



GRWDB & CLEO Consortium Meeting Minutes

September 24, 2025 – 9:00AM – 10:30AM

Roanoke Regional Chamber Offices

1948 Franklin Road SW, Suite 200, Roanoke, VA 24014

Chief Local Elected Officials (CLEO) Consortium				
Locality	Appointed	Present	Alternates	Present
Alleghany County	The Honorable Matt Garten		Ken McFadyen	X
Botetourt County	The Honorable Amy White	X	Gary Larowe	X
City of Covington	The Honorable Fred Forbes	Virtual	Allen Dressler	
Craig County	The Honorable Jason Matyas		Dan Collins	
Franklin County	The Honorable Ronnie Thompson		Christopher Whitlow	X
City of Roanoke	The Honorable Joe Cobb	X	The Honorable Terry McGuire	
Roanoke County	The Honorable Martha Hooker	X	The Honorable David Radford	
City of Salem	The Honorable Hunter Holiday	X	The Honorable John Saunders	

Greater Roanoke Workforce Development Board (GRWDB)			
Private Sector		Public Sector	
Jasmine Gallitan		Joseph Brinley	
Ruth Caul		Chuck Simpson	X
Jim Hungate		Abby Hamilton	
Jose Humberto Perez	Virtual	Karen Michalski	X
Maiya Ashby	X	Cynthia Lawrence	X
Richard Mansell		Stephanie Hoer	X
David Oliver		Heather Fay	X
Jeremy Adkins	X	Erin Burcham	X
Shay Whitlow	X	Patricia Franklin	
Sonya Charlow	X	Kimberly Dameron	X
Michael Gardner	X	Jessica Chenoweth	X
Carter Hardesty	X	Mike Ktron	X
Kristin Breakell	X	Jason Suhr	X
Tiffany Worstell		Dr. John Rainone	X
Tyler Giegel	X	Marilyn Herbert-Ashton	X
Jeff Hamley	X	Tiffany Richardson	X
Shane Rucker	X	Lindsay Webb	X
Kevin Price		Jeremy Holmes	X
Casey Nicely		Scott Tate	
Kenna Smith	X		

GRWDB Staff	Present
Morgan Romeo	X
Bobby Welch	X
Jackie Thomas	X

Stephanie Martin	X
Emma Howard-Woods	X
Toni McLawhorn	X

Guests	Present
Kimberly McIvor	X
Brad Turner-Litter	X

Welcome

Ms. Martha Hooker welcomed everyone to the joint meeting of the CLEO Consortium and the Greater Roanoke Workforce Development Board. Ms. Hooker called the meeting to order at 12:24pm and encouraged everyone to continue to eat their lunch as the meeting progressed.

Public Comment

Mr. Michael Gardner asked if there were any individuals that would like to make any comments during the public comment portion of the meeting. There were no individuals signed up to make public comment nor did any member in attendance wish to make public comment.

Consent Agenda

Mr. Gardner noted that the Consent Agenda was included on the agenda and items were included in the packet that was prepared for the meeting. Mr. Gardner asked if any members of the CLEO Consortium or the GRWDB would like to remove any items for further discussion. There were no requests for further discussion.

CLEO Consortium Action: A motion was made by Mr. Joseph Cobb to approve the consent agenda as presented. The motion was seconded by Mr. Hunter Holliday. The motion was carried by voice vote.

GRWDB Action: A motion was made by Dr. John Rainone to approve the consent agenda as presented. The motion was seconded by Ms. Karen Michalski. The motion was carried by voice vote.

Federal Landscape Update

Mr. Gardner introduced Brad Turner-Little, President & CEO of the National Association of Workforce Boards (NAWB). Mr. Turner-Little provided the meeting attendees with an overview of the federal landscape related to workforce development with the passage of the “One Big Beautiful Bill” and the federal shutdown, as well as what to look forward to in the upcoming budget and legislative discussions.

Old Business

Strategic Plan Update

Mr. Gardner noted the inclusion in the packet of a dashboard related to the strategic plan and the implementation of the plan’s goals and strategic actions. Mr. Gardner went through the items and noted progress that had taken place and led discussion and questions on the progress so far as well as upcoming projects and implementation.

Committee Appointments

Mr. Gardner referenced the background information on two committees of the Board that needed additional appointments, including the Finance Committee and the Communications & Outreach Committee. Mr. Gardner noted that this would be GRWDB action only. A slate of appointments was presented as follows:

Finance	Communications & Outreach
Karen Michalski (Chair/Treasurer)	Cynthia Lawrence
Dr. John Rainone	Erin Burcham
Richard Mansell	Heather Fay
Lindsay Webb	Jason Suhr
Tyler Giegel	

GRWDB Action: A motion was made by Ms. Karen Michalski to approve the Committee appointments are presented. The motion was seconded by Mr. Jeremy Adkins. The motion was carried by a voice vote.

Director's Report

Systemwide Branding

Ms. Morgan Romeo presented the Director's report to the Board which included an update on a new implementation project of the new Department of Workforce Development and Advancement, which was to eliminate the Virginia Career Works brand and move to rebrand the workforce system under the Virginia Works nomenclature. Ms. Romeo presented the Board with the updated Virginia Board of Workforce Development Policy that was approved the previous week at the quarterly meeting of the state board, and the written public comment that Ms. Romeo submitted to the state board regarding the proposed brand change. Discussion was held amongst the members regarding the impact of the proposed changes, the funding that will be needed, potential barriers or challenges to implementation and the effects of new incoming administration on the implementation.

Local Area Metrics

Ms. Romeo also presented information on another topic of discussion from the state workforce board meeting which was the first version of a regional snapshot of "performance" metrics for each local workforce development board. Ms. Romeo noted the discrepancies in the data and expressed concern about the rollout of the project that was not fully accurate. The meeting attendees discussed the parameters of the data and requested that the final regional snapshot be brought back to the attendees for review.

Committee Reports

Executive Committee

There was no report from the Executive Committee at the meeting.

Finance Committee

There was no report from the Finance Committee at the meeting.

Program Oversight Committee

Mr. Gardner noted that there would normally be a report from the Program Oversight Committee but that Ms. Abby Hamilton was not in attendance and therefore there would not be a report.

New Business

PY2024 Year-in-Review

Ms. Romeo presented to the Board data and outcomes from the previous program year of implementation to the meeting attendees. Discussion was had around the presentation and questions were asked regarding the data. The meeting attendees noted that success stories were important and that they would like to continue seeing these at meetings to remind the organization of the good work that is occurring. [The full presentation to the Board can be found at this link.](#)

CLEO Consortium – Focus Areas

Ms. Hooker opened up the meeting for discussion topics from each of the localities in attendance at the meeting, regarding priorities for workforce development in their locality, big wins that have occurred, or other notable topics. Ms. Hooker started the conversation discussing the success of the industry tours that Roanoke County has been conducting for teachers, guidance counselors, and other relevant staff to learn more about industry needs and touring local employers to showcase career pathway opportunities for students. Ms. Lindsey Webb echoed the comments made by Ms. Hooker on Roanoke County and also thanked the GRWDB for assisting with upcoming tours for Manufacturing Day the first week of October that will transport students to local manufacturers to learn about career opportunities as well as other work-based learning opportunities. Other localities chimed in with success stories, economic development wins, and other workforce development opportunities.

Other Business

There was no other business presented to the members for discussion.

Adjournment

The meeting was adjourned at 2:02pm.