



**WPWDB Executive Committee Meeting Agenda
January 17, 2018 • 12:00 p.m. • WPWDB Offices • Martinsville, Virginia**

Welcome/Call Meeting to Order..... Adam Wright, Chair

Roll Call (10 total, need 6 for quorum).....Rhonda Hodges, Secretary

- | | |
|---|--|
| <input type="checkbox"/> Adam Wright | <input type="checkbox"/> John Parkinson |
| <input type="checkbox"/> Amanda Cox | <input type="checkbox"/> Rhonda Hodges |
| <input type="checkbox"/> David Stone | <input type="checkbox"/> Teresa Fontaine |
| <input type="checkbox"/> Debra Buchanan | <input type="checkbox"/> Tom Davis |
| <input type="checkbox"/> Dick Ephgrave | <input type="checkbox"/> Wayne Knox |

Agenda

Welcome and Call to Order (Adam Wright)

Approval of Minutes from November 2, 2017 Meeting

Items for Consent Agenda

- Finance Reports through November 30, 2017 and the 2016 Tax Return Form 990 approved by the Finance Committee on January 10, 2018
- Rapid Response request of \$250,000 for closings of Pioneer Hospital and Shaw in Patrick County and Telvista and Kmart in Danville
- Approval to transfer \$50,000 between Adult and Dislocated Worker if necessary
- Training Provider Application for DCC Medical Billing and Coding Program approved by Program Planning & Development on December 19, 2017

Reports

- Chair/Executive Committee (Adam Wright)
- CLEO (Debra Buchanan)
- Youth Council (Dick Ephgrave)
- Audit (Tom Davis)
- Finance (John Parkinson)
- Governance (David Stone)
- Marketing and ASR (Wayne Knox)
- Program Planning & Development (Teresa Carter Fontaine)
- Executive Director (Rob Bencini)

Old Business

New Business

Adjourn

West Piedmont Workforce Development Board

Executive Committee Minutes

November 2, 2017 at noon

Present: Adam Wright, Teresa Fontaine, John Parkinson, Debra Buchanan, Tom Davis

Absent: Amanda Cox, Rhonda Hodges, Dick Ephgrave, David Stone, Wayne Knox

Staff: Guy Stanley, Alanna Nicholas, Robbin Hall

The meeting was called to order by Adam Wright, Chair. Roll was taken. Robbin Hall, Project Manager reported that she was unable to transcribe the minutes from August 17, 2017 because the notes could not be interpreted. Mr. Wright volunteered to try to interpret them.

Mr. Stanley reported that the Selection Committee has interview results for the Executive Director and they have chosen a candidate. They will ask the Board to approve the offer at the Board meeting on November 6, 2017. They will also request authorization to move to the next candidate if the first one declines the position. Mr. Wright expressed concern for training the new Executive Director. Mr. Stanley assured him that he would stay on part-time until December 31, 2017 to help with the transition. Mr. Stanley also shared that consultant Mary Ann Lawrence is scheduled to visit on November 29-30, 2017 to provide free assistance with policy review and WIOA program questions.

Mr. Stanley reported that the Certification of the Martinsville Center is underway. The ADA audit is in really good shape and the 144 questionnaire is pending. Plans are to certify both centers. Martinsville is first and due on December 1.

Mr. Stanley explained that Patrick County Business Services contract has been inactive due to a lack of human resources to fulfill the contract. Robbie Knight with Martinsville and Henry County Chamber has been providing services as a courtesy to the employers per the approval of Ms. Fultz, MHC Chamber Executive Director. Mr. Stanley reported that VCCS will not allow subcontracting, but Patrick County can hire someone. Mr. Wright agreed to meet with Mr. Rose, County Administrator, to propose hiring Mr. Knight part-time since he is already doing the work.

