New River/Mount Rogers Workforce Development Board

MEETING MINUTES
August 28, 2024

CALL TO ORDER

Chair Miller called to order the regular meeting of the NRMR Workforce Development Board at 10:04 am on August 28, 2024

ROLL CALL

The following persons were present and Online:

Board Members		**Staff**
Mike Miller, Chair		Marty Holliday
	Bryan Phipps - online	Jenny Bolte
Christi Altizer	Bradley Rodriguez	Renee Sturgill
Thad Austin	Jimmy Smith	Angi Chandler
Vicky Collins	Aaron Vaughan	Kathy Pickel
Kelly DeBusk	Jay Williams	Kimber Simmons
Jeff Dunnack	Larry Wyatt	Karen Rhodes
Nichole Hair		Dee Shaffer
Mary Anne Holbrook		
Jordan Loupe		**Guests**
Shannon Mutter	*Alternate*	Mary Biggs, CLEO Chair
John Overton	Phyllis Conner (Christy Lowe)	Beth Carrico
		Christina Tyler
		Brenda Rigney

CONSENT AGENDA

Mr. Austin made the motion to approve the Consent Agenda as presented with a second from Mr. Overton. The motion was passed unanimously.

PUBLIC COMMENT PERIOD

Hearing none, Chair Miller moved on with the agenda.

ELECTION OF OFFICERS

Chair Miller turned the meeting over to Ms. Holliday. Ms. Holiday thanked Ms. Collins, Ms. Altizer and Ms. Lowe for their work on the Nomination Committee. The Committee brought forth the slate of officers for PY24.

Officers	**Executive Committee**
Mike Miller, Chair	Larry Wyatt
Jay Williams, 1st Vice-Chair	John Overton, NRV
Thad Austin, 2nd Vice-Chair	Jeff Dunnack, MR
	Martha Smith, MR

Ms. DeBusk made a motion to accept the appointment of officers as presented with a second from Ms. Hair. The motion was passed unanimously.

COMMITTEE REPORTS

- **Budget and Administration Committee**:
  Mr. Williams made a motion to approve the PY24 Budget as presented with a second from Mr. Austin. The motion was passed unanimously.

  Ms. Holiday explained the need for the Statement of Economic Interest stating that it must be returned by 09/30/2024. 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. Collins made a motion to approve the PY'24 Contract Modification effective 7/01/2024 as presented with a second from Mr. Austin. The motion was passed with Mr. Phipps abstaining.

- **One-Stop Center Certification Process/Timeline**
  Ms. Holliday presented the timeline and the process of the Center Certification. Noting that there will be three Certification Teams (each reviewing two centers) and asked for anyone interested in serving in this way to talk to her after the meeting. Mr. Dunnack made the motion to approve the presented timeline and process. Ms. Holbrook seconded the motion and the motion passed unanimously.

- **Executive Committee**
  Chair Miller noted that the WDB needed to go into closed session Sec. 2.2-3711(A)(1) of the Code of Virginia. 1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; Ms. Collins made the motion to go into closed session for the stated reason. Mr. Austin seconded the motion and a called vote was taken with all members present voting yes..

  Ms. Collins made the motion to come out of closed session. Mr. Austin seconded the motion and a called vote was taken with all members present voting yes.

  Mr. Austin made a motion to certify that only the item related to Sec. 2.2-3711(A)(1) of the Code of Virginia. 1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body was discussed in the closed session. Mr. Dunnack seconded the motion and a called vote was taken with all members present voting yes.

  Mr. Austin made the motion that a recommendation go to the Consortium Board to hire from within and consider Ms. Jenny Bolte as the new Executive Director when Ms. Holliday retires June 30. 2024 and to consider bringing Ms. Holliday back on a part-time basis to work on special projects and offer support as needed to ensure a smooth transition. Mr. Dunnack seconded the motion and the motion passed unanimously.

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 noted that her report was in the packet. She also noted the front page of the PY23 Annual report and requested that board members use the QRC code to access the full report.

DEPUTY DIRECTOR SUMMARY

Ms. Bolte introduced a project that was being piloted by board staff with the Fathom organization

ADJOURNMENT

Chair Miller stated that the next meeting would be a ZOOM meeting on October 23, 2024 at 10:00 am. With no further business to discuss, the meeting was adjourned at 12:20 p.m.

Respectfully Submitted,

Marty Holliday

Marty Holliday
Executive Director