**West Piedmont Workforce Development Board Meeting**

**Minutes**

**September 30, 2019**

Present: Adam Wright, Brian Wilson, David Collins, Dick Ephgrave, Donna Higdon, John Moody, John Parkinson, Julie Brown, Mark Powers, Monica Moseley, Rebecca Adcock, Rhonda Hodges, Robin Ferguson, Sharon Barksdale, Stacey Wright, Teresa Fontaine, Tim Clark, Tom Davis, Tom Fitzgibbons, Tora Terry, Tory Shepherd

Guests Present: Natalie Hodge (Ross), Lucius Chandler (VEC), Kimberly McIvor (VEC), Donna Martin (DARS)

Staff Present: Guy Stanley-Interim CEO, Tyler Freeland, Robbin Hall, Robbie Knight, Lavinia Wingfield,

Jael Membreno

Adam Wright, Chairman, called the meeting to order at Martinsville One Stop Center, Martinsville, VA. Roll was called and quorum was established with 21 in attendance. Mr. Wright asked Mrs. Hall to introduce all guests present. Mr. Wright welcomed all and called for public comment. There being none he proceeded to go into closed session to discuss personnel matters. Mr. Davis made a motion to go into closed session; Ms. Brown seconded; the motion passed unanimously. The staff vacated the meeting. A motion to reconvene open session was made by Mr. Clark; Ms. Wright seconded; the motion passed unanimously. Staff were invited to return.

Mr. Wright stated, “We wish Mr. Bencini well with his future endeavors as we continue to build collaboration among our partners and community organizations in preparing our workforce for careers.”

Mr. Wright asked the Board members to review the minutes attached for June 3, 2019. Ms. Brown made a motion to approve the minutes; Ms. Fontaine seconded the motion; the motion passed unanimously.

Mr. Stanley, Interim CEO, presented the financial reports. Ms. Brown asked if they had been reviewed by Finance Committee. Mr. Stanley explained that with the newly revised bylaws there is no Finance Committee and the Executive Committee now reviews the financial reports as well as the Board Treasurer. Mr. Ephgrave made a motion to approve the financial reports; Mr. Wilson seconded; the motion carried unanimously.

Mr. Stanley presented the Budget for PY 19-20 explaining the notice of obligation amount and the amount set aside for Ross, the contractor for Adult, Dislocated Worker, and Youth services. He explained the amount set aside for the administrative budget is 10% of the NOO and the carryover amounts. The total amount set aside for Ross including the NOO amount plus carryover is $1,225,000. The WIB team and Ross collaborated to reach this budget. Ms. Wright asked the status of grants. Mr. Stanley explained that we received two denials this week, but one we can reapply. The Pathways grant could be extended for a fifth year. We hope to find out soon. He explained that staff are working to submit and follow up on grants; however, they should be used to supplant the budget. Ms. Hodges made a motion to approve the Budget for PY 19-20; Mr. Ephgrave seconded; the motion passed unanimously.

Mr. Stanley presented the revised CLEO/WPWDB Agreement, which outlines the duties of each, explaining that it had not been updated since 2011. He explained that the Consortium Agreement had been revised as well and that the CLEOs approved it at their last meeting on September 19, 2019. Ms. Brown asked how the CLEO/WPWDB Agreement is different from the Consortium Agreement. Mr. Stanley asked Mrs. Hall to explain and she proceeded to explain that the Consortium Agreement is an agreement between the locales represented to establish their partnership and support of the local Workforce Development Board. The CLEO/WPWDB Agreement establishes the partnership and outlines the duties and responsibilities of the local elected officials and the board. Mr. Parkinson made a motion to approve the CLEO/WPWDB Agreement; Ms. Fontaine seconded; the motion passed unanimously.

Mr. Stanley presented the revised Fiscal Agent Agreement, which had not been updated since 2007 and the state audit recommended that it be revised. The agreement includes a decrease in fiscal agent fee that Pittsylvania County agreed to since our budget has been cut over the last three years and with the addition of the Finance Director, she has picked up more of the accounting duties. Mr. Fitzgibbons made a motion to approve; Ms. Wright seconded; the motion passed unanimously.

Old business addressed the new committee structure. Mr. Stanley presented the committees and members of each as previously approved in March. He explained that if anyone wanted to join a committee to let us know. Mr. Fitzgibbons volunteered to join the Business Engagement committee. Ms. Hodges made a motion to approve; Ms. Ferguson seconded; the motion passed unanimously.

New business addressed the Hiring Process for the CEO since Mr. Bencini resigned effective September 19, 2019. Mr. Stanley explained the process as presented. Holly Stanfield, HR Manager for Pittsylvania County, has agreed to receive resumes. Ms. Wright asked if the job description is written. Mr. Stanley replied affirmatively and told her that it would be posted on our website. He announced that the Selection Committee will consist of: John Parkinson, Sharon Barksdale, Teresa Fontaine, Shannon Hair, Rebecca Adcock, and Tora Terry. Mr. Moody asked why there was six members on the selection committee stating usually it is an odd number. Mr. Stanley explained this committee is representative of our service area as well as public and private employers. Ms. Higdon asked if reference checks, background and credit checks would be completed on the final candidate. Mr. Stanley replied that these are required on all new hires. Ms. Wright made a motion to approve; Mr. Ephgrave seconded; the motion passed unanimously.

Ms. Hodge with Ross gave a performance update stating that Adult enrollments are up due to TANF grant. Antonio Logan, One Stop Coordinator, explained that the Ross team is working hard to make services in all centers consistent. A retail bootcamp training will be launched in anticipation of the upcoming seasonal retail jobs. NCRC tests are being administered at the centers and the result has been an increase in certifications. ACT has re-accredited us as a work ready community. Center traffic is at a decrease now due to the holidays, but come first of the year, it will pick up due to IKEA and Kimball rapid response events.

Committee reports yielded no reports for Business Engagement, Quality Assurance, and Special Populations. The Youth Committee had a directional meeting two weeks ago and are exploring opportunities to help Youth with their barriers.

Mr. Wright asked if any of the partners had updates or success stories to share. Ms. Hodges with PHCC reported on Programs, Progress, and Partnerships and the seed fund grant from Harvest. She also reported that Fast Forward is a short-term program offering credentials in healthcare careers. PHCC has also started a precision machining co-op program for Smart Machines. She thanked Robbie Knight, Business Services Manager, for help in job match and conveyed that the program has expanded to Patrick County and the Advanced Manufacturing mobile lab. Mr. Wright thanked Mr. Knight.

Mr. Parkinson with Drake Extrusion, gave a shout out to Mr. Knight for recruitment with job fairs. He encouraged those employers who are expanding to contact Mr. Knight for help.

Mr. Wright congratulated Ms. Brown on her appointment to the National Association of Workforce Boards (NAWB). Ms. Brown stated that there is no process in bylaws to elect Vice Chair and Secretary/Treasurer. She asked that a selection process be presented at the next meeting for Board approval. Also, need a process for the Board Officers to follow if the CEO is in violation of a Group 3 offense and has to be discharged immediately.

The next meeting is scheduled for Monday, December 16, 2019 at 4:00 p.m. at Virginia Career Works – West Piedmont, Martinsville Center.

Mr. Wilson made a motion to adjourn; Mr. Parkinson seconded; the motion passed unanimously. The meeting adjourned at 5:20 p.m.