



**Greater Roanoke Workforce Development Board & Chief Local Elected Officials Consortium**

Joint Meeting

January 16, 2024 – 1:00 PM – 2:30 PM

Virtual via Zoom: <https://us06web.zoom.us/j/85188384877?pwd=PWmKfofSDP000wRmBKEh8eYRH4484f.1>

<b>I. Welcome</b>	<b>Michael Gardner</b>
<b>II. Public Comment</b>	
<b>III. Consent Agenda</b>	<b>Michael Gardner</b>
<ul style="list-style-type: none"><li>• Build Smart Institution – Eligible Training Provider List Application</li><li>• FY2025 Budget vs. Actual Report</li><li>• Board/CLEO Joint Meeting Minutes – September 26, 2024</li><li>• PY2024 Programs Report – WIOA Title I Programs</li><li>• FY2025 Budget Modification</li></ul>	
<b>IV. GRWDB Appointments &amp; Composition (CLEO Only)</b>	<b>Martha Hooker</b>
<b>V. Old Business</b>	<b>Michael Gardner</b>
<ul style="list-style-type: none"><li>• Strategic Planning</li><li>• One Stop Certification Process</li><li>• Local Plan Development</li></ul>	
<b>VI. Director's Report</b>	<b>Morgan Romeo</b>
<ul style="list-style-type: none"><li>• Federal Legislation &amp; Environment Update</li><li>• General Assembly – Bills to Watch</li><li>• Roanoke Center Lease Discussion</li><li>• FY2026 Budget Preliminary Discussion</li></ul>	
<b>VII. Committee Reports</b>	
<ul style="list-style-type: none"><li>• <i>Finance Committee</i> <b>Karen Michalski</b></li><li>• <i>Program Oversight Committee</i> <b>Abby Hamilton</b></li><li>• <i>Executive Committee</i> <b>Michael Gardner</b></li></ul>	
<b>VIII. New Business</b>	<b>Leah Gibson</b>
<ul style="list-style-type: none"><li>• Closed Session – RFP Approvals</li><li>• Policy Revisions</li></ul>	
<b>IX. Other Business</b>	<b>Michael Gardner</b>
<ul style="list-style-type: none"><li>• Roanoke Center Open House – March 18<sup>th</sup> – 10:00 AM</li><li>• Meeting Dates - March 20<sup>th</sup>, June 24<sup>th</sup> (Board only), June 26<sup>th</sup> (CLEO Only)</li></ul>	
<b>X. Adjournment</b>	

## **December 2024 New ETPL Applications**

<b>Provider</b>	<b>Provider Requirements</b>
Build Smart Institute	YES
<b>Programs</b>	<b>Program Requirements</b>
Carpentry Prorgam	YES

# Greater Roanoke Workforce Development Board

## Grant Summary

As of 12/31/24

Program	Grant #	Contract Duration	Expense					Revenue	Grant Balance	Notes
			Budget	YTD	Grant Total	Un/(Over)	% of Budget			
ARC Inspire	IS-20253-2021	4/1/21 - 3/31/25	300,000	21,388	246,509	53,491	82.17%	246,509	-	
Transportation to Learn Grant	TTL-22-03-01	7/1/23 - 3/31/25	25,000	2,189	9,108	15,892	36.43%	9,108	-	
Housing Authority Grant - Jobs Plus		1/1/22 - 6/30/25	175,000	18,429	98,057	76,943	56.03%	98,057	-	
United Way – OnRamp		7/1/24 - 6/30/25	34,671	16,253	16,253	18,418	46.88%	16,253	-	
DSS TANF Grant	BEN-24-002-06	7/1/24 - 6/30/25	570,803	186,834	186,834	383,969	32.73%	186,834	-	
PY2023 WIOA Title I Admin	23A55AW000023	7/1/23 - 6/30/25	111,884	45,972	91,085	20,798	81.41%	91,085	-	
PY2023 WIOA Title I Adult	23A55AW000023	7/1/23 - 6/30/25	456,498	152,821	372,898	83,600	81.69%	372,898	-	
PY2023 WIOA Title I Dislocated Worker	23A55AW000023	7/1/23 - 6/30/25	181,872	74,300	161,257	20,615	88.66%	161,257	-	
PY2023 WIOA Title I IS Youth	23A55AW000023	7/1/23 - 6/30/25	92,146	16,160	16,363	75,783	17.76%	16,363	-	
PY2023 WIOA Title I OS Youth	23A55AW000023	7/1/23 - 6/30/25	276,437	101,113	117,216	159,222	42.40%	117,216	-	
PY2024 WIOA Title I Admin	24A55AT000085-01-00	7/1/24 - 6/30/26	102,488		-	102,488	0.00%		-	
PY2024 WIOA Title I Adult	24A55AT000085-01-00	7/1/24 - 6/30/26	364,275		-	364,275	0.00%		-	
PY2024 WIOA Title I Dislocated Worker	24A55AT000085-01-00	7/1/24 - 6/30/26	296,805		-	296,805	0.00%		-	
PY2024 WIOA Title I IS Youth	24A55AY000108	7/1/24 - 6/30/26	81,854		-	81,854	0.00%		-	
PY2024 WIOA Title I OS Youth	24A55AY000108	7/1/24 - 6/30/26	245,562		-	245,562	0.00%		-	
American Job Centers		9/1/24 - 6/30/25	215,979	57,631	57,631	158,348	26.68%	57,631	-	
GRWDB Discretionary Funds		Perpetual		16,924	46,023			255,207	209,184	
Career Quest		Perpetual		10,259	129,565			183,196	53,631	
<b>TOTAL</b>			<b>3,531,274</b>	<b>720,272</b>	<b>1,548,800</b>	<b>2,158,062</b>		<b>1,811,615</b>	<b>262,816</b>	
Star City Works		7/1/22 - 11/30/24	3,000,000	373,004	1,853,498	1,146,502	61.78%	1,853,498	-	Final
Youth Build - 2.0		10/1/23 - 12/31/24	90,000	15,975	75,259	14,741	83.62%	75,259	-	Final
Go Virginia	22-GOVA-028	7/1/22 - 12/31/24	292,510	46,015	267,211	25,299	91.35%	267,211	-	Final

