

NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES

October 24, 2018

A meeting of the New River/Mount Rogers Workforce Development Board was held on October 24, 2018 at the Wytheville Meeting Center. Those in attendance were as follows:

Board Members

Mike Miller, Chair

Greg Adkins

Karen Akers

CB Andrews, Jr

Howard Bartholomay

Jeff Dunnack

Joseph Ferrell

Mary Ann Gilmer

Robert Goldsmith

Perry Hughes

Larry Linsey

Jordan Loupe

Timothy McVey

John Overton

Austin Phipps

Jimmy Smith

Terry Smusz

Mark Tapp

Jimmy McKenzie (Alternate)

Heather Duncan (Alternate)

Guest

Beckie Cox

Beth Carico

Phyllis Conner

Christy Lowe

Staff

Marty Holliday

Ronnie Martin

Beverly Suthers

Della Wheeler

Chair Miller called the meeting to order at 10:02 a.m.

New Members Mr. Lindsey and Mr. Hughes were introduced and welcomed to the Board.

Ms. Suthers called the roll and a quorum was present.

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

Chair Miller asked if anyone in the audience wished to address the Board during the public comment period. Hearing none, he proceeded with the agenda.

Chair Miller next asked for Committee Reports.

- **Budget and Administration Committee:** Ms. Holliday stated that the required Financial Disclosure Statements were located in the meeting packet and asked that they be completed and left on the tables for Ms. Wheeler to pick up.
- **Executive Committee:** Mr. Miller discussed the Joint Executive Committee Meeting topics from their last meeting. Mr. Miller stated that both of the Boards By-Laws would need to be changed in order to take advantage of FIOA meeting regulations.

All committees must meet in person according to FIOA regulations. As a result, committees are now smaller. A copy of committee reassignments are located in the WDB Meeting packets.

The Executive Committee discussed how best to use the Unobligated funds from PY17. The Executive Committee would like to see the Adult and Dislocated Worker PY17 Funds used for Incumbent Worker Training. They would like for the Program Operators to present a proposal for Youth PY17 funds by the Joint Meeting of the Boards in December 2018. The Program Operators can propose a joint idea or something individually. A brief discussion followed.

Looking down the road at decreased funding, the Executive Committee does not feel that there will be sufficient funds for two Program Operators. They would like to extend contracts for one additional year, with the consensus that for PY20 the RFP will be for one Program Operator to serve the entire region. Over the next year the Boards will be reviewing trend lines for funding over the past ten years.

- **Marketing Committee**: Ms. Holliday stated the biggest expense for the new Branding was the signage. Each individual sign would need to be approved before purchasing. Website work should begin shortly with a launch date of December 10. Brochures will be the next focus after signage and the website.
- **One-Stop Operations & Delivery System**: Ms. Holliday informed the Board that Abingdon ADA compliance has been completed, the Wytheville One-Stop had its ADA parking items corrected. The remaining affiliate sights are close to completion. The MOU has all signatures required and she is transferring the Cost Allocation to the required State spreadsheet format. A brief discussion followed.

Mr. Tapp made a motion to use the Adult and Dislocated worker PY17 carryover funds for Incumbent Worker Training with a second from Mr. Dunnack. The motion was passed unanimously with Ms. Gilmer & Mr. Goldsmith abstaining.

- **Training Provider Committee**: Ms. Holliday presented the Training Provider PY18 Certification timeline stating that the data would be ready for a vote before the next Joint meeting in December.
- **Youth Committee**: The Youth Committee asked the Program Operators to present a proposal for the Youth PY17 Carryover funds at the next Joint meeting in December. They asked the Program Operators come up with an Inventive idea.

In the absence of Mr. Williams, Consortium Board Chair, Ms. Holliday said that the CLEO Board was focusing on filling WDB vacancies. Another nomination should be coming to fill the three required seats which are looking to be filled.

Ms. Holliday reviewed the executive summary. Although the grant with the Tobacco Commission for the Mount Rogers Area for Work Ready Community was tabled again, she would like to keep this project going. Currently she is looking at purchasing Key Train. This would enable the Board to administer the NCRC. Funds are also needed for Profilers. Ms. Holliday is hoping to use some budget funds to ensure this happens but stated she would need assistance from the jurisdictions.

Ms. Holliday and Ms. Suthers completed FIOA training. Although a lot of things are being done right, some things need work and as a result, things will have to be done differently. A brief discussion followed.

Ms. Holliday informed the Board that the Roanoke Times FOIA request had been completed, And because the financial documentation was in proper order, there would not be an article written. Ms. Holliday will include the reporter on all positive stories happening in the region.

Moving on with the agenda, Chair Miller called for partner reports:

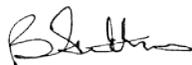
PARTNER REPORTS

Reports for the following partner agencies were given: Community Based Organizations, Ms. Smusz; Job Corp, Mr. Loupe; TANF Programs, Mr. Lindsey; Title I Rehabilitation Act of 1973, Jimmy McKenzie; Virginia's Employment Services, Ms. Akers; One-Stop Operator Report, Ms. Carico; and Special Grants, Ms. Holliday.

The 2018 WDB meeting schedule was reviewed with Board members noting that the next WDB meeting would be a Joint meeting with the Consortium Board and is scheduled for December 12, 2018 at the Wytheville Meeting Center beginning at 10:00 AM with lunch being provided.

Ms. Holliday discussed the Travel Voucher with Board members. With no further business to discuss, the meeting was adjourned at 11:35 PM.

Respectfully Submitted,



Beverly Suthers,
Workforce Operations Coordinator