



*Building partnerships to create workforce opportunities that cultivate business,  
grow jobs, develop people, and build community.*

**Called Executive and Finance Committee Meeting**

**May 28, 2020, 9:00 a.m.**

**Zoom Meeting Link:**

<https://zoom.us/j/95635279581?pwd=dzJvU3pzUUxzeWVsS3RjNGFEWxc3dz09>

**Call to Order**

Chair Stapel called the meeting to order and read the following procedures for an electronic meeting.

- We are operating under a state of emergency, and the Executive Committee cannot meet physically because of social distancing requirements. We are holding this meeting electronically via Zoom.
- HB 29, Amendment 28, section (g), among other authority, permits the Executive Committee to hold this meeting.
- Notice of this meeting was provided on the Board's social media pages and on its website. The public has access to this meeting through the Zoom software.
- This meeting is being recorded and will be available upon request.
- We will have a public comment period at the end of the meeting. In order to comment, members of the public must submit an e-mail requesting the opportunity to the address [jhollen@vcwvalley.com](mailto:jhollen@vcwvalley.com). Comments will be limited to 3 minutes per person.
- When Executive Committee members or staff speak, please be sure to identify yourselves in advance. One speaker at a time, please.
- All votes will be by roll call and recorded in the minutes.
- If anyone leaves the meeting early or arrives late, please announce yourselves so that the Secretary can record this in the minutes.
- Does anyone have any questions about the process?

**Attendance by Roll Call:** Jeff Stapel, Wes Dove, Chris Pope, Jo Lee Loveland Link, Amy Judd, Robin Sullenberger, Bob Young (for John Downey), Jeanian Clark. There is a quorum of the Executive Committee present.

**Staff Attending:** Sharon Johnson, Cathi Michie, Tristan Meadows, Joan Hollen

**Adult and Dislocated Worker Waiver Request** - Provision of Career Service Waiver for Individualized Career and Follow-up Services (vote required)

Sharon Johnson provided background information on the need for the Individualized Career and Follow up Services Waiver Request. The WorkPlace proposal received through the procurement process for Adult and Dislocated Worker Services was not awarded as a result of the low scoring it received through the evaluation and review process. On April 29, the SVWDB Executive Committee authorized Board staff to move forward with preparing a waiver request to the Governor for the SVWDB to provide Individualized Career and Follow-up Services. An outline of the waiver request was provided and

reviewed. The outline includes all questions and responses in the full waiver request. The full waiver request document is over 70 pages and is available for Executive Committee review.

Factors that went into the decision to submit the waiver request are past contractor performance and turnover, reduced WIOA funding, and lack of contractor alignment with regional leadership vision and priorities.

Individualized Career and Follow Up Services are required under WIOA. The waiver request outlines the Individualized Career and Follow Up Services that the SVWDB plans to provide including prior experience providing these services, federal performance outcomes for the last 3 years, and qualifications of the SVWDB to provide these services.

The SVWDB is qualified to provide individualized career and follow-up services because of experience with hands-on management and oversight of the adult and dislocated worker program. In January 2020, the SVWDB began providing support and oversight for front line staff due to official complaints filed by front line staff against the contracted service provider. Support and training was provided by SVWDB and board staff was made available to support front line staff and answer questions. Front line staff oversight includes weekly meetings with board staff, which have been well received. SVWDBs experience with discretionary grants shows a ten year record of consistently meeting goals and achieving favorable performance metrics.

The SVWDB's culture is to develop and retain partnerships and to evolve partnerships and innovation. SVWDB has a long history of recognition for partnership development and innovation. Recognitions and initiative awards were included in the waiver request to showcase SVWDB's capabilities. Letters of support from seven partner organizations will be requested and will be included in the waiver request if approved by the Executive Committee.

SVWDB's plan to deliver Adult and Dislocated Worker services and the new organization chart showing the staffing structure under the Network2Work model were reviewed. The negative fiscal impact of competitively procuring Adult and Dislocated Worker services was discussed and it was noted that there was no negative impact for the grant recipient or Chief Elected Officials Consortium.

A One Stop Operator request for proposals was developed and put out to bid. The deadline to submit proposals is Friday, May 29<sup>th</sup> at 1:00 p.m. Upon receipt of proposals, Section 7 of the waiver request will be completed.

The waiver request packet that will be submitted to the Governor includes the following supporting documents: Fiscal Agent Agreement, Chief Elected Officials Agreement, SVWDB organization chart, internal controls and process documentation, Segregation of Duties policy and Conflict of Interest policy.

The committee discussed the waiver request and commented favorably on the model developed to provide Individualized Career and Follow-up Services.

Motion by Chris Pope, to approve the Individualized Career and Follow Up Services waiver request and move forward with submitting to the state for consideration. Second by Jo Lee Loveland Link. Motion passed unanimously on a roll call vote.

<b>Executive Committee</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Jeff Stapel	x			
Wes Dove	x			
Jo Lee Loveland Link	x			
Jeanian Clark	x			
Amy Judd	x			
John Downey	x			
Chris Pope	x			
Robin Sullenberger				X*

\*Mr. Sullenberger left the meeting prior to the vote.

