Logo, company name

Description automatically generated

Central Virginia Workforce Development Area VII

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

**Workforce Development Board Meeting**

**October 10, 2023**

**3:00 p.m. at**

**The Lynchburg Regional Business Alliance**

**Lynchburg, VA 24504**

***Members Present:*** Nat Marshall – Chair, Carrie White, David Sage, Alisha Meador, John Redding, Kimberly McIvor, Anthony Cardoza, Lauren Anderson, Andy Crawford, Christine Kennedy, Sonya Todd, Dr. John Capps, Contessa Broadus (virtual, alternate for Luke Saechao), Jason Shockley (virtual), Bryan Lyttle (virtual), Dana Hogan (virtual), Sterling Wilder (virtual), Cheryl Giggetts (virtual).

***Members Absent, Excused:*** Sierria Phillips –Vice Chair, Michael Hertzler, Dr. Robert (Bobby) Johnson, Robbie Morrison, Samuel Pinn, Sam Penn Sr., Christian Wiscovitch, Travis Griffin, Richard Russo, Cheryl Toler, Scott Francis, Gary Campbell, Ron Lovelace.

***Chief Elected Officials:*** John Hinkle - CLEO Chair, Jon Hardie.

***Staff Present:*** Traci Blido, Tim Saunders, Keith Cook, Shantel Crews (virtual), Alec Brebner, Sandy Dobyns, Kirsten Trautman.

***Others Present:*** Sharon Dunham, Maryssa Vaughan, Dr. Annette Bennett, Megan Graves, R. Todd Blake, Monica Link, Tamara Rosser, (virtual).

1. **Call to Order & Roll Call of CVWDB**

Nat Marshall called the meeting to order and welcomed everyone.

From there Traci Blido took a roll call for everyone present and not present.

1. **Public Comment**

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

1. **Vote to allow electronic participation.**

To allow the member attending virtually to participate, Nat entertained a motion to allow electronic participation.

Christine Kennedy made the motion to allow participation and David Sage seconded the motion.

All were in favor and the motion passed.

1. **Presentation- Park View Community Mission**

Traci introduced special guests Reverend R. Todd Blake and Monica Link from Park View Community Mission. They gave a brief presentation on Park View Community Mission and the partnership with the Central Virginia Workforce Development Board, through an MOU at the Life Skills Institute. Todd and Monica each shared success stories about different “neighbors” (clients) that they were able to assist to find employment with the help of Virginia Career Works Career Navigator Jeff Bennett who teaches classes and holds one-on-one sessions with individuals there. Kieth Cook shared some recent statistics on how many people Jeff has been able to help with his workshops at Park View. After Todd Blake and Monica Link were finished with their presentation, Traci thanked them for attending and sharing the success stories with the Board. Nat echoed those sentiments and said he was impressed by all that Park View is doing in our community.

1. **Approval of July 19, 2023**

Nat entertained a motion to approve the previous meeting minutes.

David Sage made the motion for approval and Dr. John Capps seconded the motion. All were in favor and the motion passed.

1. **Director’s Report**

Traci opened by saying she wanted to thank the board members (Nat Marshall, John Capps, Sierria Phillips, Cheryl Giggetts and also John Hardie) for their input at the Workforce Roadmap Implementation meeting held a couple of weeks ago at the Lynchburg Regional Business Alliance. As many may recall, we have a Workforce Roadmap and this was the meeting where we discussed several initiatives to get started. Tori Gilmartin did a great job presenting the action plan in that meeting and Tim and Traci are working with her to plan a second Worlds of Opportunity Career Exploration Event in Fall 2024 for high schoolers, together with an educators academy, a website that will walk students and teachers through the career pathways in our region, and videos that Tim is managing with our $25k Outreach Grant to highlight various careers. Tim and Traci (with Tori Gilmartin and Holley Scheffel) visited the West Alabama Works team in Tuscaloosa last week and their Worlds of Work (WOW) Event for high school students. It was much like our 2019 Worlds of Opportunity in our region that was held at LU’s indoor track. That was planned after a large team of economic developers, board leaders like Nat and Keith, and Christine visited Alabama back in 2018.   
Traci said they had the opportunity to visit and actually judge all the worlds at Alabama’s WOW event: (Manufacturing, Healthcare, Construction, Cosmetology, Utilities, Agriculture, Public Safety, etc.). They looked at how strong the student interaction was at the hands-on exhibits and how well the industry brought their work to life for the students. She said our region has learned a few additional things from West Alabama Works such as the Educator’s Academy that is a series of trainings/meetings to educate the school’s guidance counselors and CTE staff in business and industry. The added value for Tim and Traci was in meeting with Donnie Jones of West Alabama Works to understand how West Alabama Works ties the WIOA Title 1 program together with all they do outside of WIOA with their team of 18 employees. Donnie Jones will be one of the featured speakers at the LRBA’s Education and Workforce Summit on Oct. 20 from 7:30-12:00. Virginia Career Works is sponsoring the Summit with outreach funds from our Workforce Innovation Grant to help us get the word out about the grant that can reimburse companies when they hire CTE students for part-time OJT employment or Work Experiences.

Traci then introduced Megan Graves from Appomattox County Schools saying she is the first work-based learning coordinator dedicated to a school district for our region. She’s a special education teacher and Region 9 Transition Council Lead. Megan thanked Traci and shared details about the upcoming job fair that will be happening December 15. She explained that the first hours of the job fair would be specifically for the students and then open for anyone to come and see. She encouraged anyone who may want to join to reach out to her.

