

**Meeting Agenda for:  
Central Virginia Workforce Development Board  
3:00 p.m. July 14, 2020**

**Virtual Meeting through Microsoft Teams being held pursuant to and in compliance with the Virginia Code to 2.2-3708 (A)(3).**

**Please click [Join Microsoft Teams Meeting](#) to access the Microsoft Teams link. You will be placed in a “waiting room” until the meeting organizer opens the room. We will have a brief orientation on Microsoft Teams.**

**If you need to call in by phone please notify Ben Bowman at [ben.bowman@vcwcentral.com](mailto:ben.bowman@vcwcentral.com)**

1. **Roll Call:** .....*Ben Bowman, CVWDB Executive Director*
2. **Call to Order and Introductions**..... *Nat Marshall, Board Chair*
3. **Public Comment**..... *Nat Marshall, Board Chair*
4. **Review and approve Minutes-Vote:** ..... *Nat Marshall, Board Chair*
5. **PY 20-21 Budget: Review and Vote**.....*Rosalie Majerus, CVPDC Deputy Director of Finance*
6. **2020 Training Provider List: Review and Vote**.....*Lori Cumbo, CVWDB Operations Coordinator*
7. **COVID-19 response** .....*Board Staff and Workforce Partners*
8. **Program updates**.....*Keith Cook and Workforce Partners*
9. **Closing Remarks/Adjournment**

**This meeting will be recorded**

## **RESOLUTION OF CENTRAL VIRGINIA WORKFORCE DEVELOPMENT BOARD**

### **AUTHORIZING THE USE OF ELECTRONIC MEETINGS TO DISCUSS TIME SENSITIVE AND CRITICAL BUSINESS RELATED TO THE COVID-19 PANDEMIC DISASTER**

**WHEREAS**, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

**WHEREAS**, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

**WHEREAS**, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, the governing bodies of the members of the Central Virginia Workforce Development Board, being the City of Lynchburg and the Counties of Amherst, Appomattox, Bedford and Campbell, have made individual declarations of local a emergency, specifically finding that the COVID-19 Pandemic constitutes a “disaster” as defined in Virginia Code § 44-146.16, being a “communicable disease of public health threat”; and

**WHEREAS**, through their Emergency Ordinances, the member jurisdictions specifically found that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code § 44-146.16 being a “communicable disease of public health threat” and

**WHEREAS**, through their Emergency Ordinances, the member jurisdictions further found that the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the School Board, the Planning Commission and all local and regional boards, commissions, committees and authorities created by the member jurisdictions or to which the member jurisdictions appoint all or a portion of its members (collectively

“Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures; and

**WHEREAS**, the Central Virginia Workforce Development Board has over 32 members and calling a public meeting would be contrary to Governor Northam’s order that no more that 10 people should be assembled in one place and potentially endanger the health of the Board Members; and

**WHEREAS**, failure of the Workforce Development Board to act in a timely manner would lead to significant harm to individuals and businesses who use our services and to the region’s response to the COVID-19 crisis.

**NOW, THEREFORE, BE IT RESOLVED** that the Central Virginia Workforce Development Board hereby will conduct electronic meetings to discuss COVID-19 related issues giving proper notice through e-mail, websites and other means practical.

**BE IT FURTHER RESOLVED** that the Central Virginia Workforce Development Board hereby authorizes and directs its officers and staff to take all steps reasonably necessary or appropriate to develop any specific procedures as applicable and appropriate for the Central Virginia Workforce Development Board, provided that such specific procedures are consistent with the terms and conditions of the Emergency Ordinances; and

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon adoption and shall remain in effect during the pendency of the Emergency Ordinances including for any applicable period upon the re-adoption of the Emergency Ordinances by the members.

