

“REVISED”

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

MEETING MINUTES

December 11, 2013

A joint meeting of the New River/Mount Rogers Workforce Investment Board and the New River/Mount Rogers Workforce Investment Area Consortium Board was held on December 11, 2013 at the Wytheville Meeting Center. Those in attendance were as follows:

WIB Members

Martha Samples, Chair	Mike Miller
Kevin Semonos	David Wright
James Topping	Timothy McVey
Dr. Alan Hawthorne	Howard Bartholomay
John Overton	Neil Sagebiel
David Hutchins	Robbie Wyrick
Jenny Bolte	Robert Pierce
Terry Smusz	Robert Goldsmith
Debbie Beck	Karen Akers
Robin Meadows	Lynn White
Michael Jennings	Linda Matthews
Aric Bopp	

Consortium Members

David Hutchins, Chair
J. Howard Burton
Bill Brown
Kenneth Belton
Dan Campbell
Andy McCready
Randy Pennington
Catherine Brillhart
John Garner

Guests

Gary Larowe	Joanie McCleary
Betty Rowe	Salem Bush
Brenda Rigney	Drew Lumpkin
Mary Ann Gilmer	Laura Blevins
Whitney Bonham	Najmah Thomas
Patrick O'Brien	

Staff

Ronnie Martin
Marty Holliday
Beverly Burke
Della Meadows
Jennifer Reedy

WIB Chair Martha Samples and Consortium Board Chair David Hutchins called the joint meeting to order at 10:10 a.m. and welcomed all attendees to the meeting.

Next, Chair Hutchins asked Ms. Holliday to call the Consortium Board roll. The roll was called and a quorum was present. Chair Samples then asked Ms. Burke to call the WIB roll. The roll was called and a quorum was present.

Chair Hutchins had the prayer and led the group in the Pledge of Allegiance.

Chair Samples next introduced the following special guests and welcomed them to the meeting.

Drew Lumpkin – Representing Senator Mark Warner
Laura Blevins – Representing Senator Tim Kaine
Dr. Najmah Thomas – WIA Program Administrator with VCCS

Chair Samples asked Mr. Martin to introduce Board staff present at the meeting. Mr. Martin introduced the following staff:

Marty Holliday – Deputy Director
Beverly Burke – WIA Programs Administrator
Jennifer Reedy – OJT Program Specialist
Della Meadows – P/T Administrative Assistant

Mr. Martin expressed his appreciation of the staff and complimented them on doing a great job.

Chair Samples asked for a motion to approve the agenda on behalf of the WIB. Ms. Matthews made a motion to approve the agenda. Mr. White seconded the motion which was unanimously approved. Next, Chair Hutchins asked for a motion to approve the agenda on behalf of the Consortium Board. Mr. McCready made a motion to approve the agenda. Mr. Brown seconded the motion which was unanimously approved.

The floor was opened for public comments. Hearing none Chair Samples ~~proceed~~ **proceeded** with the agenda.

Chair Samples asked for a motion to approve the WIB meeting minutes from the October 23, 2013 meeting which had been previously distributed. Mr. White made a motion to approve the minutes as presented. Mr. Topping seconded the motion which was unanimously approved. Next, Chair Hutchins asked for a motion from the Consortium Board to approve the minutes from the September 18, 2013 Consortium Board meeting which had been previously distributed. Mr. Brown made a motion to approve the minutes as presented. Mr. Campbell seconded the motion which was unanimously approved.

Next, Chair Samples asked Mr. White, One Stop Committee Chair, to present his Committee's report. Chair White indicated that the One Stop Committee had two (2) items that require both WIB and Consortium Board approval. The first item is funding consideration for an Adult Innovative Training Project submitted by Goodwill Industries of the Valleys. Chair White indicated that his Committee had received two (2) projects and determined that only this project met the Innovative Training concept that his Committee was seeking. The Committee felt that the project was good but needed to be expanded. At this time, Chair White asked Mr. McCready to elaborate on the project concept. Mr. McCready gave an in depth review of the project and the expectations that the One Stop Committee had for this Innovative Training Project concept. Mr. McCready responded to questions from members of both Boards. Ms. Bolte added additional clarification of project components and outcomes. Ms. Matthews and Ms. Gilmer discussed drug screening for all project participants. They discussed testing to be utilized, process to be followed and cost to perform the testing. Mr. Campbell asked questions about the class structure to which Mr. McCready responded. After discussion on this project, Mr. McCready made a motion to the Consortium Board that \$162,988 of Adult unobligated program funds be approved for this project to serve 14 participants based on budget scenario number three (3) contained in the project package provided to all Board members and that the One Stop

