



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

**Board of Directors Meeting
September 27, 2018, 10:00 a.m. – 12:00 p.m.
Harrisonburg City Council Chambers
409 S. Main Street, Harrisonburg, VA**

Call to Order

Chair Stapel called the meeting to order at 10:00 a.m. The roll was called and introductions were made. A quorum of the board was not present.

Private Sector Members Present: Brian Brown, Cara Major, Jeff Stapel, Jo Lee Loveland Link, Julie Suijk, Kip Brannon, Mark Lauro, Mary Staubus, Chris Walker

Public Sector Members Present: Amy Judd, Chris Walker, Brook Shehan (for Gary Keener), Clay Stein (for Jackson Green), Jeanian Clark, Bob Young (for John Downey), John Jackson, John Jacobs, Katy Parrish, Kevin Hutton

Chief Elected Officials/Alternates Present: Carolyn Bragg, Len Capelli, Rachel Moore, Morgan Phenix,

Guests Present: David Dax, Jenny Wright, Shasta Robertson, Kathy Kalisz, Paula Martin, Anna Gochenour, Don Shotwell, Elizabeth Sacco, Eric Fitzgerald, Karen Lawrence, Sharon Baroncelli, Melanie Blosser, Tristan Meadows, Eric Kennedy

SVWDB Staff Present: Sharon Johnson, Debby Hopkins, Cathi Michie, Matt Green, Kevin Martin, Heidi King, Debbie Berry, Joan Hollen, Sean McCusty, Scott Carlson

Prior Meeting Minutes

Approval of the minutes from the May 10, 2018 Board of Directors meeting was deferred due to lack of a quorum.

WIOA Operations

Workforce Center and Staff Updates: Sharon Johnson reported on the following updates at the workforce centers:

- There was no flooding at workforce centers during Hurricane Florence.
- We received no evacuees from North Carolina at the workforce centers. There were five people evacuated from North Carolina that filed for unemployment in Virginia.
- After several changes in staffing, the Virginia Career Works - Harrisonburg Center is fully staffed.
- The Rockbridge Workforce Center located at Dabney S. Lancaster Community College in Rockbridge was closed. Staff from the Fishersville center are serving the Rockbridge area one day a week out of Byers Technical Institute and will meet clients as needed in the Rockbridge area.
- The Virginia Career Works – Page Center has relocated to a temporary office in the Page One Food Bank at 55 Bank Street, Luray, Virginia.

- The Virginia Career Works – Fishersville Center will continue to be located in the Fishersville VEC office at 1076 Jefferson Hwy, Staunton, Virginia. VEC is currently working to meet ADA compliance at the Fishersville Center.
- After several staff changes at the Virginia Career Works – Winchester Center, Goodwill is hiring new staff. A new Center Manager has been hired and support staff are being interviewed.

Performance Dashboards: Sharon Johnson reviewed the newly revised performance Dashboards beginning on page 7 in the meeting packet. The reports have been revised to provide monthly and year to date information on workforce center activity. We welcome suggestion if there is additional data you would like to see.

- The Program Year 2017-18 Dashboard provides the last full program year information for all centers (pg 7).
- The Year to Date Program Dashboard is a cumulative report of center activity by Center (pg 8.)
- A monthly report provides program information by center for the months of July and August 2018 (pg 9-10).
- The Education and Training Dashboard provides cumulative program and training provider reports by month (pg 11-12 revised version attached).

Committee Reports

Executive Committee Report: Chair Stapel welcomed the following new board members and thanked renewing board members for their continued service.

New Board Members:

Mark Lauro, Human Resources Manager, Tenneco
 Mary Staubus, Human Resources Payroll Specialist, Montebello Packaging
 Jeffrey Beacham, Branch Manager, Woodforest National Bank
 Christopher Walker, Director of Human Resources, Friendship Industries, Inc. (replaces George Homan)
 John Jacobs, Manager, Harrisonburg/Fishersville VEC

Board Membership Renewals:

Jeff Stapel, Shickel Corporation
 Andrew Breeding, Sysco
 Robin Sullenberger, Sullenberger Associates
 Gary Keener, Dabney S. Lancaster Community College
 Jackson Green, Goodwill Industries of the Valleys, Inc.
 Robert Goldsmith, People Incorporated of Virginia
 Jo Lee Loveland Link, Volvo, Inc.

