

WPWIB Meeting
August 19, 2013 • 4:30 p.m. • WPWIB Office • Martinsville, Virginia

MINUTES

PRESENT: Julie Brown, Kathy Bullano, Jim Daniel, Dick Ephgrave, Martin Gardner, Robbin Hall, Rhonda Hodges, Floyd Jones, Wayne Knox, Marsha Mendenhall,, John Moody, Laurie Moran, John Parkinson, Chris Pope, Mark Powers, Guy Stanley, Corrie Teague, Tora Terry, Tiffani Underwood, Brian Wilson, Amanda Witt, and Adam Wright

ABSENT: Tim Clark, Michael Duncan, Teresa Carter Fontaine, Skip Philips, Sammy Redd, Sherman Saunders, Conrad Smith, Cathy Taylor, Creed Taylor, Tom Wood and Stacey Wright

GUESTS: Sonji Webb and Lisa Mullis, Pittsylvania County Community Action (One Stop Operator in Danville-Pittsylvania County and Martinsville-Henry County

STAFF: Lisa Fultz, Kathy Barton, Lisa Frick

PRESIDING: Amanda Witt, Chair

Board Chair Amanda Witt, called the meeting to order. She asked Rhonda Hodges to call the roll. Ms. Hodges did so and confirmed quorum. Ms. Witt welcomed guests and called for public comment. There was no public comment.

Ms. Witt asked for a motion to approve the minutes from the June 17, 2013, meeting. Upon a motion by Guy Stanley and a second by Martin Gardner, the minutes were approved unanimously.

Ms. Witt ask for a motion to approve the consent agenda. Upon a motion by Martin Gardner and a second by Dick Ephgrave, the consent agenda was approved with the following abstentions: Rhonda Hodges regarding the Patrick Henry Community College grant, Mayor Sherman Saunders regarding the Danville Communities grant, and Guy Stanley regarding the move of the WPWIB Office to the Clock Tower.

Financial Statements for May 2013 were presented and after discussion, a motion to approve was provided by Guy Stanley with a second from Wayne Knox. The motion carried unanimously.

The Board considered additional funding from VCCS as a result of Rapid Response Dislocated Worker Funds in the amount of \$246,367 and \$27,567 in additional allocation for Dislocated Worker programs. After discussion, a motion to approve was provided by Martin Gardner and seconded by Floyd Jones. The motion carried unanimously.

A letter of support was presented for consideration for the New College Institute's application for a Rural Utilities Service Distance Learning and Telemedicine grant to provide funding for interactive videoconferencing and related technology equipment to assist our region with education, job creation, increased public and private investments and economic prosperity. A motion to ratify the letter of support was made by Laurie Moran and seconded by Julie Brown. The motion was approved unanimously.

Lisa Fultz presented the Performance Measures Negotiation that had been submitted by the due date to the state for consideration and asked the Board to ratify the proposed 82.5% for Adult Retention Rate and \$9,000 for Adult Average Earnings as justified in the narrative and illustrated in the table. Robbin Hall made a motion to ratify with a second by Martin Gardner. The motion carried unanimously. Ms. Fultz also provided an update with regard to the Youth Literacy Numeracy Gain measure, the only measure in which the WPWIB received a “Fail to Meet” rating. She noted that this was the third year in a row and that we would need to develop a corrective action plan and may be subject to serious sanctions by the Virginia Workforce Council.

Lisa Fultz presented the revised work plan for the Building Collaborative Communities grant provided by Department of Housing and Community Development to improve entrepreneurship awareness and education in the region. Ms. Fultz shared that this work plan had been officially approved by DHCD and included a part-time, temporary marketing coordinator position versus a contracted consultant to complete hands on marketing work. Guy Stanley offered a motion to approve the work plan as presented and Robbin Hall seconded the motion. The motion carried unanimously.

The following reports were provided:

- Chair/Executive Committee – Amanda Witt reported that the organization will need to work collaboratively with our youth programming providers to improve our Literacy/Numeracy Gain performance and that the problem was not created overnight, and the solution will not be overnight. Ms. Witt also shared that the upcoming job fair on Wednesday at the National Guard Armory in Martinsville has 40 employers participating and 1500 open positions.
- NAWB – Laurie Moran provided an update on the status of WIA Reauthorization and indicated that we hope to see decisions in the near future. She indicated this was the most hopeful as she had ever been that it will be reauthorized. Ms. Moran expressed her appreciation for serving on behalf of the Board in the NAWB organization. Ms. Moran shared information with regard to best practices from the Colorado WIB, including sector driven, shared funding model, integrated services, and focus on Veterans and military. She also suggested that the WPWIB should make our WIB the place to be and invite elected officials to participate.
- Audit – Jim Daniel shared that the Committee conducted an onsite audit at the Patrick County Satellite location with no significant findings.
- Executive Director – Lisa Fultz provided updates on the following:
 - One Stop Certification Request: The request for certification of the Martinsville and Danville comprehensive One Stop Centers was submitted by the July 31, 2013, deadline. All staff were asked to assist with the request. The Program Planning and Development Committee approved the draft certification request on July 31, 2013. Walk through assessments will begin in Centers in September 2013. The WPWIB did have to include information regarding how we would resolve issues that were identified on July 25, 2013, as outstanding ADA compliance issues. Several issues that were identified in

