



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

**Board of Directors Meeting
January 10, 2019, 10:00 a.m. – 12:00 p.m.
Massanutten Technical Center
325 Pleasant Valley Road, Harrisonburg, VA**

Call to Order

Chair Stapel called the meeting to order at 10:00 a.m. The roll was called. A quorum of the Board was present.

Private Sector Members Present: Andrew Breeding, Annette Medlin, Brian Brown, Jeffrey Beacham, Jeff Stapel, Julie Suijk, Kip Brannon, Mark Lauro, Pam Snyder, Pat Ohleger, Rachel Moore (for Steve Douty), Robin Sullenberger, Wes Dove

Public Sector Members Present: Joy Cary (for Amy Judd), Brooke Shehan (for Gary Keener), Jackson Green, Kevin Hutton, Jeanian Clark, John Downey, John Jackson, John Jacobs, Katy Parrish, Michelle Bixler, Robert Goldsmith

Chief Elected Officials/Alternates Present: Carolyn Bragg (Augusta County), Rachel Moore (Buena Vista), Sal Romero (Harrisonburg), Brian Shull (Harrisonburg), Morgan Phenix (Page County), Sam Crickenberger (Rockbridge County), Casey Armstrong (Rockingham County), Ophie Kier (for Carolyn Dull, Staunton).

Guests Present: Cathy Hamilton, Chris Pope, Kevin Coffman, Emily West, David Silcox, Christi Branch, Kristen Wilson, Kim Blosser, James Hall, Jackson Green, Donna Bonessi, Alicia Corral-Clark, Melanie Blosser, Tristan Meadows, Bonnie Zampino, Aline Jackson-Diggs, Peirce Macgill, Anna Gochenour, Kerry Krause

SVWDB Staff Present: Sharon Johnson, Debby Hopkins, Kevin Martin, Vanessa Robison, Cathi Michie, Matt Green, Debbie Berry, Heidi King, Sean McCusty.

Prior Meeting Minutes

Motion to approve the minutes from the May 10 and September 27, 2018 Board of Directors meetings was made by Wes Dove. Second by John Downey. Motion passed unanimously.

Communications and Outreach Report

The Communications and Outreach Report for January 2019 was included in the meeting packet.

Valley to Virginia American Apprenticeship Initiative

Debby Hopkins reported that the Valley to Virginia American Apprenticeship Grant has met the objectives of the grant and apprenticeship enrollments are at 766 or 128% of the projected grant enrollment goal. The grant is approaching the final year of implementation and grant obligations are slowing.

The minutes of the September 27, 2018 meeting of the V2V Advisory Council were reviewed and V2V activities were presented for the quarterly performance period ending 9/30/18. Grant activities are

receiving national attention and Debby Hopkins was invited to participate in a nation listening session with the USDOL Office of Disability Policy. Debby also attended the National Association of Workforce Development Professionals Youth Symposium where she presented on Advancing Inclusive Apprenticeship and Accessible Technology for Youth Career Pathways.

Meet a Registered Apprentice – The Hershey Company

Debby Hopkins introduced Kristen Wilson, an Industrial Manufacturing Technician (IMT) Apprentice with The Hershey Company in Stuarts Draft, Virginia. Kristen shared her experience attending the IMT Boot Camp at Wilson Workforce and Rehabilitation Center which led to her employment and apprenticeship opportunity at Hershey.

Christine Branch, Training Coordinator for Continuous Improvement with The Hershey Company, provided information on the Boot Camp training model which included soft skills training as well as industry specific training. Of the ten people who started the Boot Camp, seven participants were hired and there was a 100% retention rate of the Boot Camp hires. The Boot Camp was successful and the company has a desire to continue using Boot Camps for employee recruitment, training, and retention.

Massanutten Technical Center – Building a Workforce Pipeline

MTC Director, Kevin Hutton and Sandy Rinker, Supervisor of Adult Programs, presented information on Massanutten Technical Center (MTC). Highlights include:

- MTC has two campuses, the main campus that serves high school and adults in Harrisonburg and Rockingham County and an agriculture campus that is a teaching farm where sustainable farming practices are integrated with STEM programs.
- MTC recently expanded the Culinary Arts Program and built a state-of-the art kitchen facility and banquet room that serves as the Bistro @MTC where students and the public can purchase meals prepared by Culinary Arts students.
- MTC has a new Cyber Security program and is working with JMU, Harrisonburg and Rockingham County to develop a cyber security operations center lab that will resemble a cyber security facility.
- MTC has a youth apprenticeship initiative for high school students that allows them to start apprenticeship and on-the-job training while still in high school, allowing students to count their classroom instruction and field experience toward their apprentice industry credential.
- MTC offers pre-employment testing for employers in skilled trade occupations.