# Greater Roanoke Workforce Development Board

## Balance Sheet

As of December 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11200 ANB Operating	217,146.94
11202 Premier Money Market	281.73
<b>Total Bank Accounts</b>	<b>\$217,428.67</b>
Accounts Receivable	
11400 Grants Receivable	120,266.86
<b>Total Accounts Receivable</b>	<b>\$120,266.86</b>
<b>Total Current Assets</b>	<b>\$337,695.53</b>
Other Assets	
11500 Accrued Revenue	15,730.16
18705 Prepaid Expense	13,613.19
18720 Security Deposit	8,919.92
<b>Total Other Assets</b>	<b>\$38,263.27</b>
<b>TOTAL ASSETS</b>	<b>\$375,958.80</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20300 Accounts Payable	67,156.38
<b>Total Accounts Payable</b>	<b>\$67,156.38</b>
Other Current Liabilities	
20400 Accrued Liabilities	826.37
<b>Total Other Current Liabilities</b>	<b>\$826.37</b>
<b>Total Current Liabilities</b>	<b>\$67,982.75</b>
Long-Term Liabilities	
25010 Accrued Leave	65,738.62
<b>Total Long-Term Liabilities</b>	<b>\$65,738.62</b>
<b>Total Liabilities</b>	<b>\$133,721.37</b>
Equity	
31200 Board Designated Rent Reserves	40,943.00
32000 Unrestricted Net Assets	189,429.17
Net Income	11,865.26
<b>Total Equity</b>	<b>\$242,237.43</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$375,958.80</b>

# Greater Roanoke Workforce Development Board

## A/R Aging Summary

As of December 31, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Appalachain Regional Commission						\$0.00
ARC Inspire					23,704.93	\$23,704.93
<b>Total Appalachain Regional Commission</b>					<b>23,704.93</b>	<b>\$23,704.93</b>
Career Quest						\$0.00
City of Covington		2,500.00				\$2,500.00
<b>Total Career Quest</b>		<b>2,500.00</b>				<b>\$2,500.00</b>
City of Roanoke						\$0.00
Housing Authority Grant - Jobs Plus	3,015.20					\$3,015.20
<b>Total City of Roanoke</b>	<b>3,015.20</b>					<b>\$3,015.20</b>
Goodwill Industries of the Valleys						\$0.00
Youth Build	2,805.17					\$2,805.17
<b>Total Goodwill Industries of the Valleys</b>	<b>2,805.17</b>					<b>\$2,805.17</b>
GRWDB Discretionary Funds						\$0.00
Misc Customer					0.00	\$0.00
<b>Total GRWDB Discretionary Funds</b>					<b>0.00</b>	<b>\$0.00</b>
Roanoke Center Rent/Shared Costs						\$0.00
VWCC - Shared Costs					0.00	\$0.00
<b>Total Roanoke Center Rent/Shared Costs</b>					<b>0.00</b>	<b>\$0.00</b>
Total Action for Progress						\$0.00
United Way OnRamp		3,732.45				\$3,732.45
<b>Total Total Action for Progress</b>		<b>3,732.45</b>				<b>\$3,732.45</b>
VA Department of Social Services						\$0.00
DSS TANF Grant	41,891.38		41,985.06			\$83,876.44
<b>Total VA Department of Social Services</b>	<b>41,891.38</b>		<b>41,985.06</b>			<b>\$83,876.44</b>
Virginia Works						\$0.00
Transportation to Learn Grant	632.67					\$632.67
<b>Total Virginia Works</b>	<b>632.67</b>					<b>\$632.67</b>
<b>TOTAL</b>	<b>\$48,344.42</b>	<b>\$6,232.45</b>	<b>\$41,985.06</b>	<b>\$0.00</b>	<b>\$23,704.93</b>	<b>\$120,266.86</b>

