



**Greater Roanoke Workforce Development Board**

**Program Oversight Committee**

November 13, 2024

2:00 PM

Build Smart Institute, 701 Gainsboro Rd NW, Roanoke, VA 24016

<b>Members</b>	<b>Present</b>
Abby Hamilton, Chair	X
Joe Brinley	
Joe Cobb	
Karen Michalski-Karney	
Maiya Ashby	X
Stephanie Hoer	X
Kimberly Dameron	X

<b>GRWDB Staff</b>	<b>Present</b>
Leah Gibson	X
Stephanie Martin	X
Emma Howard-Woods	X

**Call to Order**

Abby Hamilton called the meeting to order at 2:08pm.

**Public Comment**

There was no public present for public comment.

**Meeting Minutes Approval**

Abby Hamilton asked the group to review the minutes from the last meeting.

**Program Oversight Committee Action:** A motion was made by Stephanie Hoer to approve the minutes as presented. Maiya Ashby seconded the motion. The motion was carried by a vote.

**Center Reports**

Leah shared the data from One Stop Operations report, and also explained that the drop in the numbers can be explained by the Roanoke Center closure on July 31<sup>st</sup>, 2024 as well as an ongoing facilities issue in the Covington Center causing it to close on October 22<sup>nd</sup>. The GRWDB hosted a large multi-employer hiring event on 10.22, and have continued hosting smaller individual hiring

pop-up events which are contributing to the data. Leah shared the hope that numbers will return to normal once the Roanoke and Covington Centers reopen.

## **New Business**

### **One Stop Center Update**

Leah shared that most renovations on the 707 building are complete, including HVAC and some electrical. There are a few blinds that need to be installed, as well as internet, phone, and associated electrical. There are IT staff working on these installations now. There are some additional work orders that need to be completed, but they can't start until the lease is signed, which is currently with the state. Once the lease and all outstanding projects are signed and completed, there are only a few small things, like installing the copier and securing a cleaning company, left to complete.

Abby asked if the team had corrected the ADA compliance issue with the parking lot. Leah shared that the ADA issues have been addressed, and that Vistar should be restriping their parking lot soon. Leah also added that there is already an agreement for the Center parking for staff & customers, but that the state has yet to send guidance on rebranding and logos, so no signage has been ordered and no parking spots have been marked off. There is a tentative date in January for a formal grand opening ceremony, and that the date should be finalized soon.

Leah also shared an update on the Covington Center facilities issue. The Covington Center, which has been closed since October 22<sup>nd</sup> 2024, is experiencing an HVAC issue causing the building to close. There is no expected date for repair, and the future of the building is still in the air between the state and the City of Covington. There is no update on the Franklin Center.

### **Staffing Update**

Leah shared that Elizabeth left the GRWDB back in August, and that Stephanie Martin has stepped in as the Program Manager for all programs since her departure. Stephanie is still getting used to program reporting and processes, but anything that would have gone to Elizabeth can now go directly to Stephanie.

Stephanie shared that the team is also working to fill other existing vacancies for both the adult and youth Career Coaches, and that we are expecting to have two new staff on board in the coming weeks.

### **Star City Works Update**

Leah shared that our Star City Works funds, awarded from the City of Roanoke with ARPA dollars, are ending sooner than anticipated. Originally, the funds were set to go through 2026, but the City came through and alerted us that the funds actually end in December 2024. The team is still working through November 30<sup>th</sup> to use the funds, but anything leftover after that date will be returned to the City.

Abby asked for clarification on when the City gave the corrected 2024 date. Leah shared that it was a part of a larger conversation with City officials, but that the official directive came through in August. There had been verbal communication with City officials prior to this announcement, that

led us to believe the end date was 2026, but the MOU was never amended to reflect these conversations. Leah also shared that the GRWDB has met periodic performance measures set forth in the MOU but hasn't technically met all goals since the program was set to go through 2026. Stephanie Hoer shared that Goodwill had a similar experience with their ARPA funds for the Market on Melrose project. Leah also shared that it would be possible for the city to recover the unspent ARPA funds and reallocate and redistribute them, but no directive for future ARPA applications has been outlined yet. Maiya Ashby asked how much of the Star City Works funds have been used. Leah shared that she is unsure exactly, but that she can report that back out to the committee.