**One Stop Operator Request for Proposal:** Sharon Johnson reported on the preproposal conference held for the One Stop Operator RFP. There were two attendees, The WorkPlace and People Inc. The WorkPlace had a call with Sharon to provide feedback on their Adult and Dislocated Worker proposal, which was not awarded. The WorkPlace indicated that they did not have the capacity to apply for the One Stop Operator contract at this time.

If a satisfactory One Stop Operator proposal is not received, the Executive and Finance Committees, Chief Elected Officials, Title I Administrator, and the Governor’s Office will be notified. We will re-advertise the request for proposal at a later time. Under Virginia’s workforce system structure, it does not make sense to procure a One Stop Operator, but it is mandated by WIOA. On a temporary basis, Board staff will work with partners to fill the One Stop Operator role until a successful bidder is awarded.

**Wagner Peyser Service MOU**

Due to the large amount of Unemployment Claims resulting from the Covid-19 crisis, the VEC is directing all of their staff resources to serving Unemployment Insurance participants. As a result, they have a gap in filling career services. Each workforce development board in Virginia will receive a MOU from VEC to provide Wagner Peyser services from July 1 through December 2020. SVWDB will receive an additional \$258,000 to provide Wagner Peyser services, which will be directed to staffing and virtual services. Board staff will work with VEC center management to develop a strategy for Wagner Peyser services.

SVWDB is currently in the recruiting process for staff for the Network2Work Model. Because the Wagner Peyser work will be temporary, the staffing model presented in the waiver will initially be followed and no additional hiring specifically for Wagner Peyser. Centers will open on a staggered basis and by appointment only reducing an overload on center staff. It may be necessary to temporarily move center staff to other centers to help with the workload.

**Operations:**

**Network2Work Adult, Dislocated Worker and Youth Staff Hires**

Sharon Johnson reviewed the organization chart for WIOA Title I and Discretionary Grant Board Staff. Due to fire wall requirements, the position of Workforce Services Director will report to the Chief Elected Officials on a quarterly basis. The Workforce Services Director has hire/fire decisions for center staffing. Chief Elected Officials will monitor metrics and performance. There will be an annual review of all aspects of program performance and the Chief Elected Officials Consortium can require procurement of Adult and Dislocated Worker Services for the next year.

**Virginia Career Works Center Re-opening to the Public**

We are working on plans and timing to reopen Virginia Career Works Centers under the direction of the Title I Administrator and Governor's office. The Harrisonburg Center is currently scheduled to reopen on June 11. The opening will be reduced hours and by appointment only. Each local workforce development board submitted a budget to the VCCS for PPE, plexiglass and cleaning supplies. SVWDB does not have funds budgeted for these items and will need to wait on funding from the state to make the necessary purchases. Security at all centers will be provided through a contract with the VEC.

Chris Pope reported that the VEC will provide and pay for security, masks, hand sanitizer and gloves for all center staff and customers entering the centers. VEC is engaged in centralized procurement for these items. Many items have already been received and all will be in place by June 11. VEC managers will be responsible for this inventory. Workforce boards will be responsible for plexiglass purchases and installation. Jeanian Clark reported she has a local resource for plexiglass and that DARS is building an inventory of PPE also.

**Public Input:** There was no request for public input.

**Adjournment:** The meeting adjourned at 9:51 a.m.

Respectfully submitted,  
Joan Hollen

**Next SVWDB Executive and Finance Committee Meeting**

**Date: June 5, 2020, 9:00 a.m.**

**Location: Zoom**

## **Public Input Rules and Guidelines**

- 1) Citizens desiring to speak during the public input period must sign in on the Public Input Sign-in sheet to provide information which includes printed name, organization (if applicable) and input topic. This will allow for citizens to be recognized by the Chairman of the Board during the Public Input period.
- 2) Individuals should stand when recognized by the Chairman of the Board; speak their name, organization (if applicable) and input topic.
- 3) Individuals should direct input to the Chairman of the Board.
- 4) Individuals are limited to no more than five (5) minutes. The time limit applies per individual and not per topic. Individual input to address multiple topics is limited to five minutes.
- 5) Individuals representing a group of citizens are limited to five (5) minutes; members comprising the group represented forfeit their individual time to speak.
- 6) When there are multiple individuals requesting time for public input on a single topic and the input is the same, at the Chairman of the Board's discretion, the number of speakers may be limited in order to make effective use of Board member's time and to allow an opportunity for input on multiple topics to be heard by the Board.
- 7) All citizens are strongly encouraged to put their comments in writing to the Board prior to the meeting for inclusion in the Board materials. Such written comments should be submitted to the SVWIB office the Monday prior to the Board meeting.

**The Shenandoah Valley Workforce Development Board is an Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities**

**TDD: VA Relay Center: 711 or 800.828.1120**

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This workforce product was created using 100% of federal U. S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) award of \$1,460,148 (#AA-33260-19-55-A-51) made to Page County on behalf of the Shenandoah Valley Workforce Development Area by the pass-through entity, the Virginia Community College System. No costs of this product were financed by nongovernmental sources. The information contained herein does not necessarily reflect the official position of the U.S. Dept. of Labor.