# Greater Roanoke Workforce Development Board

## A/P Aging Detail

As of December 31, 2024

DATE	TRANSACTION TYPE	NUM	VENDOR	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
31 - 60 days past due							
11/13/2024	Bill	Oct 2024	Total Action for Progress	11/13/2024	57	14,491.31	14,491.31
11/20/2024	Bill	Sept 2024	Goodwill Industries of the Valley	11/20/2024	50	5,689.39	5,689.39
11/20/2024	Bill	Oct 2024	Goodwill Industries of the Valley	11/20/2024	50	5,601.54	5,601.54
11/30/2024	Bill	MAC - E. Hall - 11/24	Carilion RMH OJT	11/30/2024	40	1,240.00	1,240.00
11/30/2024	Bill	MAC - S. Dillon - 11/	Carilion RMH OJT	11/30/2024	40	1,240.00	1,240.00
11/30/2024	Bill	MAC - N Daye - 11/24	Carilion RMH OJT	11/30/2024	40	1,222.57	1,222.57
11/30/2024	Bill	O'Connor OJT 11/24	Carilion RMH OJT	11/30/2024	40	1,214.82	1,214.82
11/30/2024	Bill	MAC - CruzDelcid - 11	Carilion RMH OJT	11/30/2024	40	1,147.00	1,147.00
11/30/2024	Bill	Everitt WEX 11/24	Carilion RMH OJT	11/30/2024	40	567.69	567.69
<b>Total for 31 - 60 days past due</b>						<b>\$32,414.32</b>	<b>\$32,414.32</b>
1 - 30 days past due							
11/30/2024	Bill	David OJT 10/20-11/16	Carilion RMH OJT	12/01/2024	39	1,240.00	1,240.00
12/04/2024	Bill	Burwell OJT 11/24	Carilion RMH OJT	12/04/2024	36	1,240.00	1,240.00
12/04/2024	Bill	E Gula OJT 11/24	Carilion RMH OJT	12/04/2024	36	1,236.13	1,236.13
12/04/2024	Bill	P Gupta OJT 11/24	Carilion RMH OJT	12/04/2024	36	1,166.38	1,166.38
12/04/2024	Bill	May OJT 11/24	Carilion RMH OJT	12/04/2024	36	1,133.44	1,133.44
12/04/2024	Bill	Mobiadeen OJT 11/24	Carilion RMH OJT	12/04/2024	36	931.94	931.94
12/04/2024	Bill	H Jerman OJT 11/24	Carilion RMH OJT	12/04/2024	36	930.00	930.00
12/04/2024	Bill	E Colwell OJT 11/24	Carilion RMH OJT	12/04/2024	36	918.38	918.38
12/04/2024	Bill	K Joseph OJT 11/24	Carilion RMH OJT	12/04/2024	36	918.38	918.38
11/30/2024	Bill	Woolwine OJT - 11/24	Carilion RMH OJT	12/12/2024	28	1,117.94	1,117.94
12/12/2024	Bill	SVREC Nov 2024	Total Action for Progress	12/12/2024	28	18,239.21	18,239.21
12/18/2024	Bill	Nov 2024	Goodwill Industries of the Valley	12/18/2024	22	5,360.26	5,360.26
12/18/2024	Bill	McDonald - 11/24	Carilion RMH OJT	12/18/2024	22	310.00	310.00
<b>Total for 1 - 30 days past due</b>						<b>\$34,742.06</b>	<b>\$34,742.06</b>
<b>TOTAL</b>						<b>\$67,156.38</b>	<b>\$67,156.38</b>

# Greater Roanoke Workforce Development Board

## Budget vs Actual - Agencywide

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	1,247,046.63	2,719,191.28	-1,472,144.65	45.86 %
<b>Total Income</b>	<b>\$1,247,046.63</b>	<b>\$2,719,191.28</b>	<b>\$ -1,472,144.65</b>	<b>45.86 %</b>
GROSS PROFIT	<b>\$1,247,046.63</b>	<b>\$2,719,191.28</b>	<b>\$ -1,472,144.65</b>	<b>45.86 %</b>
Expenses				
60000 Personnel Expense	586,033.03	1,247,621.92	-661,588.89	46.97 %
62100 Contract Services	105,868.20	546,109.33	-440,241.13	19.39 %
62800 Facilities and Equipment	128,474.77	83,019.58	45,455.19	154.75 %
65000 Operations	78,512.08	218,085.98	-139,573.90	36.00 %
67000 Travel and Training	19,571.97	68,178.54	-48,606.57	28.71 %
68000 Adult & Dislocated Worker	134,038.59	368,276.93	-234,238.34	36.40 %
69000 Youth Services	122,612.96	185,000.00	-62,387.04	66.28 %
69800 Other Workforce Services	60,069.77		60,069.77	
<b>Total Expenses</b>	<b>\$1,235,181.37</b>	<b>\$2,716,292.28</b>	<b>\$ -1,481,110.91</b>	<b>45.47 %</b>
NET OPERATING INCOME	<b>\$11,865.26</b>	<b>\$2,899.00</b>	<b>\$8,966.26</b>	<b>409.29 %</b>
NET INCOME	<b>\$11,865.26</b>	<b>\$2,899.00</b>	<b>\$8,966.26</b>	<b>409.29 %</b>

# Greater Roanoke Workforce Development Board

## American Jobs Center

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	71,246.61		71,246.61	
<b>Total Income</b>	<b>\$71,246.61</b>	<b>\$0.00</b>	<b>\$71,246.61</b>	<b>0.00%</b>
GROSS PROFIT	<b>\$71,246.61</b>	<b>\$0.00</b>	<b>\$71,246.61</b>	<b>0.00%</b>
Expenses				
62100 Contract Services	9,250.00		9,250.00	
62800 Facilities and Equipment	52,171.36		52,171.36	
65000 Operations	9,825.25		9,825.25	
<b>Total Expenses</b>	<b>\$71,246.61</b>	<b>\$0.00</b>	<b>\$71,246.61</b>	<b>0.00%</b>
NET OPERATING INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>