Mr. Stanley presented the Financial Report through August 31, 2017. We are still spending PY 2016 funding. The notice of obligation for PY2017 has been received. There is a Youth meeting scheduled to plan internship program kickoff. Ms. Fontaine made a motion to accept the Financial Report; Mr. Parkinson seconded; the motion passed unanimously.

Committee Reports:

Chairman – Expressed happiness for selecting candidate for Executive Director.

CLEO – per Ms. Buchanan no report.

Youth – No report.

Marketing – No report.

Audit – per Mr. Davis no Report.

Program Planning – per Ms. Fontaine no report.

Finance – per Mr. Parkinson met to approve Finance Reports through August 31, 2017

Governance – No report.

Interim Executive Director – Mr. Stanley asked the Committee to help the new Director with relationship building.

The meeting adjourned at 1:00 p.m.

West Piedmont Workforce-Investment Board
Summary Totals
November 2017

	Nov 17	Budget	Jul. - Nov 17	YTD Budget	Annual Budget	Page #	% YTD Budget	% Annual Budget
Danville/Pitts. Co. Dislocated	13,104.45	11,376.11	48,768.64	56,880.66	136,513.00	5	85.74%	35.72%
MHC Dislocated	12,349.03	7,239.36	49,325.31	36,196.97	86,871.99	6	136.27%	56.78%
Patrick Dislocated	1,435.76	2,068.34	3,395.80	10,341.82	24,820.02	7	32.84%	13.68%
Danville/Pitts. Co. DW Bus. Serv.	6,036.42	3,534.35	6,036.42	17,671.81	42,412.26	8	34.16%	14.23%
MHC DW Bus. Serv.	0.00	2,253.25	5,941.05	11,266.25	27,038.85	9	52.73%	21.97%
Patrick DW Bus. Serv.	0.00	645.25	0.00	3,226.28	7,742.97	10	0.00%	0.00%
Danville/Pitts. Co. DW One Stop	1,623.07	1,915.38	8,379.09	9,576.96	22,984.25	11	87.49%	36.46%
MHC DW One Stop	1,796.90	1,267.21	9,190.17	6,336.19	15,206.42	12	145.04%	60.44%
Patrick DW One Stop	0.00	362.06	0.00	1,810.38	4,344.57	13	0.00%	0.00%
Unobligated Dislocated	3,520.69	4,033.69	74,436.91	20,168.45	48,404.22	14	369.08%	153.78%
Total Dislocated	39,866.32	34,695.00	205,473.39	173,475.77	416,338.55		118.45%	49.35%
Danville/Pitts. Co. Adult	13,291.74	28,220.92	53,266.22	141,104.82	338,650.99	15	37.75%	15.73%
MHC Adult	16,959.41	17,958.66	88,242.90	89,793.41	215,503.52	16	98.27%	40.95%
Patrick Adult	6,940.35	5,131.02	30,480.17	25,655.25	61,572.01	17	118.81%	49.50%
Danville/Pitts. Co. Adult Bus. Serv.	6,026.62	3,404.96	6,026.62	17,024.88	40,859.60	18	35.40%	14.75%
MHC Adult Bus. Serv.	0.00	2,700.85	7,776.39	13,504.25	32,410.09	19	57.58%	23.99%
Patrick Adult Bus. Serv.	0.00	640.97	0.00	3,204.87	7,691.64	20	0.00%	0.00%
Danville/Pitts. Co. Adult One Stop	3,719.47	4,388.81	19,201.74	21,944.14	52,665.51	21	87.50%	36.46%
MHC Adult One Stop	4,117.85	2,903.63	21,060.57	14,518.28	34,843.58	22	145.06%	60.44%
Patrick Adult One Stop	0.00	829.59	0.00	4,148.06	9,955.00	23	0.00%	0.00%
Unobligated Adult	12,298.00	11,383.90	62,056.65	56,919.52	136,606.82	24	109.03%	45.43%
Total Adult	63,353.44	77,563.31	288,111.26	387,817.48	930,758.76		74.29%	30.95%
Danville/Pitts. Co. Youth In	654.08	8,368.31	862.12	41,841.66	100,419.24	25	2.06%	0.86%
MHC Youth In	681.94	5,555.71	1,001.50	27,778.71	66,668.23	26	3.61%	1.50%
Patrick Youth In	0.00	1,547.11	0.00	7,735.71	18,565.28	27	0.00%	0.00%
Unobligated Youth In	1,294.30	1,874.71	6,798.28	9,373.55	22,496.46	28	72.53%	30.22%
Total Youth In	2,630.32	17,345.84	8,661.90	86,729.63	208,149.21		9.99%	4.16%

