



## Central Virginia Workforce Development Area VII

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

### Central Virginia Workforce Development Board Meeting

July 9, 2024

3:00 PM

At Lynchburg Regional Business Alliance

**DRAFT – until the board approves.**

**Members Present:** Nat Marshall, BWXT (Chair); Annette Bennett, Appomattox County Public Schools; Gary Campbell, Johnson Health Center; Michael Francis, Integrated Technology Group; Sherie Fulcher, Southern Air, Inc.; Cheryl Giggets, CTA Consultants, LLC; Dana Hogan, C.B. Fleet; Ron Lovelace, Norvelle, Mathews & Crews, PC; Bryan Lyttle, Old Dominion Job Corps Center; Kimberly McIvor, Virginia Employment Commission; Leidra McQueen, Lynchburg Beacon of Hope; Charles Mann, IAM & AW Local Lodge 10; Alisha Meador, Lynchburg Office Of Economic Development and Tourism; John Redding, Appomattox Resident; Tamara Rosser, Lynchburg Community Action Group; David Sage, Virginia Technical Institute; Jason Shockley, Industrial Plating Corp; Jeff Spaeth, Aerofin, Inc.; Sonya Todd, L3 Harris; Karen Walker, Foster Fuels, Inc.; Christian Wiscovitch, Department of Aging and Rehabilitative Services.

**Members Attending Remotely:** Sam Penn Sr., District 8, United Steel Workers; Sterling Wilder, Jubilee Family Development Center.

**Members Absent, Excused:** Lauren Anderson, Lynchburg Regional Society of Human Resource Management; John Capps, Virginia Community College; Andrew Crawford, Department of Social Services; Mike Hertzler, Virginia MetalFab; Christine Kennedy, Lynchburg Regional Business Alliance; Luke Saechao, Adult and Continuing Education of Central VA; Carrie White, Centra Health.

**Staff Present:** Traci Blido, Executive Director, CVWDB; Tim Saunders, Assistant Director, CVWDB; Clay Stein, Compliance and Monitoring Coordinator, CVWDB; Shantel Crews, One Stop Coordinator, HumanKind; Sandy Dobyms, Finance Director, CVPDC; Patti Lassiter, Finance Assistant, CVPDC.

**CLEO Members Present:** John Hinkle, CLEO Chair, Appomattox County Board of Supervisors.

**Guests Present:** Tori Gilmartin, Director of Talent and Workforce Development, Lynchburg Regional Business Alliance.

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

Nat Marshall called the meeting to order at 3:05 PM.

**2. Electronic Participation Policy Approval – Clay Stein, Compliance and Monitoring**

Clay Stein reviewed the Electronic Participation Policy that was revised by the State as July 1, 2024. Since this policy is fairly new it will need to be reviewed on a yearly basis. Due to the revisions by the State, we

must incorporate those changes into our policy as well. On page 3 the language for the revision is to allow for transparency and accessibility for your virtual meetings. On the last page Clay explained that the section was added to the policy to ensure consistent application of the governance of the members identity or the meeting agendas. This was added to promote fairness and transparency.

A motion to approve was made by David Sage and seconded by Cheryl Giggets. The motion was unanimously approved.

**3. Public Comment Period**

There was no public comment at this time.

**4. Elections of Executive and Committee Positions & Announcement of New Members**

**a. Welcome New Board Members:** James Davis (Board Alternate), Sherie Fulcher, Leidra McQueen, Jeff Spaeth.

**b. Chair & Vice Chair Elections P24**

The meeting advanced to the election of the Chair and Vice Chair for the Program Year 2024. Traci mentioned that she sent out correspondence several weeks before the meeting to request nominations for chair and vice chair, but no nominations were received prior to the meeting. After a brief discussion, Nat Marshall offered to serve as Chair and Jason Shockley offered to serve as Vice Chair. Ron Lovelace made a motion to nominate Nat Marshall as Chair and Jason Shockley as Vice Chair. Scott Francis seconded the motion. The motion was unanimously approved.

Nat and Traci both thanked Sierria Phillips, outgoing vice chair and board member, for her many years of service and support for the Workforce Development organization. We all wish her well on her move to Portugal.

**c. Committee Chairs Election PY24**

Traci advised that, in accordance with the bylaws, two at-large board members representing private sector businesses are required to serve on the executive committee. The chairs of each committee automatically become members of this committee. Ron Lovelace nominated Cheryl Giggets, and Scott Francis nominated himself to serve as “at large” executive committee members. Nat made a motion for approval, which was seconded by David Sage. The motion was unanimously approved.