**ADOPTED** by the \_\_\_\_\_.

**APPROVED**

\_\_\_\_\_ Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_



## 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., Wednesday, April 22, 2020**

**Microsoft Teams**

**Lynchburg, VA**

### **Draft Minutes**

**Members Present:** Nat Marshall – Chair, Tracy Blido, John Capps, Andrew Crawford, Scott Francis, Cheryl Giggets, Cynthia Hall, Dana Hogan, Christine Kennedy, Lauren Anderson, Robbie Morrison, Jason Padgett, Tamara Rosser, Luke Saechao, Roxanne Slaughter, Andrew Tisoskey, Cheryl Toler, Marjette Upshur, Sterling Wilder, Kenneth Williams, Cathy Woody

**Members Absent, Excused:** William Coleman, Mike Davidson, Nathan Dowdy, Robert Johnson, Ron Lovelace, Sierra Philips, Michael Pinn, John Redding

**Members Absent:**

**Staff Present:** Ben Bowman, Gary Christie, Mallory Cook, Lori Cumbo, Tim Saunders

**Others Present:** Scott Francis – ITG, Jennifer Moore – Representative-elect, Amherst Co.

#### **1. Roll Call and Introductions**

Nat Marshall welcomed everyone and opened the meeting at 3:00 p.m via Microsoft Teams. Ben Bowman proceeded with the roll call of members and visitors present for the meeting.

Scott Francis of ITG conducted a tutorial for the attendees of the meeting on how to navigate and use the Microsoft Teams interface including operations, file sharing, and chat.

#### **2. Call to Order**

Nat Marshall advised that this virtual meeting is being held pursuant to and in compliance with Virginia Code to 2.2-3708 (A)(3). The meeting is being recorded and is a public meeting.

### **3. Public Comment**

No public comments were received.

### **4. Review and Vote regarding Resolution to Conduct Meetings Electronically**

The proposed resolution would authorize the WDB to conduct meetings electronically as it relates to the COVID-19 response. Ben Bowman shared that if the resolution is successfully passed, it will be in the best interest of the Board to move quickly to have more meetings.

Tracy Blido made a motion, seconded by Cheryl Toler, to pass the resolution, and the motion was unanimously approved.

### **5. COVID-19 Response and Program Updates**

Ben Bowman welcomed Tim Saunders as the new Business Engagement and Outreach Coordinator for the Workforce Development Board

Mr. Bowman shared that information is coming in constantly every day at a local, state, and federal level regarding COVID-19. Tim Saunders is currently focusing on using the various social media platforms to help get information out more effectively.

Additional funding will be available in the coming weeks to help support dislocated workers. One of the hardest hit sectors in this region is in hospitality and service.

Another issue in this region is related to internet access and high-speed internet in rural communities. An additional access point has been added outside of the Career Center/VEC building so individuals can drive into the parking lot and file their claims. Comcast has increased hot spot availability, and there is a list available on the VCW website of schools and other organizations that have supplemental internet access for members of the community.

Tim Saunders provided an update on how the Rapid Response Funding received was issued to the region. An application process was enacted with 10 businesses each being awarded some of the funds.

Unemployment claims by date and occupation were also reviewed. As of this past Thursday, over 10,000 people in the region have filed unemployment claims.

Mr. Saunders also reviewed the changes made to the VCW website to help streamline needs of individuals looking for support during this time related to COVID-19.

## **6. Closing Remarks and Adjournment**

Christine Kennedy shared that Jay Timmons, who is the CEO of the National Association of Manufacturers and was just named to the President's recovery task force, will be joining the "Wednesdays at 1:00" Webinar for next week to discuss the long-term impact for the manufacturing industry.

Robbie Morrison shared that the Virginia Cooperative Extension and 4H clubs are conducting several electronic outreach efforts. The Campbell County offices are closed to the public but are still working to connect with individuals in the region. Ben Bowman requested a list of resources from Ms. Morrison to distribute to families in the region to support students currently not in school.

Jason Padgett shared that he and VEC staff are working to support businesses as needed during this time. He also shared that the message be relayed for affected workers to file their initial claims online to begin the unemployment insurance process.

Ben Bowman thanked all of the Workforce staff for their efforts and work during this challenging time. Nat Marshall welcomed Tim Saunders to the team.

Cynthia Hall made a motion to adjourn, seconded by Cheryl Giggets. The motion was unanimously approved. There being no further business, the meeting was adjourned at 3:59 p.m.