February 2013 were still not addressed. The Executive Director is handling resolution of these issues so that these same issues will not be identified as outstanding when the walk through assessments are conducted. Similarly, agency signage is present in our Centers. When VCCS was informed that this was the case, they instructed the WPWIB to request in writing that agencies consider transitioning to more generic signage. Requests have been made to agencies. She also reported that Selma Graves was working with center partners to collect information required for documentation for the onsite reviews.

- Audit of 990 for Fiscal Year Ending June 30, 2011: The WPWIB was notified Thursday, August 15, 2013, by the IRS that we will be audited. The tentative date for the 3.5 day process will begin the week of September 24, 2013. Mallard and Mallard and Pittsylvania County have been notified.
- Local Plan Temporary Approval: The WPWIB's Local Plan has received conditional approval through September 30, 2013. The response addressing the 4 deficiencies identified will be submitted by the September 30, 2013, deadline.
- Comprehensive Center Presence: Lisa Fultz has spent a significant amount of time in the Centers getting to know the workflow, partner agencies and it has been very helpful with understanding issues and identifying areas of opportunity.
- Copier Savings: Bassett Office Supply negotiations for copier rental and service will result in up to \$10,000 in annual savings.
- Statewide Branding Strategy Meeting: Lisa Fultz attended August 13th meeting hosted by VCCS and will keep Board updated on progress to rebrand the workforce network at the state level.
- Department of Labor – Lisa Fultz met with Toby Willis from DOL during the VEC audit conducted at the Martinsville Center. Meeting was facilitated by Chris Pope.

With no other business, the meeting adjourned at 5:35 p.m.

WPWIB Meeting
October 21, 2013 • 4:30 p.m. • WPWIB Office • Martinsville, Virginia

MINUTES

PRESENT: Julie Brown, Kathy Bullano, Teresa Carter Fontaine, Tim Clark, Dick Ephgrave, Robbin Hall, Rhonda Hodges, Floyd Jones, Wayne Knox, Laurie Moran, John Parkinson, Skip Philips Chris Pope, Sherman Saunders, Conrad Smith, Guy Stanley, Corrie Teague, , Tiffani Underwood, Amanda Witt, and Stacey Wright

ABSENT: Jim Daniel, Michael Duncan, Martin Gardner , Marsha Mendenhall, John Moody, Mark Powers, Sammy Redd, Cathy Taylor, Creed Taylor, Tora Terry, Brian Wilson, Tom Wood and Adam Wright

GUESTS: Robbie Knight, Martinsville Henry-County Chamber of Commerce

STAFF: Lisa Fultz, Kathy Barton, Lisa Frick

PRESIDING: Amanda Witt, Chair

Board Chair Amanda Witt, called the meeting to order. While waiting for one Board member make quorum, she asked if in the interest of time if the Board was okay with going ahead with updates. It was the consensus of the group to do so. There was no public comment. Ms. Witt introduced Robbie Knight, Business Services Representative, and briefly explained his role. She called for public comment. There was no public comment. Ms. Witt asked Lisa Fultz to provide updates on the following:

- **IRS Audit** – Ms. Fultz reported that the audit went reasonable well. She shared that the IRS auditor Jeffrey Davis indicated that what triggered the audit was the charitable contributions line item on our 990 was more than \$1,000,000. Mr. Davis recommended that Chris Mallard file our revenues as subcategory of 501c3. She shared that the WIB did not have its Form 1023 (exemption application) available for public inspection as required. She reported that Clement & Wheatley did not have the form and that the IRS auditor indicated that he would order one for our records. Ms. Fultz also reported that other issues were adjustments that our CPA firm Mallard and Mallard would need to address on our next 990. A formal report will be provided at a later date from the IRS auditor.
- **WIB Office Move** – Ms. Fultz reported that the WIB Office move had been scheduled for November 4. Committee meetings can be held at the new Clock Tower location. She reminded Board members that the Board meetings will continue to be held at the Workforce Center.

