

Central Virginia Workforce Development Area VII

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

**Workforce Development Board Meeting**

**3:00 p.m., Tuesday, July 25, 2019**

**Miller Center**

**Lynchburg, VA**

**Draft Minutes**

**Members Present:** Nat Marshall – Chair, Traci Blido, John Capps, William Coleman, Codie Cyrus, Mike Davidson, Cynthia Hall, Christine Kennedy, Kimberly McIvor, Michael Pinn, John Redding, Luke Saechao, Tamara Rosser, Marjette Upshur, Sterling Wilder, Kenneth Williams

**Members Absent, Excused:** Nathan Dowdy, Scott Francis, Cheryl Giggets, Roxanne Slaughter

**Members Absent:** Andrew Crawford, Melinda Irby, Robert Johnson, Sierria Lopez, Ron Lovelace, Tina Ragland, Cheryl Toler

**Staff Present:** Ben Bowman, Susan Cook, Lori Cumbo, Alvin Jones, Rosalie Majerus

**Others Present:**  Nate Mahanes – DARS, Jason Padgett – VEC

1. **Welcome and Introductions**

Nat Marshall welcomed everyone and opened the meeting at 3:00 p.m.

**2. Public Comment -** There were none.

**3.** **Approval of March 19, 2019 Meeting Minutes**

The motion was made by Mike Davidson, and seconded Tamara Rosser, to approve the minutes of March 19, 2019 as presented. The motion was unanimously approved.

**4. Review and Approval of New Bylaws**

Ben Bowman explained that the new bylaws should give more flexibility in terms of meetings. The new bylaws allows for board members to have a designated alternate. Any alternate will need to fill out the Conflict of Interest forms and Financial Disclosure forms.

The motion was made by William Coleman, seconded by Christine Kennedy, to approve the new bylaws. The motion was unanimously approved.

**5. Review and Approval of Articles of Incorporation for Central Virginia Workforce Development Inc. 501c3 Non-profit**

Ben explained that the non-profit status would allow flexibility in reaching into middle schools. With the current federal funds we cannot serve people younger than age 14.

 He further explained that there will be legal costs and corporation fees. The State Corporation Commission has an annual fee.

 Traci Blido made a motion to launch the 501c3 and accept the Articles of Incorporation. The motion was seconded by Luke Saechao, and was approved unanimously.

**6. Review and Approval of 2019-20 Budget**

 Rosalie Majerus reviewed the draft budget for PY19-20. She noted that there is total funding of $1.8M. The $590K for PY18 is her estimate of the carry-forward from the past year.

 The total budget is $1.6M, which leaves a carry-forward of $182K for PY19-20.

 Ben reported that many of the Workforce Boards across the state are experiencing some cuts in funds. The state has presented a special grant opportunity available for all of the Workforce Boards around the state, to make additional funds available. These funds are directed primarily towards supportive services. Ben is hoping to secure $125 - $150K.

 The motion was made by John Capps and seconded by Cindy Hall to approve the PY 2019-

2020 budget. The motion was unanimously approved.

**7. Matters from Members**

Members were asked to submit Conflict of Interest and Financial Disclosure forms by August 1st.

 The consensus for next year’s meeting to approve the budget was that it would fall in mid to late July 2020.

Ben explained that we have shared positions with Bedford and Campbell Counties. Part of the strategy behind this is due to the fact the 75% of the youth budget has to be spent on out-of-school youth. These shared positions will allow us to be more involved in the school level.

Ben also reported that he is looking at releasing proposals for services in late January to early February.

Nat Marshall announced that the State Workforce Board will be meeting in Lynchburg on September 19 – 20.

Kenneth Williams announced that Old Dominion Job Corp will be hosting a breakfast meeting on August 8.

**7. Adjourn –** There being no further business the meeting was adjourned at 4:00 pm.