

**Western Virginia Workforce Development Board
Program Oversight Committee**

February 3, 2022, at 9:00am

Virginia Career Works – Roanoke Center
3601 Thirlane Road, Suite 2, Roanoke, VA 24019

Members	Present
Karen Michalski	X
Joe Brinley	X
Dr. Milan Hayward	X
Abby Hamilton, Chair	
Emily Smith	
Kristi Mallory	X

WWWDB Staff	Present
Michelle Brennan	X
Leah Gibson	X
Morgan Romeo	X

Call to Order

Leah Gibson called the meeting to order at 9:04am.

Public Comment

There was no public comment.

Meeting Minutes Approval – August 30, 2021

Leah Gibson asked the group to review the minutes from the last meeting.

Program Oversight Committee Action: A motion was made by Karen Michalski to approve the minutes as presented. Joe Brinley seconded the motion. The motion was carried by vote.

WIOA Title I Programs Report

Michelle Brennan presented the WIOA Title I programs report that was included in the packet. Michelle noted that there will be no concerns for the last quarter of the year in the Adult program as far as enrollments or expenditures. Board staff have requested a transfer of funds from the Dislocated Worker program to the Adult program. Healthcare continues to be the highest demand for training for program participants. Staff are working towards doing more work-based learning opportunities like On the Job Training and Work Experiences. The Youth program continues to have low enrollments, and staff are currently working to fill the vacant Youth Career Coach position. Karen Michalski noted that the Blue Ridge Independent Living Center Youth program is also having low youth enrollments right now. There were no questions on the report.

New Business

Legislative Updates

There were no updates to share.

Updated Work Experience Policy

The group reviewed the policy in their packet.

Program Oversight Committee Action: A motion was made by Joe Brinley to approve the updates to the policy. Kristi Mallory seconded the motion. The motion was carried by vote.

CareerQuest 2022

Leah Gibson reminded the Committee that CareerQuest will be held in March 2022 for 7th graders and April 2022 for 8th graders. The schools asked to have two events this year, so that the students who missed the event last year could attend. All members were invited to have a booth with their business or volunteer at the event.

CareerQuest 2021 Postponed

Leah Gibson updated the Committee members that after multiple conversations with the school districts, had agreed to postpone CareerQuest 2021 from September & October to the spring in March & April. The staff are working with the school districts to confirm the new dates & will send out links for businesses & volunteers to sign up to participate once the details are finalized.

Program Services Unit Staffing

Leah Gibson updated the group that we are actively hiring to fill some Program Services vacancies, one of which is the Youth Career Coach position that we are hoping to fill soon.

WIOA Title I Program Operations Waiver Update

Leah Gibson shared a PowerPoint that was shared with Board staff by staff of the Virginia Community College System. This was a quarterly check in on how our programs are performing, with regards to our waiver to operate the programs internally. The PowerPoint and data within was reviewed with the Committee including allocation amounts, enrollment trends, cost per participant and performance data.

Other Business

Discretionary Grants

Leah Gibson provided an update on discretionary grants for the committee. She shared that all the local workforce development boards in Virginia have applied for CAREER National Dislocated Worker Grant funding, through the Director's Association. This application would allow each local area to have funds dedicated to supportive services for Dislocated Workers, that would be more flexible than our WIOA Title I Funds. JobsPlus and YouthBuild continue to move forward with the Housing Authority and Goodwill, respectively. The INSPIRE grant also continues to move forward, slowly, but we are starting to increase the work in that grant in the Highlands.

Career Pathways Project

Board staff are working closely with the Roanoke Regional Partnership on a program to collaborate regionally to improve talent attraction, development & retention of our workforce. There will be more details as we move forward, but the intent will be to work as a single unit to ensure our region has the workforce and keeps the skilled workforce to meet business demands.

Upcoming Meetings

The next Committee meeting will be May 5, 2022. The next Board meeting is March 25, 2022.

Adjournment

Abby Hamilton adjourned the meeting at 10:01am.