

**JOINT MEETING OF THE WORKFORCE DEVELOPMENT BOARD  
AND CONSORTIUM BOARD**

**MEETING MINUTES**

**December 7, 2016**

A joint meeting of the New River/Mount Rogers Workforce Development Board and the New River/Mount Rogers Workforce Investment Area Consortium Board was held on December 7, 2016 at the Wytheville Meeting Center. Those in attendance were as follows:

<b><u>WDB Members</u></b>		<b><u>Consortium Members</u></b>	<b><u>Staff</u></b>
Lynn White, Chair	Robin Meadows	John Garner, Chair	Marty Holliday
Pam Allison	Patricia Moore	Kenneth Belton	Ronnie Martin
Howard Bartholomay	Robert Pierce	Andy McCready	Beverly Burke
Shirley Carlson	Terry Smusz	Rex Hill	Della Meadows
Jeff Dunnack	Mike Steele	Brenda Sutherland	Kimber Simmons
Joseph Ferrell	Rick Weaver	Rob Gropman	Renee Sturgill
Mary Ann Gilmer	Robbie Wyrick	Steve Truitt	Holly Lesko
Rob Goldsmith		Mary Biggs	Brad Schassberger, Intern
Jared Iroler			
Anthony Isom			
Josh Lewis		Brenda Rigney	Sarah Lyon-Hill
Timothy McVey		Beth Carico	Rocky Warren
		Charles Williams	Aaron Sizemore
		Jason Moretz	

WDB Chair White and Consortium Board Chair Garner called the joint meeting to order at 10:06 a.m. and welcomed all attendees to the meeting.

Chair Garner led the group in a moment of silence/reflection and the Pledge of Allegiance.

Ms. Holliday introduced Board staff present at the meeting. She expressed her appreciation of the staff and complimented them on doing a great job.

The Chairs of each Board had their Board members introduce themselves. Chair White had the guests introduce themselves.

Chair Garner asked Ms. Burke to call the Consortium Board roll. The roll was called and a quorum was not present.

Chair White asked Ms. Burke to call the WDB roll. The roll was called and a quorum was present.

Chair White asked for a motion to approve the agenda on behalf of the WDB. Mr. McVey made the motion to approve the agenda. Ms. Carlson seconded the motion which was unanimously approved.

Chair Garner asked that the Consortium Board Executive Committee meet before lunch to vote on all items that required a vote

The floor was opened for public comments. There were none.

Chair White asked for a motion to approve the WDB Consent Agenda items which had been previously distributed. Ms. Meadows made a motion to approve the Consent Agenda items. Ms. Smusz seconded the motion which was unanimously approved. Mr. Goldsmith and Ms. Gilmer abstained.

Due to lack of a quorum of Consortium Board members, no official action will be taken at this time to approve Consent Agenda items, however, all items will be addressed by the Executive Committee.

A discussion was held on the revised Consortium Board Agreement, though no action was taken.

Ms. Holliday asked WDB members to review the proposal and budgets for the Training to Careers (T2C) project that has been proposed by Goodwill Industries of the Valleys and People Inc. along with the document showing the possible distribution scenarios of undesignated Adult and Youth funds. After a brief discussion Mr. Ferrell made the motion to approve the project and budgets as presented. Mr. Dunnack seconded the motion. The motion passed unanimously with Ms. Gilmer and Mr. Goldsmith abstaining.

Ms. Smusz made a motion that the remaining undesignated Adult and Youth funds be distributed to the Program Operators as noted. Mr. Bartholomay seconded the motion. The motion passed unanimously with Ms. Gilmer and Mr. Goldsmith abstaining.

### **WDB Committee Reports:**

- **Budget & Administrative Committee:** Ms. Holliday stated that the completion of the Financial Disclosure Statement is required for all Board members each program year. Those listed in the Board packet must get their completed document to either Mr. Martin or herself as soon as possible.
- **Strategic Planning Committee:** Ms. Holliday reviewed the Strategic Plan Timeline with the Boards. The Plan will be due to the State by March 1 and will need approval from both Boards with signatures from both Chairs at that time. This is a very short timeline. All in attendance were asked to vote and comment on a new Mission & Vision Statement. Voting will be conducted during lunch by placing a dot sticker on the preferred Mission Statement and Vision Statement. Board members will be kept apprised of the draft plan via email.

