



### **GRWDB Executive Committee**

September 5, 2024 – 10:00AM – 11:30AM

GRWDB Administrative Offices

1 S. Jefferson Street, 3<sup>rd</sup> Floor

Roanoke, VA 24011

<b>Members</b>	<b>Present</b>
Karen Michalski-Karney	X
Michael Gardner	X
Abby Hamilton	
Richard Mansell	X
Mayor Tom Sibold, Jr.	X
Martha Hooker	X

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

### **Welcome**

Michael Gardner called the meeting to order at 10:08am.

### **Public Comment**

There were no public present for public comment.

### **Consent Agenda**

The Committee reviewed the minutes from April 2024.

**Executive Committee Action:** Karen Michalski made a motion to approve the Consent Agenda. Mayor Sibold seconded. The motion carried.

### **Old Business**

#### Virginia Works Update

Morgan Romeo shared that as of 7/1/2024 the Department of Workforce Development and Advancement (DWDA) was in place, which caused unexpected gaps in services for our local area beginning in May. The transition to the new agency meant that funds had to be held off from obligations for a few months. Board staff are still not obligating funds at full speed because of this transition and finalization of our local budget. Richard Mansell asked if funds are caught up, in that the state has paid us all we have asked for reimbursement for, Morgan answered yes. Michael

Gardner asked how many participants were lost, Morgan noted that none were lost, some just had to wait for funding, but were still being served by the Career Coaches just for services that did not require funding.

#### Grants Update

Morgan shared that Star City Works funds must be spent by 2026 per ARPA requirements. Before Bob Cowell left the City of Roanoke, he had received guidance from the federal government that the end date was in 2026. However, since Bob is no longer with the City, the current City management has expressed that funds must be gone by 12/31/2024. Morgan has requested to keep the funds through 6/30/2025, to be able to have it in this year's budget that has already been created with these funds being included. The City has not yet responded to that request. Morgan hopes to have a response from them in the next week. Karen asked if we have anything in writing from the federal government about the 2026 date, Morgan responded that we do not. Karen asked what impact this will have on our budget, which Morgan noted would be discussed during closed session. Michael asked about the current MOU with the City, which Morgan responded that the current MOU ends 12/31/2024. Mayor Sibold noted that it was understood that the funds were obligated when the MOU was created. Morgan noted that she had conversations with Bob Cowell about using Star City Works funds for the new Roanoke Center and renovation expenses for that Center, which Bob agreed to, and that Bob noted in that conversation that the 2026 date was accurate, but the MOU was never amended in writing.

Morgan shared that Goodwill of the Valleys is giving back the YouthBuild grant to the Department of Labor unexpectedly, which is impacting our budget as well. This grant funds 50% of one of our Career Coaches. This grant will now end 12/2024. Morgan shared that she had asked Goodwill about us taking over that grant, which Goodwill declined. Karen noted that this was also discussed during the Program Oversight Committee meeting, and no solution was found at that time, either. Morgan noted that she could reach out to the Department of Labor directly and Karen asked that Morgan do this.

Morgan also noted that the JobsPlus grant with the Roanoke Redevelopment and Housing Authority (RRHA) is also ending earlier than expected. The MOU we have with RRHA was given an incorrect end date of 6/30/2026, and it is now ending 6/30/2025. This grant also pays 50% of a Career Coach.

Morgan noted that Board staff had applied for a WORC grant to serve the Alleghany Highlands in partnership with the Shenandoah Valley. Morgan notified yesterday that we did not receive this grant, but that TAP did. Michael noted that a few weeks before the grant was due, he was contacted by Paul Nester, the Chair for TAP. Paul was unhappy about the process had gone with TAP and applying together for this grant. Paul was led to believe that we had agreed to apply together, and then decided last minute to apply on our own. Michael and Martha had a call with Paul, where they attempted to mitigate and deescalate the conversation. The conversation ended with all parties agreeing that we may at times be competing for the same grant, due to the nature of our work, but

that is okay and not a bad thing. Martha & Michael will meet with Paul again to close the loop and Michael will send a congratulatory note to Paul as well. Paul did apologize to Martha & Michael and the group asked Morgan to send an email congratulating TAP on their award.

Morga noted that Carilion is moving 900 of their employees from internal employees to being employed by a contracted company. These individuals are being laid off from Carilion & starting a new employment with a new company, losing many benefits. Carilion has not yet filed a WARN notice for these layoffs, which would make many of these employees eligible for our Dislocated Worker services. Martha asked Morgan to share the WARN legal notice requirements with her via email. Michael shared a potential conflict of interest because his firm works with Carillion. The group agreed that since the layoff date was so close in the future, that if they hadn't filed a WARN Notice that they were not going to do it.

#### American Job Centers Update

Morgan noted that the Roanoke Center has all new carpet & painting done. She expressed gratitude to Karen & her staff at the Blue Ridge Independent Living Center for their help with accessibility at the new site. The license agreements with the partners is next on the list. We are waiting for the Star City Works funding to get clarified so that we can make some purchases for the new Center. The Virginia Works staff is at the Franklin Center & the Roanoke Library downtown. Our Center Manager, Roy, is also working on some popup locations for services while the Roanoke Center is not yet open.

