



Central Virginia Workforce Development Area VII

Serving the City of Lynchburg, and Counties of Amherst, Appomattox, Bedford, and Campbell

**Workforce Development Board Meeting
July 19, 2023
3:00 p.m. at
The Lynchburg Regional Business Alliance
Lynchburg, VA 24504**

Board approved on 10/10/23

Members Present: Nat Marshall – Chair, Sierra Phillips –Vice Chair, Carrie White, Dana Hogan, Shantel Crews, David Sage, Michael Hertzler, Jason Shockley, Scott Francis, Alisha Meador, Sterling Wilder, John Redding, Cheryl Giggetts, Gary Campbell (virtual), Ron Lovelace, Kimberly McIvor, Contessa Broadus (alternate for Luke Saechao, virtual).

Members Absent, Excused: Rich Russo, Robbie Morrison, Robert Johnson, Samuel Pinn, John Capps, Bryan Lyttle, Lauren Anderson, Dorothy White, Christian Wiscovitch, Charles Mann, Sam Penn, Sr., Cheryl Toler, Sonya Todd, John Hinkle, Anthony Cardoza, Travis Griffin (virtual), Christine Kennedy, Andy Crawford.

Chief Elected Officials: CLEO Chair, Jon Hardie, Drew Wade

Staff Present: Traci Blido, Alec Brebner, Keith Cook, Lori Cumbo, Tonya Hengeli, Sandy Dobyms, Tim Saunders, Kirsten Trautman

Others Present: Sharon Dunham, Maryssa Vaughan, Annette Bennett, Tori Gilmartin

1. Call to Order & Roll Call

Nat Marshall called the meeting to order and welcomed everyone. Traci Blido took a roll call for everyone present and not present

2. Public Comment

Nat Marshall opened the floor for public comment, and when hearing none, he moved to the next item on the agenda.

3. Approval of April 11, 2023, Minutes

After asking if anyone had any comments or questions about the meeting minutes, Nat entertained a motion to approve the previous meeting minutes.

Mike Hertzler made the motion and Scott Francis seconded it. All were in favor.

4. Special Presentations from New Board Members

a. David Sage, Virginia Technical Institute (VTI)

David Sage, Executive Director of Virginia Technical Institute briefed the board on what VTI does and about its programs in the trades and manufacturing. He is excited to get more involved with the Workforce Development Board and is currently supporting the workforce system as an Eligible Training Provider.

b. Carrie White, Centra

Carrie White, Nursing Business Strategist shared what she does at Centra and discussed the nursing shortages and other statistics related to retention and hiring efforts. She is currently working with Virginia Career Works to explore work-based learning opportunities and OJT's.

5. Director's Report

Traci Blido began by reporting on the CLEO meeting that occurred in June where elected officials reviewed and approved applications for board members who were up for reappointment, as well as approving the Board's annual budget and contracts that begin July 1, 2023. She also reported that the executive committee met several times this quarter. The committee most recently met and reviewed HumanKind's Proposal as part of the procurement process for the operations of the Youth, Adult/DW, and One-Stop Center programming.

She announced that this year, the federal WIOA Title 1 funding was cut by about 20 percent, and to supplement that, she had been applying for different "set-aside" WIOA grants over the past weeks that were released by the Secretary of Labor. She said she was pleased to report that the board was successful in receiving two grants. One is a \$25,000 youth marketing grant, which would be used to produce a video series to highlight select manufacturing jobs. It would be geared toward middle and high schoolers, and available to parents and teachers too. Traci commended Tim Saunders for developing a well-written grant application and said he would be managing that project. The second grant awarded is a \$150,000 supplemental workforce training opportunity grant that will enhance our capacity to enroll youth, adults and dislocated workers in customized training that leads to sustainable employment in high demand jobs.

Traci then introduced Tori Gilmartin, the new Director of Talent and Workforce Development with the Lynchburg Regional Business Alliance, and briefed the board on the implementation plan that she and Tim are working with Tori and Christine Kennedy on, as part of the Regional Workforce Development Roadmap. She said the plan focuses on the two priority areas of workforce access and helping people overcome barriers to employment. The implementation plan will involve stories, a website, videos and programs to raise awareness about careers with guidance counselors, students, and parents.

