



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

**Executive and Finance Committee Meeting  
July 9, 2020, 8:30 a.m. – 9:45 a.m.**

**Zoom Meeting Link:**

<https://zoom.us/j/98393971694?pwd=RzcwMUlyY1ZqOIBrTWw0U2xTcDhkUT09>

**Call to Order and Meeting Introduction:** Chair Stapel called the meeting to order at 8:35 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 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:** The roll was called and a quorum was present.

<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	

**SVWDB Staff Present:** Sharon Johnson, Tristan Meadows, Cathi Michie and Joan Hollen

**Approval of Minutes:** Executive Committee meeting minutes for January 23, 2020, April 29, 2020, May 28, 2020 and June 9, 2020 were presented for approval.

Motion by Wes Dove to approve the minutes of the January 23, 2020, April 29, 2020, May 28, 2020 and June 9, 2020 Executive Committee meetings as presented. Second by Robin Sullenberger. The motion passed unanimously by roll call vote.

Executive Committee	Aye	Nay	Abstain	Absent
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			

### SVWDB Operations

**Organization Chart – Roles and Responsibilities:** Sharon Johnson reported that SVWDB was approved to deliver Adult, Dislocated Worker and Youth WIOA Title I services. The new organization chart was presented and reviewed. Ten new staff members were hired and began work on July 1<sup>st</sup>. Onboarding and staff training was provided on July 1-3 and July 6-7. Front line staff are working to enroll new participants and assist current enrolled job seekers.

Tristan Meadows is the Workforce Services Director overseeing the Programs Operations Unit, Workforce Equity Manager and Wagner Peyser Outreach and Engagement Specialist. Vanessa Santiago, former Winchester Center Manager, has been hired as the Workforce Equity Manager. Vanessa will be located at the Winchester center and will be working to develop a new model to serve underrepresented populations and translating web site and outreach materials into Spanish. Vanessa will work closely with Adult Education to enroll populations with barriers to employment. John Jacobs has been hired as the Wagner Peyser Outreach and Engagement Specialist to support the Wagner Peyser contract with VEC. John formerly worked for the VEC and has experience working with Wagner Peyser.

Scott Carlson has been hired as the Employer Network Director for the northern region. Scott will continue to work jointly with employers as the Network Director and Apprenticeship Coordinator with the AAI grant until the grant ends June 2021. Kaystyle Madden, former Harrisonburg Center Manager, is the Employer Network Director for the central/southern region. Kaystyle has led the Harrisonburg Business Solutions Team and worked with employers in the central/southern region. Bonnie Zampino, a previous Winchester Center Manager, has been hired as Provider Network Director. Bonnie will be developing a network of community based organizations to provide support to job seekers with barriers.

The Program Coordinator is Debbie Berry. Debbie will retain her part time status and will provide hotline support, training and mentoring for front line staff. Debby will oversee WIOA eligibility and obligations as a liaison between coaches and the finance department.

There will be one Job Seeker Coach, Hali Wilkerson, and one Life and Career Coach, Coressa Hubbard, in Winchester. Juanita Spurlock will be the Life and Career Coach serving Harrisonburg and Fishersville. Kara Rill will be the Job Seeker Coach working between Harrisonburg and Fishersville. Sharon Agnor will be the Job Seeker Coach in Fishersville.

All new hires have a six-month probationary period. Tristan and Debbie Berry will provide extra support for the day-to-day operations and Tristan will work in Winchester one day a week.

Under the new service model, the receptionist position at the centers was not funded. A Senior Community Service Employment Program (SCSEP) volunteer will assist in the resource room and we will monitor whether we need to fill the receptionist position.

**SVWDB Staff Office Space:** Sharon Johnson reported that the lease on the SVWDB offices at the Ice House expires on 12/31/20. Matchbox Realty required notification by the end of June, if the five year lease was going to be renewed. Matchbox was notified that SVWDB would not be renewing the lease. Board staff will be working in one of the three workforce centers or working remotely. It will be good synergy to have board administrative staff working in centers with operational staff. Details are being finalized on remote work and telework policies. We have until December 31<sup>st</sup> to vacate the Ice House office space.

**Economic Equity Grant Update (Network2Work):** Staff continues to work on Network2Work implementation. Discussions continue with Ridge Schuyler on organization and software development. Governor Northam is developing a press release on Network2Work to announce that the state is contracting with Ridge Schuyler from Piedmont Valley Community College to help pilot Network2Work implementation in four workforce development areas; Shenandoah Valley, the Richmond region, and Hampton Roads/Norfolk/Newport News, as well as expand the Charlottesville Network2Work program.

**Jobs for the Future (JFF) Apprenticeship Expansion and Modernization Fund:** Sharon Johnson reported that the JFF grant is an avenue to gather ideas for our youth programming and registered apprenticeship for opportunity youth. We have been discussing the Network2Work model with JFF. JFF and the National Association of Workforce Boards are interested in the Network2Work model. We provide a monthly update on our work to implement Network2Work and gain recognition and feedback at the national level.

**Grant Application Update:** SVWDB partnered with lead applicant New River Mount Rogers Workforce Development Board on a re-entry grant. No word on the grant award has been received.

SVWDB was the lead on a Youth Registered Apprenticeship grant application in partnership with the Western Virginia, New River Mount Rogers, Southwest Virginia, and West Piedmont Workforce Development Boards. SVWDB was disappointed to learn the grant was not awarded. The Norfolk Shipyard also applied for the grant and was not awarded.

