



Greater Roanoke Workforce Development Board

Quarterly Meeting

June 20, 2024 – 11:00 AM-12:30 PM

Zoom (Virtual): <https://us06web.zoom.us/j/89427636011?pwd=A7y1cKL5zLhc1M4F5STVWal2dCaXve.1>

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	
Richard Mansell		Stephanie Hoer	
David Oliver		Heather Fay	X
Jeremy Adkins		Sue Goad	
Rick Viar		Kimberly Dameron	
Sonya Charlow	X	Debbie Hamrick	X
Michael Gardner	X	Jamie Soltis	
Carter Hardesty	X	Dr. John Rainone	
Sharon Pandolfini		Marilyn Herbert-Ashton	X
Tiffany Worstell	X	Susan Watkins	
Jeff Hamley	X	Beth Simms	
Shane Rucker		Jeremy Holmes	X
Kevin Price		John Hull	X
Mike Stevens		Ken McFadyen	X

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

Guests	Present
Jessica Chenoweth	X



Welcome

Casey Nicely called the meeting to order at 11:05am.

Public Comment

No public comment was made.

Consent Agenda

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

GRWB Action: Jeremy Holmes made a motion to accept the consent agenda as presented. Karen Michalski seconded the motion. The motion carried.

Old Business

Roanoke Center Lease Taskforce Update

Casey Nicely gave the Board an update from the Lease Taskforce on the move of the Roanoke Center. The task force and staff have worked to identify a location in downtown Roanoke for the new center. Staff worked with Frank Martin to identify locations to visit. The selected site is located at 707 S Jefferson Street in downtown Roanoke and the Center will assume the entirety of the 3rd floor of that building. The location is near the downtown library and the Carilion Community Hospital and will be great for our customer base as it is immediately off 581. The space is about half of the space of the current space at Thirlane, which is what we were hoping for, as we do not use and don't need as much space as we have there. The Board is intending to enter a 5-year lease which will also net cost savings. There is a parking garage directly beside the building that will allow for staff and customer parking spaces. An ADA review has been completed at the site in partnership with the Blue Ridge Independent Living Center (BRILC) to ensure accessibility and found that a few doorknobs will need to be replaced. There is also a concern about the parking for individuals in wheelchairs, so the broker is communicating with VISTAR, who is also a tenant in the building, to see if we can work with them to re-stripe their handicapped accessible parking spots to make them compliant and share those spots for our customers. Casey asked when the lease ends at Thirlane Road, Morgan confirmed that the lease ends 6/30/2024. Abby noted that the new location is directly on the bus route, as there is a bus stop directly across the street from the front door. Michael Gardner noted that he toured the site with staff and noted that he was surprised by how large the space is inside and that it was the superior of the options that were presented. Michael asked if the bus route played into accessibility review done by BRILC, to which Karen responded that all Valley Metro buses are lift equipped and there is also STAR transit available for those who are not able to use Valley Metro. Karen asked Morgan if we have assurances from VISTAR to move forward, Morgan responded that as soon as we have acceptance from VISTAR of our offer we will move forward. Morgan noted that a lease will not be signed until we have a solution in place.

GRWDB Action: Marilyn Herbert Ashton made a motion to give Board staff permission to negotiate and sign a lease for the 707 location once accessibility solutions are in place. Debbie Hamrick seconded. The motion passed by roll call as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Ruth Caul	Yes	Joseph Brinley	Yes
Casey Nicely	Yes	Chuck Simpson	Yes
Maiya Ashby	Yes	Karen Michalski	Yes
Sonya Charlow	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Heather Fay	Yes
Carter Hardesty	Yes	Debbie Hamrick	Yes
Tiffany Worstell	Yes	Marilyn Herbert-Ashton	Yes
Jeff Hamley	Yes	Jeremy Holmes	Yes
		John Hull	Yes
		Ken McFadyen	Yes

Covington Center – Appraisals

Casey Nicely shared that the VEC has received appraisals for the Covington, the two appraisals received both were under \$250,000. Staff are now working with the City of Covington to see if they are still interested in purchasing the site to retrofit it to continue operations at the same address. Morgan hopes to have an update by the next Board meeting to share.

Director’s Report

Virginia Works Transition Update

Morgan shared an update that as of 7/1/2024, funding from various agencies at the state is moving over to the new Virginia Department of Workforce Development and Advancement. To do so, the state must de-obligate and re-obligate all funds to the new department, which needs to match up down to the penny. The state, in turn, imposed a cutoff for the Workforce Development Boards for WIOA Title I funding, in that we had to submit a final year end report by June 4, which meant we had to cutoff obligations for participant services as of June 4th as well. We plan to begin obligating funds to participants again as of July 1, but that will be dependent on if the state has completed the transition yet. Staff are preparing to have to float some costs in July while the transition and reimbursement from the state process is finalized. This will impact our direct client service delivery, so the Board must be aware. Bobby has done quite a bit of work to make estimates for the year end final report to be submitted that early.

Secondly, Nicole came to the Board meeting in March and shared an update on statewide performance measures. Morgan reviewed these metrics with the Board and shared that the state has already begun collecting data. In the future, the state plans to have data available on a regional level. Morgan did share data for July 1 – September 30, 2023 for the state as a whole and noted that while the numbers may appear low, the Workforce Development Boards are not given their full funding allocations until this quarter is completed. Ruth asked Morgan about the Cost per Participant measure and what is considered a “participant”, Morgan noted that the State staff have not included total number of individuals served, but rather are taking a dollar figure and only applying it to those who receiving direct funding, and not considering work done with individuals that did not receive direct funding, but rather staff time and effort and other services, which impacts this figure quite significantly.

