

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

MEETING MINUTES

December 13, 2017

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 13, 2017 at the Wytheville Meeting Center. Those in attendance were as follows:

| <u>WDB Members</u> | | <u>Consortium Members</u> | <u>Staff</u> |
|---------------------------|-------------------------|----------------------------------|---------------------|
| Mike Miller, Chair | Josh Lewis | John Garner, Chair | Marty Holliday |
| Greg Adkins | Timothy McVey | Rex Hill | Ronnie Martin |
| Karen Akers | Robin Meadows | Brenda Sutherland | Beverly Burke |
| CB Andrews, Jr. | John Overton | Rob Gropman | Della Wheeler |
| Carol Blankenship | Mark Tapp | Mary Biggs | Kimber Simmons |
| Shirley Carlson | Rick Weaver | Jay Williams | Renee Sturgill |
| Jeff Dunnack | Lynn White | Joseph Guthrie | Jenny Bolte |
| Joe Ferrell | Jimmy Smith (Alternate) | Terri Morris | Liz Annis |
| Robert Goldsmith | Clay Stein (Alternate) | | David Martin |
| Melinda Leland | | | Sharon Layman |

Guests

| | |
|---------------------|----------------|
| Mary Ann Helbrook | Travis Stanton |
| Stephanie Surrect | Beckie Cox |
| Stephanie Hoer | Phyllis Conner |
| Scott Tate | Peggy Hurley |
| Darrell Blankenship | |

WDB Chair Miller and Consortium Board (CB) Chair Garner called the joint meeting to order at 10:02 a.m. and welcomed all attendees to the meeting.

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

CB Chair Garner asked all in attendance to introduce themselves and state how they served the Boards.

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

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

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

CB Chair Garner called for a vote on the Consent Agenda items which had been previously distributed. A called vote was held and was unanimously approved.

Chair Miller asked for a motion to approve the Consent Agenda items which had been previously distributed. Mr. White made the motion to approve the Consent Agenda with a second from Mr. Andrews, 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.
- **One-Stop Operations Committee:** Ms. Holliday discussed the Statewide MOU timeline and the current status of the MOU. Currently all portions of the MOU have been completed except for the Resource Sharing component. At this time, it appears the December 31, 2017 deadline will not be met. Ms Blankenship of the WDB and Ms. Biggs of the CB made a motion to approve the MOU as written and to obtain required Board signatures once the Resource sharing component has been completed with seconds from Mr. White of the WDB and Ms. Sutherland of the CB. Motion was unanimously approved by both Boards.
- **Training Provider Committee:** Ms. Holliday informed the WDB that state regulations for Approved Training Provider list requires Training Providers to provide data for their training programs by year as well as an ADA compliance checklist. This has been a hardship on Training Providers. A brief discussion followed. Mr. Goldsmith made a motion to approve the Training Provider list as presented as long as ADA paperwork has been provided by month end. Mr. Dunnack seconded the motion which was unanimously approved by the WDB.

Ms. Holliday asked the Boards to review the Executive Summary and let her know if they had any questions or concerns.

Ms. Holliday asked the members to review the report on the New River/Mount Rogers WDB's Job Placement and Career Services for PY 16 that was done by Magnum Economics. This report was funded by Rapid Response funds and shows the positive ROI impact of the work and programs that the Boards oversee. 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; Career & Technical Education, Mr. Weaver; Community Based Organizations, Mr. Goldsmith; Institute of

Higher Education, Ms. Leland; Economic Development, Mr. Lewis; Virginia's Employment Services, Ms. Akers; One-Stop Operator Report, Mr. Blankenship/Mr. Stein; Special Grants, Ms. Holliday.

Ms. Holliday reviewed with Board members the travel reimbursement request, the inclement weather policy and 2018 meeting schedules.

The Boards were dismissed for a working lunch at 11:37 am with a presentation of the Strategic Plan during the meal by Ms. Holliday, Ms. Bolte, Ms. Annis, Ms. Sturgill, and Ms. Layman.

At the conclusion of the Strategic Plan presentation, the joint meeting was adjourned by both boards at 1:15 PM.

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