

# Joint Meeting of the New River/Mount Rogers Workforce Development Board and Consortium Board

## MEETING MINUTES

May 17, 2023

### CALL TO ORDER

Chair Miller and Chair Biggs, respectively, called to order the Joint meeting of the NRMW Workforce Development Board and the Consortium Board at 10:01 am on May 17, 2023 in person at the Wytheville Meeting Center and online via Zoom.

### MOMENT OF REFLECTION

Chair Biggs lead the Boards in the Pledge of Allegiance and in a moment of reflection.

### ROLL CALL

Ms. Holliday conducted a roll call. The following persons were present and online a quorum was present for both Board members in attendance:

#### Board Members In Person

##### ***Consortium Board***

Montgomery County – Mary Biggs, Chair  
Bland County – Cameron Burton  
Bristol City – Michael Pollard  
Giles County – Perry Martin  
Grayson County – Michael Hash  
Pulaski County – Laura Walker  
Washington County – Charlie Hargis

##### ***Workforce Development Board***

Mike Miller, Chair  
Thad Austin  
Howard Bartholomey  
Vicky Collins  
Jeff Dunnack  
Mary Ann Gilmer  
Nicole Hair – Alternat Rebecca Fisher  
Perry Hughes  
Jordan Loupe  
Christy Lowe  
Tim McVey  
Shannon Mutter  
John Overton  
Chris Pfohl  
Bryan Phipps  
Bradley Rodriguez  
Jimmy Smith  
Aaron Vaughn  
Jay Williams  
Larry Wyatt

#### Board Members & Guests Online

##### ***Consortium Board Online***

##### ***WDB Online***

Phil Hull  
Carla Pauley

##### Guests Online

#### Staff

Marty Holliday  
Kimber Simmons  
Renee Sturgill  
Jenny Bolte

#### **Guests**

Beth Carico  
Leo Molina  
Brenda Rigney  
John Matthews

## **APPROVAL FOR ZOOM ATTENDEES**

Ms. Walters made the motion to allow all zoom attendees to be counted as attended, participate and vote during the meeting. Ms. Gilmer seconded the motion and the motion passed unanimously.

## **APPROVAL OF CONSENT AGENDA**

Ms. Gilmer made the motion to approve the Consent Agenda as previously distributed to all members via email Ms. Burton seconded the motion and the motion was passed unanimously.

## **PUBLIC COMMENTS**

Ms. Biggs opened the floor to public comment. Chair Miller thanked Goodwill Industries of the Valleys, Inc. for their 20 plus years as a WIOA Title 1 Program Operator for the region. He reminded the members that this would be their last meeting presenting to the board.

## **ACTION ITEMS:**

### **Draft PY23 Budget**

In reviewing the Draft PY23 Budget Ms Holliday explained that there were two unknowns: the actual PY23 WIOA allocations and the actual PY22 Carryover and she gave a brief explanation of her methodology of estimating those budget amounts. A Final Budget would not be available until August 2023. She further explained that the Consortium Board's Finance Committee and the WDB's Budget and Administration Committee had reviewed and approved the Draft Budget. For the WDB, Mr. Hughes made the motion to approve the Draft Budget as presented. Mr. Dunnack seconded the motion and motion carried. Mr. Phipps abstained as he is employed by People Inc. For the Consortium Board Ms. Walters made the motion to approve the Draft Budget as presented. Ms Burton seconded the motion and the motion passed unanimously.

### **PY23 Contract Award and Funding Allocation Recommendations**

In reviewing the Contract Award and Funding Allocation Recommendation Ms. Holliday reviewed the RFP process and timeline, noting that only one proposal was received and that was from People Inc. She then reviewed the proposal review process (which was done) and the review of the One-Stop Operations and Youth Committees of the reviewers' comments of the proposal and the funding allocation based on the Draft Budget. She stated that the only "special request" was that People Inc. update the committees on their progress with partnership development in the New River Valley area (as this was a new area for them to provide services in). Ms. Holliday further stated that board members and staff were charged with assisting People Inc in making those new connections. For the WDB, Mr. Williams made the motion to approve the Contract Award to People Inc and accept the funding allocations as recommended by the Committees. Ms. Gilmer seconded the motion and motion carried. Mr. Phipps abstained as he is employed by People Inc. For the Consortium Board Mr. Hash made the motion to approve the Contract Award to People Inc and accept the funding allocations as recommended by the Committees. Ms. Walters seconded the motion and the motion passed unanimously.