Grants Update



Morgan shared that staff had been awarded an AmeriCorps Planning Grant as of 7/1/2024 in partnership with ten other Workforce Development Boards located within the Rural Horseshoe of Virginia. The group is contracting with a consultant that will help us to complete the full AmeriCorps grant application next year to bring on a staff at a discounted rate that will help the Boards with outreach into communities in need across the state. The SVREC grant from the Virginia Department of Social Services to serve TANF recipients also has been extended for 7/1/2024 – 6/30/2025. Staff have also submitted grants for a DOL Apprenticeship grant in April, a DOL WORC grant in June, a Refugee Career Pathways grant in June, and are working with Radford University on a DOL Infrastructure grant to submit in July.

Committee Reports

Executive Committee

Casey Nicely noted the Executive Committee did not meet and had no updates to share.

Finance Committee

Karen Michalski noted the Finance Committee did not meet and had no updates to share.

Program Oversight Committee

Abby Hamilton shared that the group had met and discussed the One Stop Operator contract, which expires 6/30/2024. The committee discussed the One Stop Operator performance to date and voted to bring a motion to the Board to extend this contract for the final year of extension per the terms of the contract.

GRWDB Action: The Program Oversight Committee made a motion to extend the One Stop Operator contract with ProjectNow, LLC for a final year, from 7/1/2024 – 6/30/2025. Debbie Hamrick seconded the motion. The motion carried with no objections or abstentions.

Abby shared that the Adult Priority of Service policy had been amended to include low-income guidelines for our region.

GRWDB Action: The Program Oversight Committee made a motion to approve the amended Adult Priority of Service Policy. Jeremy Adkins seconded the motion. The motion carried with no objections or abstentions.

Abby also shared that the Committee had reviewed the customer satisfaction survey results and the One Stop Reports and had no concerns. The Limited English Proficiency Plan was reviewed and determined that no updates were needed at this time. The One Stop Operator had completed ADA reviews of all three of our regional centers and found no items of concern. The Committee reviewed the Programs Report, which was also included in today's Consent agenda as well as the Performance Report for the WIOA Title I programs. Abby noted that the PY2022 Final Performance Report showed that all measures were met, the report was shared in the meeting packet for review by those in attendance.

GRWDB Action: The Program Oversight Committee made a motion to accept the PY2022 Final WIOA Title I Programs Performance Report. Chuck Simpson seconded the motion. The motion carried with no objections or abstentions.

New Business

FY2025 Budget Discussion

Morgan shared that Virginia took an 8% overall decrease in this years WIOA funding and shared the allocations per locality with the group as well as the last 7 years allocations and change overall for those in attendance to see. Morgan also reminded the Board that the state has 3 years to spend these funds, while the local areas only have 2 years. This is why Board staff have started to explore other grants and funding to try to diversify our funding streams. Morgan shared that staff have discussed and are considering implementing a Payment Plan process for paying for tuition costs for our participants. This would mean portions of total tuition costs would be paid out at various points in time, throughout the training duration, dependent on the total duration and cost of the program. Staff have discussed this with the Executive committee members as well as our local training providers and they are all supportive of the concept. This will incentivize our Training Providers and participants to successfully complete their training and earn their credentials, as well as hopefully impact the performance of the training providers overall. Casey applauded Board staff for doing the good work they do with limited funds and restrictions. Jeremy asked if there are any post-COVID dynamics impacting the funding in larger metro areas across the state, resulting in them not feeling quite as much of a funding cut as other areas. Morgan noted that the USDOL uses real time data to determine allocations, while when the state determines allocations for the local areas, they are using 18 – 24-month-old data. Ken asked if there are any changes to the allocation methodology expected. Morgan noted there has not been any changes in the formula in many years. Karen asked if we knew how much carry forward funds the state carries every year, to which Morgan responded that we do not know that, but we can request it, as public record, which Karen asked that Morgan do. Karen also asked if the Board should write a letter to the state to consider making the Boards whole on their funding allocations. Morgan noted that she would be willing to draft such a letter. Michael Gardner asked if we could partner with other rural Workforce Boards in this effort, which Morgan affirmed. Ruth Caul agreed this would be a good idea, as did Jeremy Holmes. Morgan noted that the Board will meet in September and should approve the final budget at that time, but what is presented today was a draft.

GRWDB Action: Joe Brinley made a motion to approve the Draft FY2025 Budget presented. Karen Michalski seconded. The motion carried with no opposition or abstention.

Other Business

Casey Nicely shared that this meeting would be his last official act as Board Chair, as his tenure is ending. The Vice Chair, Michael Gardner, has self-nominated to step in as Board Chair, effective 7/1/2024. Casey noted that Michael has been a great partner and advocate for our work and is very knowledgeable and helpful. Casey asked for any self-nominations or nominations to fill the spot of Board Chair.

GRWDB Action: Karen Michalski made a motion to accept Michael Gardner as Board Chair effective 7/1/2024. Tiffany Worstell seconded the motion. The motion carried, Michael Gardner abstained.

Casey noted this would leave a vacancy for the position of Vice Chair and asked for any self-nominations or nominations. No nominations were presented during the meeting. As such, a vote will need to occur at the September meeting. Michael Gardner noted on behalf of the Executive Committee and the entire Board, a thanks to Casey for his leadership, setting the standard of excellence and appreciation for his work.

Adjournment

GRWDB Action: Chuck Simpson made a motion to adjourn the meeting. Ruth Caul seconded the motion. The motion carried.

Casey adjourned the meeting at 12:21pm.