

NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES

October 26, 2016

A meeting of the New River/Mount Rogers Workforce Development Board was held on October 26, 2016 at the Wytheville Meeting Center. Those in attendance were as follows:

Board Members

Lynn White, Chair	Timothy McVey
Karen Akers	Robin Meadows
Pam Allison	Michael Miller
Carol Blankenship	Terry Smusz
Jeff Dunnack	Mike Steele
Joe Ferrell	Rick Weaver
MaryAnn Gilmer	Kerri Williams
Rob Goldsmith	Jimmy Smith (alternate)
Melinda Leland	

Guest

Brenda Rigney
Darrell Blankenship

Staff

Marty Holliday
Ronnie Martin
Beverly Burke

Chair White called the meeting to order at 10:12 a.m. Chair White introduced each of the new WDB members and who they represented.

The roll was then called and a quorum was present.

Chair White asked for a motion to approve the agenda. Mr. Ferrell made a motion to approve the agenda as presented. Mr. Dunnack seconded the motion which was approved unanimously.

Chair White asked for a motion to approve the minutes of the August 24, 2016 meeting which had been previously distributed to WDB members. Mr. Goldsmith made a motion to approve the minutes. Ms. Gilmer seconded the motion which was approved unanimously.

Chair White asked if anyone in the audience wished to address the Board during the public comment period. There was none.

Moving on with the agenda, Chair White called for Committee reports:

- **Budget & Administration** – In the absence of Mr. Overton, Committee Chair, Mr. Martin stated that the financial report being presented is through the end of August. By the end of October all PY15 funds should be expended. Mr. Martin stated that the Program Operators are in the early stages of the new program year. There will be many ups and downs throughout the year that the staff will be monitoring, but all performance is very good and the Program Operators are doing an excellent job. Mr. Martin informed the Board that the NOO for the balance of the PY16 allocations for Adult and DLW funds has not been received. Mr. Martin informed the Board that each Board member is required

to complete a Financial Disclosure Statement every program year. If any members have not completed the Financial Disclosure Statement to please ask for a copy of the form. A list of WDB members who have not completed the Financial Disclosure Statement will be provided at the next meeting.

- **Rapid Response Outreach Plan** – Ms. Holliday highlighted the two advertisement in the VT Football Program for Employers and Job Seekers, Job Fair flags for the Wytheville One-Stop, brochures and flyers that have also been printed. Ms. Akers stated the flags have been bringing people into the One-Stop Center. Ms. Holliday stated that Areas I, II & III have developed an outreach plan based upon the Area II outreach plan. She stated that somehow businesses need to realize what we have to offer. Chair White asked the Board members to communicate ideas on outreach and partnerships with Ms. Holliday. Mr. Miller highlighted the Trailblazer Award that Areas I, II, & III were awarded from the United Way.
- **Strategic Planning** – Mr. Miller highlighted the timeline for the Strategic Plan and key dates that must be met. The Plan must be advertised for public comment by January 15, 2017 for 30 days and submitted to the State by March 1, 2016. As part of the Plan requirements, an on-line SWOT Analysis Survey is being developed. Ms. Holliday asked Board Members to review the printed survey that was included in the packet this week and make any suggestions or additions ASAP. The survey should be ready by November so that data can be gathered. Once the survey is up, it will be available for 15 days. A rough draft of the Strategic Plan will be presented at the Joint Board Meeting December 7, 2016. Mr. White encouraged all Board members to attend the December 7, 2016 meeting.
- **Training Provider & Individual Training Account** – Mr. McVey asked the Board to approve the additional Training Providers on the Training Provider List that was included in the packet. Mr. McVey made a motion from the Committee to approve the updated Training Provider list. There was a second from Ms. Meadows and the motion was passed unanimously.
- **Youth Committee** – Ms. Holliday stated that there have been issues getting the Youth Committee to meet due to scheduling. She said that in the future she will drive to wherever the Committee Chair is located and conduct online meetings. The Committee will be told where the Chair would be conducting the meetings if they choose to go there, but could actually participate online. Expect to see more of these meetings online thanks to Rapid Response funding.
- **Policy & Procedure, Incumbent Work Policy** – Ms. Holliday stated that due to the State coming out with a new policy concerning Incumbent Worker Training which is asking for data that is not required of by the DOL, there will be a hold placed on Area II's Incumbent Worker Policy. Other Area Directors and field staff have gone to the State

requesting a change in the data sets that are being required by the State. A brief discussion followed.

Consortium Board Chair John Garner was not present to give the Consortium Board Update.

Chair White asked Ms. Holliday to give the Executive Summary. Ms. Holliday updated the Board on Staff activities since their last meeting. She highlighted the industry specific job fair that was held in the New River Valley and informed the Board that one would also be held in Abingdon. Ms. Holliday asked if anyone on the Board had any ideas on Business Services Unit topics to let her know.

Chair White asked the Workforce System Representatives to give a brief update on activities happening around the region.

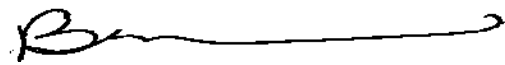
- **Career & Technical Education** – Mr. Weaver stated that High School graduates with CTE Diplomas will be getting certified as Work Ready.
- **Community Based Organizations** – Ms. Smusz stated that the NRCA is working on helping the Homeless in the NRV. Because of a donation from the United Way they will be able to assist in helping homeless couples so they won't have to be sent to Roanoke. With winter coming they will focus on serving couples in emergency situations. Mr. Goldsmith stated that People Inc Financial Services was one of fifteen organizations to receive a grant from the small business association. They will be using the funds to hire a bilingual staff person to assist with the Spanish speaking community.
- **Institute of Higher Education** – Ms. Leland shared that the Community Colleges have received additional funding to purchase equipment to support the Workforce Credentials Grant programs. VHCC enrollment is up 2%.
- **Job Corps** – Mr. Steele stated that Blue Ridge Job Corps is looking for referrals for female or males age 16-24. Males are not permitted to live on campus but can attend all functions.
- **Title 1 Rehabilitation Act of 1973** – Ms. Allison stated that DARS had completed the performance year in September 2016. They achieved their statewide goal. Effective November 1, 2016 there will be a waiting list for client's to receive services. A brief discussion followed.
- **Virginia's Employment Services** – Ms. Aker's thanked the Board for the Job Fair banners and stated they had gotten a lot of positive response from both employers and the public. She hoped to be getting new computers for the resource room in the near future. Hopefully a signed MOU will also be available in the near future
- **WIA Title I Programs** –
 - Mr. Blankenship gave the One-Stop Operator Report highlighting the many layoffs in the area. Mr. Blankenship is currently touring the region with the Virginia Apprenticeship Program Coordinator highlighting the programs that can be offered to businesses.
 - Ms. Gilmer highlighted the success story. She stated that currently CSEP is actively recruiting individuals who are over 55 years old, low income, and have barriers to employment.

- **Special Grants** - Ms. Holliday gave a brief update on recent grant activities.

The 2016 WDB meeting schedule was reviewed with Board members noting that the next WDB meeting is a joint meeting with the Consortium Board and is scheduled for December 7, 2016 at the Wytheville Meeting Center beginning at 10:00 AM. A buffet lunch will be provided following the meeting.

Ms. Holliday discussed the Travel Voucher that each Board member must complete and sign if they want to be reimbursed for their travel. With no further business to discuss, the meeting was adjourned by Chair White at 11:43 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Beverly Burke', with a long horizontal flourish extending to the right.

Beverly Burke,
Workforce Operations Coordinator