby also asked all Board members if anyone was interested in

volunteering for the Program Oversight Committee, as there are 2 open positions. Maiya Ashby, Stephanie Hoer, Joe Cobb and Kim Dameron all volunteered to be on the Committee.

GRWDB Action: A motion was made by Karen Michalski to approve Committee members. The motion was seconded by Ruth Caul. The motion carried.

New Business

Title I Adult & Dislocated Waiver Request

Elizabeth Manns introduced herself to those in attendance at the meeting. She is requesting as the Virginia Career Works Program Manager overseeing the WIOA Title I Programs that the waiver to operate those programs as the Board be extended. She reviewed program performance data with attendees. She noted that staff have enrolled the most Adult and Dislocated Workers this year, relative to any other year she has been with the Board. She noted that budget expenditures are on track to be fully extended for the Adult and Dislocated Worker programs by the end of the year. She also shared that staff have done a lot of On the Job Training services, which benefits both employers and job seekers, as the individual is fully employed and the business gets reimbursed some of the wages for training their new employee. Elizabeth shared that the waiver is important because she has experienced working for a contractor previously and can see the improved retention, efficiencies and financial benefits of having the waiver to run the programs as the Board. Elizabeth did note that staff have a few areas for improvement including credential attainment and Dislocated Worker enrollments, and that there are plans in place to improve these moving forward. Elizabeth also shared a client success story with those in attendance, highlighting the work being done by the staff. Martha Hooker asked the CLEO for a motion regarding continuing the waiver to operate the WIOA Title I programs.

CLEO Action: A motion was made by Joe Cobb to submit a request to the Governor's office for the GRWDB to continue to operate the WIOA Title I Adult & Dislocated Worker programs. The motion was seconded by Chris Whitlow. The motion carried.

FY2024 Budget vs. Actual Report

Morgan asked all in attendance to review the report in the packet on page 17. The biggest concern on this report is Youth funds and staff are continuously working on ideas to enhance that program, improve outcomes & spend dollars.

GRWDB Action: A motion was made by Karen Michalski to approve the report as presented. The motion was seconded by Joe Brinley. The motion carried.

FY 2025 Budget Discussion

Morgan noted that staff are starting to work on the FY2025 budget. Staff will assume a decrease, as Virginia is projecting a decrease as a state. The funding is currently awaiting Congress approval at the federal level.

Other Business

No other business was presented.

Adjournment

Casey asked for a motion to adjourn the meeting at 12:28pm.

Action: A motion was made by Joe Cobb to adjourn. The motion was seconded by Maiya Ashby. The motion carried and the meeting adjourned.