

NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES

August 22, 2018

A meeting of the New River/Mount Rogers Workforce Development Board was held on August 22, 2018 at the Wytheville Meeting Center. Those in attendance were as follows:

Board Members

Mike Miller, Chair
Karen Akers
Pam Allison
CB Andrews, Jr
Howard Bartholomay
Carol Blankenship
Jeff Dunnack
Joseph Ferrell
Robert Goldsmith
Josh Lewis
Jordan Loupe
Timothy McVey
John Overton
Austin Phipps
Robert Pierce
Jimmy Smith
Mark Tapp
Stephanie Hoer (Alternate)

Guest

Jay Williams, CLEO Chair
Perry Hughes
Brenda Rigney
Beckie Cox
Beth Carico
Norma Dorsett
Mark Husband
Phyllis Conner
Randall Rose
Janie Astin
Albert Alwang

Staff

Marty Holliday
Beverly Suthers
Della Wheeler
Sharon Layman
Renee Sturgill
Elizabeth Annis

Chair Miller called the meeting to order at 10:01 a.m. and had the guests introduce themselves.

New Members Jordan Loupe and Jimmy Smith were welcomed.

Ms. Suthers called the roll and a quorum was present.

Mr. Andrews made the motion to approve the Consent Agenda as presented with a second by Mr. Goldsmith. 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 Presentation, Scott Tate and Albert Alwang of the Virginia Tech Office of Economic Development spoke on the last quarterly report. A brief discussion followed.

Chair Miller next asked for Committee Reports.

- **Budget and Administration Committee:** Ms. Holliday asked the board to review the Final Budget which includes exact carryover figures. PY18 Program funding and NOOs have been received with 100% of Youth Moneys having been received. The Board's internal budget has not changed, only moneys put under contract with our two Program Operators has changed. Chair Miller asked for a motion to approve the Final Budget. Mr. Tapp made the motion to approve the Final Budget as presented with a second from Mr. Phipps. The motion was passed.

Ms. Holliday stated that the required Financial Disclosure Statements were located in the meeting packet and asked that they be completed and left on the tables for Ms. Meadows.

- **Marketing Committee:** Branding Implementation NOO for \$25,000 has been received and implementation of the plan has begun. The money is starting to be spent. Ms. Holliday noted that nearly half of the funds will be on signage for the eight area centers. Ms. Holliday informed the Board that 60 individuals have been trained on "Living the Brand". The Boards will be shown one module of the training at the Joint December meeting. Ms. Holliday stated that the Board's website URL would be changing with the new branding and the Website would be updated. Mr. Tapp, Chair of the Outreach & Publicity Committee, stated that two proposals had been received to update the Board's website to the new branding, IDEAS Group and the O'Conner Group. A brief discussion followed. Mr. Tapp brought before the Board the recommendation of the Outreach & Publicity Committee to remain with the O'Conner Group and have the O'Conner Group update the logo, colors, theme, graphics and ADA Compliance. Chair Miller called for a vote and the recommendation was passed.
- **One-Stop Operations & Delivery System:** Ms. Blankenship updated the Board on the One-Stop Certifications. Two issues have held up the certification, an ADA issue that requires the Leaseholder to re-stripe the parking lot and the Regional MOU. The State came up with a new way to document cost allocations while the final MOU was out for signatures. Ms. Holliday stated she would be working on plugging the numbers into the new spreadsheet for all eight centers. She stated that the New River Mount Rogers Area would be in compliance, maybe not next month, but they would be in compliance.

Ms. Holliday informed the Board that all seven affiliate sights have failed ADA compliance for the most part due to parking. There have only been one or two centers across the entire state that are in ADA compliance. Everyone has worked very hard to make sure this certification can happen and it is hopefully near to a close.

- **Training Provider Committee:** Ms. Holliday discussed PY18 Training Provider Certification Timeline. Re-certifications will be beginning for the Committee. All Training Providers must provide program information by December 2018 if they wish to

be re-certified, otherwise they will be removed from the State Approved Training Provider List. Trainings must support the occupations on the “In Demand Occupation List” for the local area. Ms. Holliday may provide waivers for trainings not on the In Demand Occupation List, but not for the State Approved Training Provider List.

Mr. Williams, Consortium Board Chair, welcomed the new members on the Workforce Development Board and thanked everyone for the work they do on the Board. He stated that the State Monitoring Report had been received with very little findings.

Mr. Goldsmith, Chair of the Nominating Committee, made a motion to vote Mr. Bartholomay as the 2nd Vice-Chair to fill the vacancy. After no discussion, Mr. Miller called for a vote. The motion was passed unanimously.

Chair Miller highlighted the PY18 Committee Assignments located in the packet and stated there were a few vacancies that would need to be filled. Ms. Holliday stated she would send out to Board Members the definitions of what each committee was responsible for. Mr. Miller stated that if anyone had strong feelings about being on a particular committee to make it known.

Ms. Holliday updated the Board on Staff activities since their last meeting and reviewed the executive summary. She stated that all 13 jurisdictions would be part of the Work Ready Community rollout shortly since they had completed their final academy. The jurisdictions will have two years to meet all goals to be certified as Work Ready Communities. The local Community Colleges do not have the capacity to complete the required certification. Ms. Holliday will continue to seek funds to support NCRC testing and job profiling in the region. She stated the jurisdictions are attempting to have the Governor come to the area in September 2018 for the Brand and Work Ready Community rollout.

Ms. Holliday informed the Board that the Roanoke Times FOIA request had been completed, but that the New Rivers Mt Rogers Area had not heard if there were any remaining questions. The area of focus seemed to be what the DOL finds allowable compared to what the Roanoke Times reporter sees as not a reasonable expense for tax payer funds. She will keep the Board updated.

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

PARTNER REPORTS

Reports for the following partner agencies were given: Community Based Organizations, Mr. Goldsmith; Institute of Higher Education, Mr. Hughes; Economic & Community Development, Mr. Lewis; Job Corp, Mr. Loupe; Virginia’s Employment Services, Ms. Akers; One-Stop Operator Report, Ms. Carico and Ms. Hoer; and Special Grants, Ms. Holliday.

The 2018 WDB meeting schedule was reviewed with Board members noting that the next WDB meeting is scheduled for October 24, 2018 at the Wytheville Meeting Center beginning at 10:00 AM.

Ms. Holliday discussed the Travel Voucher with Board members. With no further business to discuss, the meeting was adjourned at 12:06 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "B. Suthers", written in a cursive style.

Beverly Suthers,
Workforce Operations Coordinator