### **Workforce Center Operations**

**End of Contract Transition with Goodwill:** Sharon Johnson reported that the end of year transition from the Goodwill contact is complete and the contract closeout was completed in June. The transition included file monitoring, file transition, file follow up, and asset, and inventory transition. Tristan and Debbie helped with the file transition and Cathi and Matt took the lead on asset management. There were some issues with files in Winchester making it

apparent that staff had been given no assistance in putting participant files together. Staff is working to be sure that nobody is wait listed for enrollment.

**Center Reopening to the Public:** The Harrisonburg center reopened on July 14 with reduced hours and by appointment only. In person or virtual appointments are being offered by VEC and Title I staff. Staff has been working closely with VEC to work out the protocols and procedures for reopening to the public. VEC has provided two security guards at the Harrisonburg center. Procedures and protocols are being monitored and adjusted as necessary to achieve a safe and efficient reopening.

**One Stop Operator RFP:** No responses were received for the first One Stop Operator RFP. The RFP was released again in mid-June with proposals due by July 29. If no proposals are received through the second One Stop Operator RFP, SVWDB will request a waiver from the state to provide One Stop Operator Services. Until a One Stop Operator is formally in place, an interim plan has been implemented to provide a partner team approach to addressing One Stop operations.

**Incumbent Worker Training:** SVWDB has had three companies express an interest in Incumbent Worker Training. Employers are a critical part of the Network2Work model and we need to consider whether we want to budget for Incumbent Worker Training. Adult and Dislocated Worker funding can be reallocated to Incumbent Worker Training. Staff was asked to review the Incumbent Worker Training Policy to assure:

- the training is a layoff aversion strategy;
- training is designed to advance employees and backfill with entry level employees;
- there are caps in place on the amount of funding an employer can receive in a year;
- that employers are fully aware of and agreeable to submitting required documentation;
- the contract is entered into 30 days in advance of training; and
- there is some level of accountability if employers don't follow through with the training.

**Wagner Peyser Implementation:** The implementation of Wagner Peyser services by Title I staff has been addressed with the hiring of John Jacobs as the Wagner Peyser Outreach and Engagement Specialist. New staff members in the Centers are also working to provide Wagner Peyser services. The WP contract expires 12/31/2020.

**Operational Policy Revisions:** Sharon Johnson reported that Staff will be reviewing operational policies to be sure they align with the Network2Work model. Necessary revisions will be made and presented to the Executive Committee for consideration.

**Eligible Training Provider Requests:** Staff received and reviewed one new training provider application and two new training program applications. After staff review, program applications are considered complete and have been included for consideration.

Empowering Health Education is a new training provider requesting approval for Nurse Aide Training. Debbie Berry worked with Empowering Health Education to address Equal Opportunity requirements and provided guidance on working with people with barriers to employment to receive training. Jeanian Clark said that LFCC cannot currently provide Nurse Aide Training because of the inability to conduct required clinical experience due to COVID and questioned whether Empowering Health Education could provide clinical experience. The committee recommended the Empowering Health Education application be placed on hold to further evaluate their training program, their ability to provide clinical experience, and to visit their training facility.

Motion by Chris Pope to approve recertification of the BRCC Advanced Cyber Security + course and to place the Empowering Health Education training provider request on hold to gather more information on the training program and visit their facility. Second by Robin Sullenberger. Motion passed unanimously by roll call vote.

Executive Committee	Aye	Nay	Abstain	Absent
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			

### Financial Report

Finance Committee Chair Loveland Link noted that WIOA funding is based on old data and does not reflect the current levels of high unemployment. There may be a difference in how much funding we believe we need and how much funding we may actually need to support the current high numbers of unemployed. Additionally, Chair Loveland Link suggested as we enter a new era of governance by the Chief Elected Officials we may need to train the CEOs on their oversight responsibilities under the new service delivery model. This discussion could be added to the next meeting agenda or discussed offline.

**May Financial Statements:** Cathi Michie reported that the Finance Committee met and conducted a review of the May Financial Statements and FY21 Budget. The Finance Committee recommended approval of the May Financial Statements and FY21 Budget. Chair Stapel asked if there were any at risk areas in the May Financial Statements. Cathi Michie responded that there are no areas of risk in this fiscal year financials, but we need to be aware that the Economic Equity Initiative Grant and American Apprenticeship Initiative Grant end next fiscal year, leaving SVWDB with only WIOA funding. We will save some costs by not having the Ice House lease. We will not have other grants to support operations resulting in less money overall. We need to find a way to balance the provision of service without cutting back staff since we may have more people needing services in the current high unemployment environment.

Sharon Johnson noted that John Jacobs understands that he is funded by Wagner Peyser funding through December 2020 and that the position will not exist after WP funding ends. We do not know if Wagner Peyser funding will be extended. Additionally, the Workforce Economic Equity Manager position is a one year pilot program and Vanessa Santiago is aware of the pilot and that funding for the position is not guaranteed following the pilot.

Chair Loveland link called attention pie charts in the financial statements that show a vast difference in the cost structure to provide services through a service provider and cost structure for SVWDB to provide services. This information will need to be pointed out to the Board. There was no further discussion or questions regarding the May Financial Statements and FY21 Budget.

Cathi Michie reported that the auditors will be sending the engagement letter next week. The letter will be sent to Chair Stapel for signature.

Motion by Jo Lee Loveland Link to approve the FY21 Budget as submitted. Second by Wes Dove. 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			

**Public Input**

There was no request for public input.

**Adjournment:**

The meeting adjourned at 9:50 a.m.

Respectfully submitted,  
Joan Hollen

**Next SVWDB Executive and Finance Committee Meeting**

**Date: October 8, 2020, 8:30 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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