

NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT BOARD

MEETING MINUTES

June 25, 2014

A meeting of the New River/Mount Rogers Workforce Investment Board was held on June 25, 2014 at the Wytheville Meeting Center. Those in attendance were as follows:

Board Members

Martha Samples, Chair	Howard Bartholomay
David Hutchins	Lynn White
Robbie Wyrick	Michael Miller
Robert Pierce	Michael Jennings
David Wright	Greg Adkins
Wilma Faulkner	Betty Rowe (alternate)
Jenny Bolte	Mary Ann Gilmer (alternate)
Karen Akers	Sheila West (alternate)
Tim McVey	

Guest

Brenda Rigney

Staff

Ronnie Martin
Marty Holliday
Beverly Burke

Martha Samples – Chair called the meeting to order at 10:05 a.m. and welcomed all WIB members and guests to the meeting. Chair Samples shared her thoughts about the recent passing of Board member Jim Topping and how he will be greatly missed.

The roll was then called and it was established that a quorum was present.

Chair Samples next asked for a motion to approve the agenda. Mr. White made a motion to approve the agenda as presented. Ms. Bolte seconded the motion which was approved unanimously.

Next, Chair Samples asked for a motion to approve the minutes of the previous meeting which had been previously distributed to WIB members. Mr. Miller made a motion to approve the minutes. Ms. Akers seconded the motion which was approved unanimously.

Chair Samples asked if anyone in the audience wished to address the Board during it's public comment period. Ms. Bolte announced that she will be leaving NRCC effective June 30, 2014 and has accepted a job with Goodwill Industries of the Valleys. She will no longer be a WIB member after this meeting. Chair Samples thanked her for her service to the Board and wished her the best in her new job.

Mr. Martin next reviewed the Fiscal Agent Report for the period 7/1/13 – 4/30/14. All expenditures are excellent at this time. Mr. Martin indicated that carry-over should be adequate for Administration and DLW but may be low for Youth. Carry-over for Adult may be adequate, however, due to the small amount of Adult funds available on July 1, 2014, \$53,869, overall available Adult funding will be tight until October 1, 2014. He did indicate that DLW funds could be transferred to the Adult program if needed.

Next, Chair Samples asked Mr. Martin to review the PY'13 WIA Performance Report. Mr. Martin reviewed the report with Board members highlighting the fact that Area 2 had exceeded all standards except one (1) which we met. Mr. Martin indicated that our Program Operators have done an excellent job. Mr. Martin also discussed an Incentive Award to be received effective July 1, 2014 for PY'12 Exemplary performance in the amount of \$2,500. Area 2 performance is much better than overall State wide performance. Additionally, Area 2 has also received Incentive funds for our "Small Learning Communities" project in the amount of \$50,000 which will also be effective July 1, 2014.

Chair Samples continued with the agenda asking Mr. Martin to report on the PY'14 Allocations and funding comparisons. Mr. Martin drew the members' attention to the detailed printout contained in their packets. Mr. Martin reviewed the data pertaining to the PY'14 Allocations as well as spending limitations imposed on Adult and DLW funds for PY'14.

Next, Consortium Board Chair David Hutchins asked Mr. Martin to update the WIB on recent Consortium Board activities. Mr. Martin updated the Board on the following:

- A. Ready to Work Grant Application
- B. Small Learning Communities Incentive Grant Proposal
- C. Invited WIB members to the Consortium Board meeting and cookout at Elizabeth Brown Park in Wytheville on September 17, 2014.

Chair Samples continued with the agenda asking Mr. Martin, in the absence of John Overton, Committee Chair, to report on activities of the Budget Committee. Mr. Martin drew the members attention to the detailed "Draft" PY'14 Budget contained in the meeting packet, which had been approved by both the WIB Budget and Administration Committee and the Elected Officials Finance Committee and previously distributed to WIB members for review and comments. Mr. Wright made a motion to approve the Draft PY'14 Budget as presented. Mr. Miller seconded the motion which was unanimously approved with Ms. Rowe and Ms. Gilmer abstaining.