Traci continued with a staffing update about the monitoring position (Lori Combo’s old position). She said it will become a shared position going forward, along with Roanoke and New River Valley/Mt. Rogers. Together, the three regions have hired Clay Stein, but his payroll with be under NRV/Mt. Rogers. She said before Lori left her position last month, Traci asked her to set up meetings with all of our Eligible Training Providers ETPL’s (CVCC, Centra College, VTI, and Raspberry Hill.) Traci ejoyed meeting with all the providers and it gave she and Lori a good opportunity to explain the state and local changes taking place. For example, the local board is responsible for approving any new providers, but the state is managing any re-authorizations and tracking performance.

1. **Finance Report**

Sandy Dobyns reported that they will be revising the reports of the program operations and direct program costs. These will be broken down for more details going forward. She asked if there any questions and hearing none, she concluded saying the reports may be in a different format going forward.

1. **Approval of transfer of funds from DW to Adult**

Sandy explained that Program Year 2022 is still currently open because we have two years to spend funds. She said in order to close out PY22, we would like to transfer $6,000 from Dislocated Worker to Adult funds.

David Sage made the motion for approval and John Capps seconded the motion. All were in favor and the motion passed.

Sandy moved into Program Year 2023 and explained that it is typical for the Board to approve a transfer of funds from Dislocated Worker to Adult funds when they see that more funding is needed for those with barriers to employment on the adult side. Traci further explained that those who had been laid off at KDC/One and other companies have had a pretty easy time finding new employment and there’s a low number of dislocated workers left to assist. Therefore, she recommends that the Board consider a transfer being allowed up to a certain amount, such as $100,000 during PY23.

David Sage made a motion to approve a transfer of funds up to $100,000 in PY23 from Dislocated Worker to Adult. Dr. John Capps seconded the motion for approval. All were in favor and the motion passed.

1. **Approve vendor contract for Youth Outreach & Marketing Development Grant**

Tim Saunders explained that the Marketing Grant we were awarded with WIOA set-aside funds is to be used to create video segments about careers in manufacturing and healthcare professions that can be shown on TV and in the classrooms. He said staff followed the Procurement Policy and put it out to bid. One company submitted a bid and that is Parker Productions. He said the Operations Committee reviewed the proposal and recommended that the full board approve of the contract. Tim said he was looking for approval to enter into a video production contract with Parker Productions in the amount of $22,000 to produce the raw footage that will be used to make the videos.

Anthony Cardoza made a motion to approve the contract and Andrew Crawford seconded the motion. All were in favor and the motion passed.

1. **Approve a revised contract with HumanKind**

Traci explained that we discovered we missed getting the board to approve the PY22 contract for HumanKind because we were so focused on the PY23 contract and the procurement process that was just completed. Our state auditor noticed that we didn’t have that annual contract so we need the board to provide retroactive approval and authorization to sign the PY22 contract, which was part of the previous 3-year Agreement from 2020-2023 with HumanKind.

Andrew Crawford made the motion to approve the PY22 contract and Human Kind budget, and Carry White seconded the motion. All were in favor and the motion passed.

1. **One-Stop Center/ Operations Report**

Keith Cook went over the reports showing the July- September center numbers. He did state that the active numbers were less due to the budgets and staffing shortage. He also explained they should see an increase in the work experiences as the year continues because we are putting more emphasis on those. He showed the workforce center numbers at 1,757 total for June-September.

1. **Committee Reports**
   1. **Youth –** Sierria Phillips sent a report to Traci from the Aug. 15, 2023 Youth committee meeting. Dr. Annette A. Bennett, Ed.D. Division Superintendent, Appomattox County Schools shared that Appomattox Christian Academy and CVCC joined forces to open the first vocational school in the county. We also heard from Beacon of Hope Laura Hamilton who briefed the committee on the summer internship program and the success they have had. Keith Cook provided a youth program performance update. Traci Blido shared the details about the Youth grants we have and we all talked about the upcoming 2024 Words of Opportunity event.
   2. **DEI –** Christian Wiscovitch, Chair, is on vacation, but Traci shared that the DEI Committee met on Sept. 19, 2023 and heard from Human Kind’s Angela Graham, Chief Operating Officer, about the organizations DEI work and employee survey results. The committee also discussed the desire to have a few more board and community members to join them going forward.
   3. **Finance –** Ron Lovelace was unable to attend, but he did review the Finance Report, along with fellow committee member Mr. Hertzler prior to the meeting. They approved Sandy’s finance report with no questions.
   4. **Operations –** Committee Chair Andy Crawford said they met on Sept. 26, 2023 and reviewed the PY22 Performance with staff. He said Keith Cook shared the One-Stop and Title 1 Program metrics for PY23 Q1 to date, and the committee reviewed the proposal from the RFP for Marketing Outreach.
   5. **Executive**

Nat reported that the Executive committee had not met this quarter, and there was no report to share.

1. **Adjournment**

Nat Marshall entertained a motion for adjournment.

Dana Hogan (virtual) made a motion to adjourn, and Dr. John Capps seconded the motion for adjournment. All were in favor. The next meeting will be held January 9, 2024. The meeting ended at 4:30.