

# New River/Mount Rogers Workforce Development Board

## MEETING MINUTES

August 23, 2023

### CALL TO ORDER

Chair Miller called to order the regular meeting of the NRMR Workforce Development Board at 10:04 am on August 23, 2023.

**NEW MEMBER** Chair Miller introduced new WDB member Kelly DeBusk, Washington County Business Rep. and asked everyone present to introduce themselves.

### ROLL CALL

The following persons were present and Online:

#### Board Members

Mike Miller, Chair  
Jay Williams, Vice-Chair

Christi Altizer  
Thad Austin – on line

Jeff Carter

Vicky Collins

Kelly DeBusk

Jeff Dunnack

Mary Ann Gilmer

Nichole Hair

Mary Anne Holbrook

Jordan Loupe

Christy Lowe  
Shannon Mutter  
John Overton- on-line

Jimmy Smith

Aaron Vaughn

Larry Wyatt

#### *Alternate*

Beth Carico (Bryan Phipps)

#### Staff

Marty Holliday

Renee Sturgill

Angi Chandler

#### Guests

Mary Biggs, CLEO Chair

Laura Walters

Denise Lee

A quorum was present. Mr. Dunnack made a motion to allow ZOOM Board member attendees to vote and participate in the Board meeting. The motion was seconded by Mr. Williams. The motion was passed unanimously.

### CONSENT AGENDA

Mr. Williams made the motion to approve the Consent Agenda as presented with a second from Ms. Collins. The motion was passed unanimously.

### PUBLIC COMMENT PERIOD

Hearing none, Chair Miller moved on with the agenda.

### PARTICIPANT STORY

Ms. Denise Lee shared her personal story that included support from the POWER and WIOA programs.

### ELECTION OF OFFICERS

Chair Miller turned the meeting over to Ms. Holliday. Ms. Holiday thanked Ms. Mutter and Ms. Lowe for the work that was done by the Nomination Committee. The Committee brought forth the slate of officers for PY23.

### **Officers**

Mike Miller, Chair  
Jay Williams, 1st Vice-Chair  
Thad Austin, 2nd Vice-Chair

### **Executive Committee**

Larry Wyatt  
Mark Tapp, NRV  
Jeff Dunnack, MR  
Martha Smith, MR

Mr. Smith made a motion to accept the appointment of officers as presented with a second from Mr Vaughan. The motion was passed unanimously.

### **COMMITTEE REPORTS**

- **Budget and Administration Committee:**

Mr. Dunnack made a motion to approve the Final Draft of the PY23 Budget as presented with a second from Mr. Williams. The motion was passed with Ms. Carico abstaining.

Ms. Holiday explained the need for the Statement of Economic Interest stating that it must be returned by 09/30/2023. For those that did not complete the statement at the Board Meeting, she would be emailing the statement to the Board Members.

- **One-Stop Operations & Delivery and Youth Committees:**

Ms. Gilmer made a motion to approve the PY'23 Contract Modification effective 10/01/2023 as presented with a second from Ms. Collins. The motion was passed with Ms. Carico abstaining.

- **Training Provider Committee:**

In the absence of the Training Committee Chair, Ms. Holliday asked the Board review the Training Provider/Program Timeline for 2024, noting that approvals will be brought to the WDB at their December meeting.

### **CONSORTIUM BOARD UPDATE**

Ms. Biggs, Consortium Board Chair, informed the Board that for the most part, she and Laura Walters were just working with staff to get all of the necessary documentation signed for the new program year.

### **EXECUTIVE DIRECTOR SUMMARY**

Ms. Holliday highlighted the training courses that staff had attended, noting especially the additional time and effort of Kathy Pickle that has completed the training and exams to become a CWICK.

Ms. Holliday shared that the New River/Mount Rogers Workforce Foundation was an official "entity" and that they were still waiting for the approval from the IRS on the non-profit status.

Ms. Holliday shared information from the first Workforce System Transition Advisory Board meeting.

**PARTNER REPORTS**

Reports for the following partner agencies were given: Adult Education, Ms. Mutter; Community Based Organizations, Ms. Carico, Ms. Holbrook, and Ms. Gilmer; Economic Development, Ms. Hair; Job Corp, Mr. Loupe; TANF Programs, Ms. Collins; Title 1 Rehabilitation Act of 1973, Ms. Altizer; Virginia's Employment Services, Ms. Lowe; WIOA Title 1 Programs, Ms. Carico; Special Grants, Ms. Holliday

**ADJOURNMENT**

Chair Miller stated that the next meeting would be a ZOOM meeting on October 25, 2023 at 10:00 am. Next Chair Miller highlighted the travel reimbursement forms located in the packet. With no further business to discuss, the meeting was adjourned at 12:10 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Marty Holliday". The signature is written in black ink and is positioned below the typed name.

Marty Holliday  
Executive Director