Mr. Martin next presented Mr. Anthony Jones, former WIA youth participant, for appointment to the Youth Council. Mr. White made a motion to approve the appointment of Mr. Jones to the Youth Council. Ms. Bolte seconded the motion which was unanimously approved.

Next, Chair Samples asked Mr. Martin for a report on Youth Council activities. Mr. Martin gave details of current Youth Council activities to the Board and indicated that a funding recommendation for unobligated youth funds would be forthcoming in August.

Next, Chair Samples turned the meeting over to Mr. Martin for the election of Officers and Executive Committee members for PY'14. Mr. Martin asked Mr. Jennings, Nomination Committee member, in the absence of Mr. Goldsmith, Committee Chair, to present the Nomination Committee report. Mt. Jennings indicated that the Nomination Committee was recommending the election of the following Officers and Executive Committee members for PY'14.

Chair – Martha Samples
1st Vice Chair – Lynn White
2nd Vice Chair – Ed Stringer

Executive Committee:

Martha Samples
Lynn White
Ed Stringer
David Wright
Howard Bartholomay

Mr. Jennings indicated that, due to an oversight, nominations had not been included to replace Mr. Jim Topping and Mr. Todd Davis. He indicated that nominations to fill these seats on the Executive Committee would be presented at the August 27, 2014 WIB meeting for action, Mr. Martin asked if there were any additional nominations from the floor. Hear none, he asked Mr. Jennings if he would like to put the Nomination Committee's recommendation in the form of a motion. Mr. Jennings made a motion on behalf of the Nomination Committee, to approve the Committee's recommendation for PY'14 Officers and Executive Committee members as

presented. Since this is a Committee motion, a second is not required. A vote was taken and the motion was unanimously approved. At this time, Mr. Martin turned the meeting over to Chair Samples who proceeded with the agenda.

Next, Mr. Martin announced to the Board that our Wytheville One Stop Campus had received full certification from the State. He shared some history with the group and reviewed the Open House that occurred on June 17, 2014. Mr. Martin gave special thanks to Ms. Holliday, Ms. Akers and Ms. Rowe for all of their efforts and hard work in achieving this certification for the Wytheville One Stop Campus.

Chair Samples next asked Ms. Rowe to present the One Stop Operator report. Ms. Rowe presented the report which covered the period July 1, 2013 to May 31, 2014 and asked for questions. The success story was reviewed and discussed by Ms. Rowe.

Ms. Holliday provided an update to Board members on current grant activities in our area. The following grants were reviewed and discussed by Ms. Holliday

- A. Ready to Work Grant Application
- B. Skills Gap Analysis
- C. Small Learning Communities Incentive Grant
- D. DEI Grant
- E. Website Redesign Project Update

Mr. Martin updated the Board on the status of our NEG-OJT grant to serve long term unemployed displaced workers using on the job training.

Mr. Martin reviewed with Board members the Committee signup sheet and current Committees roster contained in their meeting packet. Board members were asked to complete the form indicating which Committee(s) they would like to serve on during PY'14. Requested forms must be received by July 31, 2014 with PY'14 Committee assignments being announced at the August 27, 2014 WIB meeting.

Next, Mr. Martin reviewed with Board members the legal requirements of having a Financial Disclosure Statement filed annually prior to July 1, 2014. He encouraged each Board member to complete and return the form to him as soon as possible.

Mr. Martin reviewed the WIB travel voucher with Board members. He requested that they complete the form if they desired to get reimbursed for their travel to the WIB meeting.

The 2014 WIB meeting schedule was reviewed with Board members noting that the next WIB meeting is scheduled for August 27, 2014 at the Wytheville Meeting Center beginning at 10:00 AM.

With no further business to discuss, the meeting was adjourned by Chair Samples at 11:25 AM.

Respectfully Submitted,

Ronnie Martin
Executive Director