West Piedmont Workforce-Investment Board
Summary Totals
November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget	Page #	% YTD Budget	% Annual Budget
Danville/Pitts. Co. Youth Out	13,370.28	26,020.40	48,303.42	130,102.22	312,244.44	29	37.13%	15.47%
MHC Youth Out	11,979.32	15,917.47	53,428.01	79,587.56	191,009.45	30	67.13%	27.97%
Patrick Youth Out	26.40	4,385.73	1,169.64	21,928.81	52,628.40	31	5.33%	2.22%
Unobligated Youth Out	14,358.10	9,982.99	71,280.39	49,914.95	119,795.84	32	142.80%	59.50%
Total Youth Out	39,734.10	56,306.59	174,181.46	281,533.54	675,678.13		61.87%	25.78%
Administration	23,594.58	18,251.92	99,112.19	91,259.80	219,022.85	33	108.60%	45.25%
Lucy Sale	84.62	0.00	92.52	0.00	0.00	34		
Workforce Innov. FSN	9,527.08	18,138.95	44,342.47	90,694.83	217,667.40	35	48.89%	20.37%
RIDE Solutions Grant	5,376.24	4,408.74	11,645.91	22,043.82	52,905.00	36	52.83%	22.01%
Incumbent Worker	9,485.08	23,189.65	18,201.35	115,948.21	139,137.86	37	15.70%	13.08%
America's Promise Grant	8,213.07	11,244.37	39,201.01	56,221.92	67,466.26	38	69.73%	58.10%
Total Spending and Budget	201,864.85	261,144.37	889,023.46	1,305,725.00	2,927,124.02		68.09%	30.37%
Lucy Sale	-84.62	0.00	-92.52	0.00	0.00			
Workforce Innov. FSN	-9,527.08	-18,138.95	-44,342.47	-90,694.83	-217,667.40			
RIDE Solutions Grant	-5,376.24	-4,408.74	-11,645.91	-22,043.82	-52,905.00			
Incumbent Worker	-9,485.08	-23,189.65	-18,201.35	-115,948.21	-139,137.86			
America's Promise Grant	-8,213.07	-11,244.37	-39,201.01	-56,221.92	-67,466.26			
Total on Original NOO	169,178.76	204,162.66	775,540.20	1,020,816.22	2,449,947.50		75.97%	31.66%