Ms. Witt asked Rhonda Hodges to call the roll. Ms. Hodges did so and confirmed quorum. Quorum was confirmed.

Ms. Witt asked for a motion to approve the minutes from the August 19, 2013, meeting. After a motion by Guy Stanley and a second by Wayne Knox, the minutes were approved unanimously.

Ms. Witt asked if anyone wished for any items to be removed from the consent agenda. No one requested that items be removed. Laurie Moran asked about the timing for approving the \$150,000 of unobligated funding. After discussion, it was the consensus of the Board to have the Finance and Executive Committees consider and approve the proposed budget uses and ask the Board to ratify the budget at the December Board meeting. The budget would also need to be ratified by the LEO

Consortium in December. Ms. Witt entertained a motion to approve the consent agenda. Julie Brown made a motion to approved the consent agenda. Wayne Knox provided a second. There was no further discussion. The motion was approved unanimously.

Ms. Witt asked Ms. Fultz to explain the following action items and asked the Board to consider them:

- **Equal Opportunity Monitoring Procedures and Monitoring Tool** - Ms. Fultz reported that while VCCS has already approved our Equal Opportunity Monitoring Procedures and Monitoring Tool, the Board did need to approve both items. She explained that all documents have been circulated several times to the full Board. Robbin Hall made a motion to approved the EO Monitoring Procedures and Monitoring Tool. Tim Clark seconded the motion. The motion carried unanimously.
- **Local Plan** – Ms. Witt entertained a motion to approve the amended Local Plan that has already been approved by the state as it incorporated the EO Monitoring Procedures and Tool referenced in the previous action item. Laurie Moran made a motion to approve the amended Local Plan as presented. Guy Stanley seconded the motion.
- **PluggedInVA Initiative** – Ms. Fultz provided background information on the PluggedInVA Initiative in which the WIB had pledged \$10,000 of support through an MOU if funding was available. She reported that the Finance Committee approved use of the funding and it will be used to support WIA eligible participants to receive training, supportive services and intensive services to obtain a CNA credential with the ability to dispense medication. This funding will be leveraged with \$28,000 in funding from Adult Education, and she recognized Stacey Wright for support through the Adult Ed program. Ms. Fultz also recognized the Martinsville-Henry County Chamber of Commerce as a partner. Ms. Witt thanked Ms. Wright for the generous support. Ms. Witt entertained a motion to approve the support of the PluggedIn initiative. Tim Clark provided a motion to support the PluggedIn initiative with \$10,000 of funding. Laurie Moran seconded the motion. Stacey Wright and Rhonda Hodges abstained. The motion carried.

Ms. Witt asked for reports for the following:

- CLEO – Mayor Saunders indicated he did not have an update.
- Youth Council – Conrad Smith shared that the Youth Council met in late August, but did not have quorum. He indicated that they had discussions around attendance, Youth Rally, and a Youth speaker series. Mr. Smith indicated that they were taking a look at membership and recognized the importance of having an engaged Youth Council.
- NAWB – Laurie Moran shared that reauthorization of WIA is essentially back to square one. Ms. Moran also shared that with the government shutdown, some One Stops across the country were affected by having to close, and that we were fortunate as our operations were not affected. Significant impact in Virginia was not felt due to our funding cycle.
- ASR – Ms. Moran reported that the Committee had not met since the last Board meeting.
- Finance – John Parkinson indicated that he did not have additional reporting.
- Program Planning and Development – Robbin Hall reported that both the Danville and Martinsville One Stop Centers had recently gone through Center Certification Reviews. She asked Ms. Fultz to provide additional information about the Center Review feedback from the State. Ms. Fultz indicated that the onsite review feedback was positive and convey a sense of seamless, integrated working relationships in both Centers; however, our documentation was very thin and we will change our process for collecting documentation throughout the year so that we are not scrambling when desk reviews are due next year. Feedback from the review teams was positive, and they did indicate that the other LWIAs would be envious of our facilities as they were very nice setups. A written report will be provided for each Center later in the year. Ms. Hall shared that the

Committee will meet for a work session to review the Performance Improvement Plan for Literacy/Numeracy on October 23 and the next meeting is scheduled for November 22.

- Executive Director – Lisa Fultz provided an update on Literacy/Numeracy. For the month of August, performance is 71% (34 of 48 showed a gain). September’s performance is 64% (35 of 55 showed a gain). She also shared that per VCCS, the Virginia Workforce Council was presented with performance results for each WIB during their October meeting, and they are anticipated to make decisions regarding any disciplinary action for failing to meet measures during their January meeting. Ms. Fultz also recommended that we should review all performance measures to be proactive so that we may make adjustments in other program areas where our performance may be just marginal.

