



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

**Chief Elected Officials Consortium Meeting
October 19, 2018, 11:00 a.m. – 12:00 p.m.
Central Shenandoah Planning District Commission Conference Room
112 MacTanly Place, Staunton, Virginia**

Call to Order: Vice Chair Sam Crickenberger welcomed guests and called the meeting to order at 11:04 a.m. A quorum of the Consortium was present.

Members Present:

Sam Crickenberger, Alternate, Rockbridge County
Greg Hitchin, Alternate, City of Waynesboro
Carolyn Dull, Mayor, City of Staunton
Len Capelli, Alternate, Clark County
Patrick Barker, Alternate, Frederick County
Casey Armstrong, Alternate, Rockingham County

Pablo Cuevas, Chair of Board, Rockingham County
Carolyn Bragg, Chair of Board, Augusta County
Rachel Moore, Alternate, City of Buena Vista
Morgan Phenix, Chair of Board, Page County
Jeff Stapel, Chair, SVWDB

Staff Present:

Sharon Johnson, CEO, SVWDB
Cathi Michie, CFO, SVWDB
Joan Hollen, Data & Communications Specialist, SVWDB

Review of revised Chief Elected Official Consortium Agreement:

A summary of edits to the Chief Elected Official Consortium Agreement (Agreement) were provided as follows:

- Defines the functions of the fiscal agent (Sec. 3.06 A2).
- Designates signatory authority for the fiscal agent (Sec 3.06 A3).
- Defines the shared function of the Chief Elected Officials Consortium and SVWDB (Sec. 3.06 B).
- Updates the duties and responsibilities of the SVWDB (Sec. 4.02).
- Updates the Consortium's terms and nomination process for appointment of SVWDB board members (Sec. 4.02-4.04)
- Updates Conflict of Interest Statement
- States that agreement will remain in effect until terminated under Section 7.0 of the agreement. (Sec. 11.0)

Sharon Johnson provided the history of how the original agreement was developed and the process to forward the revised agreement, when approved by the Consortium, to local governments for consideration and approval. SVWDB set a goal of May, 2019 for approval of the agreement by all sixteen localities in the Consortium. SVWDB staff will attend a City Council or Board of Supervisors meeting to explain the agreement and answer any questions. Localities were asked to notify SVWDB of meeting dates if they wish to have a SVWDB staff member attend a council or board meeting.

It was noted that the Agreement takes effect upon full execution by all parties and that a renewal date was not specified because it has been the desire of the Consortium that the Termination Clause in Section 7 provides a method for termination and the document will remain in effect until terminated or until updates are required. It was the consensus of the Consortium not to include a renewal date.

A typo was pointed out on page 5, Section 4.02, Item J. The redundant words “through a” will be removed from Item J.

Motion by Greg Hitchin, to approve and forward the revised Chief Elected Officials Agreement to local governments for consideration with the correction on page 5. Second by Carolyn Bragg. Motion passed unanimously.

Review of revised Chief Elected Official Consortium Bylaws:

A summary of edits to the Chief Elected Official Consortium Bylaws (Bylaws) were provided as follows:

- Updates Workforce Investment Act (WIA) to Workforce Innovation and Opportunity Act (WIOA).
- Updates SVWIB to SVWDB.
- Updates Chief Local Elected Official to Chief Elected Official.
- Updates Non-discrimination statement.
- Updates conflict of interest requirements to align with WIOA VBWD Policy 200-02, and local and state Conflict of Interest Act.

Motion by Morgan Phenix to approve the Bylaws as presented. Second by Jeff Stapel. Motion passed unanimously.

CEO Consortium Appointments:

Sam Crickenberger presented the proposed slate of officers for FY2018-19 for the Consortium as follows:

- Chair – Morgan Phenix
- Vice Chair – Sam Crickenberger
- Executive Committee member – Casey Armstrong (must be from a different sub region than the Chair and Vice Chair)
- Two Consortium liaisons to the SVWDB Board of Directors – Carolyn Dull and Carolyn Bragg

Fiscal Agent Agreement:

Sharon Johnson reported that the Fiscal Agent Agreement is a newly required agreement. In the past, the fiscal agent has been designated through the CEO Consortium agreement. She explained that the new Fiscal Agent Agreement provides more detail and defines the scope of services and responsibilities of the fiscal agent. The CEO Consortium retains the responsibility of designating the fiscal agent. Being a nonprofit and the fiscal agent allows the SVWDB flexibility to seek and manage grants more efficiently.

The Consortium requested a copy of the most recent audit. The most recent audit is the 2016 audit. The 2017 audit will be sent to the Consortium when it is completed.

Motion by Morgan Phenix to approve the Fiscal Agent Agreement as presented. Second by Carolyn Bragg. Motion passed unanimously.

Determination of Statement of Financial Interest for the Shenandoah Valley Workforce Development Board:

The Consortium is tasked with determining which statement of financial interest will be used by the Board to disclose economic interests. Both the short form and long form Virginia Financial Disclosure Statements were presented for consideration. Consortium members discussed the merits of the short form financial disclosure statement versus the long form financial disclosure statement.

Motion by Morgan Phenix to allow the locality their preference on the selection of the long or short financial disclosure statement for their appointed board members. Second by Greg Hitchin. Motion passed on a vote of eight in favor (Crickenberger, Hitchin, Capelli, Barker, Moore, Bragg, Phenix, Stapel), one opposed (Mayor Dull) and one abstention (Chair Cuevas). Motion passed.

Establish date/time for future Consortium meetings:

The next meeting of the Shenandoah Valley Chief Elected Officials Consortium will be on Friday, May 17, 2019, location to be determined.

Other Business:

Staff will update Consortium members on their current board appointments and openings.

Public Input (Rules and Guidelines attached):

No Public input.

Adjournment:

The meeting adjourned at 12:15 p.m.

Respectfully submitted,
Joan Hollen

The next meeting of the Shenandoah Valley Chief Elected Consortium will be
Friday, May 17, 2019, 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 SVWDB office the Monday prior to the Board meeting.