Traci distributed a list of the workforce board’s standing committees and encouraged all members to review the document to confirm their current committee memberships. She also invited members to suggest additional individuals who could be valuable assets to the committees. It was noted that committees can include non-members from the community.

**5. Approval of April 9, 2024 Minutes**

Nat moved onto the approval of the April 9, 2024, meeting minutes. Nat asked if there were any additions or revisions. With no comments received, John Redding made a motion to approve the minutes and Karen Walker seconded. The motion was unanimously approved.

**6. Aerofin Special Presentation – Changing Lives for Locals – Jeff Spaeth, Guest Speaker**

Jeff is the President of Aerofin and was asked to give a presentation on how Virginia Career Works has worked with his company over the past 18 months. After a brief introduction about Aerofin and what the company does, Jeff discussed the current workforce. In 2023, there were 12 direct On-the-Job (OJT) placements and 6 referrals, and in 2024 there have been 3 direct OJT placements and 5 referrals. Aerofin has also hired another 42 employees from Job Fairs hosted by Virginia Career Works. These job fairs were for people who recently lost jobs due to company closings. It has been a great partnership.

**7. Director’s Report – Traci Blido, Executive Director**

Traci reported on staffing changes. Jeff Bennett who worked under Shantel as a career support professional has taken a job with CVCC in their career center. Due to budget restraints, that position will not be filled at this time. Shantel will be hosting some training sessions for the public going forward. Traci asked Shantel to give an update. Shantel commented that she hasn’t had time yet to invest in the training sessions. She is really hoping to get them started in the Fall or early winter.

Traci announced an internal staffing change. Tim Saunders has been appointed as Assistant Director to better reflect the excellent work he does each day to support the full organization. She praised Tim for his cooperative attitude and willingness to help others with tasks. He has a great rapport with our businesses and workforce partners.

Traci gave a shout out to Kimberly McIvor and Sharon Dunham from Virginia Works for their assistance co-hosting a meeting with Nicole Overley, Carrie Roth, and Anthony Reedy from the Governor’s office and state workforce agencies. As a result of the meeting Nicole Overley, the Deputy Secretary for Workforce Development under the Governor, plans to return to our area and attend the Educator’s Workforce Academy and the Worlds of Opportunity events.

Traci asked all ongoing board members to fill out an annual disclosure form as required, which was distributed during the meeting, and to please return it as soon as possible.

**8. Business Services Report – Tim Saunders, Assistant Director**

Tim Saunders provided a brief update on the board’s Existing Worker Training Program, which leverages a portion of Title I funds to support employers with upskilling their existing workforce. Employers in the program can apply for reimbursement for training costs incurred if the training helps to retain workers and grow skills. Employers can receive up to \$10,000 per year with a maximum of \$2,000 per employee to complete needed training. Based on the size of the company there is a match that is required. Smaller businesses’ match would be 10%, a medium sized business would be 25% and a larger business would be 50%. Tim shared information from this past PY23 showing 5 companies using this program to help train employees. In total the upskilling of 33 workers was supported through the program.

Jeff Spaeth asked a question about when to apply for the funding. Tim informed everyone that the request has to be made before the training begins, but requests can come anytime. There is some paperwork that is required and one is about the cost of the training. Tim reminded board members that the funds are provided as a reimbursement for costs incurred. Another requirement is the employee(s) attending the training can’t be a new hire. Trainees will have to be employed with the company for at least 6 months before they can qualify for funding. Tim said that staff is also required to collect a copy of the trainee(s) social security card and driver’s license for proof of legal status in the United States. For the male participants, selective service registration must also be verified, but he helps companies navigate those requirements.

Tim also mentioned that he is beginning to share career videos on social media that were produced using funds from a WIOA Title I Set-Aside grant awarded by the Governor’s office. The videos highlight workers and students who are engaged in high-demand career fields across the region. These videos are being branded “Worlds of Opportunity” to generate awareness of our career expo with the same name to be held October 14 and 15, and to create a larger career exploration brand for the region. This project is being developed in partnership with the Lynchburg Regional Business Alliance and Central Virginia Community College.

