

**Joint Meeting of the New River/Mount Rogers
Workforce Development Board and Consortium Board**
MEETING MINUTES
May 21, 2025

CALL TO ORDER

Chair Biggs called to order the meeting of the Consortium Board Executive Committee and Chair Miller called to order the meeting of the NRMW Workforce Development Board at 10:03 am on May 21, 2025 in person at the Wytheville Meeting Center.

MOMENT OF REFLECTION

Chair Biggs lead the Boards in a moment of reflection.

ROLL CALL

Ms. Rhodes conducted a roll call. The following persons were present:

Board Members

Consortium Board

Montgomery County – Mary Biggs, Chair
Bland County – Cameron Burton
Floyd County - Joe Turman
Grayson County – Michael Hash
Washington County – Charlie Hargis

Workforce Development Board

Mike Miller, Chair
Christi Altizer
Kathleen Boswell
Joy Butler
Vicky Collins
Kim Hernandez
Perry Hughes
Jordan Loupe
Christina Lowe
Shannon Mutter
John Overton
Chris Pfohl
Bryan Phipps
Jimmy Smith
Jay Williams

Staff

Marty Holliday
Jenny Bolte
Kimber Simmons
Renee Sturgill
Karen Rhodes
Angi Chandler
Kathy Pickel
Marjorie Martin
Denise Lee
Della Wheeler
Joewell Jackson
Sherri Hanshaw
Bam Felger
John Lowrey
Crystal Price-Wynn
Clay Stein
Dee Shaffer

Guests

Jake Leonard
Shawn Utt
Beth Carico
Leta Bradley
Christina Tyler
Matt Herron

APPROVAL OF CONSENT AGENDA

Ms. Lowe made the motion to approve the Consent Agenda as previously distributed to all Members via email.

Mr. Hash seconded the motion, and the motion passed unanimously.

PUBLIC COMMENTS

Ms. Biggs opened the floor to public comment. Introductions of guests were made.

JOINT BOARD CLOSED SESSION

Chair Biggs noted the Joint Boards 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. (Budget and how it affects personnel) For the Consortium Board, Mr. Hash made the motion to go into closed session for the stated reason. Mr. Hargis seconded the motion and a called vote was taken with all members present voting yes. For the WDB, Ms. Collins made the motion to go into closed session for the stated reason. Ms. Butler seconded the motion, and the motion passed unanimously.

For the Consortium Board, Mr. Hash made the motion to exit closed session for the stated reason. Mr. Hargis seconded the motion, and a called vote was taken with all members present voting yes. For the WDB, Ms. Collins made the motion to exit closed session for the stated reason. Ms. Butler seconded the motion, and the motion passed unanimously.

Ms. Burton made the motion to certify that only items 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. Hash seconded the motion and a called vote was taken with all members present voting yes.

ACTION ITEMS

Draft PY25 Budget

In reviewing the Draft PY25 Budget, Ms. Holliday explained that there were unknowns. The main one being the actual PY25 WIOA allocations. She gave a brief explanation of her methodology of estimating those budget amounts. A Final Budget will not be available until August 2025. 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, Ms. Collins made the motion to approve the Draft Budget as presented. Ms. Butler seconded the motion and the motion carried. Mr. Phipps abstained as he is employed by People Inc. For the Consortium Board, Mr. Hargis made the motion to approve the Draft Budget as presented. Ms. Burton seconded the motion, and the motion passed unanimously.

PY25 Contract Funding Allocation Recommendations

Ms. Holliday reviewed the Contract Funding Allocation process and amounts, noting that at this time it's only an estimate to give People Inc. a starting point. For the WDB, Mr. Smith made the motion to approve the Contract Funding Allocation Recommendations. Mr. Williams seconded the motion, and the motion carried. Mr. Phipps abstained as he is employed by People Inc. For the Consortium Board, Ms. Burton made the motion to approve the Contract Funding Allocation Recommendations. Mr. Hargis seconded the motion, and the motion passed unanimously.

PY25 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 PY25 Fiscal Agent Agreement. Mr. Hargis made the motion to approve the PY25 Fiscal Agent Agreement with the New River Valley Regional Commission. Ms. Burton seconded the motion, and the motion passed unanimously.

PY25 WDB Certification

Ms. Holliday reviewed the PY25 WDB Certification process, which occurs every 2 years. She noted that the make-up of the board was in line with federal and state requirements. Mr. Hash made the motion to approve the PY25 WDB Certification. Mr. Hargis seconded the motion, and the motion passed unanimously.

EXECUTIVE DIRECTOR SUMMARY

Ms. Holliday gave brief updates on various activities of the Workforce Development staff and herself. She also said a few words pertaining to her upcoming retirement.

DEPUTY DIRECTOR SUMMARY

Ms. Bolte gave a brief update on various initiatives that she has been working on.

BREAK

Board members got their lunch and returned to the remaining of the meeting.

INFORMATIONAL ITEMS

Updates were given for the WIOA Title 1 Programs by Ms. Carico, Grant Updates were given by Ms. Pickel and Ms. Chandler, and Business Services updates by Ms. Simmons.

NEXT MEETING

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

- Workforce Board – August 27, 2025 beginning at 10am
- Consortium Board – September 17, 2025 beginning at 10 am

ADJOURNMENT

The official meeting of the Consortium Board and WDB was adjourned at 1:05pm.

Respectfully Submitted,



Karen Rhodes
Outreach & Community Engagement Coordinator