ADULT

	Unobligated			Total	
	Contractors	Regular Unobligated	Additional Training		Unobligated
1/31/2017 balance per financials	429,998.95	96,438.61	-	96,438.61	526,437.56
Designated 17/18 funds available	-	97,706.16	-	97,706.16	97,706.16
Feb actual	(18,126.76)	(10,238.99)	(4,173.54)	(14,412.53)	(32,539.29)
Mar actual	(94,882.33)	(10,904.61)	(8,238.91)	(19,143.52)	(114,025.85)
Apr actual	(45,700.16)	(8,893.77)	(4,700.44)	(13,594.21)	(59,294.37)
May actual	(15,627.69)	(11,014.36)	(15,379.92)	(26,394.28)	(42,021.97)
Jun actual	(95,344.31)	(14,112.88)	(4,793.62)	(18,906.50)	(114,250.81)
6/30/17 balance per financial statements	<u>160,317.70</u>	<u>138,980.16</u>	<u>(37,286.43)</u>	<u>101,693.73</u>	<u>262,011.43 A</u>
6/30/17 balance per financial statements	-	262,011.43 A	-	262,011.43	262,011.43 A
Reallocation of unobligated to contractors	201,905.04	(201,905.04)	-	(201,905.04)	-
NOO FY 17-18	592,247.20	104,621.00	-	104,621.00	696,868.20
Available for FY 6/30/18	794,152.24	164,727.39	-	164,727.39	958,879.63
Jul actual	(29,282.48)	(12,192.24)	(3,016.82)	(15,209.06)	(44,491.54)
Aug actual	(30,401.55)	(13,513.96)	-	(13,513.96)	(43,915.51)
Sept actual	(40,656.12)	(12,349.75)	-	(12,349.75)	(53,005.87)
Oct actual	(74,659.02)	(8,645.88)	(40.00)	(8,685.88)	(83,344.90)
Nov actual	(51,055.44)	(11,414.00)	(884.00)	(12,298.00)	(63,353.44)
11/30/17 balance	568,097.63	106,611.56	(3,940.82)	102,670.74	670,768.37
Projected obligated Dec to Jul	-	(59,500.00)	-	(59,500.00)	(59,500.00)
Contractors balance (spending 100%)	<u>(568,097.63)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(568,097.63)</u>
6/30/18 projected balance	-	<u>47,111.56</u>	<u>(3,940.82)</u>	<u>43,170.74</u>	<u>43,170.74</u>

DISLOCATED WORKER

	Contractors	Unobligated			Total
		Regular Unobligated	Additional Training	Unobligated	
1/31/2017 balance per financials	161,719.40	21,689.63	-	21,689.63	183,409.03
Designated 17/18 funds available	-	92,779.79	-	92,779.79	92,779.79
Feb actual	(4,328.44)	(4,091.73)	(605.00)	(4,696.73)	(9,025.17)
Mar actual	(23,643.83)	(1,448.88)	(6,330.41)	(7,779.29)	(31,423.12)
Apr actual	(8,310.50)	3,835.71	(8,640.24)	(4,804.53)	(13,115.03)
May actual	(4,479.37)	(1,586.93)	(11,637.57)	(13,224.50)	(17,703.87)
Jun actual	(29,313.94)	(3,398.02)	(41,161.64)	(44,559.66)	(73,873.60)
6/30/17 balance per financial statements	<u>91,643.32</u>	<u>107,779.57</u>	<u>(68,374.86)</u>	<u>39,404.71</u>	<u>131,048.03</u> A
6/30/17 balance per financial statements	-	131,048.03 A	-	131,048.03	131,048.03 A
Reallocation of unobligated to contractors	109,948.61	(109,948.61)	-	(109,948.61)	-
NOO FY 17-18	257,985.82	45,720.08	-	45,720.08	303,705.90
Available for FY 6/30/18	367,934.43	66,819.50	-	66,819.50	434,753.93
Jul actual	(16,935.48)	(2,677.16)	(20,303.56)	(22,980.72)	(39,916.20)
Aug actual	(16,880.52)	(3,025.24)	-	(3,025.24)	(19,905.76)
Sept actual	(33,483.31)	(3,738.68)	(37,516.59)	(41,255.27)	(74,738.58)
Oct actual	(27,391.54)	(2,855.59)	(799.40)	(3,654.99)	(31,046.53)
Nov actual	(36,345.63)	(3,520.69)	-	(3,520.69)	(39,866.32)
11/30/17 balance	236,897.95	51,002.14	(58,619.55)	(7,617.41)	229,280.54
Projected obligated Dec to Jul	-	(19,600.00)	-	(19,600.00)	(19,600.00)
Contractors balance (spending 100%)	<u>(236,897.95)</u>	-	-	-	<u>(236,897.95)</u>
6/30/18 projected balance	-	<u>31,402.14</u>	<u>(58,619.55)</u>	<u>(27,217.41)</u>	<u>(27,217.41)</u>

