

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

MEETING MINUTES

December 3, 2014

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 3, 2014 at the Wytheville Meeting Center. Those in attendance were as follows:

WIB Members

Martha Samples, Chair	Mike Miller
David Hutchins	David Wright
Mike Rouse	Timothy McVey
Robin Meadows	Howard Bartholomay
Michael Jennings	Neil Sagebiel
Ed Stringer	Robbie Wyrick
David Sexton	Robert Pierce
Robert Goldsmith	Linda Matthews
Karen Akers	Sheila West (Alternate)
Lynn White	

Consortium Members

David Hutchins, Chair
J. Howard Burton
Bill Brown
Dr. Eric Workman
Dan Campbell
Jay Williams
John Brewer
Catherine Brillhart

Guests

De Hutchins	Beckie Cox
Betty Rowe	Lee Williams
Brenda Rigney	Beverly Amburgey
Mary Ann Gilmer	Clay Stein
William Fields	Mike Steele
Darrell Blankenship	Traci Mitchell

Staff

Ronnie Martin
Marty Holliday
Beverly Burke
Della Meadows
Kimber Simmons
Renee Sturgill
Cindy Schulz

WIB Chair Martha Samples and Consortium Board Chair David Hutchins called the joint meeting to order at 10:05 a.m. and welcomed all attendees to the meeting.

Mr. Brown had the prayer and led the group in the Pledge of Allegiance.

Chair Samples next introduced new WIB member, David Sexton, Grayson County business. She welcomed him to the WIB and thanked him for his willingness to serve.

Mr. Martin introduced Board staff present at the meeting. Mr. Martin introduced the following staff:

Marty Holliday – Deputy Director
Beverly Burke – WIA Programs Administrator

Della Meadows –Administrative Assistant
Kimber Simmons – DRC
Renee Sturgill - DRC
Cindy Schulz – RU Intern

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

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

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. Dr. Workman made a motion to approve the agenda. Mr. Brown seconded the motion which was unanimously approved.

The floor was opened for public comments. Ms. Mathews announced that she was resigning from the WIB due to her retiring from Goodwill Industries of the Valleys in January, 2015. She stated that it had been a pleasure serving on the WIB and thanked all WIB members present. Chair Samples thanked Ms. Matthews for her service to the WIB and presented her with a card of appreciation.

Chair Samples asked for a motion to approve the WIB meeting minutes from the October 22, 2014 meeting which had been previously distributed. Mr. Wright made a motion to approve the minutes as presented. Mr. Stringer 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 17, 2014 Consortium Board meeting which had been previously distributed. Ms. Brillhart made a motion to approve the minutes as presented. Mr. Brown seconded the motion which was unanimously approved.

Mr. Martin next reviewed approving current PY'14 contracts for service delivery for one (1) additional year. He indicated that the contract extension had been approved by the One Stop Committee contingent upon approval by the Department of Labor. Mr. Martin further indicated that due to the lack of WIOA implementation regulations from the Department of Labor, the contract extension was the best procurement option which allows time for receipt of regulations before PY'15 contracts are finalized. He also indicated that should the Department of Labor not approve this extension that an RFP would be immediately issued with a shortened time frame in order to competitively procure proposals for service delivery. Mr. White made a motion to approve the one (1) year contract extension on behalf of the WIB. Mr. Stringer seconded the motion which was unanimously approved with Ms. Matthews and Mr. Goldsmith abstaining. Chair Hutchins asked for a motion to approve the one year contract extension on behalf of the Consortium Board, Mr. Brewer made the requested motion which was seconded by Ms. Brillhart and unanimously approved.

Next, Mr. Martin presented the WIB nominations for David Hunt, Giles County business, and Jeff Dunnack, Wythe County business to the Consortium Board for approval. Both nominations have been approved by the Consortium Board Nominating Committee. Dr. Workman made a

motion to approve the WIB nominations as presented. Mr. Williams seconded the motion which was unanimously approved. Appointment of both nominations will be effective January 1, 2015.

