



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

**Called Executive and Finance Committee Meeting  
June 5, 2020, 9:00 a.m. – 9:30 a.m.**

**Zoom Meeting Link:**

<https://zoom.us/j/96306512725?pwd=RDJWMk1jWTE3ZlJEMm5qU3JSTFpiUT09>

**Call to Order and Meeting Introduction**

Chair Stapel called the meeting to order at 9:04 a.m. and read the introduction to electronic meetings.

- 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?

**Roll Call**

<b>SVWDB Executive Committee Roll Call</b>	<b>Present</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	

**One-Stop Operator Program Procurement Status and Options:**

Sharon Johnson reported that there were no proposals received for the One Stop Operator RFP. Options moving forward are to re-release the One Stop Operator RFP or submit a waiver to the Title I Administrator and Governor for SVWDB to provide One Stop Operator services.

There were two organizations that participated on the One Stop Operator preproposal conference call, but neither submitted a proposal for One Stop Operator. The committee discussed the lack of response to the RFP and the two options for providing One Stop Operator services.

Sharon Johnson reviewed the roll of the One Stop Operator, which is to establish and maintain partner relationships, direct workforce policy, oversee center management team and partner meetings, complete center certification every four years, and report on One Stop operations. The position would be part-time and work closely work with the Workforce Services Director and Board staff to provide continuity of services at workforce centers.

Motion by John Downey to authorize Board staff to apply to the Title I Administrator and Governor for a waiver for the SVWDB to provide One Stop Operator services. Second by Chris Pope.

Discussion: Committee members asked about the possibility of the waiver being approved by the state. Sharon Johnson stated that there are not many Workforce Boards in the state currently serving as the One Stop Operator, and receiving no response to the RFP will factor into the decision. The Title I Administrator has been notified that no response to the RFP was received and has provided policy for SVWDB to follow to move the waiver request through the Board and Chief Elected Officials Consortium. The state could ask SVWDB to re-bid the One Stop Operator RFP.

Sharon Johnson stated that Board staff and workforce center partners are prepared to fill the role of the One Stop Operator until a response is received from the Title I Administrator.

Motion approved 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			

**Virginia Career Works Center Re-opening Status:**

Board staff met with Chris Pope and Christy Ward, the new VEC Harrisonburg Center Manager, to discuss plans for reopening the Harrisonburg Center. The opening has tentatively been moved to July 6 because the budget for procuring items needed to open the centers has not been approved by the state and time needs to be allowed after the budget is approved and funds received, to procure items needed at the centers.

VEC will be providing two armed security guards at the Harrisonburg Center as well as masks, gloves, hand sanitizer and cleaning supplies needed to operate the centers. When the center opens, it will be with reduced hours and by appointment only. Board staff will promote the opening through a press release, social media and signs posted on the center. The Winchester Center will open two to three weeks after the Harrisonburg Center.

VEC will be dedicating the majority of their staff time to handling Unemployment Insurance claims behind the scenes. When the work requirement for Unemployment Insurance recipients is reinstated and the \$600 additional weekly Unemployment Insurance is no longer available, job seeker activity will pick up at the centers and the Governor wants the centers to be prepared to handle the volume of job seekers looking for work.

**Wagner-Peyser Update:**

Sharon Johnson reported that Workforce Boards will negotiate a MOU with VEC to provide Wagner-Peyser services from July through December so VEC staff can dedicate their time to assisting Unemployment Insurance claimants. SVWDB will receive \$258,000 to provide Wagner-Peyser services and will dedicate Title I staff to providing these services. Staff has already received training from the state and additional training will be provided as well as support from the Harrisonburg VEC Center Manager. Use of the funding will be flexible to support staffing and mileage to work with employers. Technology to conduct virtual job fairs can be purchased with the WP funding. Board staff is excited to have this opportunity to provide Wagner-Peyser services to job seekers and employers.

**Adult and Dislocated Worker Waiver Status:**

Sharon Johnson reported that the Adult and Dislocated Worker Waiver request has been submitted to the state and is under review by VCCS. Sharon is following up with the state to answer any questions and provided additional information if requested.

**Public Input (Rules and Guidelines Attached)**

There was no request for public input.

**Adjournment:**

The meeting adjourned at 9:43 a.m.

Respectfully submitted,

Joan Hollen

**Next SVWDB Executive and Finance Committee Meeting**

**Date: July 9, 2020, 8:30 a.m.**

**Location: TBD**

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

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