# Greater Roanoke Workforce Development Board

## AmeriCorps Planning Grant

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	33,490.07	134,898.00	-101,407.93	24.83 %
<b>Total Income</b>	<b>\$33,490.07</b>	<b>\$134,898.00</b>	<b>\$ -101,407.93</b>	<b>24.83 %</b>
GROSS PROFIT	<b>\$33,490.07</b>	<b>\$134,898.00</b>	<b>\$ -101,407.93</b>	<b>24.83 %</b>
Expenses				
60000 Personnel Expense		28,988.00	-28,988.00	
62100 Contract Services	27,511.00	102,511.00	-75,000.00	26.84 %
67000 Travel and Training		500.00	-500.00	
<b>Total Expenses</b>	<b>\$27,511.00</b>	<b>\$131,999.00</b>	<b>\$ -104,488.00</b>	<b>20.84 %</b>
NET OPERATING INCOME	<b>\$5,979.07</b>	<b>\$2,899.00</b>	<b>\$3,080.07</b>	<b>206.25 %</b>
NET INCOME	<b>\$5,979.07</b>	<b>\$2,899.00</b>	<b>\$3,080.07</b>	<b>206.25 %</b>

# Greater Roanoke Workforce Development Board

## ARC Inspire

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	21,387.77	59,040.58	-37,652.81	36.23 %
<b>Total Income</b>	<b>\$21,387.77</b>	<b>\$59,040.58</b>	<b>\$ -37,652.81</b>	<b>36.23 %</b>
GROSS PROFIT	<b>\$21,387.77</b>	<b>\$59,040.58</b>	<b>\$ -37,652.81</b>	<b>36.23 %</b>
Expenses				
60000 Personnel Expense	14,672.65	19,597.27	-4,924.62	74.87 %
62100 Contract Services	272.84	525.60	-252.76	51.91 %
62800 Facilities and Equipment	858.13	3,463.46	-2,605.33	24.78 %
65000 Operations	235.16	4,647.73	-4,412.57	5.06 %
67000 Travel and Training	348.99	806.52	-457.53	43.27 %
68000 Adult & Dislocated Worker	5,000.00	30,000.00	-25,000.00	16.67 %
<b>Total Expenses</b>	<b>\$21,387.77</b>	<b>\$59,040.58</b>	<b>\$ -37,652.81</b>	<b>36.23 %</b>
NET OPERATING INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

# Greater Roanoke Workforce Development Board

## Career Quest

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	32,527.00		32,527.00	
<b>Total Income</b>	<b>\$32,527.00</b>	<b>\$0.00</b>	<b>\$32,527.00</b>	<b>0.00%</b>
GROSS PROFIT	<b>\$32,527.00</b>	<b>\$0.00</b>	<b>\$32,527.00</b>	<b>0.00%</b>
Expenses				
62100 Contract Services	80.58		80.58	
65000 Operations	355.00		355.00	
67000 Travel and Training	15.16		15.16	
69800 Other Workforce Services	10,258.55		10,258.55	
<b>Total Expenses</b>	<b>\$10,709.29</b>	<b>\$0.00</b>	<b>\$10,709.29</b>	<b>0.00%</b>
NET OPERATING INCOME	<b>\$21,817.71</b>	<b>\$0.00</b>	<b>\$21,817.71</b>	<b>0.00%</b>
NET INCOME	<b>\$21,817.71</b>	<b>\$0.00</b>	<b>\$21,817.71</b>	<b>0.00%</b>

# Greater Roanoke Workforce Development Board

## DSS TANF

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	186,833.73	570,803.20	-383,969.47	32.73 %
<b>Total Income</b>	<b>\$186,833.73</b>	<b>\$570,803.20</b>	<b>\$ -383,969.47</b>	<b>32.73 %</b>
GROSS PROFIT	<b>\$186,833.73</b>	<b>\$570,803.20</b>	<b>\$ -383,969.47</b>	<b>32.73 %</b>
Expenses				
60000 Personnel Expense	65,027.97	206,815.19	-141,787.22	31.44 %
62100 Contract Services	105,725.42	273,982.25	-168,256.83	38.59 %
62800 Facilities and Equipment	1,682.18	9,283.75	-7,601.57	18.12 %
65000 Operations	10,953.71	21,734.39	-10,780.68	50.40 %
67000 Travel and Training	994.45	10,710.69	-9,716.24	9.28 %
68000 Adult & Dislocated Worker	2,450.00	48,276.93	-45,826.93	5.07 %
<b>Total Expenses</b>	<b>\$186,833.73</b>	<b>\$570,803.20</b>	<b>\$ -383,969.47</b>	<b>32.73 %</b>
NET OPERATING INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

# Greater Roanoke Workforce Development Board

Go Virginia

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	40,911.00	94,611.14	-53,700.14	43.24 %
<b>Total Income</b>	<b>\$40,911.00</b>	<b>\$94,611.14</b>	<b>\$ -53,700.14</b>	<b>43.24 %</b>
GROSS PROFIT	<b>\$40,911.00</b>	<b>\$94,611.14</b>	<b>\$ -53,700.14</b>	<b>43.24 %</b>
Expenses				
60000 Personnel Expense	-103.87		-103.87	
62100 Contract Services	10,970.77	94,611.14	-83,640.37	11.60 %
65000 Operations	5,044.10		5,044.10	
69800 Other Workforce Services	25,000.00		25,000.00	
<b>Total Expenses</b>	<b>\$40,911.00</b>	<b>\$94,611.14</b>	<b>\$ -53,700.14</b>	<b>43.24 %</b>
NET OPERATING INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