Chair Hutchins next read a letter that he had received from Mr. Martin expressing his intent to retire as Executive Director of the Board effective January 31, 2015. Chair Hutchins explained the proposed amendment to the WIB/Consortium Board Agreement and the need to have this approved by the Consortium Board. He discussed the advantage to approving this amendment which has previously been approved by the WIB. This amendment allows the Consortium Board the option of promoting from within current Board employees to fill a vacancy in the Executive Director position as opposed to utilizing a lengthy job search process if deemed to be in the best interest of both the Consortium Board and WIB. Mr. Campbell made a motion to approve the amendment as presented. Dr. Workman seconded the motion which was unanimously approved. Chair Hutchins continued by requesting authorization for either the Personal Committee or Executive Committee to be able to make a job offer to fill the Executive Director position in January should the Consortium Board meeting scheduled for January 29, 2015 be canceled due to inclement weather or not have a quorum. The new Executive Director would assume the job duties of this position on February 1, 2015 immediately following Mr. Martin's retirement on January 31, 2015. Mr. Brown made a motion to authorize the Personal Committee or Executive Committee to take action as requested by Chair Hutchins. Dr. Workman seconded the motion which was unanimously approved.

Mr. Martin next presented the Fiscal Agent Report through October 31, 2014. Mr. Martin discussed the Fiscal Agent report as well as the Notice of Obligation that had been received for additional PY' 14 Adult/DLW funds. 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' 14/PY' 15 funding for WIA and WIOA as well as a grants update.

Next, Mr. Martin gave an overview of the Adult Services to Offenders Project information contained in Board members packets. Chair Hutchins provided background for the concept which initially originated at a recent Joint Executive Committees meeting and had also been discussed at the Consortium Board meeting on September 17, 2014. Ms. Gilmer reviewed the project concept and responded to questions and comments from Board members. After discussion, Chair Hutchins asked for a motion from the Consortium Board to approve funding this project utilizing \$97,432 of unobligated adult program funds to be effective January 1, 2015. Mr. Williams made the requested motion which was seconded by Dr. Workman and approved unanimously. Next, Chair Samples requested the same motion from the WIB. Mr. White made the requested motion which was seconded by Mr. Wright and approved unanimously with Ms. Matthews and Mr. Goldsmith abstaining.

Information items were next presented by Mr. Martin. Ms. Rowe gave an overview of the One Stop Operator Report with Ms. Gilmer presenting one of the success stories. Mr. Martin discussed final PY' 13 WIA Performance with Board members. Area 2 exceeded ten (10) and met two (2) of the twelve (12) measured standards. Mr. Martin thanked our Program Operators and especially all of the Case Managers for a job well done. Mr. Martin also drew Board members attention to the Workforce Innovation and Opportunity Act bullet points sheet in their packet and indicated that additional updates would be provided at all future meetings. Mr.

Martin indicated that implementation regulations would be available by January 18, 2015 which would be utilized to put in place what will be needed for the July 1, 2015 effective date of WIOA.

Ms. Gilmer next provided Board members with an update on the Adult Workplace Toolkit Project.

Next, Chair Hutchins appointed a Nominations Committee consisting of Andy McCready, Chair, Dan Campbell and Catherine Brillhart to bring back nominations for Chair and Vice-Chair of the Consortium Board to their next meeting to be held on January 29, 2015 at the Wytheville Meeting Center beginning at 10 a.m.

Ms. Holliday gave both Boards an update on current grants activities. Ms. Burke and Ms. Schulz gave a demonstration of the roving computer labs that will be available as a part of our "Small Learning Communities" project being funded utilizing Incentive Funds. Chair Hutchins discussed funding for a seat on the EMSI database at Virginia Tech for next year. The cost is \$7,000 per year. The NRVPCD is willing to contribute \$2,000 of the cost with the balance coming from WIA. Since local jurisdictions can benefit greatly from the data available on EMSI, Chair Hutchins is requesting that all jurisdictions build at least \$400 in their next year's budget to cover their share of the cost for future years.

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 2015 meeting schedules. Chair Hutchins invited all to stay for a working buffet lunch.

Chair Samples next thanked Mr. Martin for his years of service to the WIB and indicated that he would be missed. Chair Hutchins also thanked Mr. Martin for his service as Executive Director. Ms. Holliday presented Mr. Martin with retirement gifts on behalf of both Boards. Mr. Martin thanked everyone for the gifts and thanked both the WIB and Consortium Board for allowing him the opportunity to be their Executive Director for many years and expressed what a pleasure it has been working with both groups. He indicated that it had been a great blessing.

With no further business to discuss the joint meeting of both Boards was adjourned at 12:40 p.m.

Respectfully Submitted,

Ronnie Martin
Executive Director