Morgan shared that the Covington Center has been put in surplus at the state level, with an asking price of \$345,000. The VEC has sent a letter to localities and Economic Development agencies to ask that they submit an offer if interested. The City & County are invested in purchasing the building and making it into a new One Stop Center that is functional. They have discussed inviting Bath & Highland to the table as well to ensure the most folks are served as possible. The Roanoke Regional Partnership is helping with the data required and the proposal for the purchase of the building in partnership with the Board. The next step is to convene the partners and let the localities express the importance of having everyone co-located.

Morgan shared that she met with Chris Whitlow and their administration of the Franklin Center. They are on board with giving us the reigns to run the AJC portion of the facility but they do not want to increase our square footage within the building.

#### **Director's Report**

##### Closed Session – Operations & Staffing Update

**Executive Committee Action:** Michael Gardner made a motion to enter closed session according to Virginia Code 2.2-3711(A)(29) for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion,

salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. Martha seconded the motion. The motion carried.

Martha made a motion to exit closed session and certify that (1) only public business matters lawfully exempted from open meeting requirements under this chapter and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Mayor Sibold seconded the motion. The motion carried by roll call as follows:

<b>Members</b>	<b>Vote</b>
Karen Michalski-Karney	Yes
Michael Gardner	Yes
Richard Mansell	Yes
Mayor Tom Sibold, Jr.	Yes
Martha Hooker	Yes

### **New Business**

#### **Strategic Planning Contract**

Morgan shared that we will be releasing an RFP for strategic planning services. The Executive Committee already approved this RFP but the budget is under procurement limits, so an RFP is not actually required. At the September Board meeting, we will do some prep work for this project.

### **Other Business**

There was no Other Business to discuss.

### **Adjournment**

Michael adjourned the meeting at 11:47am.

**November 2024 New ETPL Applications**

<b>Provider</b>	<b>Provider Requirements</b>
Kentucky Welding Institute	x
<b>Programs</b>	<b>Program Requirements</b>
Certified Pipe Welding Program	x

**Order Form to Chmura Master License Agreement**  
**For JobsEQ Platform**

**Client: Greater Roanoke Workforce Development Board**

**Address:**

**Client Billing Contact:**

**Client License Contact:**

**Order Form Effective Date: 2024-11-19**

This Order Form, together with the Master License Agreement provided at <https://www.chmura.com/master-license-agreement-download>, which is expressly incorporated herein by reference, govern Client's use of the Chmura Intellectual Property provided in this Order Form.

**Definitions:** Capitalized terms used in this Order Form have the meaning set forth in the Chmura Master License Agreement, unless expressly defined in the Order Form.

**Term:** The Term of this Order Form shall commence on the Effective Date of this Order Form as set forth above and continue until the first anniversary of such date. Thereafter, this Order Form shall automatically renew for successive one (1) year Terms unless Client provides written notice to Chmura of its intention not to renew no less than thirty (30) days prior to the end of the then-current Term.

**Restrictions on Use:** In addition to the restrictions provided in 2(d) of the Master License Agreement, Client agrees that Client and End Users shall not: (i) download or attempt to download Chmura Data In Bulk; or (ii) access the JobsEQ Platform using any tools to automate such access (by way of example but not limitation, such as using a browser plugin to automate Client's web browser).

**Personal Data Roles:** The Parties acknowledge that as to any personal data made available to Client pursuant to this Order Form, the parties are separate, independent controllers and separate businesses; accordingly, the Parties are not acting as joint controllers with respect to such data. Each Party shall independently determine the purposes and means of processing personal data made available to Client pursuant to this Order Form.

**Authorized End Users:**

- 1.
  - 2.
  - 3.
  - 4.
-



License provides access to the following geographic area:

Counties of: Alleghany, Botetourt, Craig, Franklin, Roanoke (VA)

Cities of : Covington, Roanoke, Salem (VA)

+75 Mile Radius

Name	Price	QTY	Subtotal
JobsEQ+ Region +75	\$8,300.00	1	\$8,300.00
RTI Region + 75	\$2,075.00	1	\$2,075.00
Talent Watch Region + 75	\$2,075.00	1	\$2,075.00
Total			\$12,450.00

Chmura Blended Hourly Rate for additional services: \$250/hour

*Please Note: The total price listed does not include any applicable sales tax. Sales tax will be calculated and added to your final invoice if your state taxes SaaS and we have a tax nexus in your state, unless your organization is tax-exempt and has provided a tax-exempt certificate.*

**Signatures:**

**Greater Roanoke Workforce Development Board:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Chmura Economics & Analytics, LLC:**

*Sharon Paulus*

Name: Sharon Paulus

Title: Director of Finance

Locality	Population Estimate	Total Request	Rounded
Alleghany County	14,943	\$ 3,735.75	\$ 3,736.00
Botetourt County	33,466	\$ 8,366.50	\$ 8,367.00
Covington City	5,650	\$ 1,412.50	\$ 1,413.00
Craig County	4,855	\$ 1,213.75	\$ 1,214.00
Franklin County	54,182	\$ 13,545.50	\$ 13,546.00
Roanoke City	99,045	\$ 24,761.25	\$ 24,761.00
Roanoke County	96,519	\$ 24,129.75	\$ 24,130.00
Salem City	24,985	\$ 6,246.25	\$ 6,246.00
<b>Total</b>	<b>333,645</b>	<b>\$ 83,411.25</b>	<b>\$ 83,413.00</b>

*25 cents per capita*

*Weldon Cooper Center Data - July 1, 2023*