### **PY23 Fiscal Agent Agreement**

Ms. Holliday gave a review of the Fiscal Agent approval process as it relates to the Federal Law, the grant recipient (Pulaski County) and the Consortium Board. She stated that other than dates, there was no change to the agreement from PY22. Ms. Walters made the motion to approve the PY23 Fiscal Agent Agreement with the New River Valley Regional Commission. Mr. Perry seconded the motion and the motion passed unanimously.

### **PY23 WDB Certification**

Ms. Holliday gave a review of the Board Certification process, reminding everyone that there was a new board member appointed for Washington County Business (filling a vacancy that of a board member retiring at the end of this program year) and the current members that were reappointed in the Consent Agenda process. She then went through the requirements of the WDB to have 51% Business and the other various member requirements and asked the Consortium Board to review the Board Certification documentation, showing that the requirements are met by

the current board members. Mr. Martin made the motion to certify the New River/Mount Roges Workforce Development Board for PY23-PY24. Ms. Walters seconded the motion and the motion passed unanimously.

### **PY23 Training Providers/Programs**

Ms. Holliday reminded the WDB that the Training Provider Committees would normally have made recommendations and that they would normally review and approve training providers and programs at their December meeting. This year the State requested that they stop the process and just push all providers/programs forward to June 30, 2023 while waiting for the Virginia Workforce Development Board to provide a new ETPL Policy. The policy is still not available, but due to the need to comply with the Federal Law, the WDBs around the state are asked to review with limited time and information all providers and programs. The Training Provider Committee is recommending that the WDB approve all providers and programs through December 31, 2023 and that they review process proceeded as normal this coming program year. Ms. Collins made the motion to accept the recommendation of the Training Provider Committee. Mr. Williams seconded the motion and the motion passed unanimously.

### **New River/Mount Roges Workforce Development Foundation**

Ms. Holliday presented the Articles of Incorporation for the New River/Mount Roges Workforce Development Foundation as review by legal counsel. A lengthy discussion occurred around the purpose, activities, and reasons for creating this Foundation. Ms. Collins made the motion that in light of the necessity for more flexibility to serve individuals and the opportunities presented by fundraising through a non-profit organization, she made the motion to move forward with the necessary applications to create the foundation and apply for non-profit status. Mr. Overton seconded the motion and the motion passed through both boards unanimously.

The following were appointed to serve on the initial Board of the New River/Mount Roges Workforce Development Foundation:

From the Consortium Board: Mary Biggs, Laura Walters and Cameron Burton

From the Workforce Board: Mike Miller, Aaron Vaughn, Vicky Collins and Thad Austin

### **EXECUTIVE DIRECTOR SUMMARY**

Ms. Holliday gave a brief update on the Workforce Reorganization. She told the boards that her name had been put forward by the Virginia Association of Workforce Directors as one of two directors to sit on the Reorganization Advisory Committee.

She asked the board members to review the summary document of the updated Strategic Plan that Virginia Tech had created. She asked the board members to give a read through of Goal #2 as there would be a presentation on Regional business services.

### **BUSINESS SOLUTION TEAMS PRESENTATION**

Kimber Simmons, the region's Business Services Coordinator along with Beth Carrico and John Matthews, two of the three Business Solution Team Chairs gave a presentation about work of the region's BSTs to engage with and meet the needs of the region's businesses.

### **INFORMATIONAL ITEMS**

Updates were given for WIOA Title 1 Programs by Ms. Carico and Mr. Molina; Special Grants by Ms. Bolte.

### **NEXT MEETING**

Chair Biggs noted that the next board meeting would be in person at the Wytheville Meeting Center:

- Workforce Board – August 23, 2023 beginning at 10am
- Consortium Board: September 20, 2023 beginning at 10am

**ADJOURNMENT**

The official meeting of the WDB and Consortium Board was adjourned at 12:24pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Marty Holliday". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

Marty Holliday  
Executive Director