# Greater Roanoke Workforce Development Board

## GRWDB Discretionary

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	904.73		904.73	
<b>Total Income</b>	<b>\$904.73</b>	<b>\$0.00</b>	<b>\$904.73</b>	<b>0.00%</b>
GROSS PROFIT	<b>\$904.73</b>	<b>\$0.00</b>	<b>\$904.73</b>	<b>0.00%</b>
Expenses				
62100 Contract Services	12,949.06		12,949.06	
62800 Facilities and Equipment	4,168.41		4,168.41	
65000 Operations	110.93		110.93	
67000 Travel and Training	426.61		426.61	
69800 Other Workforce Services	173.94		173.94	
<b>Total Expenses</b>	<b>\$17,828.95</b>	<b>\$0.00</b>	<b>\$17,828.95</b>	<b>0.00%</b>
NET OPERATING INCOME	<b>\$ -16,924.22</b>	<b>\$0.00</b>	<b>\$ -16,924.22</b>	<b>0.00%</b>
NET INCOME	<b>\$ -16,924.22</b>	<b>\$0.00</b>	<b>\$ -16,924.22</b>	<b>0.00%</b>

# Greater Roanoke Workforce Development Board

## Jobs Plus

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	18,428.86	33,825.93	-15,397.07	54.48 %
<b>Total Income</b>	<b>\$18,428.86</b>	<b>\$33,825.93</b>	<b>\$ -15,397.07</b>	<b>54.48 %</b>
GROSS PROFIT	<b>\$18,428.86</b>	<b>\$33,825.93</b>	<b>\$ -15,397.07</b>	<b>54.48 %</b>
Expenses				
60000 Personnel Expense	18,428.86	33,825.93	-15,397.07	54.48 %
62100 Contract Services		0.00	0.00	
62800 Facilities and Equipment		0.00	0.00	
65000 Operations		0.00	0.00	
67000 Travel and Training		0.00	0.00	
<b>Total Expenses</b>	<b>\$18,428.86</b>	<b>\$33,825.93</b>	<b>\$ -15,397.07</b>	<b>54.48 %</b>
NET OPERATING INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

# Greater Roanoke Workforce Development Board

## On-Ramp

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	16,253.29	31,627.48	-15,374.19	51.39 %
<b>Total Income</b>	<b>\$16,253.29</b>	<b>\$31,627.48</b>	<b>\$ -15,374.19</b>	<b>51.39 %</b>
GROSS PROFIT	<b>\$16,253.29</b>	<b>\$31,627.48</b>	<b>\$ -15,374.19</b>	<b>51.39 %</b>
Expenses				
60000 Personnel Expense	13,666.48	25,915.23	-12,248.75	52.74 %
62100 Contract Services	299.72	389.05	-89.33	77.04 %
62800 Facilities and Equipment	2,251.41	1,598.56	652.85	140.84 %
65000 Operations		847.24	-847.24	
67000 Travel and Training	35.68	2,877.40	-2,841.72	1.24 %
<b>Total Expenses</b>	<b>\$16,253.29</b>	<b>\$31,627.48</b>	<b>\$ -15,374.19</b>	<b>51.39 %</b>
NET OPERATING INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>



# Greater Roanoke Workforce Development Board

## Star City Works

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	409,011.80	401,337.23	7,674.57	101.91 %
<b>Total Income</b>	<b>\$409,011.80</b>	<b>\$401,337.23</b>	<b>\$7,674.57</b>	<b>101.91 %</b>
GROSS PROFIT	<b>\$409,011.80</b>	<b>\$401,337.23</b>	<b>\$7,674.57</b>	<b>101.91 %</b>
Expenses				
60000 Personnel Expense	266,868.37	299,114.27	-32,245.90	89.22 %
62100 Contract Services	-84,473.38	19,810.10	-104,283.48	-426.42 %
62800 Facilities and Equipment	52,643.84	13,300.80	39,343.04	395.79 %
65000 Operations	35,728.36	52,387.43	-16,659.07	68.20 %
67000 Travel and Training	10,920.83	16,724.63	-5,803.80	65.30 %
68000 Adult & Dislocated Worker	8,574.86		8,574.86	
69000 Youth Services	98,280.00		98,280.00	
69800 Other Workforce Services	20,603.92		20,603.92	
<b>Total Expenses</b>	<b>\$409,146.80</b>	<b>\$401,337.23</b>	<b>\$7,809.57</b>	<b>101.95 %</b>
NET OPERATING INCOME	<b>\$ -135.00</b>	<b>\$0.00</b>	<b>\$ -135.00</b>	<b>0.00%</b>
NET INCOME	<b>\$ -135.00</b>	<b>\$0.00</b>	<b>\$ -135.00</b>	<b>0.00%</b>

# Greater Roanoke Workforce Development Board

## WIOA Title 1 Workforce

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	398,949.32	1,377,324.34	-978,375.02	28.97 %
<b>Total Income</b>	<b>\$398,949.32</b>	<b>\$1,377,324.34</b>	<b>\$ -978,375.02</b>	<b>28.97 %</b>
GROSS PROFIT	<b>\$398,949.32</b>	<b>\$1,377,324.34</b>	<b>\$ -978,375.02</b>	<b>28.97 %</b>
Expenses				
60000 Personnel Expense	193,337.68	619,482.51	-426,144.83	31.21 %
62100 Contract Services	23,110.18	54,108.18	-30,998.00	42.71 %
62800 Facilities and Equipment	14,007.12	54,680.69	-40,673.57	25.62 %
65000 Operations	15,660.41	137,870.03	-122,209.62	11.36 %
67000 Travel and Training	6,453.88	36,182.93	-29,729.05	17.84 %
68000 Adult & Dislocated Worker	118,013.73	290,000.00	-171,986.27	40.69 %
69000 Youth Services	24,332.96	185,000.00	-160,667.04	13.15 %
69800 Other Workforce Services	4,033.36		4,033.36	
<b>Total Expenses</b>	<b>\$398,949.32</b>	<b>\$1,377,324.34</b>	<b>\$ -978,375.02</b>	<b>28.97 %</b>
NET OPERATING INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

