

# NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT BOARD

## MEETING MINUTES

October 25, 2017

A meeting of the New River/Mount Rogers Workforce Development Board was held on October 25, 2017 at the Wytheville Meeting Center. Those in attendance were as follows:

### **Board Members**

Mike Miller, Chair	Robert Pierce
CB Andrews, Jr	Terry Smusz
Howard Bartholomay	Mark Tapp
Carol Blankenship	Rick Weaver
Jeff Dunnack	Karen Akers
Joe Ferrell	Darrell Blankenship (Alternate)
Anthony Isom	Ellen Coe (Alternate)
Melinda Leland	Jimmy Smith (Alternate)
Josh Lewis	Richard Keene (Alternate)
Robin Meadows	Clay Stein (Alternate)
John Overton	

### **Guest**

Leta Bradley  
Brenda Rigney

### **Staff**

Marty Holliday  
Ronnie Martin  
Beverly Burke  
Della Wheeler

Chair Miller called the meeting to order at 10:00 a.m.

The roll was called and a quorum was present.

Mr. Overton made the motion to approve the Agenda as presented with a second by Ms. Blankenship. The motion passed unanimously.

Ms. Meadows made the motion to approve the Consent Agenda as presented with a second by Mr. Tapp. The motion passed unanimously.

Chair Miller 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 Miller called for Committee reports:

- **Budget & Administration** – Ms. Holliday asked the Board Members to see Ms. Wheeler after the meeting to ensure they had completed their Financial Disclosure Statement.
- **One-Stop Operations & Delivery System:**
  - Wytheville One-Stop Recertification – Ms. Holliday stated that in June, 2014 a detailed certification of the Wytheville One-Stop was completed. For the recertification, the State has distributed a checklist desk review for each Area to complete for their certified center. The One-Stop Operator, the Center Manager and WDB staff have reviewed the checklist for the Wytheville One-Stop Center. Ms. Holliday attended a Director’s Meeting at the beginning of the week where she was able to ask questions concerning the checklist and recertification questions that were unclear to the local team. As a result five items on the

checklist for recertification are “in process” with plans of action on those items. A brief discussion followed. Mr. Ferrell requested that if any of the “in process” items have budget implications that it comes back to the Workforce Development Board for approval. Ms. Meadows made a motion to approve the plan as written, but any work that would have additional cost to the board would come back for approval prior to committing to the work. Ms. Leland seconded the motion and it was passed unanimously.

- System wide MOU Update – Ms. Holliday stated that the basic components of the MOU have been completed except for the Cost Allocation Plan and the Partnership Resource Sharing, which supports the system. When these two components are completed, the MOU will be available for review and signatures. All parties must sign the MOU by December 31, 2017. If a partner has not signed the MOU by that time, the State will come and assist in gathering the signatures. A brief discussion followed. Ms. Holliday informed the Board that the System wide MOU will be good for two years with the possibility of a one-year extension. This MOU will need to be approved at the December 13, 2017 Joint Board meeting.
- Training Provider Committee – Ms. Holliday informed the Board that all Training Providers must be ADA compliant. The Training Providers will be able to self-certify their ADA compliance. A brief discussion followed. Final approval of all training providers must be completed at the December 13, 2017 Joint Board meeting.

Mr. Miller highlighted the PY’17 committee assignments.

In the absence of Chair Garner, Ms. Holliday gave the Consortium Board update. She highlighted the Workforce Board Certification. Although the Board is short an Apprenticeship representative, certification was approved because a WDB staff member is currently in an apprenticeship and Chair Miller can represent that seat until filled. All Workforce Board Certifications have been sent to the Governor for approval. Ms. Holliday also discussed Work Ready Communities. The Work Ready Community Academy will be held at the end of November. A brief discussion followed.

Ms. Holliday updated the Board on Staff activities since their last meeting and reviewed the Executive Summary contained in their meeting packets.

#### PARTNER REPORTS

Reports for the following partner agencies were given: Community Based Organizations, Ms. Smusz; Institute of Higher Education, Ms. Leland; Economic Development, Mr. Lewis; Career & Technical Education, Mr. Weaver; TANF Programs, Mr. Isom; Title 1 Rehabilitation Act of 1973, Mr. Keene; Virginia’s Employment Services, Ms. Akers; One-Stop Operator Report, Mr. Blankenship/Mr. Stein; Special Grants, Ms. Holliday.

The 2017 WDB meeting schedule was reviewed with Board members noting that the next WDB meeting is scheduled for December 13, 2017 and will be a Joint Board meeting with the Consortium Board at the Wytheville Meeting Center beginning at 10:00 AM. A buffet lunch will follow the meeting

Ms. Holliday discussed the Travel Voucher with Board members. With no further business to discuss, the meeting adjourned at 12:10 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