

**West Piedmont Workforce Development Board Meeting**

**Minutes**

**December 17, 2018**

Present: Adam Wright, Corrie Bobe, Creed Taylor, Debra Buchanan, Dick Ephgrave, Donna Higdon, Guy Stanley, John Moody, Julie Brown, Mark Powers, Marsha Mendenhall, Monica Mosley, Rebecca Adcock, Rhonda Hodges, Sharon Barksdale, Tim Clark, Tom Davis, Tora Terry, Wayne Knox

Guests Present: Natalie Hodge (Ross), Antonio Logan (Ross), Lucius Chandler (VEC), Kimberly McIvor (VEC), Jeanette Ciccarello (VEC), Mary Ann Lawrence (Consultant-PowerNotes)

Staff Present: Robert Bencini, Tyler Freeland, Robbin Hall, Robbie Knight, Lavinia Wingfield, Jael Membreno-Rosas

Adam Wright, Chairman, called the meeting to order and welcomed all guests. Roll was called and quorum was established with 19 in attendance.

Mr. Wright asked the Board members to review the minutes attached for January 22, 2018. Mr. Ephgrave made a motion to approve the minutes; Mr. Stanley seconded the motion; the motion passed unanimously.

Mr. Wright asked for the Board members to consider the consent agenda. Ms. Brown made a motion to remove the approval of the Finance Reports; Mr. Clark seconded; the motion passed unanimously. Ms. Brown explained that the reason she requested the Finance Report be removed from the consent agenda is so the Board could fully discuss and ask questions. Mr. Moody stated that protocol calls for finance reports to be submitted. Mr. Clark stated that Finance Reports should not be on consent agenda and should be presented by locale. Mr. Bencini explained the financial reports. Adult and Dislocated Worker budgets are on target. Youth is a little overspent because of summer commitments finishing up, which is expected to taper off and level out as those expenditures are finalized. Youth carryover was used to balance the budget and keep the contract allocation close to last year’s budget. Admin spending ins on target. Collection on rent and shared costs from previous years will net a payment of $80,000 from the VEC. Mr. Clark made a motion to approve the finance report as presented; Ms. Brown seconded; the motion passed unanimously. Mr. Moody made a motion to approve the other items on the consent agenda; Mr. Knox seconded; the motion carried unanimously. Mr. Clark asked about the likelihood of us getting additional Youth funding for Project Imagine. Mr. Bencini responded that he had spoken with the VCCS Program Administrative Specialist WIOA Youth, Robert Henry, who encouraged us to submit a request.

Ms. Hodge with Ross gave an update. Enrollment is on target and ahead of pace. Ross and Adult Education in Pittsylvania County are partnering together across the region to target out of school Youth. Rapid Response deadline is May, so Dislocated Worker spending is slowing down since we are nearing the end of the grant. Ms. Hodge provided a Training overview snapshot of CDL training stating that it is the most expensive training; however, the turnaround time from start to licensure is about 1 month and has great employment success. Support Services for mileage reimbursement plays a big part. Ms. Hodge highlighted a CDL success story stating that this is why we do what we do. Ms. Hodge explained that training funds are reported in real time, so her numbers may not yet be reflected in our finance reports. Ms. Mendenhall offered to help with healthcare training since her employer is a Federally Qualified Healthcare Center and there is more expansion with new Medicaid enrollment. Mr. Moody asked about the disparity between enrollment between PHCC and DCC. Ms. Hodge commented that Ross is working with DCC to perfect the referral process. They have had several collaborative meetings. Ms. Higdon commented that Davenport is working with DCC to find trainers for CDL and have offered their trucks. Ms. Rhonda Hodges stated that Southside Virginia is offering training in Danville, but they need a location. Ms. Mendenhall asked if it would be possible to see program statistics by locale.

Mr. Logan with Ross reported that the One Stops are operating well. Communications are better and services are more accessible with no barriers.

Ms. Lawrence, Consultant, gave an update stating that she had worked with WPWDB two years ago on an integrated plan. She gave kudos to Mr. Stanley as interim Executive Director and moving the program forward. She stated that monitoring reviews proved that Area 17 was on the brink of being trouble in the past, but the program has moved forward by leaps and bounds. Ms. Lawrence stated that Mr. Bencini’s relationship with State Directors and other administrative staff are very good as well as staff attitudes. Local monitoring presented no compliance problems. There were opportunities to improve paperwork, record better notes, and record individual employment plans. Ms. Lawrence stated that she is continuing to look for continuous improvement and that it is time to diversify funding by searching for outside grants and considering fee for service. Ms. Lawrence is working on a sub-committee in D.C. to get additional funding in the Workforce System by bringing infrastructure jobs in workforce programming. Policy review and bylaw revision continues. An update will be coming soon from the Executive Committee. Ms. Lawrence congratulated the Board on its hard work and the time that has been spent. All is looking better. Mr. Bencini thanked Ms. Lawrence for her expertise.

Mr. Bencini reported on the State Directors Meeting. He presented statistics on out of work Virginians. These statistics are effected by “in group quarters” (returning citizens) in our area because of the correctional facilities that are in our region. Our footprint is the worst on in Virginia. How can we address this issue? Mr. Moody explained that “in group quarters” means an area where people live together and managed by others. Mr. Stanley and Mr. Clark agreed that colleges/universities and nursing homes would not be included because the age range is 25-65. Mr. Bencini stated that we would continue to brainstorm ideas on how to improve.

There was no Old or New Business.

**Reports**

* Chair/Executive Committee (Adam Wright) – Mr. Wright welcomed the new members again. He stated that committees are in need of restructuring and asked for Board support when the call comes.
* CLEO (Debra Buchanan) – No report
* Audit (Tom Davis) – No report
* Finance (John Parkinson) – absent
* Governance (David Stone) – No report
* Outreach and ASR (Wayne Knox) – No report
* Program Planning & Development (Teresa Carter Fontaine) – absent.
* Youth Council (Dick Ephgrave) – Mr. Ephgrave thanked Ms. Brown for a successful Career Expo.
* Executive Director (Robert Bencini) –Mr. Bencini reported an additional 40 jobs in Danville; however, Wilderness, IKEA, Petco, and Dick’s Sporting Goods are cutting positions or closing. Mr. Bencini thanked the staff for their hard work and wished all a Merry Christmas and Happy New Year.

Ms. Bobe announced that on Thursday, December 20, 2018 there would be an economic development announcement in Danville.

Mr. Bencini thanked all for attending and announced the next meeting will be on March 4, 2019 at 4:00 p.m. with the location to be announced.

Mr. Ephgrave made a motion to adjourn; Mr. Moody seconded; the motion passed unanimously. The meeting adjourned at 5:05 p.m.