# Greater Roanoke Workforce Development Board

## Youth Build

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	15,974.75	15,723.38	251.37	101.60 %
<b>Total Income</b>	<b>\$15,974.75</b>	<b>\$15,723.38</b>	<b>\$251.37</b>	<b>101.60 %</b>
GROSS PROFIT	<b>\$15,974.75</b>	<b>\$15,723.38</b>	<b>\$251.37</b>	<b>101.60 %</b>
Expenses				
60000 Personnel Expense	14,134.89	13,883.52	251.37	101.81 %
62100 Contract Services	172.01	172.01	0.00	100.00 %
62800 Facilities and Equipment	692.32	692.32	0.00	100.00 %
65000 Operations	599.16	599.16	0.00	100.00 %
67000 Travel and Training	376.37	376.37	0.00	100.00 %
<b>Total Expenses</b>	<b>\$15,974.75</b>	<b>\$15,723.38</b>	<b>\$251.37</b>	<b>101.60 %</b>
NET OPERATING INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET INCOME	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>



**Greater Roanoke Workforce Development Board & Chief Local Elected Officials Consortium**

Joint Meeting

September 26, 2024 – 9:00 AM – 10:30 AM

Hotel Roanoke and Conference Center

110 Shenandoah Avenue NE, Shenandoah Room

Roanoke, VA 24011

<b>Chief Local Elected Officials Consortium</b>			
<b>Alleghany County</b>		<b>Franklin County</b>	
The Honorable Stephen Bennett		The Honorable Ronnie Thompson	
Reid Walters		Christopher Whitlow	X
<b>Botetourt County</b>		<b>Roanoke City</b>	
The Honorable Amy White	X	The Honorable Mayor Sherman Lea	
Gary Larrowe	X	The Honorable Joseph Cobb	
<b>City of Covington</b>		<b>Roanoke County</b>	
The Honorable Mayor Tom Sibold	X	The Honorable Martha Hooker	X
Allen Dressler		Richard Caywood	
<b>Craig County</b>		<b>Salem City</b>	
The Honorable Jason Matyas		The Honorable Hunter Holliday	X
Dan Collins		VACANT	

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

<b>GRWDB Staff</b>	<b>Present</b>
Morgan Romeo	X
Leah Gibson	X



Bobby Welch	X
Danielle Hart	X
Emma Howard-Woods	X

Guests	Present
Chris Pope	X
Traci Blido	X

### **Welcome**

Michael Gardner called the meeting to order at 9:15am and welcomed everyone to the meeting.

### **Public Comment**

Traci Blido, Executive Director of Virginia Career Works – Central Region, provided public comment during the meeting. Traci informed the attendees that the Virginia Association of Workforce Directors has been meeting and advocated on behalf of the 14 local workforce development boards in Virginia and wanted to publicly commend Morgan Romeo for serving as Chair of the group and all of the ongoing work on behalf of the boards.

### **Consent Agenda**

Michael Gardner introduced the consent agenda items and asked if the group would like to review any of the items individually.

**GRWDB Action:** Joe Brinley made a motion to accept the consent agenda as presented. Karen Michalski seconded the motion. The motion was carried by a voice vote.

### **GRWDB Member Appointments**

Michael Gardner turned the conversation over to Martha Hooker, who welcomed everyone, thanked everyone for breakfast, and let the local elected officials in attendance know that there were vacancies on the Greater Roanoke Workforce Development Board that needed to be voted on and filled.

Morgan Romeo presented the list of potential Board members up for discussion. This included some members for re-appointment and others for new appointments. The two positions with new appointments were (1) member representing Title II Adult Education programming and (1) member representing Career and Technical Education at the K-12 level. No discussion occurred over the re-appointments or the adult education nominee. There were two nominations for (1) representative of Career and Technical Education, Jason Suhr from Roanoke County Public Schools and Mike Ketron of Botetourt County Public Schools. Both serve as the Director of Career and Technical Education for their respective school divisions. All discussion remained positive about the two candidates. After lengthy discussion, Morgan Romeo noted that while staff would not typically advise for expansion of the board, there would be an opportunity to add both to the Board and adjusting the membership to accommodate these appointments and ensure compliance. The CLEO Consortium was in favor of this idea and noted that they would like for staff to bring a revised composition to reflect the addition of both nominees to the Board representing Career and Technical Education businesses.



**GRWDB Action:** Gary Larrowe made a motion to appoint all members seeking re-appointment to the Board, to appoint Jessica Chenoweth to represent Title II Adult Education, and appoint both Mike Ketron and Jason Suhr to represent Career and Technical Education for K-12 programming. The motion was seconded by Hunter Holliday. The motion was carried by a voice vote.

Martha reminded staff that on the agenda for January, a revised composition of the Board would need to be approved and discussed.

