



# 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, January 8, 2019**

**Lynchburg Public Library**

**Lynchburg, VA**

## **Minutes**

**Members Present:** Nat Marshall – Chair, Traci Blido, William Coleman, Codie Cyrus, Michael “Scott” Francis, Cheryl Giggets, Cynthia Hall, Melinda Irby, Christine Kennedy, Catlin King, Dennis Knight, Ron Lovelace, Kimberly McIvor, Michael Pinn, John Redding, Tamara Rosser, Luke Saechao, Roxanne Slaughter, Marjette Upshur, Wendell Walker, Kenneth Williams

**Members Absent, Excused:** John Capps, Mike Davidson, Sierria Lopez, Cheryl Toler

**Members Absent:** Andrew Crawford, Nathan Dowdy, Robert Johnson, Tina Ragland, Heather Reynolds, Sterling Wilder

**Staff Present:** Ben Bowman, Gary Christie, Savannah Cook, Susan Cook, Lori Cumbo, Alvin Jones

**Others Present:** Keith Cook – HumanKind, Marc Prupst – Lynchburg Regional Business Alliance Intern, Treney Tweedy – City of Lynchburg

### **1. Welcome and Introductions**

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

### **2. Public Comment**

There was none.

### **3. Approval of July 2018 Meeting Minutes**

The motion was made by Wendell Walker and seconded by Roxanne Slaughter, to approve the minutes of July 10, 2018 as presented. The motion was unanimously approved.

#### **4. Financial Report**

Ben Bowman, in the absence of Rosalie Majerus, stated that there was nothing unusual to report in the financial report. He added that since the last meeting the MOU and Cost Infrastructure Plan among the partners was agreed on and signed.

#### **5. Review and Approval of New Policies**

- 1) Existing Worker Training – Ben Bowman explained that in the past, Workforce would pay 50% of the training cost, with the employers paying 50%. The new policy will even out the playing field. Employees with 50 or fewer employees will be responsible for 10% of the training cost with Workforce covering 90%. Employers with 51-100 employees would be expected to cover 25% of training cost, with the Board paying for 75%. Those with more than 100 employees would have training costs covered at 50%, with the Board paying the remaining 50%. There is a maximum amount of \$10,000 per employer per year, and a maximum of \$2,000 per employee.

The motion was made by Traci Blido, and seconded by Ron Lovelace, to approve the Existing Worker Training Policy. The motion was unanimously approved.

- 2) Conflict of Interest – Lori Cumbo explained that this new Conflict of Interest Policy is specifically for contractors and sub-contractors.

The motion was made by Traci Blido, and seconded by Cheryl Giggets, to approve the new Conflict of Interest Policy. The motion was unanimously approved.

- 3) Equipment Management – Lori Cumbo explained that this is an update to the state policy regarding the purchase, inventory, and disposal of equipment.

Christine Kennedy made the motion, seconded by Cheryl Giggets, to approve the Equipment Management Policy. The motion was unanimously approved by those present.

#### **6. Program Reporting**

- 1) Year-to-Date Progress and Partner Reporting – Keith Cook reviewed the numbers for each of the Workforce Services, for the past quarter, October – December. He also advised that information on the library centers is on the website, and he has a flyer that has locations and dates. Nat stated that Ben and Savannah would send this information out to everyone again. Keith also advised that workshops are being held in the libraries.
- 2) Director's Report – Ben Bowman gave the following updates:
  - The Workforce Board has been invited and accepted to participate in a Rural Workforce Innovation Network.

- Appalachian Power and the Virginia Tobacco Commission have teamed up to do a skills analysis and a needs analysis for their common footprint.
- Monitoring report has been received, with a few things that will need attention. By-laws and constitution will need to be updated, with the name change included.
- Ben noted that the new regulations state that the fiscal agent or grant recipient can operate the Youth program. He plans on developing a new structure for the Youth program, but is currently waiting on guidance from the state.
- Board Member Sign-up for Career Center Experience Opportunity – Nat explained that on January 18, 25, or February 1, 2019, Board members will have the opportunity to experience the process an applicant for services goes through, at the Career Center. Kimberly McIvor advised that January 18 is a state holiday and the center will be closed. Another date will be designated to replace the 18<sup>th</sup>. A sign-up sheet was circulated for sign-up.
- Nat announced that on January 22 through January 24 a group will be travelling to Tuscaloosa, Alabama. Christine Kennedy reported that the group consists of 15 workforce, education, and business leaders. The group will visit their teacher training that instructs on how to get young people into the pipeline, based on present day realities. They will also have meetings with the school systems. Also scheduled is a tour of the Birmingham BMW plant, where they will see how their apprenticeships work.

#### **7. Approval of New Training Programs**

Wendell Walker explained the NCCER training programs included in the agenda packet for approval are nationally recognized and they are also being looked at by VTI and Liberty University.

A motion was made by Traci Blido, and seconded by Scott Francis, to approve the NCCER Electrical 1 and NCCER CORE Introductory Craft Skills training programs presented in the meeting packet. The motion was unanimously approved.

- 8. Adjourn** – The meeting adjourned at 4:00 and the various committees split up to discuss the Strategic Plan update, which needs to be finalized by the end of March and submitted to the state.

The next Workforce Development Board meeting will be on March 19, 2019.