

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

**MEETING MINUTES**

**December 11, 2019**

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 11, 2019 at the Wytheville Meeting Center. Those in attendance were as follows:

<b><u>WDB Members</u></b>		<b><u>Consortium Members</u></b>	<b><u>Staff</u></b>
Mike Miller, Chair	Terry Smusz	Jay Williams, Chair	Marty Holliday
Karen Akers		Rex Hill	Ronnie Martin
Howard Bartholomay	<b><u>Alternates</u></b>	Eric Workman	Beverly Suthers
Carol Blankenship	Leta Bradly	Rob Gropman	Della Wheeler
Brooks Dawson	Beth Carico	Mary Biggs	Kimber Simmons
Joe Ferrell	Jake Tabor	Lauren Yoder	Renee Sturgill
Jordan Loupe	Vicky Collins	Joseph Guthrie	Jenny Bolte
Timothy McVey	Nora Tucker	Kenneth Belton	Liz Annis
John Overton			David Martin
Jimmy Smith			Sharon Layman
<b><u>Guests</u></b>			
James Cabler	Ashley Nash	Jon Cash	
Lennie Gail Mitcham	Rob Edwards	Vinny Ringrose	
Joanie MCleary	Brittany Nipper	Phyllis Conner	
Will Byrd	Kathy Malone		

WDB Chair Miller and Consortium Board (CB) Chair Williams called the joint meeting to order at 10:04 a.m. and welcomed all attendees to the meeting.

CB Chair Williams led the group in the Pledge of Allegiance.

WDB Chair Miller and CB Chair Williams asked Ms. Suthers to call roll for both Boards and a quorum was present.

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

CB Chair Williams asked for a motion to approve the Consent Agenda items which had been previously distributed. Dr. Workman made a motion to approve the Consent Agenda with a second from Mr. Gropman. The motion was unanimously approved.

Chair Miller asked for a motion to approve the Consent Agenda items which had been previously distributed. Ms. Smusz made the motion to approve the Consent Agenda with a second from Ms. Akers. The motion was unanimously approved.

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

### **WDB Committee Reports:**

- **Budget & Administrative Committee:** Ms. Holliday stated that the PY18 Return on Investment (ROI) had been completed and was located in the packet. This information will be released publicly by the end of day and uploaded to the VCWNRMR.COM website.
- **One-Stop Operations Committee:** Ms. Holliday highlighted the PY18 Year End Performance numbers and first quarter PY19 numbers. She stated that the State had not been providing backup data that the Program Operators and Operations Coordinator could review. She hopes to start receiving this information in the future. A brief discussion followed.

Ms. Blankenship, Chair of the One-Stop Operations Committee stated at the October WDB meeting the Board had voted to continue the RFP process as it had always been done. The RFP timeline is included in the packet for review. As chair, Ms. Blankenship made a motion to approve the RFP as submitted with a second from Mr. McVey. Motion was unanimously approved.

Ms. Holiday stated that the regional MOU & RSA was due October 31, 2019. Although this was not completed, she sent what we had although several signatures were missing. No other areas in the state had a completed MOUS RSA on 10/31/19. We now only have two missing signatures from partners and they are State Agencies. She hopes to have everything completed by 12/31/19.

- **Training Provider Committee:** Mr. McVey, Chair of the Training Provider Committee informed the WD Board that with the new guidelines from the State, several programs will no longer be supported. These programs are highlighted and located in the packet. As Chair, Mr. McVey made a motion to approve the 2020 Training Providers as submitted with a second from Mr. Ferrell. Motion was unanimously approved

Ms. Holliday asked the Boards to review the Executive Summary and let her know if they had any questions or concerns. She did highlight on going staff training.

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

### **Partner Reports:**

Reports for the following partner agencies were given: Community Based Organizations, Ms. Smusz; Economic Development, Dr. Workman; Job Corps, Mr. Loupe; TANF Programs, Vicky

Collins; Title 1 Rehabilitation Act of 1973, Ms. Tucker; Virginia's Employment Services, Mr. Akers & Ms. Conner; One-Stop Operator Report, Ms. Carico/Ms. Bradley; Special Grants, Ms. Holliday and Ms. Bolte.

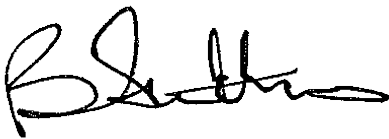
Chair Williams and Chair Miller presented Ms. Blankenship with a Certificate of Appreciation for her years of service on the WDB. Next Chair Miller and Mr. Belton presented Chair Williams with a Certificate of Appreciation for his years of service on the CLEO Board and then welcomed him to the WDB where he will continue his service.

Chair Miller and Chair Williams reviewed with Board members the travel reimbursement request, the inclement weather policy and 2020 meeting schedules.

Ms. Holliday reviewed the Strategic Plan during a working lunch.

At the conclusion of the Strategic Plan presentation, the joint meeting was adjourned by both boards at 12:36.

Respectfully Submitted,

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

Beverly W Suthers