YOUTH OUT SCHOOL

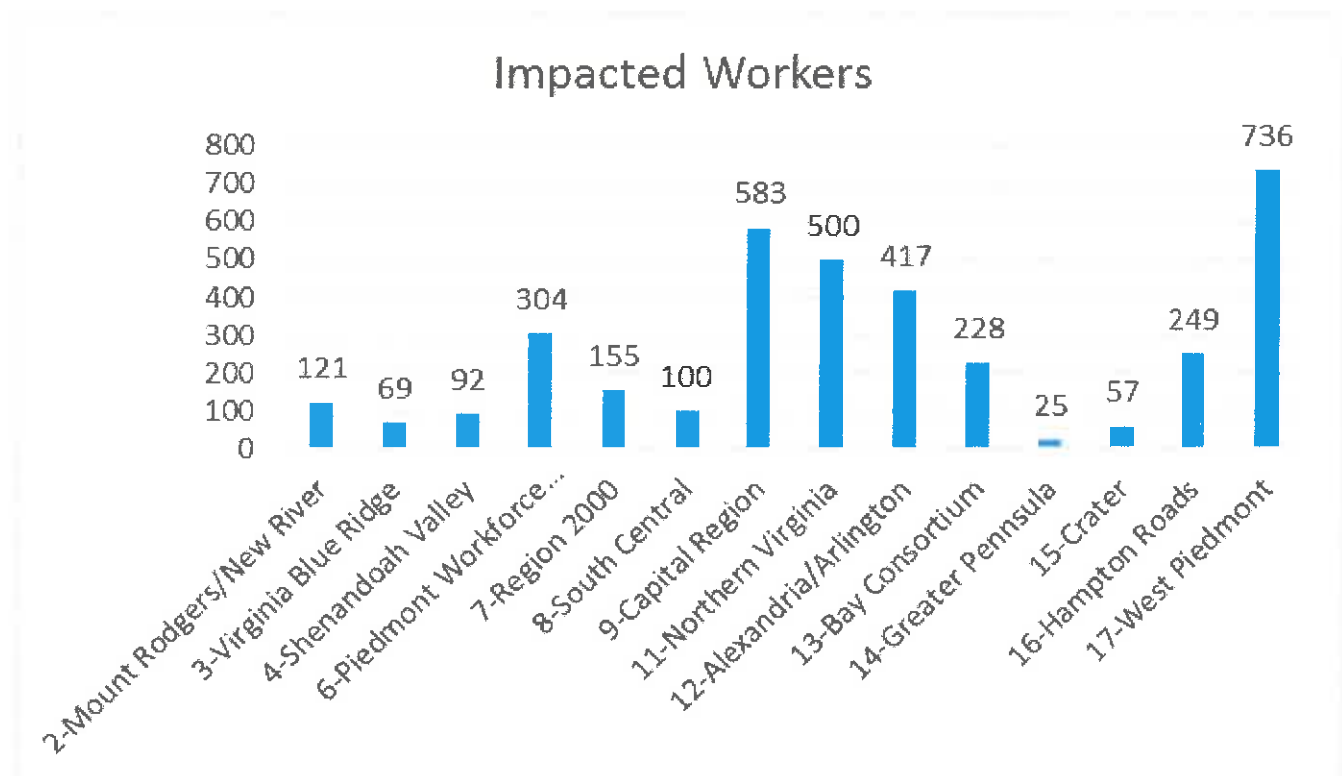
	Contractors	Regular Unobligated	Additional Training	Total Unobligated	Total
1/31/2017 balance per financials	388,936.99	380,008.00	-	380,008.00	768,944.99
Feb actual	(5,887.56)	(35,588.13)	-	(35,588.13)	(41,475.69)
Mar actual	(44,514.85)	(16,474.86)	-	(16,474.86)	(60,989.71)
Apr actual	(26,492.38)	(10,343.35)	-	(10,343.35)	(36,835.73)
May actual	(6,866.23)	(13,503.31)	-	(13,503.31)	(20,369.54)
Jun actual	(97,568.44)	(15,830.08)	-	(15,830.08)	(113,398.52)
6/30/17 balance per financial statements	207,607.53	288,268.27	-	288,268.27	495,875.80
6/30/17 balance per financial statements	-	495,875.80 A	-	495,875.80	495,875.80
Reallocation of unobligated to contractors	111,775.03	(111,775.03)	-	(111,775.03)	-
NOO FY 17-18	444,108.45	97,702.58	-	97,702.58	541,811.03
Available for FY 6/30/18	555,883.48	481,803.35	-	481,803.35	1,037,686.83
Jul actual	(22,875.37)	(14,449.95)	-	(14,449.95)	(37,325.32)
Aug actual	(15,296.00)	(16,856.80)	-	(16,856.80)	(32,152.80)
Sept actual	(18,185.28)	(14,865.78)	-	(14,865.78)	(33,051.06)
Oct actual	(21,168.42)	(10,749.76)	-	(10,749.76)	(31,918.18)
Nov actual	(25,376.00)	(14,358.10)	-	(14,358.10)	(39,734.10)
11/30/17 balance	452,982.41	410,522.96	-	410,522.96	863,505.37
Projected obligated Dec to Jul	-	(98,000.00)	-	(98,000.00)	(98,000.00)
Contractors balance (spending 100%)	(452,982.41)	-	-	-	(452,982.41)
6/30/18 projected balance	-	312,522.96	-	312,522.96	312,522.96