WOIA Governance and Administration

SVWDB Bylaws Revision: The Executive Committee approved SVWDB Bylaws revisions to bring the Bylaws into compliance with WIOA and address non-compliance elements identified during recent monitoring. The Executive Committee is considering additional revisions to the SVWDB Bylaws that allow flexibility and align the Bylaws with current Board practices. The additional revisions will be considered at the November meeting.

Chief Elected Officials Consortium Agreement and Bylaws: Board governance documents were revised to correct WIOA compliance issues identified during recent monitoring. The Executive Committee approved the recommended revisions to the documents and voted to move the Chief Elected Officials Consortium

Agreement and Consortium Bylaws to the Consortium for consideration at the October 19th meeting of the Consortium.

Sharon Johnson explained that the Consortium is responsible for the fiscal integrity and accountability for expenditure of WIOA program funds as outlined in the Consortium Agreement. The SVWDB carries insurance to cover misuse of funds and, as a last resort, the liability goes to the locality based on the localities percent of funding allocation. SVWDB has a process in place to evaluate and monitor the use of funds and has never had to go to the locality for misuse of funds.

Virginia Career Works Update: Chair Stapel reported that the Virginia Career Works rebranding will only apply to the career centers and public facing workforce system. The Board will keep their identity as the Shenandoah Valley Workforce Development Board to allow the board to diversity funding and services. A fictitious name has been filed with the local courts and State Corporation Commission for the career centers to do business as Virginia Career Works.

SVWDB Communications Report: Karen Lawrence presented highlights from second and third quarter communications outreach. Social media has been driving traffic to the SVWDB web site.

Valley to Virginia American Apprenticeship Initiative

Debby Hopkin provided a reminder that SVWDB board members automatically serve on the V2V Apprenticeship Council and feedback is appreciated. The minutes of the May meeting were reviewed and V2V activities were highlighted for the quarterly performance period ending 6/30/18. The grant was monitored by the US DOL and received a visit from the U.S. Office of the Inspector General. The second phase of the V2V grant includes a focus on pre-apprenticeship, mechatronics instruction, and expansion of the grant opportunity throughout Virginia.

Recognition received through the V2V grant resulted in an opportunity from the National Association of Workforce Boards for Sharon Johnson to testify about work based learning and apprenticeship before the U.S. House Committee on Education and Workforce.

Other V2V highlights:

- A pre-apprenticeship program launched successfully at MTC, BRCC and LFCC
- The grant goal of 600 apprentices was reached this quarter
- V2V Presentation – grant update and accomplishments (attached)
- Success Story – The Hershey Company (presentation attached)

Committee Reports

Executive Committee: Chair Stapel reminded the Board that the Executive Committee works to manage day to day activities and decisions of the Board. The committee approved eligible training provider programs and reviewed training performance information for PY17-18. Other items being monitored by the committee include:

- Board staff is working with Goodwill to develop an action plan to stay on track with service contracts. A performance improvement plan with accountability metrics was developed.
- The Committee is monitoring the impact low unemployment has on WIOA funding. Because employment data lags, additional funding reductions are expected.
- The Committee is working to plan for future budget cuts by seeking additional funding sources.

Finance Committee: Chair Loveland-Link reported that the financial statements for the first two months of the fiscal year are on target to meet budgetary goals. Board members are required to sign a Conflict of Interest Statement each year. Conflict of Interest Statements were distributed to board members present and will be mailed to board members not in attendance. A prompt return of the statements was requested.

Other Business

Kevin Martin provided information on Registered Apprenticeship Week events and activities. For an up to date listing, visit the SVWDB web site www.valleyworkforce.com/news.

Board Meeting Evaluation

Sharon Johnson

A board meeting evaluation sheet was distributed to the meeting participants.

Public Input (Rules and Guidelines attached): There was no request for public input.

Adjournment 12:00 p.m.

Respectfully submitted,
Joan Hollen

Next SVWDB Board Meeting: November 15, 2018, 10:00 a.m. – 12:00 p.m.
LOCATION: Massanutten Technical Center, Banquet Room
325 Pleasant Valley Rd, Harrisonburg, VA 22801