There was no old business.

New Business – Lisa Fultz asked Board members to complete Conflict of Interest forms as in accordance with our Conflict of Interest Policy. She reminded that they should be completed on an annual basis.

With no other business, the meeting was adjourned at 5:40 p.m.

WPWIB Meeting
December 16, 2013 • 4:30 p.m. • WPWIB Office • Martinsville, Virginia

MINUTES

PRESENT: Julie Brown, Jim Daniel, Teresa Carter Fontaine, Tim Clark, Michael Duncan, Robbin Hall, Rhonda Hodges, Wayne Knox, John Moody, Laurie Moran, Chris Pope, Sherman Saunders, Guy Stanley, Cathy Taylor, Creed Taylor, Corrie Teague, Tora Terry, Amanda Witt, Tom Wood, Adam Wright, Stacey Wright

ABSENT: Kathy Bullano, Dick Ephgrave, Martin Gardner, Floyd Jones, Marsha Mendenhall, John Parkinson, Skip Philips, Mark Powers, Sammy Redd, Conrad Smith, Tiffani Underwood, Brian Wilson

GUESTS: Diannia Belcher, Pittsylvania County Community Action

STAFF: Kathy Barton, Lisa Frick, Lisa Fultz, Philip Wenkstern

PRESIDING: Amanda Witt, Chair

Board Chair Amanda Witt, called the meeting to order. She called for public comment. There was no public comment.

Ms. Witt asked the Board to consider approval of the minutes from the October 21, 2013, meeting. Wayne Knox made a motion to approve the minutes as presented. John Moody seconded the motion. The motion carried unanimously.

The Board recognized the service and support of outgoing Board Member Sammy Redd. Mr. Redd was unable to attend the meeting, and Lisa Fultz agreed to present the plaque to him personally.

Ms. Witt asked the Board to consider the consent agenda as presented in the Board packet. Michael Duncan made a motion to approve the consent agenda as presented and included the following:

- Ratify Corrective Action Plan/Performance Improvement Plan for Literacy/Numeracy
- Ratify Acceptance of Business Services Building Capacity Grant
- Ratify Proposed Unobligated Carryover Budget Uses

Corrie Teague seconded the motion. Amanda Witt and Laurie Moran abstained. The motion carried.

Other action items considered were the following:

- Youth Policy Amendment – Robbin Hall made a motion to approve the Youth Policy amendment which allowed more flexibility for case managers with regard to work experiences with demonstrated engagement from participants. Teresa Carter Fontaine seconded the motion. The motion carried unanimously.
- EO and Nondiscrimination Policy – Wayne Knox made a motion to approve the EO and Nondiscrimination Policy amendment which changed the EO Officer to Lisa Fultz. Robbin Hall seconded the motion. The motion carried unanimously.

Ms. Witt asked Lisa Fultz to provide updates on the following:

- WPWIB Certification Status – Lisa Fultz reported that the WPWIB has been notified that we have probationary status and reference the copy of the VCCS letter in the Board packet. She pointed out that our status was “Probationary” due to failure to meet Literacy/Numeracy Gains for three consecutive years.
- Progress on Performance Improvement Plan for Literacy/Numeracy – Ms. Fultz reported that WPWIB staff member Lisa Frick was doing a great job leading the efforts to improve Literacy/Numeracy gains and implement our Performance Improvement Plan. All action items are progressing in a timely manner. She asked Ms. Frick to provide an update on current Literacy/Numeracy gains. Ms. Frick reported that Literacy/Numeracy is at 73%.

Ms. Witt asked for reports for the following:

- CLEO – Mayor Saunders reported the CLEOs meeting is scheduled for December 19, 2013.
- NAWB – Laurie Moran shared that reauthorization of WIA is essentially back to square one. Ms. Moran also shared that with the government shutdown, some One Stops across the country were affected by having to close, and that we were fortunate as our operations were not affected. Significant impact in Virginia was not felt due to our funding cycle.
- ASR – Ms. Moran reported that the Committee had not met since the last Board meeting.
- Audit – Michael Duncan deferred the Audit Committee report to Robbin Hall as a joint report with Program Planning and Development.
- Program Planning and Development – Robbin Hall reported that the next Quality Assurance Team review is scheduled for February 21, 2014. She shared that the Committee would review all policies annually. The Committee will bring suggested changes back to the full Board. Ms. Hall reported that there is a problem with the Youth Out-of-School program. When the state performed a data validation in November, they identified 2 of 5 files that were ineligible for WIA enrollment. In addition, during the local audit performed by WPWIB staff, 5 of 6 files were identified as not being eligible. As a result of the high percentage of ineligible files, she and Michael Duncan recommend that the Board consider a suspension of the Martinsville Youth Out-of-School programming for at least 60 days, and provide a performance improvement plan which includes training and development of staff. Stacey Wright asked how many participants are currently enrolled. Ms. Hall indicated there are currently 16 active participants. Chris Pope inquired if participants will be notified by the WPWIB. Ms. Hall indicated that the letter would be sent directly to the provider, Pittsylvania County Community Action. Ms. Wright inquired as to what is the backup plan for serving students. Kathy Barton indicated that a waiver could be considered on a case-by-case basis for each participant. Ms. Wright asked what would we do if the provider did not submit a performance plan which is not sufficient. Michael Duncan responded that the WPWIB will have no choice but to pull the program and send it back out for RFP as our organization has already been put on notice regarding Youth programming. Mr. Duncan shared that the WIB, as the oversight organization, must do our jobs. Robbin Hall indicated that the provider can ask for technical assistance or training support in their performance improvement plan, and we hope that this process will help them to identify areas where they feel they need assistance. Julie Brown asked if the problems were the result of new staff or if the issues were consistent at other sites and if there would be benefit in randomly pulling files at other sites. Mr. Duncan responded that we are about to find out during the review of all files. In the past, audits by the Audit Committee have not been programmatic in nature; however, going forward, the Committee will assist with this review. Ms. Hall shared that the state can take a 3-year look back and will do a full audit in the spring 2014. No other questions or comments were provided.

- Executive Director Update –
 - Program Statistics were shared by provider and locale. The report indicated that there are several areas where enrollments are not on track to meet contracted numbers and ultimately impact our performance measures by which the state will hold the WIB accountable. The Program Stats report reflected 7 months of enrollment. Ms. Fultz pointed out that we will want to continue monitor these numbers. She also reported that WIB staff met with all contracted providers individually, and have not received any feedback that indicated why enrollment numbers are so low other than Dislocated Worker activity has been reduced as there have been no recent large layoffs in the region. Ms. Fultz indicated that she has asked providers to share with her how the WIB can assist them with attracting more suitable candidates for enrollment. She indicated that our new website could be helpful with engaging potential and current customers and we would continue to ask for provider participation with developing the new website. Ms. Fultz indicated that spending money on clients has been very slow and she anticipated that the Finance Committee would have concerns about spending on budget line items outside of salaries and fringe benefits. Laurie Moran commented on the difficulty of successful outcomes for those with barriers such as convicted felons and that there are challenges in the Danville-Pittsylvania County area as employers may not be open to employing individuals. Ms. Moran noted that the Job Developer stats were incorrectly categorized as Youth. Ms. Fultz indicated that Kathy Barton would make that correction on her report for the next meeting.

Old Business

Chris Pope asked if the Board should be involved in deciding whether provider contracts should be extended beyond the 1-year period. Kathy Barton shared that the Workforce Investment Act allows that the local area WIB may renew up to 2 additional years. Jim Daniel agreed that the staff should be able to provide recommendations and should have backing from the Board with regard to provider performance. It was the consensus of the Board that all providers provide a brief update at the February and April meetings, and that we should plan on receiving an update from all providers at the 5-month interval for next program year.

New Business

Lisa Fultz began providing an update on a misdirected EEOC claim. Mayor Sherman Saunders made a motion to go into Closed Session in accordance with the Code of Virginia, Title 2.2, Chapter 37, FOIA, Section 2.2.-3711(A) – Closed Meetings, the following: a legal matter as authorized by Subsection 7. The motion was seconded by Stacey Wright. Rhonda Hodges called the roll. All responded with “yes”.

Teresa Carter Fontaine made a motion to reconvene Open Session. The motion was seconded by Michael Duncan. Rhonda Hodges called the roll, and all responded with “yes”.

Amanda Witt entertained a motion to the effect that only matters discussed during the closed session that just concluded were both lawfully exempted from the open meeting requirements and identified in the motion by which the closed session was convened. Michael Duncan made a motion to that effect. Tim Clark seconded. Rhonda Hodges call the roll and all present responded with “yes”.

Tim Clark made a motion that the legal matter that was discussed be referred to our attorney. Stacey Wright seconded the motion. The motion carried unanimously.

With no further business, Stacey Wright made a motion to adjourn. Adam Wright seconded the motion. The motion carried unanimously. The meeting adjourned at 5:45 p.m.