Mr. Martin updated the Boards on the Fiscal Agent Report and Operational Summary. He stated that all PY'15 WIOA Program funds will be expended with the submission of the November report. After completion of first four months of the current program year, Program Operators are meeting or exceeding planned program objectives. Operationally, Mr. Martin stated, everything is flowing well for PY'16.

Ms. Holliday reviewed the Executive Summary, there were no comments or questions.

## Partner Reports:

- **Adult Education:** Shirley Carlson stated with the changes in WIOA, Adult Ed has been proactive in learning how to reach out to the community and professional development. She stated that they are not a tutoring agency and not just for those who do not have a High School Diploma. Adult Ed. is partnering with the Good Care program providing not only Adult Education but also with soft skills training using computer software. They are working with DSS and the Community Colleges regarding the WCG (Workforce Credential Grant).
- **Career & Technical Education:** Rick Weaver stated that Montgomery County is working on Career Planning and Work Ready Certifications for students. Students in High School are taking “Career” trips and going to NRCC for a Career Day. A brief discussion followed.
- **Community Based Organizations:** Terry Smusz stated with winter coming their key focus will be on homelessness in the NRV. She stated that their program working with homeless men was working very well. The Swift Start Program has started and the VIA program will be gearing up to assist with income tax returns. Rob Goldsmith stated that People Inc has received millions of dollars in tax credits to sell to businesses in distressed areas. So far several historical buildings have been renovated in different service areas. They hope to help 8-10 business projects this year with those tax credits.
- **Institute of Higher Education:** In the absence of Melinda Leland, Ms. Holliday shared with the Boards a list of Workforce Credentials classes that the three community colleges will be offering.
- **Economic & Community Development:** Josh Lewis stated that Economic Development is in transition right now which is slowing the pipeline of activity in the system. The Go Virginia initiative is forming a Regional Council. The New River/Mount Rogers Workforce area is being split into two regions. He hopes to have more information at the next Board meeting.
- **Job Corps:** Mike Steele reminded the Board that the Marion site is an all medical facility. The students are encouraged to participate in community activities. Some activities in the future include Martin Luther King day service and Reading Across America. Mr. Steele invited Board members to their Community Relations Council meeting on Friday, December 9 at noon.
- **TANF Programs:** Tony Isom stated that DSS is implementing a new eligibility program across the State. Grayson County is partnering with their community action program in getting people back to work. They are working on providing transportation for clients to get to work.
- **Title 1 Rehabilitation Act of 1973:** Pam Allison stated that DARS was focusing on students with disabilities in High School. They are currently advertising for three new positions in the area to work with students with disabilities in grades 9-12. These clients will then transition to adult case managers when they graduate.

- **Virginia Apprenticeship Program:** Patty Moore stated that several companies have expressed interest in apprenticeships. She is currently working with high schools on CTE. She is working with Darrell Blankenship of People Incorporated on Incumbent Worker Training.
- **WIOA Title I Programs:** Beth Carico of People Incorporated gave the One-Stop Operator report and highlighted the success stories. She informed the Boards that there was an Industry Specific Job Fair in Galax next Tuesday.
- **Special Grants:** Ms. Holliday gave the following grant updates
  - Disability Employment Initiative: the DEI grant has been extended from January 31, 2017 until April 30, 2017.
  - Career Pathways for Individuals with Disabilities (CPID): is a new project with DARS which will highlight advanced manufacturing careers at WCC or Woodrow Wilson in the Shenandoah Valley. Funding will pay for ½ of a staff position to coordinate the grant. As a part of the grant, Career Exploration Workshops will be held for older youth and younger adults.
  - Pathways to the American Dream (Pathways): official notification has been received awarding funding in the amount of six million dollars to the four (4) workforce areas. Abstract is included in the meeting packet. The funding will be flexible. We are in the negotiation phase with the DOL.

Ms. Holliday reviewed with Board members the travel reimbursement request, the inclement weather policy and the 2017 meeting schedules.

The Boards were dismissed for lunch at 11:50 am.

During lunch Ms. Holliday gave a presentation on the Rapid Response Initiative. Ms. Lyon-Hill gave a presentation on VT OED's portion of the Rapid Response program and on the Regional Partner Project that they are preparing for the Consortium Board and the WDB.

With no further business to discuss the joint meeting was adjourned at 12:30 PM.

Respectfully Submitted,



Beverly W Burke