



**WPWDB Executive Committee Meeting Agenda**  
**April 19, 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

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| <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      |

**Approval of Minutes from August 17, 2017 and November 2, 2017 Meetings**

**Items for Consent Agenda**

- Finance Reports through February 28, 2018
- Additional Rapid Response request of \$250,000 for closings
- Program Planning & Development approved the following Training Provider Applications on April 4, 2018:
  1. Renewal of 14 programs at DCC
  2. Elite Driving School, an approved CDL Training Provider in NC
  3. Piedmont Community College Nursing Assistant program, an approved Training Provider in NC

**Reports**

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

**Old Business**

**New Business**

- **Go into Closed Session:** The closed session is to discuss personnel matters. The session is in accordance with the Code of Virginia, Title 2.2, Chapter 37, FOIA, Section 2.2.-3711(A) – Closed Meeting, the

following: Personnel matters as authorized by Subsection 1.

Entertain a motion for this effect (Chairman)

Call roll (Rhonda)

Vote

- **Reconvene Open Session:** The closed session was to discuss personnel matters. The session was in accordance with the Code of Virginia, Title 2.2, Chapter 37, FOIA, Section 2.2.-3711(A) – Closed Meeting, the following: Personnel matters as authorized by Subsection 1.

Entertain motion to this effect (Chairman)

Call Roll (Rhonda)

Vote

**Adjourn**

West Piedmont Workforce Development Board

Executive Committee Minutes

August 17, 2017 at noon

Present-Adam, David, Wayne, Dick, Debra, Amanda, Tom.

Absent: Rhonda, Jon, Teresa

Staff: Philip, Aleighdrian, Lisa, Alanna

Guests were Natalie Hodge, Chris Pope, Petrina Carter and Julie Brown

The meeting was called to order and roll call was completed with quorum established.

Amanda Witt and Tom Davis made a motion to approve the minutes-motion carried

Discussion concerning annual state monitoring report and what the WPWDB's response would be.

Suggestion was made to invite the state to the annual career fair to see what we could fund. Executive Committee asked Julie to find out what the funding shortfall for the current year was and to come back with the need.

Amanda made a motion to approve the WPWDB's response to state monitoring report, Dick Ephgrave provided a second. Motion carried.

Wayne Knox made a motion to enter closed session. Debra Buchanan made a second. Julie and Petrina were invited to remain in closed session. Lisa Fultz did a roll call vote.

(I did not get motion to reconvene open session as I was not in closed session, to my recollection, a portion of this meeting dealt with issues related to the Danville Chambers performance under the current business services contract).

A motion was made to deny Danville Chamber contract overages related to meetings and events. Tom Davis made the motion, Dick Ephgrave provided the second. Motion Carried unanimously.

Wayne Knox made a motion and Tom Davis provided a second to reimburse Patrick County contract overages in training line items. Amanda abstained. Motion carried unanimously.

Discussion stated that for current contracts, they should mirror one another. Contracts should also include statements that identify which line items can be exceeded and which cannot.

Amanda Witt made a motion to adjourn. Dick Ephgrave provided a second.

Completed by Philip Wenkstern

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

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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 Development Board

Executive Committee Minutes

January 17, 2018 at noon

Present: Adam Wright, Dick Ephgrave, Teresa Fontaine, Rhonda Hodges  
Absent: Debra Buchanan, Amanda Cox, Tom Davis, Wayne Knox, John Parkinson, David Stone  
Guest: Natalie Hodge  
Staff: Robert Bencini, Robbin Hall

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The meeting was called to order by Adam Wright, Chair. Roll was taken. A quorum could not be established based on the attendance; therefore, this Executive Committee meeting is for information only. The minutes from the November 2, 2017 meeting were reviewed with no comments or questions. Due to a lack of quorum, the minutes were unable to be approved.

Mr. Bencini explained the Finance Report through November 30, 2017. He reported the 2016 Tax Return Form 990 was approved by the Finance Committee on January 10, 2018 and would be mailed. Mr. Bencini explained that the Finance Committee approved to submit a Rapid Response Request to VCCS for \$250,000 due to the closings of Pioneer Hospital and Shaw Industries in Patrick County and Telvista and Kmart in Danville. Also, the Finance Committee approved to transfer \$50,000 from Adult to Dislocated Worker if necessary. Mr. Bencini explained that the \$5,000 Disallowed cost has been appealed twice and was denied. He is seeking assistance from Mary Ann Lawrence, Consultant. Also, our One Stop Operator, Ross IES, has asked for a letter of support as they are bidding on the contract for the Western Virginia Area 3.

Mr. Wright suggested rearranging agenda items for the upcoming Board meeting. The Ross performance report should be before the Pathways and Finance presentations. The consent agenda was properly vetted and all were in agreement.

Committee Reports:

Chairman – Mr. Wright informed that he had met with Mr. Bencini regarding the Patrick Business Services; Patrick County contracted Robbie Knight part-time to deliver the Patrick County Business Services; The MHC Chamber was in agreement with this contract; Mr. Wright also attended the Governor's re-branding announcement for Virginia CareerWorks; he stated that George Taratsas and Sarah Dunnigan with VCCS want to attend our next Board Meeting.

CLEO – per Ms. Buchanan no report.

Youth – Per Dick Ephgrave the committee has not met in a year; Ross Youth Staff will have update for meeting next month.

Audit – Mr. Davis was absent

Finance – Mr. Parkinson was absent

Governance – Mr. Stone was absent

Marketing – Mr. Knox was absent

Program Planning – per Ms. Fontaine met December 19, 2017 and approved new DCC program  
Executive Director – per Mr. Bencini Rapid Response meetings are taking place with Telvista and Kmart;  
Mary Ann Lawrence, Consultant, will be here next week to help with policy updates and  
operational reorganization

There was no Old Business.

New Business:

Natalie Hodge with Ross reported that Martinsville Youth Out of School is at 71%. Myra Moore, Case Manager, has developed great work experience partners. Danville Youth Out of School has re-packaged LEAD, Leadership Exploration and Development, a work experience program, to start at \$10/hour with a maximum of 500 hours. Thirty-nine (39) enrolled on a goal of 41 with an estimated 70% of goal by end of January. Ms. Hodge invited all to attend the Opening LEAD Kickoff Event on February 9 at The Institute in Danville at 6:00 p.m. with speaker, Warrick Scott, grandson of Wendell Scott, Nascar Hall of Fame and Danville native. LEAD encompasses soft-skills training like dress code and communications, internships start February 12 to June 3, weekly workshops are provided, and June 29 is the Graduation Program. Ross is gearing up for the summer internship program to start in July.

Natalie reported that Ross is closely monitoring Dislocated Worker funds. Patrick County Adult is doing really well, Danville Adult has strong enrollment, and they are working on MHC. Kim Turner, Senior Career Specialist, has helped with training. Business Community Engagement progressed from 5 to 40 after hiring Outreach coordinator. Projections for Quarter 3 is very close to goals.

Mr. Wright asked how the Board can help. Ms. Hodge responded that having Board Members participate in events would help.

Mr. Bencini reported on New Heights Youth Program and Patrick County Career and Technical Center as a possible Youth In School program.

Rhonda Hodges reported that Danville Community College has a new Workforce Director and offered to help with introduction and onboarding.

Mr. Bencini reported that Jenny Bolte with Pathways would be at the Board meeting to make a presentation and that he would provide a Finance presentation to explain our budget. He also reported that Area 17's impact increased in the state. In November, Ross had 80 enrollments and in January, it increased to 157. We are projecting that we will hit our goals.

The meeting adjourned at 1:45 p.m.