

**West Piedmont Workforce Development Board Meeting**

**Minutes**

**September 17, 2018**

Present: Adam Wright, Corrie Bobe, Debra Buchanan, Dick Ephgrave, Julie Brown, Mark Powers, Marsha Mendenhall, Monica Mosley, Rebecca Adcock, R J Weaver, Robin Ferguson, Shannon Hair, Sharon Barksdale, Stacey Wright, Teresa Fontaine, Tim Clark, Tom Davis, Tora Terry, Tory Shepherd, Wayne Knox

Guests Present: Natalie Hodge (Ross), Antonio Logan (Ross), Tom Rose (Patrick County Administrator)

Staff Present: Robert Bencini, Tyler Freeland, Robbin Hall, Robbie Knight, Lavinia Wingfield

Adam Wright, Chairman, called the meeting to order and welcomed the guests and new Board members. Roll was called and quorum was established with 20 in attendance.

Mr. Wright asked the Board members to review the minutes attached for January 22, 2018; April 23, 2018; and June 25, 2018. He stated that if there were no corrections that the minutes would be approved collectively. Mr. Ephgrave made a motion to approve the minutes; Ms. Wright 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 PY 18-19 Budget; Mr. Clark seconded; the motion passed unanimously. Ms. Brown explained that the reason she requested the PY 18-19 Budget approval to be removed from the consent agenda is so the Board could fully understand its fiduciary responsibilities. Mr. Bencini explained the budget allocation from the state with a decrease in funding and how the budget has been adjusted cover the Ross allocation and WIB staff. He explained that IWT is part of Adult and Dislocated Worker, but will have its own line item for tracking. Business Services has been brought in house instead of under contract and will provide a savings of $80,000. There was very little carryover from Adult and Youth. The $1.35 million allocation to Ross includes $350,000 of Youth carryover. Ms. Wright shared that the impact of funding for DW may require additional funding request. Mr. Bencini explained that we still have $120,000 in Rapid Response funding to utilize and can only use it for business closings. Mr. Bencini gave accolades to staff for working diligently and finding cost savings measures and he thanked the Board for their support. Ms. Brown made a motion to approve the budget as presented and the consent agenda; Mr. Ephgrave seconded; the motion passed unanimously.

Ms. Hodge with Ross gave a year end update stating that performance last year was outstanding and she thanked the Board for their support. She explained that priority of service for Adult is still in effect. The enrollment of 18 Adults since July 1, 2018 has been made possible with co-enrollment with VFSN grant. Enrollment in Dislocated Worker is at 29. Many are through Rapid Response. Trade Act has covered many Shaw and Telvista trainings which has allowed us to serve more. Youth enrollment is at 18. Ms. Hodge introduced the new One-Stop Coordinator in Danville, Antonio Logan. This is his first day. He was welcomed to the team. Ms. Hodge expressed a “can do”, teamwork attitude saying that Ross will find a way to make the budget allocation work and continue to provide services to our clients.

Mr. Bencini shared that the upcoming annual Virginia Workforce Professionals Academy has been canceled due to the impending storm.

Ms. Hall updated the Board that VCCS has requested preliminary information to start our monitoring process. They are also in the process of assigning a new monitor as our current monitor took another position and is no longer at VCCS. The information requested is in the process of being compiled and sent in.

There was no Old Business.

Under New Business, Ms. Brown shared that the Career Expo in Danville/Pittsylvania County will be held Oct. 3-4 and targets middle and high school students. She recognized that WPWIB will be there with Robbie Knight, Business Services and Jael Membreno, Youth Outreach Specialist attending.

**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) – No report
* Governance (David Stone) – No report
* Outreach and ASR (Wayne Knox) – No report
* Program Planning & Development (Teresa Carter Fontaine) – Thanked the Board for approving all activities on the consent agenda.
* Youth Council (Dick Ephgrave) – No report; school has just started for the year.
* Executive Director (Robert Bencini) –Mr. Bencini welcomed new members Mr. Weaver and Ms. Adcock. He thanked them for attending Board orientation and showing up today. PCCA has moved in to the Danville Center and is happy to be a center partner. Staff are continuing to analyze the admin budget for cost savings such as possible relocation of the Martinsville Center as leases renew and have negotiated a cost savings with Lester Properties for the Clocktower lease renewal. Mr. Bencini reported that the Virginia Career Works re-branding grant will be completed by year end. West Piedmont is the only local workforce board that has an operational website. We are working to complete our signage. He complimented Jael Membreno for the work she has done as the lead on this project. Staff continue to work on record retention and organization. We have logged and purged 1700 case management files as far back as 2003. This has been a joint venture with the WIB/Ross team. We will continue to work until all files and inventory are in order.

Ms. Barksdale with the VEC echoed support for Ross, WPWIB and our clients. Ms. Brown thanked Ross for their work on the apprenticeship program. Mr. Clark commented that he had been on the Board for a long time and he appreciated the positive attitude from Ms. Hodge, her team and Ross.

Mr. Bencini thanked all for attending and announced the next meeting will be on December 17, 2018 at 4:00 p.m.

Ms. Mendenhall made a motion to adjourn; Ms. Brown seconded; the motion passed unanimously. The meeting adjourned at 5:05 p.m.