### **Talent Attraction in the Roanoke Region**

Michael Gardner introduced Julia Boas, with Roanoke Regional Partnership (RRP) to discuss their work with talent attraction for the area. Julia shared a presentation on the work that the RRP does, as well as some of the projects that they have worked on with the GRWDB as part of their 18-month GO Virginia Grant, including the new regional talent attraction website. Discussion was had amongst the Board and CLEO Consortium members regarding their activities.

### **Director's Report**

Morgan thanked staff and partners for their hard work through the last year, and shared that our region is leading the state in workforce board funded work-based learning opportunities. She also shared that despite funding cuts, the federal WIOA program alone served 350 individuals and spoke to the tireless work of frontline staff in being creative to meet the needs of jobseekers. Morgan also thanked the staff at Virginia Works (formerly the VEC) for their efforts over the last year as they faced an organization overhaul from the state level. Morgan specifically thanked Kim Dameron, local manager for Virginia Works, for her team's work and noted that they were second in the state for number of people served, serving over 2,000 people with a reduced staff of five.

Morgan also showed the new promotional video for GRWDB and the services they offer. The GRWDB staff hope that this will be an attractive marketing piece that they can use to draw individuals, particularly youth, into their programming with.

### **Committee Reports**

#### **Executive Committee**

Michale Gardner shared that the Executive Committee met earlier in September and discussed various projects on the table and funding diversification. The GRWDB has a new AmeriCorps planning grant with other workforce boards in VA to help them develop the framework to submit planning grant next spring. He also shared that today will start new strategic plan process for the GRWDB as well.

#### **Program Oversight**

Abby Hamilton shared that the Program Oversight Committee met in August where they discussed the ongoing Roanoke Center move, as well as updates to grants such as unexpected end of YouthBuild grant in December 2024. Abby also noted that the JobsPlus grant RHHA will be ending earlier than anticipated due to date errors in documents, that the GRWDB was looking at extension of Transportation to Learn grant, and that the Youth Outreach grant was nearly fully expended. The Committee also reviewed the ETPL payment plan and changes to that, discussing the new concept around program services to look at grouping industries into career clusters, shifting to 'academies' to focus on career pathways and in-demand jobs for program participants. They also looked at basic skills deficiency & how there is



discussion at state level to improve state mandated tools to measure this. The Committee also looked at WIOA program operations and early data is showing improvement to credential attainment. Abby concluded by asking for full board vote on the renewal of the 3<sup>rd</sup> and final year of the One Stop Operator Contract.

**GRWDB Action:** The Program Oversight Committee brought a motion to the full Board to renew the One Stop Operator Contract with Project Now LLC for the third, and final year of the contract terms. Stephanie Hoer seconded the motion for the Board. Martha Hooker seconded the motion for the CLEO Consortium. The motion was carried by a voice vote.

#### Finance Committee

Karen Michalski shared that the yearly audit had been completed, and commended Bobby for his work on this. She also said that the Finance Committee could use more members in case anyone in attendance was interested in joining.

**GRWDB Action:** The Finance Committee brought a motion to the full Board to approve the Single Audit report from Robinson, Farmer, and Cox, as presented. Joseph Brinley seconded the motion for the Board. Maratha Hooker seconded the motion for the CLEO Consortium. The motion was carried by a voice vote.

#### Strategic Planning Preparation

Morgan shared that GRWDB staff are beginning to work on strategic planning for 2024 through 2028 and asked board and CLEO members to help out with a SWOT analysis activity. Members were given the opportunity to identify any strengths, weaknesses, opportunities, and threats that the GRWDB faced in the coming years so that staff can take and incorporate these ideas into their plans.

#### Other Business

No other business was raised at this meeting.

#### Adjournment

Michael Gardner adjourned the meeting at 10:45am.

# Workforce Innovation and Opportunity Act (WIOA)

## Title I Adult and Dislocated Worker Programs

Performance Report December 2024

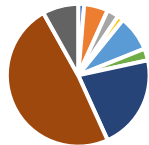
### Adult Program Participants by Month

Month	New	Total YTD
July	15	15
August	12	27
September	15	42
October	12	54
November	5	59
December	10	69
January		69
February		69
March		69
April		69
May		69
June		69

Carryover Participants	87
New Enrollment Goal	100
Total Participant Goal	187

% Toward New Enrollment Goal	69%
------------------------------	-----

\*end of month should be 50%



- Alleghany County VA US
- Bedford County VA US
- Botetourt County VA US
- Craig County VA US
- Franklin County VA US
- Radford, City of VA US
- Roanoke County VA US
- Roanoke, City of VA US
- Salem, City of VA US

### Dislocated Worker Program Participants by Month

Month	New	Total YTD
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0
January		0
February		0
March		0
April		0
May		0
June		0

Carryover Participants	6
New Enrollment Goal	60
Total Participant Goal	66

% Toward New Enrollment Goal	0%
------------------------------	----

\*end of month should be 50%

N/A - none enrolled this Program Year



***Adult Program***

Training Participation	
Healthcare	62
Manufacturing	17
Information Technology	1
Financial Services	0
Construction	9
Transportation	25
Education	1
Culinary	1
Post-Secondary	100
OJT Placements	16
Work Experiences	0

***Dislocated Worker Program***

Training Participation	
Healthcare	7
Manufacturing	0
Information Technology	0
Financial Services	0
Construction	0
Transportation	0
Education	0
Post-Secondary	6
OJT Placements	1
Work Experiences	0