Traci concluded by welcoming Appomattox County School Superintendent Dr. Annette Bennett who was in attendance. She said Dr. Bobby Johnson recommended we ask Dr. Bennett to join our board when he rolls off at the end of this year due to retirement. She also recognized Tamara Rosser, the new Executive Director at LynCAG, and said she hoped to see her return to this board officially in 2024 as well, when the CLEO meets next. She will replace Dorothy White who recently retired from LynCAG.

6. Finance Report and Budget Approval

Sandy Dobyns then went through the budget showing that they had gone a little over budget regarding salaries and that currently \$350,000 would be carrying over into this fiscal year. She said that the Center came under budget. Sandy also pointed out that the PY24 funding was cut by around \$208,000. Tamara Rosser asked if they had a timeframe on the grants that Traci has spoken on. Traci responded saying that the grants would be through September 2024. Sandy stated that they are currently looking to establish this year's budget reductions. Nat Marshall entertained a motion to approve the Budget as it has been presented.

Ron Lovelace made the motion to approve the draft budget and Cheryl Giggetts seconded the motion. All were in favor and the motion passed.

7. Approval of PY23-26 MOU and PY23 IFA

Traci began by explaining the process of the three-year memorandum of understanding (MOU) with the partners of the Center. She explained that they were looking for approval of the budget for the shared costs for all the mandated partner organizations involved with the Workforce System and the operations that are available to the public under a shared resource arrangement. After hearing no questions, Nat entertained a motion for approval of the three-year MOU and PY23 IFA budget.

Ron Lovelace made the motion to approve the MOU and IFA and Sterling Wilder seconded it. All were in favor and the motion passed.

8. Approval of HumanKind Contract

Nat explained that the contract is between HumanKind and the workforce board and they are required to open up the chance for any organization to apply to operate the Youth, Adult and Dislocated Worker, and One-Stop Center programs. The Board is required to go out to bid at least every four years. HumanKind submitted the only proposal and the Executive Committee scored it and discussed HumanKind's performance in recent years. The committee recommended the board approve this new four-year contract with HumanKind that includes an option to review performance annually and approve an adjusted annual budget.

Gary Campbell made the motion to approve the new contract and Scott Francis seconded the motion. All were in favor and the motion passed.

9. Approval of Eligible Training Providers List

Lori Cumbo presented the Eligible Training Providers List (ETPL) to the Board. This list detailed five training providers and 79 different programs that are made available to WIOA clients for training/education. The service providers will be asked to provide performance data directly to the state going forward, such as completion rates and other information. The five different providers are Virginia Technical Institute, Centra College of Nursing, CVCC, Susie G. Gibson, and Raspberry Hill.

Mike Hertzler made a motion to approve the Eligible Training Providers List and Scott Francis seconded the motion.. All were in favor and the motion passed.

10. One-Stop Center & Operations Report

Keith thanked everyone and presented a year-end report of both the PY21 and PY22 numbers such as enrollment and trainees in the center. He explained that we had to cut two full-time positions from the center to be able to align with the current budget. The center saw 6,638 visitors by the end of the PY22 and they are hoping that these numbers will even out in the upcoming year as unemployment claimants decrease. Keith explained the work readiness activities that Jeff Bennett is currently doing and showed how many different classes and workshops he has been conducting in the community, in partnership with Parkview Mission. Nat thanked Keith for the information.

11. Committee Reports

- a. Youth** - Traci explained that DR. Bobby Johnson is retiring, and they are currently looking for someone to take over as Chair of the Youth Committee.
- b. DEI** - With Christian absent, Traci explained they had recently had a meeting. Lori had attended and explained that they meet monthly. Also, they are currently looking for interested board members who would like to join and are operating under the inclusive executive model as their framework with the effort to develop community partnerships and outreach opportunities.
- c. Operations and Performance** – no report this month.
- d. Finance** - Ron Lovelace said that they were all good regarding finance.
- e. Executive** - Nat Marshall said that the executive committee had met frequently over the last quarter as mentioned.

Traci pointed out that they forget to have a vote at the beginning of the meeting to allow for electronic participation and asked for this motion. David Sage made the motion and Jason Shockley seconded. All were in favor and the motion passed

12. Adjournment

Sierra Phillips made the motion to adjourn the meeting and Ron Lovelace seconded the motion. All were in favor and the motion passed. The meeting ended at 4:20 p.m.