**9. Finance Report – Sandy Dobyns**  
**a. PY 24 WIOA Budget Approval**

Sandy gave an overview of the attachments for the current budget, highlighting the WIOA funding and contract balances as of May 31 and the draft budget for PY25. Traci mentioned that the draft budget has already been reviewed and approved by both the Executive Committee and the Chief Local Elected Officials. Although these two entities have already approved the budget, Traci would like to have a consent vote within the minutes approving the budget document. Nat asked for clarification regarding the vote. Traci explained it would be to accept the May reports as presented, the full workforce board and Title I budget for PY 24 and then the One Stop Center budget. Discussion ensued regarding name changes and final numbers. Ron Lovelace made a motion to approve the PY24 budget. The motion was seconded by Karen Walker. The motion was passed unanimously.

**b. One-Stop System Infrastructure Funding Agreement (IFA) Budget Approval**

Traci explained that the One-Stop System Infrastructure Agreement breaks out the financial responsibility for each partner organization in the local one-stop system and the operation of a physical one-stop center on Odd Fellows Road. Traci said the agreement had not been finalized due to delays with the reorganization of state agencies. Discussion ensued regarding the nature of the agreement. Nat entertained a motion to empower the CLEO chair to sign off on the One-Stop Infrastructure Funding Agreement when completed. David Sage made the motion, seconded by Christian Wiscovitch. The motion passed unanimously.

**c. PY24 HumanKind Contract Approval**

Traci explained a motion is needed to enter into a second year of a four-year contract with HumanKind for the operation of the WIOA Title I and One-Stop program. The Chair, Nat, entertained a motion to approve the contract and reaffirm HumanKind as the board's Title I and One-Stop program operator. Alisha Meador made the motion and Karen Walker seconded. The motion passed unanimously.

**10. One-Stop Center & Title I Reports**

Shantel Crews informed the Board that the Title I Adult/Youth numbers for June-July for PY 22&23 were lower due to the loss of a career navigator on both sides. Shantel praised the team for keeping the numbers pretty steady even after the loss of positions. The client numbers have stayed very consistent as well.

Next Shantel reported on the Workforce Center visits. She reported the numbers are looking good and almost back to pre-covid levels. The Center is seeing an increased number of clients for Job Seeker services and seeing the unemployment numbers going down. This is what we hope to see for the region.

Shantel gave a quick reminder regarding orientation. If you are a starting point for anyone interested in our Title I services or our partnering agencies services, you can go to our homepage and scroll down, you'll see orientation. There is a short video you can watch to learn about what is offered. There is also a short form that goes directly to Shantel, Tim, Traci and Keith. Shantel can then connect a person to a career navigator right away, and/or the appropriate partner agency to assist them.

**11. Committee Reports**

**a. Youth – Sierria Phillips**

Currently, there is nothing to report as we have joined forces and been working in conjunction with the Alliance on the Educator Academy and Worlds of Opportunity event. We will resume committee meetings after those events are done.

Tori Gilmartin with the Lynchburg Regional Business Alliance encouraged all employers to sign up for the upcoming Worlds of Opportunity event in October. She reminded everyone this event is for 7<sup>th</sup> and 8<sup>th</sup> graders and truly is an investment in the future. Students start to discuss career paths with their counselors in 7<sup>th</sup> grade, so they know what classes they need to take for that particular career. Several

student interns were asked their perspective, from the student point of view, and multiple times they said they wish they would have known about opportunities sooner.

Sierra raised the point that for most employers attending the meeting, they probably haven't had many people knocking on the doors asking for a job. She is trying to organize a meeting as an industry group, not as individual companies to discuss how we can grow the next generation of workers, especially in the trade industry.

**b. DEI – Christian Wiscovitch**

Christian commented the next meeting would be virtually on September 18, at 10:30 AM.

**c. Operations & Performance – Andy Crawford**

In Andy's absence, Tim reported that the committee does meet twice a year. The next meeting is scheduled in September. This committee goes over operational items that are covered here but in much more detail. Tim stated that if you are on the Board and would like to learn more about our operations, One-Stop, Title I and Business Services, Operations is a great committee. They really go into more detail about each of our programs and their performances.

**d. Finance – Ron Lovelace**

Traci thanked Ron for his validation of the financial reports and for working with Sandy.

**e. Executive – Nat Marshall**

Nat welcomed the new members of the Board and thanked all for their commitment to serve.

**12. Adjournment**

Nat entertained a motion to adjourn. The motion was made by David Sage and seconded by Dana Hogan. The motion was unanimously approved, and the meeting was adjourned at 4:12 PM.