Committee be authorized to finalize details of the project as well as approve the final project on behalf of both Boards. Mr. Burton seconded the motion which was approved unanimously. Next, Mr. Miller made the same motion on behalf of the WIB. Mr. Semones seconded the motion which was unanimously approved with Ms. Matthews abstaining. The finalized project will be effective in latter December. Next, Chair White indicated that his Committee was recommending extending existing PY'13 contracts for one (1) additional year. Chair White made a motion to ~~extended~~ **extend** existing contracts for one (1) year. Mr. Wright seconded the motion which was approved unanimously by the WIB with Mr. Goldsmith and Ms. Matthews abstaining. Next, Mr. McCready made the same motion to the Consortium Board. Mr. Campbell seconded the motion which was unanimously approved with Ms. Brillhart abstaining.

Next, Chair Samples asked Mr. Sagebiel, Marketing Committee Chair, to give the Marketing Committee update. Chair Sagebiel updated both Boards on recent Committee activities. He discussed the Outreach Plan contained in Board members packets as well as the Website Development RFP and timeline. Ms. Holliday elaborated further on each item as well as the Business Services Unit Capacity Building grant that will be used to fund the website development. Mr. Miller asked a question above the budget for website development and Ms. Holliday responded that it was contained in the Outreach Plan. After some discussion, Mr. White made a motion to approve the Outreach Plan on behalf of the WIB. Mr. Miller seconded the motion which was unanimously approved. Next, Ms. Brillhart made a motion to approve the Outreach Plan on behalf of the Consortium Board. Mr. Brown seconded the motion which was unanimously approved. Next, Mr. Wright made a motion to approve the Website Development RFP timeline on behalf of the WIB. Mr. Jennings seconded the motion which was unanimously approved. Mr. Pennington then made a motion to approve the Website Development RFP timeline on behalf of the Consortium Board. Mr. Campbell seconded the motion which was unanimously approved.

Mr. Martin next presented the Fiscal Agent Report through October 31, 2013. Mr. Martin discussed the Fiscal Agent report as well as the Notice of Obligation for additional PY'13 Adult/DLW funds received. Mr. Martin indicated that expenditure levels were good at this time.

Mr. Martin next presented his Executive Summary. Mr. Martin gave an overview of program service levels, performance, financial review and an update on PY'13/PY'14 funding for WIA.

Information items (previously distributed) were next presented by Mr. Martin. Ms. Rowe gave an overview of the One Stop Operator Report and Mr. Martin discussed final PY'12 WIA Performance with Board members. Area 2 exceeded ten (10) and met one (1) of the eleven (11) measured standards. Mr. Martin thanked our Program Operators and especially all of the Case Managers for a job well done.

Next, Chair Hutchins appointed a Nominations Committee consisting of Randy Pennington, Chair, Dan Campbell and Andy McCready to bring back nominations for Chair and Vice-Chair of the Consortium Board to their next meeting to be held on January 29, 2014 at the Wytheville Meeting Center beginning at 10 a.m.

Ms. Holliday gave both Boards an update on current grants activities.

Chair Samples asked Mr. Martin to proceed with the agenda. Mr. Martin reviewed with Board members the travel reimbursement request, the inclement weather policy and 2014 meeting

schedules. Chair Hutchins invited all to stay for a working buffet lunch. Board staff passed out yearly planners and pencils to all in attendance. At this time, Mr. O'Brien and Ms. Bonham passed out the NR/MR Workforce Investment Area Skills Gap Analysis Findings and Recommendations. The information was reviewed with members of both Boards. Both Mr. O'Brien and Ms. Bonham responded to questions from Board members present. The final report will be released shortly and will be posted on the WIB website.

With no further business to discuss the joint meeting of both Boards was adjourned at 12:50 p.m.

Respectfully Submitted,

Ronnie Martin
Executive Director