

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

MEETING MINUTES

December 9, 2015

A joint meeting of the New River/Mount Rogers Workforce Development Board and the New River/Mount Rogers Workforce Investment Area Consortium Board was held on December 9, 2015 at the Wytheville Meeting Center. Those in attendance were as follows:

WDB Members

Lynn White, Chair
David Hutchins
Mike Rouse
Robin Meadows
Michael Jennings
Ken McFadyen
Shirley Carlson
Joseph Ferrell
Karen Akers
Martha Samples
Jeff Dunnack
John Overton

Mike Miller
David Wright
Timothy McVey
Howard Bartholomay
William Fields
Robbie Wyrick
Robert Pierce
Rick Weaver
Terry Smusz
Mary Ann Gilmer
Betty Segal (Alternate)

Consortium Members

David Hutchins, Chair
J. Howard Burton
Bill Brown
Dr. Eric Workman
John Garner
Jay Williams
Terri Morris
Catherine Brillhart
Kenneth Belton
Andy McCready

Staff

Guests

Brenda Rigney
Beckie Cox
Mike Steele
Emmanuel Sessions
Peggy Hurley
Josh Levil

Kathy Mabre
Phyllis Conner
Jennifer Atwell

Marty Holliday
Ronnie Martin
Beverly Burke
Della Meadows
Kimber Simmons
Renee Sturgill
Holly Lesko

WDB Chair Lynn White and Consortium Board Chair David Hutchins called the joint meeting to order at 10:05 a.m. and welcomed all attendees to the meeting.

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

Chair Hutchins asked the guests to stand and introduce themselves and had the Consortium Board members introduce themselves.

Chair White next had the WDB members introduce themselves.

Both Chairs recognized the members on both Boards who would not be returning: Consortium Board: David Hutchins, Bill Brown and Howard Burton, WDB: David Wright. They were thanked for their willingness to serve.

Ms. Holliday introduced Board staff present at the meeting. She expressed her appreciation of the staff and complimented them on doing a great job.

Chair Hutchins asked Ms. Burke to call the Consortium Board roll. The roll was called and a quorum was present.

Chair White asked Ms. Burke to call the WDB roll. The roll was called and a quorum was present.

Chair White asked for a motion to approve the agenda on behalf of the WDB. Mr. Wright made the motion to approve the agenda. Mr. Dunnack seconded the motion which was unanimously approved.

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. There were none.

Chair White asked for a motion to approve the WDB meeting minutes from the October 28, 2015 meeting which had been previously distributed. Ms. Gilmer made a motion to approve the minutes. Mr. Rouse seconded the motion which was unanimously approved.

Chair Hutchins asked for a motion from the Consortium Board to approve action taken by the Consortium Board Executive Committee as previously distributed. Dr. Workman made a motion to approve Executive Committee action taken. Mr. McCready seconded the motion which was unanimously approved. Ms. Brillhart abstained.

Ms. Holliday gave a brief update on the need for a Regional Workforce Convener. Chair Hutchins called for a motion from the Consortium Board to approve the Resolution dated December 9, 2015 designating the New River/Mount Rogers Workforce Development Board as the Regional Workforce Convener. Mr. Brown made the motion to approve the resolution. Mr. Williams seconded the motion and the motion unanimously approved.

Chair White called for the motion for the WDB to accept the designation as the Regional Workforce Convener. Ms. Samples made the motion to accept the designation. Mr. Dunnack seconded the motion and the motion was unanimously approved.

Mr. Martin reviewed the Consortium Board (CB) Agreement document showing color coded items that could be removed from the CB agreement and moved to the Consortium Board By-Laws, the Consortium Board-Workforce Development Board Joint Agreement or the Workforce Development Board By-Laws. He noted that these changes would not affect the CB Agreement's compliance with the Workforce Innovation and Opportunity Act or the Virginia Code, but would make it so there would be fewer times that the document would have to go back out the localities for action. A short discussion followed. Mr.

McCready made the motion to accept the concept presented by Mr. Martin, noting that all proposed changes would need to be reviewed and approved by legal counsel and eventually voted on by the Consortium Board. Mr. Williams seconded the motion which was unanimously approved.

Chair Hutchins explained to the Board that as of January 1, 2016 he would no longer be serving on the Consortium Board. The Board would need an interim Chair and Vice-Chair and Executive Committee until the January 20, 2016 organizational meeting (or the first meeting that a quorum was present to vote on officers). Chair Hutchins had asked Ms. Morris, Mr. Workman and Mr. Belton to serve on an adhoc Nomination Committee. The Committee presented Catherine Brillhart as interim Chair, and Andy McCready as interim Vice-Chair. Mr. Brown moved to close the nominations. The motion was seconded by Mr. Workman which was unanimously approved. Chair Hutchins called for the vote approve the nominations. The vote was unanimous. Chair Hutchins asked for approval to allow Interim Chair Brillhart to assign an interim Executive Committee (in case there was a need to convene one). The vote was unanimous.