#### YouthBuild Update

Leah shared that the YouthBuild program, working in collaboration with Goodwill, BuildSmart Institute, and Region 5 Adult Education, has ended early due to an internal decision by Goodwill. Remaining YouthBuild funds will be returned to the Dept. of Labor by 12/31. The Executive Committee made a request to ask the State if those funds could be transferred to the GRWDB to continue providing program services, but the state declined this request. There is the opportunity to apply for the funds independently when the grant becomes available again. Stephanie Hoer shared that those funds open up a few times a year, and that it will likely open up for application in the spring. Leah shared that Morgan has expressed interest in applying for the funds and managing the YouthBuild program. Regardless of the YouthBuild program, youth are still being served by the GRWDB under the WIOA program.

#### ETPL Applications

Leah reminded the committee that under the WIOA Program, training funds can only be sent to training providers that are on the Eligible Training Provider List (ETPL), which is a statewide list. With the DWDA transition, there was guidance that the state would take over the application and approval process as of July 1, 2024, which had previously been left to the local WDBs. After a period of waiting, further guidance came back out that the state would not be taking over this process, and that it is still up to the local WDBs to process applications. Guidance also said that out-of-state providers could be eligible, and that their applications would go to the closest WDB in Virginia.

Leah shared that the GRWDB has received an application from the Kentucky Welding Institute for their Certified Pipe Welding Program, located in Flemingsburg, KY. The program meets all ETPL requirements and provides only in-person training. Maiya asked if the GRWDB is obligated to use the provider if their ETPL application gets approved. Leah shared that no, the GRWDB would not be required to send students to the provider, simply that they would be eligible for WIOA training funds. Abby asked if the state has always included out-of-state providers. Leah shared that yes, out-of-state providers have always been on the list, and that many of them provide fully online, or short-term in-person training. Maiya asked if there would be any reason that they weren't approved. Leah shared that no, they meet all ETPL requirements, but that we wouldn't be required to use them as a training provider.

**Program Oversight Committee Action:** A motion was made by Kimberly Dameron to take the Kentucky Welding Institute ETPL application to the Board for approval. Maiya Ashby seconded the motion. The motion was carried by a vote.

## **WIOA Title I Program Operations**

### **PY 24 Programs Report**

Leah shared that youth enrollments are coming slowly, and that the early end to the YouthBuild program contributes to the decline in youth program enrollment. Stephanie Martin shared that Youth Career Coach (YCC) turnover is also a contributing factor, and that an offer has been accepted for a new YCC to start the week of Thanksgiving. Stephanie shared that the new YCC comes with preexisting connections in the youth community, and shared hope for growing program enrollments with these pathways. Emma Howard-Woods shared that the GRWDB is hosting another youth bootcamp in January, an IT camp about 3D printing, and shared hope that this will also increase youth engagement. Abby asked if the regional schools refer students to the program. Emma shared that yes, the GRWDB works directly with schools, including CTE, but that referrals are slow due to the fast-paced nature of the school system. Stephanie Martin also shared that the new YCC will hopefully help school referrals by building bridges from education to the workforce and providing mentorship and support during such a large life transition. Stephanie Hoer asked for clarification on the Youth training participation data point. Leah shared that the data point is based on new enrollments and active caseloads.

Leah shared that the Adult and Dislocated Worker (DLW) programs are continuing as expected. There are no DLW enrollments so far this year, which is not surprising. Leah shared that Morgan is proposing a transfer of DLW funds to the Adult program to help meet the demand. Enrollments may be slightly lower this month due to staff transitions, including a new intake coordinator. Stephanie Martin shared that the staff turnover, while demanding, has forced a shift in the GRWDB that will have a positive result on policies and procedures in the long term.

Abby asked how we can better integrate our youth services with the schools, and suggested superintendent level conversations to better connect our services to graduating or dropout students that are looking to go in to the workforce. Leah agreed that such a conversation could be beneficial, and Emma agreed to follow up.

Kimberly added that there is a need at Virginia Works for better marketing for all services, including youth services, and noted that an effective marketing strategy could help with both youth and adult programs.

Abby asked if Morgan has an opportunity to advocate for the youth program as she is leading the statewide WDB group. Leah shared that Morgan would have such an opportunity. Leah also shared that Adult Education just updated their assessment policy, which could impact the way we evaluate Basic Skills Deficiency for program eligibility, and that the team is currently working to identify any updates that would apply to our services.

### **Upcoming Meetings**

Program Oversight Committee Meeting- February 12, 2025, 1:00 PM, VIRTUAL

### **Adjournment**

Abby Hamilton adjourned the meeting at 3:12.