YOUTH IN SCHOOL

	Contractors	Regular Unobligated	Additional Training	Total Unobligated	Total
1/31/2017 balance per financials	144,376.91	42,084.85	-	42,084.85	186,461.76
Feb actual	(131.90)	12,608.84	-	12,608.84	12,476.94
Mar actual	(7,470.21)	(701.84)	-	(701.84)	(8,172.05)
Apr actual	(131.90)	(481.97)	-	(481.97)	(613.87)
May actual	(131.90)	(830.19)	-	(830.19)	(962.09)
Jun actual	(18,930.69)	(1,046.24)	-	(1,046.24)	(19,976.93)
6/30/17 balance per financial statements	<u>117,580.31</u>	<u>51,633.45</u>	-	<u>51,633.45</u>	<u>169,213.76 A</u>
6/30/17 balance per financial statements	-	169,213.76 A	-	169,213.76	169,213.76 A
Reallocation of unobligated to contractors	37,616.62	(37,616.62)	-	(37,616.62)	-
NOO FY 17-18	148,036.15	32,567.53	-	32,567.53	180,603.68
Available for FY 6/30/18	185,652.77	164,164.67	-	164,164.67	349,817.44
Jul actual	(131.90)	(1,173.08)	-	(1,173.08)	(1,304.98)
Aug actual	(131.90)	(1,227.62)	-	(1,227.62)	(1,359.52)
Sept actual	(131.90)	(1,716.21)	-	(1,716.21)	(1,848.11)
Oct actual	(131.90)	(1,387.07)	-	(1,387.07)	(1,518.97)
Nov actual	(1,336.02)	(1,294.30)	-	(1,294.30)	(2,630.32)
11/30/17 balance	183,789.15	157,366.39	-	157,366.39	341,155.54
Projected obligated Dec to Jul	-	(9,100.00)	-	(9,100.00)	(9,100.00)
Contractors balance (spending 100%)	<u>(183,789.15)</u>	-	-	-	<u>(183,789.15)</u>
6/30/18 projected balance	-	148,266.39	-	148,266.39	148,266.39

Number of Workers Impacted

July 2017–December 2017



BOARD NOTES FOR JANUARY 22, 2018 MEETING

Shaw Closure in Patrick County – According to the VEC, 102 of the 160 affected workers have been processed at some level (enrolled, retired, new job, etc.) Twenty workers have been enrolled in Patrick County and the same number enrolled in Martinsville. Two resume writing workshops and a job fair were held at Shaw. Rapid Response funds may be needed.

