



Greater Roanoke Workforce Development Board

Program Oversight Committee

May 21, 2025

2:00 PM

Virginia Career Works Roanoke Center
707 S Jefferson Street Roanoke VA 24016

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

GRWDB Staff	Present
Leah Gibson	X
Stephanie Martin	X
Morgan Romeo	X

Call to Order

Abby Hamilton called the meeting to order at 2:04pm.

Public Comment

There was no public comment.

Consent Agenda

Abby Hamilton asked the group to review the minutes and the rest of the consent agenda.

Program Oversight Committee Action: A motion was made by Joe Brinley to approve the Consent Agenda as presented. Maiya Ashby seconded the motion. Stephanie Hoer abstained. The motion was carried by a vote.

Old Business

Franklin & Covington Center Updates

Leah Gibson gave an update on the Virginia Career Works Centers in the region. Joe presented to board on one stop certification at the last meeting, which was approved and submitted to the state. The Franklin Center is no longer an affiliate center but rather Board staff are in conversations with the Franklin Center & Franklin County to set up an outpost location for access for Franklin County residents. Staff are working with them to decide the best presence at the Franklin Center for future services. Board staff are also looking at the outpost and access point model from other places across the country.

The City of Covington was looking to purchase the Covington Center from the state, as the VEC put it up for sale. The City of Covington hired a consultant to provide a plan for updating and improving the building. Since this, the Virginia Department of Corrections has now expressed interest. The state has said that if DOC is interested in the building and wants to take it, they will give them priority, but if not, the City of Covington can bid again.

New Business

Staff Update – Grants

Morgan Romeo provided an update to the Committee members on grants currently in progress, applications being submitted, or applications being reviewed. She reviewed the Grant Update document that was share in the Agenda packet for the meeting.

Policy Updates

Leah shared that the Executive Committee voted at their meeting to approve the policy changes that were being discussed today. The Executive Committee meeting happened prior to this Committee meeting and some were time sensitive. The group reviewed the background document that explained the policy changes being presented. Some included updating references where the state has made policy changes, some were grammatical corrections and updating names and job titles. However, some are refining our policies based on funding changes and reductions. This year, Virginia took a 10% cut in WIOA Title I funding, which means our local area can expect to also take a cut. Board staff have been taking a look at maximum funding allotments per participant to be better stewards of our federal money. Previously, the Board had increased caps for spending per participant during COVID due to an influx of funding, but that influx is drying up and we need to dial back our spending to match our funding.

Maiya Ashby clarified that the policy changes are dropping caps back to where they were pre-covid. Leah confirmed and noted that the biggest struggle with this change may be with the training providers, but she would also note that there are other pots of funding

available that should be researched and utilized more. Maiya noted that it is unfortunate that we see other things increase and yet workforce development funding continues to decrease.

Abby Hamilton asked staff if they think we could still serve the same number of people. Leah noted that we would have to reduce the number of people that we serve because the costs of things are not decreasing to match the policy change.

Kim Dameron asked if staff were seeing an increase in the cost of training. Leah noted that yes, training costs have increased in the last 5 years, to keep up with costs to pay instructors and operate programs.

Kim also noted that the translation service provided by the state is now Homeland Language Services, which replaced Propio. Kim will share the new process to use this service with the Management Team at the Center. Staff will review the changes needed to this policy & bring it back in June.

No Committee Action is needed, as the Executive Committee has already voted and approved the other policy changes.

Training Funding Update

Leah shared an update to the conversation she had at the last Board meeting regarding Fast Forward funding at the Community Colleges. At that meeting, there was some conflicting information about Fast Forward funding availability for the coming year. Since then, we have learned that the Virginia Community College System has put a stop on Fast Forward funding for the current year (ending June 30, 2025) as the budget has been overspent for the year. There is a discussion that G3 funds may be available to get through the end of the year.

Program Operations Report

PY24 Programs Report

Stephanie Martin presented the Programs Report. She shared that the team is continuing to serve job seekers, with referrals still coming in daily. She shared that the Youth program enrollments are trending in the right direction, but we still need to get the word out better about the Youth program and identify ways to connect with that population and attract more to our program services. Adult enrollments are slowing down as we manage our budget and do a better job of explaining our program services to folks, which is allowing us to provide quality service and successful outcomes.

Kim asked about JobCorps and the partnership with that organization for Youth referrals. Morgan noted that we do have a partnership with them, but their location being so physically distant from our region means they rarely have young folks who are moving to our area.

Strategic Plan Actions

Committee Goals & Strategies

Morgan shared that the Board's Strategic Plan Goals will be split amongst the Committees of the Board. This group will have some new Strategic Goals that they will be working towards and keep in mind as we are doing our work. The Committee will identify action items and timelines and monitor Board staff progress towards these goals moving forward. This will be a standing agenda item for the meetings as we move forward.

Abby asked if the Committee could dedicate time at each meeting to map out actions and progress. Leah responded yes.

Maiya asked if the Board will be adding any new committees. Morgan responded that yes, we will be adding a Communication and Outreach Committee

Upcoming Meetings

Program Oversight Committee Meetings for the new year will be scheduled via email with calendar invites sent once confirmed.

Adjournment

Abby Hamilton adjourned the meeting at 3:00pm.