**WIOA Source and Use of Funds**

**DRAFT Budget FY21**

**as of 6/30/20**

SOURCES OF FUNDS							
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Total</u>
<u>LINE ITEM</u>	<u>ADMIN</u>	<u>DISLOCATED</u>	<u>ADULT</u>	<u>YOUTH</u>	<u>Econ Equity</u>	<u>Wagner Peyser</u>	
cash/other income				60,000.00	168,167.70	148,565.00	376,732.70
PY 2018	0.00						0.00
PY 2019	35,852.13	203,274.09	182,654.16	140,622.02			562,402.40
PY2020	115,106.00	282,485.70	334,978.20	418,495.50			1,151,065.40
Transfer		(153,000.00)	153,000.00				0.00
<b>Total Funding</b>	<b>150,958.13</b>	<b>332,759.79</b>	<b>670,632.36</b>	<b>619,117.52</b>	<b>168,167.70</b>	<b>148,565.00</b>	<b>2,090,200.50</b>
<b>Workforce Development Board</b>							
Salary	22,819.80	78,406.59	53,465.12	32,218.95	9,379.27	6,320.00	202,609.73
Benefits	6,180.20	20,185.19	12,310.70	7,301.74	2,091.73	1,580.00	49,649.56
Audit	4,500.00						4,500.00
Legal	488.36	1,677.95	1,144.19	689.51			4,000.00
Outreach/awareness	244.18	838.97	572.09	344.75			2,000.00
Contractual Services	1,465.07	5,033.85	3,432.56	2,068.52			12,000.00
Communications Tel/post	488.36	1,677.95	1,144.19	689.51			4,000.00
Ofc & equip lease	1,512.08	5,195.35	3,542.69	2,134.88			12,385.00
Ofc supplies	122.09	419.49	286.05	172.38			1,000.00
Travel/Training	1,220.89	4,194.87	2,860.47	1,723.76			10,000.00
Furnishings & computer	366.27	1,258.46	858.14	517.13			3,000.00
Fiscal Agent	70,000.00	0.00					70,000.00
Miscellaneous	489.58	1,682.14	1,147.05	691.23			4,010.00
<b>Total WIB Office</b>	<b>109,896.88</b>	<b>120,570.82</b>	<b>80,763.24</b>	<b>48,552.35</b>	<b>11,471.00</b>	<b>7,900.00</b>	<b>379,154.29</b>
<b>Workforce Center</b>							
Rent/utilities		1,388.50	4,165.50	5,823.00			11,377.00
IT Managed Services		867.00	2,601.00	4,820.00			8,288.00
Phone		95.25	285.75	477.00			858.00
Internet		114.25	342.75	573.00			1,030.00
Resource Room Copier		110.25	330.75	552.00			993.00
IT Equip, Softare		300.25	900.75	1,504.00			2,705.00
General Supplies		63.25	189.75	316.00			569.00
Staff Copier		361.00	1,083.00	1,808.00			3,252.00
<b>Facility Total</b>	<b>0.00</b>	<b>3,299.75</b>	<b>9,899.25</b>	<b>15,873.00</b>	<b>0.00</b>		<b>29,072.00</b>
<b>Program Operations</b>							
		98,504.06	364,204.00	347,713.65	144,696.70	140,665.00	1,095,783.41
<b>Existing Worker Training</b>		50,000.00	0.00				50,000.00
<b>Direct Program Costs</b>		57,100.00	192,000.00	150,000.00	12,000.00		411,100.00
<b>Grand Total</b>	<b>109,896.88</b>	<b>329,474.63</b>	<b>646,866.49</b>	<b>562,139.00</b>	<b>168,167.70</b>	<b>148,565.00</b>	<b>1,816,544.70</b>
Unallocated	41,061.25	3,285.16	23,765.87	56,978.52	(0.00)	0.00	125,090.80
<b>Available Funding Remaining</b>	<b>Available</b>	<b>Available</b>	<b>Available</b>	<b>Available</b>			<b>0.00</b>