

Bay Consortium Workforce Development Board, Inc.

Wednesday February 5, 2020

West Point Library

721 Main Street

West Point, VA 23181

10:15 A.M.

The Bay Consortium Workforce Development Board, Inc. met Wednesday, February 5, 2020 in West Point, VA.

Call to Order: Dennis Parsons, Chairman, called the meeting to order at 10:15 A.M.

Welcome and Speakers: During this time Dennis Parsons welcome everyone to the meeting and there was no scheduled speaker at the meeting

Roll Call: Dennis Parsons requested the roll call with the following members recorded as present:

Jean Fraysse, Agreements-By-You
Josh Gemerek, Bay Aging
Ken Knull, Yankee Point Marina
Vanessa Livingstone, Department of Social Services
David Mann, Mann Printing
Rebecca Mann, Rappahannock Goodwill Industries
Martha O'Keefe, Germanna Community College
Jason Perry, Rappahannock Community College
Kelvin Pettit, Accomack-Northampton Electric Co-Op
Danielle Robinson, Middle Peninsula Adult Education
Cherlanda Sidney-Ross, Department of Social Services
Deborah Warf, Virginia Employment Commission

The following members were represented by an alternate or proxy:

Kimberly Kent, Rappahannock Community College, alternate to Marjorie Lampkin
Steve Goodall, WestRock, proxy to David Mann

The following members were neither represented by an official alternate or proxy:

Louis Belcher, Middlesex County
Meg Bohmke, Stafford County Board of Supervisors
Melvin Carter, United Auto Workers Local 2123
Nikole Cox, Department of Social Services
Russ Culver, Marus Enterprises
Tracy Harrington, Department for Aging and Rehabilitative Services
Bridgett Landess, Union First Market Bank

Bill Leyden, Elevator Constructors Local 52
Percy Pollard, Pollard Consulting Services

A quorum was present.

Others present were: Marjorie Clift-Bowman, John Priest (CLEO representative), Jackie Davis, and Steven Golas.

Approval of Minutes: A motion was made to approve the November 6, 2019 minutes. The motion was seconded and carried by a unanimous vote.

Public Comment: There was no public comment.

Executive Committee: Ken Knull deferred to each committee/council chair to report on activities.

One Stop Committee: Deborah Warf gave the committee update. She presented members with the WIOA Personally Identifiable Information (PII) Policy, and the WIOA Priority of Service Policy update for approval. A motion was made to approve the WIOA Personally Identifiable Information (PII) Policy, and the WIOA Priority of Service Policy update, which was seconded and approved. Jackie Davis gave an update on the projected release date of the statewide Common Intake Form, which may be available July 1, 2020.

Labor Market Committee: Martha O'Keefe gave the committee update. They reviewed their portion of the Strategic Priorities, and also discussed potential implementation of a meet and greet for new members, as well as, an orientation.

Performance and Accountability: David Mann gave the committee update. He noted that they did not have a quorum. He discussed the Quarterly Reports, noting that everyone was meeting either their 40% Minimum Training Expenditure Requirement or 20% Work Experience Expenditure Requirement. He noted seven (7) performance measure categories exceeded expectations and there were only two (2) deficiencies in the quarterly reports and they were in Adult-4th Quarter after Exit, and Youth-Credential Attainment within 4 Quarters after Exit, both of which were in the mid- 90th percentile.

Board Development: Josh Gemerek gave the committee update. He noted that Jackie Davis and he had an in-depth discussion on the Board Manual, and that the committee would review it again in May, as well as recommending each committee review it as well, before bringing it to the full Board for approval. Jackie Davis led a discussion on a new approach to attendance letters.

Youth Council: Jackie Davis gave the council update. She presented members with the WIOA Youth Incentive Policy and the WIOA Work Experience Procedure Policy. A motion was made to amend the WIOA Work Experience Procedure Policy, before it was sent to the full board for approval, which was seconded and approved. A motion was made to approve the WIOA Youth Incentive Policy and the amended WIOA Work Experience Procedure Policy, which was seconded and approved.

Old Business: There was no old business.

New Business: Dennis Parsons presented members with the updated PY 19-20 Budget. Jackie Davis discussed the addition of the Economic Equity Initiative Grant and the Rapid Response funds to the updated PY 2019-2020 budget. A motion was made to approve the updated PY 2019-2020 budget as submitted, which was seconded and approved, with Kimberly Kent and Jason Perry abstaining. Jackie Davis also reviewed Funds Transfer Impact Analysis with members, stating that they were looking to transfer \$200,000 from Dislocated Worker funds to Adult funds, which was a bump up from previous years \$150,000. A motion was made to approve the Fund Transfer Request, which was seconded and approved, with Kimberly Kent and Jason Perry abstaining. Jackie Davis discussed the upcoming Adult Basic Education (ABE) Request for Proposal and solicited volunteers for the role of review panelists and explained the role the Bay Consortium WDB plays in completing a four (4) question rubric rating the submitted proposals. Danielle Robinson spoke on the importance of reviewers from the local area offering to review the ABE proposals at the state level should they wish to volunteer their time to do so. Jackie Davis discussed the Bay Consortium Local plan which will expire on June 30, 2020. She explained that George Taratsas of the Virginia Community College System (VCCS) office recommended requesting an extension until December 31, 2020. This will give VCCS the needed time to provide guidance to the local workforce areas to submit their new local plans by December 31, 2020. A motion was made to request an extension on the local plan submission until December 31, 2020, which was seconded and approved.

Executive Director's Update: Jackie Davis gave the update. She let members know that she had been meeting with regional partners, local Economic Development officials, local Chamber of Commerce's, and local Resource Councils. She has met with every Department of Social Services in the Bay Consortium WDB service area. The Bay Consortium Workforce Development Board (BCWDB) had a local business reach out for training needs of upskilling 50 employees. The cost of this training is \$52,600 (using Incumbent Worker Training this would be a reimbursement to the employer of \$26,300). We reached out to the State Rapid Response team (RR) to see if this could be funded under these funds because we did not have funding in our local budget. Working closely with the RR team the BCWDB was awarded \$26,300 in additional funds from the Governor's Office to support this Incumbent Worker Training. Staff has worked with the employer to identify the 50 employees and oversee the enrollment process. Training is set to begin next week. A monthly webinar for technical assistance has been implemented to provide technical assistance to WIOA providers in the local area. The webinar will be conducted digitally and recorded as well as uploaded to the BCWDB website.

Other Items for Discussion: Jason Perry invited members to an open house at the Westmoreland Training Center on February 13, 2020 from 1pm - 3pm. Jackie Davis spoke of an upcoming new director orientation meeting on February 26, 2020 with George Taratsas (VCCS) which will also include Dennis Parsons, R. Morgan Quicke (CLEO Chair).

Public Comment: There was no public comment.

There being no further business, Dennis Parsons called the meeting to end at 10:55 A.M.

Respectfully submitted,

Steven G. Golas