### Adult Program Expenditures & Obligations YTD

Line Item	Budget	Actual	Obligations	Actual +
Occupational Skills Training	\$150,000.00	\$31,000.00	\$70,620.00	47%
On-the-Job Training	\$55,000.00	\$44,193.06	\$60,750.72	110%
Work Experience	\$0.00	\$0.00	\$0.00	0%
Customized Training	\$0.00	\$0.00	\$0.00	0%
Contract Training	\$0.00	\$0.00	\$7,623.00	0%
Transitional Jobs	\$0.00	\$0.00	\$0.00	0%
Registered Apprenticeship	\$0.00	\$0.00	\$0.00	0%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	744%
Supportive Services	\$0.00	\$9,093.98	\$25,315.63	#DIV/0!
Certification & Credentialing	\$10,000.00	\$479.00	\$644.00	-100%
Other Services	\$10,000.00	\$600.00	\$750.00	0%
<b>Total</b>	<b>\$225,000.00</b>	<b>\$85,366.04</b>	<b>\$165,703.35</b>	<b>74%</b>

\*end of month should be 50%

### Dislocated Worker Expenditures & Obligations YTD

Line Item	Budget	Actual	Obligations	Actual +
Occupational Skills Training	\$10,000.00	\$0.00	\$0.00	0%
On-the-Job Training	\$10,000.00	\$0.00	\$6,076.00	61%
Work Experience	\$0.00	\$0.00	\$0.00	0%
Customized Training	\$0.00	\$0.00	\$0.00	0%
Contract Training	\$0.00	\$0.00	\$0.00	0%
Transitional Jobs	\$0.00	\$0.00	\$0.00	0%
Registered Apprenticeship	\$0.00	\$0.00	\$0.00	0%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$0.00	\$0.00	\$0.00	0%
Certification & Credentialing	\$0.00	\$0.00	\$0.00	0%
Other Services	\$0.00	\$0.00	\$150.00	0%
<b>Total</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$6,226.00</b>	<b>31%</b>

\*end of month should be 50%

**Workforce Innovation and Opportunity Act (WIOA)**  
**Title I Youth Program**  
*Performance Report*

**Participants by Month**

Month	New	Total YTD
July	1	1
August	4	5
September	1	6
October	1	7
November	0	7
December	3	10
January		10
February		10
March		10
April		10
May		10
June		10

Carryover Participants	33
New Enrollment Goal	67
Total Participant Goal	100

% Toward New Enrollment Goal	15%
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*\*end of month should be 50%*



- Alleghany County VA US   ■ Botetourt County VA US
- Craig County VA US   ■ Radford, City of VA US
- Roanoke, City of VA US   ■ Salem, City of VA US

### Youth Program

Training Participation	
Healthcare	2
Manufacturing	0
Information Technology	0
Financial Services	0
Construction	14
Transportation	0
Education	0
Hospitality	2

Post-Secondary	0
OJT Placements	2
Work Experiences	16

Out of School Youth Program Expenditures				
Line Item	Budget	Actual	Obligations	Actual +
Tutoring, Study Skills	\$0.00	\$0.00	\$0.00	0%
Alternative Secondary School Service	\$0.00	\$0.00	\$0.00	0%
Work Experience/Internship	\$110,000.00	\$6,013.26	\$31,685.00	29%
Occupational Skills Training	\$0.00	\$0.00	\$0.00	0%
Supportive Service	\$50,000.00	\$2,856.09	\$9,585.69	19%
Adult Mentoring	\$0.00	\$0.00	\$0.00	0%
Follow-up Services	\$0.00	\$0.00	\$0.00	0%
Leadership Development	\$5,000.00	\$0.00	\$0.00	0%
Comprehensive Guidance & Counseling	\$0.00	\$0.00	\$0.00	0%
Financial Literacy	\$0.00	\$0.00	\$0.00	0%
Entrepreneurial Skills Training	\$5,000.00	\$0.00	\$0.00	0%
Career Awareness & Career Counseling	\$0.00	\$0.00	\$0.00	0%
Other Youth Services	\$15,000.00	\$150.00	\$150.00	0%
<b>Total</b>	<b>\$185,000.00</b>	<b>\$9,019.35</b>	<b>\$41,420.69</b>	<b>22%</b>

\*end of month should be 50%

### In School Youth Program Expenditures

Line Item	Budget	Actual	Obligations	Actual +
Tutoring, Study Skills	\$0.00	\$0.00	\$0.00	0%
Alternative Secondary School Service	\$0.00	\$0.00	\$0.00	0%
Work Experience/Internship	\$0.00	\$0.00	\$0.00	#DIV/0!
Occupational Skills Training	\$0.00	\$0.00	\$0.00	0%
Supportive Service	\$0.00	\$0.00	\$0.00	0%
Adult Mentoring	\$0.00	\$0.00	\$0.00	0%
Follow-up Services	\$0.00	\$0.00	\$0.00	0%
Leadership Development	\$0.00	\$0.00	\$0.00	0%
Comprehensive Guidance & Counseling	\$0.00	\$0.00	\$0.00	0%
Financial Literacy	\$0.00	\$0.00	\$0.00	0%
Entrepreneurial Skills Training	\$0.00	\$0.00	\$0.00	0%
Career Awareness & Career Counseling	\$0.00	\$0.00	\$0.00	0%
Preparation for Post-Secondary	\$0.00	\$0.00	\$0.00	0%
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>

*\*end of month should be 50%*