WDB Committee Reports:

Outreach: Ms. Holliday highlighted a brochure that staff have developed. Ms. Holliday asked for the Boards to review the brochure and provide any feedback to her so the brochures could be printed.

One-Stop Operations & Delivery System: Ms. Samples gave the report for the One-Stop Operations Committee. She asked Mr. Martin to review the RFP and Timeline. A lengthy discussion followed. For the WDB, Mr. Ferrell made a motion to approve the RFP for issuance and the timeline. Ms. Smusz seconded the motion and motion was unanimously approved. For the Consortium Board, Ms. Brillhart made a motion to approve the RFP for issuance and the timeline. Mr. Brown seconded the motion and motion was unanimously approved.

The One-Stop Operations Committee made the motion to accept the distribution of PY'15 Non-Designated Funds. The motion was approved with Ms. Gilmer and Ms. Segal abstaining.

Mr. Martin updated the Boards on the Fiscal Agent Report and Operational Summary. He stated that all PY'14 WIA Program funds have been expended and we are now using PY'15 WIOA Program funds. PY'14 WIOA Admin. funds will be expended with the submission of the November report. After completion of one third of the current program year, Program Operators are meeting or exceeding planned program objectives. Operationally, Mr. Martin stated, everything is flowing well for PY'15.

Ms. Holliday gave the Executive Summary, reminding the Boards that this is information about Board staff activities in three areas: System/Capacity Building, Business Outreach and Engagement and Staff Development. She invited the members to contact her with any questions and/or concerns.

Partner Reports:

Adult Education: Shirley Carlson thanked the WDB staff for the brochure. She informed the Boards that Adult Ed in Region 3 currently has 30-35 classes. They now offer a new program call the Funnell test

that is an untimed GED test. This will assist with test anxiety. Ms. Carlson shared with the Boards the characteristics of an Adult Learner.

Career & Technical Education: Rick Weaver informed the Boards that High School graduates are now required to receive an Industry Certification. Mr. Weaver has concerns that recent legislation weakens the intent of the credentialing/certifications for High School graduates.

Community Based Organizations: Terry Smusz introduced herself and the programs that they offer in the New River Valley. They serve approximately 1,300 individuals per year. This year their program "To Our House" served 52 men. Permanent housing was found for 25 of those 52 men, with 19 receiving employment.

Economic & Community Development: Ken McFadyen would like to further investigate Workkeys for this area. He stated that other regions use Workkeys as an incentive to industries locating in the region. It was discussed that this would be further explored at a future meeting.

Job Corps: William Fields brought the Boards attention to a newspaper article that was located in their meeting Packets.

TANF Programs: Mike Jennings stated that effective January 1, 2016 TANF participants will receive an increase of 2.5%.

DARS: Mike Rouse informed the Boards that DARS serves people with disabilities to gain employment. DARS partnership with WIOA programs has helped to better serve their clients. He also stated that funding this year is looking better. In the past they have been serving the most severe disabled population, but with projected funding, the wait period is not as long as it used to be. SWVA had the largest number of closure in the state with remarkable outcomes.

VEC: Karen Aker stated that although unemployment is currently low for the area, there will be around 2,500 layoffs for the holidays. TAA funds have paid for a conference hookup in Wytheville and Radford. With this new system, TAA hopes to cut down on travel for their clients. The good news is that employers have received notice that the VA tax rates are going down for next year.

WIOA Title I Programs: Betty Segal noted that there are a lot of layoff activities in the area. She highlighted the Success Story. Timothy McVey a WDB member was able to give a live update on the success story, the customer has full time employment effective December 7 and will be eligible for benefits in 90 days. He is currently making \$17 per hour.

Betty Segal and MaryAnn Gilmer gave updates on the Just Hire One program.

The meeting was paused until everyone sat down with their lunch.

Special Grants: Ms. McDavid and Ms. Simmons, updated the Boards on DEI activities and clients served. Ms. Lesko, updated the Boards on the Roving Computer Labs.

Mr. Martin reviewed with Board members the travel reimbursement request, the inclement weather policy and 2015 meeting schedules.

There was a special presentation to the Consortium Board's Chair Hutchins and Vice-Chair Brown thanking them for their service and leadership through the early development of the Consortium Board until now.

With no further business to discuss the joint meeting of both Boards was adjourned at 1:30 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'B. W. Burke', with a long horizontal flourish extending to the right.

Beverly W Burke