

NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES

April 25, 2018

A meeting of the New River/Mount Rogers Workforce Development Board was held on April 25, 2018 at the Wytheville Meeting Center. Those in attendance were as follows:

Board Members

Mike Miller, Chair
Karen Akers
Pam Allison
CB Andrews, Jr
Carol Blankenship
Shirley Carlson
Jeff Dunnack
Joe Ferrell
Mary Ann Gilmer
Josh Lewis
Timothy McVey
Robin Meadows
Austin Phipps

Mark Tapp
Lynn White
Janie Astin (Alternate)
Jordan Loupe (Alternate)
Jimmy Smith (Alternate)

Staff

Marty Holliday
Ronnie Martin
Beverly Burke
Della Wheeler

Guest

Sara Dunnigan
John Garner, CLEO Chair
Joanie McCleary
Phyllis Conner
Stephanie Hoer
Randall Rose
Brenda Rigney
Donna Rupard - Greer

Chair Miller called the meeting to order at 10:05 a.m.

The roll was called and a quorum was present.

Ms. Akers made the motion to approve the Agenda as presented with a second by Ms. Meadows. The motion passed unanimously.

Mr. White made the motion to approve the Consent Agenda as presented with a second by Mr. Tapp. The motion passed unanimously.

Chair Miller asked if anyone in the audience wished to address the Board during the public comment period. Hearing none, he proceeded with the agenda.

Guest Speaker, Randall Rose, Business Manager, VEDP updated the Board on the Virginia Economic Development office sharing the year in review, aspirational goals for Virginia and the VEDP, the PY19 budget priorities, the structure of the VEDP, business retention & expansion. A brief discussion followed.

Chair Miller next asked for Committee Reports.

- **Budget and Administration Committee**: in the absence of Mr. Overton, Ms. Holliday informed the Board that the Draft PY18 Budget was being based on a 10% cut in funding since allocation funding has not been released as of this date. The budget was prepared with unknowns in funding from the State and carryovers from the Program Operators. There will be a Final Budget by the August meeting. A brief discussion followed. Mr. White made a motion to approved the Draft PY18 Budget with a second from Ms. Meadows. Motion was passed unanimously with Ms. Gilmer abstaining.
- **Marketing Committee**: Ms. Dunagan spoke about how the new branding came about and responded to questions from Board members.
- **One-Stop Operations & Delivery System**: Ms. Holliday discussed the One-Stop Recertification process. Only two deficiencies where found. 1) Additional signature from a partner on the MOU, and 2) Accessibility issue with parking spaces that the landlord must correct. A probationary letter has been issued from the State for Recertification. The remaining seven affiliate offices must complete the same process as the recertification by June 30, 2018.

Ms. Holliday discussed the PY18 Funding Distribution Methodolgy with the Board for Adult and DLW funds. Ms. Blankenship made a motion to extend Provider contracts for one year and approve guidance with methodology for the Adult & DLW contracts with a second from Mr. White. The motion was passed unanimously with Ms. Gilmer abstaining.

- **Youth Committee**: Ms. Holliday discussed the PY18 Funding Methodology with the Board for the Youth funds. Mr. Andrews made a motion to extend Provider contracts for one year and approve guidance with methodology for the Youth contracts with a second from Mr. McVey. The motion was passed unanimously with Ms. Gilmer abstaining.

Mr. Garner, Consortium Board Chair, stated that the Consortium Board represents the interaction with local area jurisdictions. The Workforce Development Board represents the interaction with local businesses. Mr. Garner stated that his term as Chair has expired and he was thankful for the opportunity to serve the Boards. He thanked the Workforce Board members for their service.

Ms. Holliday updated the Board on Staff activities since their last meeting and reviewed the executive summary. Ms. Holliday presented Ms. Burke with her Apprenticeship Certificate.

Next, Chair Miller reviewed his appointment of Board members to the Nomination Committee for the purpose of presenting nominations for Board Officers and the Executive Committee members to the full Board for action at their next meeting on June 27, 2018. The Nomination Committee will be chaired by Rob Goldsmith. A complete listing of the Nomination Committee members is contained in the Board members meeting packet.

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

PARTNER REPORTS

Reports for the following partner agencies were given: Economic Development, Mr. Lewis; Job Corp, Mr. Loupe; Title 1 Rehabilitation Act of 1973, Ms. Allison; Virginia's Employment Services, Ms. Akers; One-Stop Operator Report, Ms. McCleary and Ms. Gilmer; and Special Grants, Ms. Holliday.

The 2018 WDB meeting schedule was reviewed with Board members noting that the next WDB meeting is scheduled for June 27, 2018 at the Wytheville Meeting Center beginning at 10:00 AM.

Chair Miller discussed the Travel Voucher with Board members. With no further business to discuss, the meeting was adjourned at 12:10 PM.

Respectfully Submitted,

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

Beverly Burke,
Workforce Operations Coordinator