

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

MEETING MINUTES

December 12, 2018

A joint meeting of the New River/Mount Rogers Workforce Development Board and the New River/Mount Rogers Workforce Development Area Consortium Board was held on December 12, 2018 at the Wytheville Meeting Center. Those in attendance were as follows:

<u>WDB</u>	<u>CLEO</u>	<u>Guests</u>	<u>Guests Continued</u>
Michael Miller, Chair	Jay Williams, Chair	Laura Blevins	Stan Ragland
Karen Akers	Dwayne Ball	Melanie Blosser	Randall Rose
CB Andrews, Jr	Mary Biggs	Leta Bradley	Aaron Sizemore
Shirley Carlson	Robert Gropman	William Byrd	Christina Tyler
Joseph Ferrell	Joseph Guthrie	Elizabeth Carico	Rob Walker
MaryAnn Gilmer	Joe Hale	Jonathan Cash	Ricky Warren
Josh Lewis	Travis Haynes	Phyllis Conner	
Larry Lindsey	Rex Hill	Beckie Cox	
Jordan Loupe	Brenda Sutherland	Nancy Gibson	
Timothy McVey	Eric Workman	Angie Hall	Staff
John Overton	Lauren Yoder	Angie Harrell	Marty Holliday
Robert Pierce		Jessica Jarrells	Ronnie Martin
Jimmy Smith		Cynthia Laws	Beverly Suthers
Terry Smusz		Elsie Layman	Della Wheeler
Mark Tapp		Christy Lowe	Kimber Simmons
		Kathy Malone	Jenny Bolte
		David Manley	Elizabeth Annis
		Joanie McCleary	Sharon Layman
		Lennie Gail Mitcham	David Martin
		Terri Morris	Renee Sturgill
		Ashley Nash	Kimberly Keyser, Intern

WDB Chair Miller and Consortium Board (CB) Chair Williams called the joint meeting to order at 10:04 a.m. and welcomed all attendees to the meeting.

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

Ms. Holliday asked all Board members to introduce themselves. She followed with Staff introductions and ended with an introduction of all guests.

CB Chair Williams asked for the CB roll call from Ms. Suthers. A quorum was present. Next, WDB Chair Miller asked Ms. Suthers to call the WDB roll. A quorum was present.

CB Chair Williams asked for a motion to approve the Agenda from the CB. Ms. Biggs made the motion with a second from Dr. Workman. Motion was passed.

WDB Chair Miller asked for a motion to approve the Agenda from the WDB. Mr. Andrews made the motion with a second from Mr. Pierce. The motion was passed.

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

CB Chair Williams called for a vote on the Consent Agenda items which had been previously distributed. Dr. Workman made the motion to approve the Consent Agenda items with a second from Mr. Hill. The motion was passed unanimously.

Chair Miller asked for a motion to approve the Consent Agenda items which had been previously distributed. Ms. Gilmer made the motion to approve the Consent Agenda with a second from Mr. Lewis. The motion was unanimously approved.

WDB Committee Reports:

- **Budget & Administrative Committee:** Ms. Holliday stated that the Financial Disclosure Statement is a document that is required for all Board members. She asked all Board members to see Ms. Wheeler if anyone had a question concerning the Financial Disclosure Statement.
- **Marketing Committee:** Mr. Tapp updated the Boards on the status of the new Brand, highlighting the new badges, folders, banners. He stated that the signage and business cards are still in process. Next Ms. Holliday highlighted the changes to the website. A brief discussion concerning the holdup on signage followed.
- **One-Stop Operations Committee:**
 - **Center Certification:** Ms. Holliday stated the One Stop Center is now completely certified. Most of the ADA work on the satellite centers has been completed. The Radford Center should be the next to be certified. There will be a physical visit of the VCCS to all centers. According to Ms. Holliday, all certifications are moving forward.
 - **PY'17 Year End Performance:** Ms. Holliday highlighted the performance numbers and praised the Program Operators on a job well done. She asked to the Boards to be aware that performance shouldn't be expected to be as good for the next year due to funding.
 - **PY'18 Funding:** A motion was made by Mr. Andrews of the WDB to approve the remainder of the Program Operators funding for PY18 with a second from Pierce. The motion was passed with Ms. Gilmer abstaining. A motion was made by Ms. Biggs of the CB to approve the remainder of the Program Operators funding for PY18 with a second from Mr. Guthrie. The motion was passed
- **Strategic Planning Committee:** Ms. Holliday updated the Boards on the PY'17-PY'20 Strategic Plan Update Timeline.
- **Training Provider Committee:** Mr. McVey of the WDB made a motion from the Committee to approve the PY18 Eligible Training Providers as submitted. Mr. Andrews seconded the

motion which was approved. Ms. Biggs of the CB made a motion from the CB to approve the PY18 Eligible Training Providers as submitted with a second from Mr. Guthrie. Motion as passed.

- Youth Committee:
 - Youth Funding Special Project: Ms. Gilmer of Goodwill Industries of the Valleys and Ms. Carico of People Inc provided brief overviews of their proposed projects using Youth Fund carryover monies. A brief discussion followed. Although the Youth Committee was unable to meet ahead of time, all committee members had seen the proposals as submitted and had approved. Mr. Overton made a motion to approve the proposals with a second from Mr. McVey, Ms. Gilmer abstained. The motion was passed. Mr. Haynes made a motion to approve the proposals with a second from Ms. Biggs. The motion was passed.

Ms. Holliday reviewed a summary of the PY'17 Return on Investment stating that the full report would be available on the Board website (nrnrwib.org) later in the week. According to the report the Return on Investment looks very good. The Pathways grant has brought wage numbers up and will influence those numbers for the remaining of the grant because Pathways deals with middle skills employees. The wage numbers will go down at the end of the Pathways grant December 2020. A brief discussion followed.

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

Partner Reports:

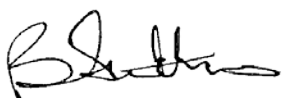
Reports for the following partner agencies were given: Adult Education, Ms. Carlson; Community Based Organizations, Ms. Smusz; Economic Development, Mr. Lewis; Job Corps, Mr. Loupe; TANF, Mr. Lindsey; Virginia's Employment Services, Mr. Akers; One-Stop Operator Report, Ms. Carico with Mr. Cash highlighting the Success Story; Special Grants, Ms. Holliday and Ms. Bolte.

WDB Chair Miller reviewed with Board members the travel reimbursement request, the inclement weather policy and 2019 meeting schedules.

The Boards were dismissed for a working lunch at 11:36 am with a presentation of the Strategic Plan during the meal by Ms. Holliday.

At the conclusion of the Strategic Plan presentation, the joint meeting was adjourned by both boards

Respectfully Submitted,



Beverly W Suthers