WIOA Operations

Performance Dashboards: Sharon Johnson reviewed the performance Dashboards for December 2018 and program year to date. The reports provide monthly and year to date information on workforce center activity. Dashboards for each center are available upon request.

Sharon Johnson reviewed the Education and Training Dashboard for December 2018. A question was asked if the Licensed Practical Nurse occupation is still in demand. The demand for License Practical Nurses differs by health care facility. Some require Registered Nurses instead of LPNs. Education providers have developed a seamless career pathway in health care to assist people in advancing their career in the health care employment sector.

WOIA Governance and Administration

Chief Elected Officials Consortium Agreement: The revised Chief Elected Officials Consortium Agreement was sent to Consortium members for review and comment. Comments were received to clarify the board nomination process and review the legal structure of the document. The document is being further reviewed to align with the comments received.

Local Workforce Development Area IV Plan 2016-2020: The SVWDB is required to prepare and submit a local plan every four years with review and modification after the first two years of the plan. The LWDA IV Plan was reviewed and updated in coordination with Chief Elected Officials to reflect changes in labor market and economic conditions, performance measures, and modifications to the Virginia WIOA Combined State Plan. The Executive Committee endorsed the plan for distribution to the Chief Elected Officials and Board members for review and feedback prior to the public comment period. The plan will then be distributed for public comment. Comments received will be addressed prior to submitting the plan to the Governor on March 29, 2019.

Performance Metrics: Performance metrics are required under WIOA and are negotiated with the state each year. Performance metrics for PY 2017-2018 exceeded goals on all measures except for Credential Attainment within 1 Year for Dislocated Workers which reached 99% of the goal. Performance metrics for PY 2018-2019 were discussed. It was noted that the median earnings metric for adult and dislocated worker are unrealistic for LWDA IV. Full employment makes meeting the median earnings metric challenging due to the number of entry level employees in the workplace.

Committee Reports

Executive Committee: Chair Stapel reported on actions taken by the Executive Committee.

- SVWDB Bylaws revisions were approved to align the bylaws with WIOA and board practices. The frequency of Board and Executive Committee meetings was changed in the bylaws to meet, at a minimum, four times a year.
- An RFP to procure Audit Services for 2019 was approved. A request was made for one or two additional board member volunteers to assist with the Audit RFP review.

Finance Committee: Cathi Michie presented the Financial Statements for November 2018.

- GIV Expenditures: 50% program, 50% personnel, operations and travel.
- SVWDB Expenditures: 70% program, 30% personnel, operations and travel.
- Through November (42% of fiscal year) WIOA and the American Apprenticeship grant are on track. The CPID grant will continue with academies in the spring.
- The Virginia Career Works grant concluded at the end of December with \$51.15 unexpended.
- The Balance Sheet shows good cash position and net assets.
- The Income Statement shows 42% through the fiscal year with the budget at 40%.

Audit Report: The Audit Report for 2017-2018 was approved by the Executive Committee. The audit was considered low risk with no findings, concerns, comments or misstatements reported. Audit reports can be accessed at <https://vcwvalley.com/about/public-documents/#financials>.

Statement of Financial Interest: All SVWDB Board members are required to submit a Statement of Financial Interest at the beginning of each calendar year. The Chief Elected Officials Consortium voted to allow the locality that nominated the Board member to determine which Statement of Financial Interest will be used for that board member.

Other Business

New Web Site: Chair Stapel reported that new Virginia Career Works – Shenandoah Valley Region web site is live and can be viewed at www.vcwvalley.com.

Board Questionnaire: Sharon Johnson reported that a Board Questionnaire is being developed to assess board member awareness to determine areas where information can be made available to the Board to provide a better understanding of Board operations, finance, and grants. The outcome of the questionnaire will be reported at the April 2019 board meeting.

2019 Board Meeting Dates: The SVWDB is going to quarterly meetings in 2019 on the second Thursday of January, April, July, and October.

Public Input (Rules and Guidelines attached): David Silcox, Virginia Employment Commission, requested public comment. Mr. Silcox provided information on the federal Jobs for Veterans State Grants Program which helps veterans find good jobs by providing employment services at American Job Centers. Mr. Silcox commended the Virginia Career Works – Harrisonburg Center staff on a successful job fair held in conjunction with the VCW brand launch and noted that the Shenandoah Valley Region is well ahead of other regions of the state in implementing the Virginia Career Works brand. Mr. Silcox introduced two new Local Veterans Employment Representatives (LVER), Kevin Coffman, located at the Virginia Career Works – Harrisonburg Center and Ashley Moslak, located at the Virginia Career Works – Winchester Center.

There being no further public comments or business to conduct, the meeting adjournment at 11:50 a.m.

Respectfully submitted,
Joan Hollen

**Next SVWDB Board Meeting: April 11, 2019, 10:00 a.m. – 12:00 p.m.
LOCATION: TBD**