Certification of the Martinsville One-Stop Center has been submitted and a response is expected soon. The certification of the Danville One-Stop is beginning now. Satellite offices in Chatham and Stuart will be done by fiscal year end. Required emergency plans have been put into place at both One-Stops.

Regular hours and office coverage has been established in the Chatham office.

Status of Youth Carryover funds

Perhaps our most critical area being addressed is the issue of carryover funds in the Youth area. There are no carryover funds for the Adult or Dislocated Worker categories; 2017 funds are currently being expended.

However, as of November 2017, the WPWDB had over \$450,000 in monies carried over from 2016 for Youth programming (aside from money allocated to administration). The bulk of the money is in Youth Out of School. Only \$40,000 had been spent year-to-date. The significance of this situation is that this carryover money must be spent by June 30th or the money is lost forever – and likely leads to budget cuts from the state in the future. Until the 2016 carryover is spent, there is no reason to touch the equal amounts from the 2017 budget (the unspent amount will likewise be carryover into the 2018-19 year).

New projects have been developed to address this situation.

- 1) **New Heights in Martinsville/Henry County.**
New Heights Foundation in Martinsville has created a mentorship program for Out of School Youth in Martinsville/Henry County. 20 Junior Mentorships will be developed to help develop youth leadership skills at their summer camps. We are currently waiting on more details from New Heights in order to move forward.

- 2) **L.E.A.D. in Danville/Pittsylvania County.**
Ross IES brought the Leadership Exploration and Development program to us for the Danville/Pittsylvania County area. 40 Out of School Youth will be paired with local businesses for 500 hour internships.

If successful, these two programs will address much of the Out of School carryover.

- 3) **Patrick County High School.**
Patrick County has several Youth In School projects that are good fits for funding. Details are currently being worked out for multiple enrichment programs.

Even with aggressive programming in Patrick County, more Youth in School programs may be necessary to address the carryover.

Committee Meetings

The Program Planning and Development Committee met on December 19th. They approved a new Billing and Coding program at DCC.

The Finance Committee met on January 10th. A letter to request Rapid Response money for Dislocated Workers from the region (principally for Shaw and Telvista) is being drafted to meet VCCS requirements. Also, a second entrepreneurship boot camp is being considered for the Martinsville/Henry Chamber of Commerce. The Executive Committee met on January 17th. Other committees will be scheduled to meet over the next few months.

Pittsylvania County has submitted four names to be considered for Board positions. The CLEO will meet in the next few months to consider all nominees in advance of the next fiscal year.

Current Report for New Enrollees and Quarterly Follow Up

ROSS Goal for PY 2017 – 380 new enrollees

36% - 72/200 – Adult

60% - 60/100 -- Dislocated Workers

31% - 25/80 – Youth

Overall - 42% - 157/380 New enrollees

Current Status of New Enrollees in the Area

	Martinsville	Danville	Chatham (Pitts. Co.)	Patrick Co.	TOTAL
Adult	10 18	24 39	0 5	9 10	43 72
Dislocated Workers	10 23	12 12	0 5	8 20	30 60
Youth	9 16	6 8	0 0	1 1	16 25

Last Report check was November 2017. As of January 9, 2018

Quarterly Follow Up

Adult | DW | Youth

September 2017 – 53 remaining; 15 | 30 | 8

December 2017 – 55 remaining; 23 | 28 | 4

Upcoming March 2018 – 282; 156 | 56 | 70