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Central Virginia Workforce Development Area VII

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

**Workforce Development Board Meeting**

**January 9, 2024**

**3:00 p.m.**

**Virtual Meeting**

***Members Present:*** Nat Marshall – Chair, David Sage, Alisha Meador, John Redding, Anthony Cardoza, Lauren Anderson, Andy Crawford, Christine Kennedy, Sonya Todd, Dr. John Capps, Contessa Broadus, Jason Shockley, Bryan Lyttle, Dana Hogan, Tamara Rosser, Sterling Wilder, Cheryl Giggetts, Michael Hertzler, Sam Penn Sr., Christian Wiscovitch, Scott Francis, Gary Campbell, Ron Lovelace, Luke Saechao, Annette Bennett, Karen Walker, CJ Caudill, Laura Hamilton.

***Members Absent, Excused:*** Sierria Phillips –Vice Chair, Kimberly McIvor, Carrie White, Samuel Pinn.

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

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

Nat Marshall called the meeting to order and thanked everyone for being able to attend after the last-minute change to a fully virtual meeting, due to the weather.

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

Christine Kennedy made the motion to allow participation and Gary Campbell seconded the motion.

All were in favor, and the motion passed.

1. **Public Comment Period**

There were no public comments that were made.

1. **Approval of Oct. 10, 2023 Minutes**

Tamara Rosser made a motion to approve the previous meeting, Oct. 10,, 2023 minutes. Cheryl Giggetts seconded the motion of approval. All were in favor.

1. **Approval of Modification of HK’s contract**

Traci explained that at a previous meeting, the board approved the new Human-Kind contract. This modification is for an updated format of our Human-Kind contract, per a request from our state monitors. In addition, we were asked to create separate contracts with Human-Kind for our set-aside WIOA grants. This is so Human-Kind can see the amounts they have to work with to meet grant goals.

The request was a motion to approve the three Human-Kind contracts. Sam Penn made the motion to approve the modification and the Human-Kind contracts as proposed. Scott Francis seconded the motion for approval. All were in favor and the motion passed.

1. **Director’s Report**

Traci thanked the newest members of the board who were recently approved, Laura Hamilton, Dr. Annette Bennett, Karen Walker, Tamara Rosser, and CJ Caudill. She encouraged the newest members to look into the different committees and to reach out if they would like to participate. Going through a brief overview of the past calendar year, Traci said 107 businesses were served. She also highlighted the Virginia Career Works team and all that they had been doing. They saw 3,089 walk-ins at the Center, responded to 211 individuals who went through the online orientation and asked for help. She encouraged the board to keep an eye on the Governor’s budget and the General Assembly because there are some workforce development items.

1. **Appointment of One-Stop Certification Review Team**

Nat briefly went over the requirement to conduct a One-Stop certification during Spring 2024. He said Cheryl Giggetts participated in this effort in the past and he is willing to join her this year as well to participate in the certification process, along with board staff.

Nat Marshall entertained a motion to approve the One-Stop Certification Review team, consisting of Cheryl Giggetts, himself, Traci Blido, and Clay Stein.

Scott Francis made the motion to approve and Ron Lovelace seconded the motion. All were in favor and the motion passed.

1. **Review Existing Worker Training program**

Tim Saunders reminded everyone about the Existing Worker Training program, which is a reimbursement training program for employers. This program is of equal benefit to employers and employees, and they can request up to $10,000 on training. So far, we have helped four different businesses, and a total of 22 workers to be trained. After totaling everything, Tim showed that out of the $20,000 available, $19,985 has been spent this program year on the different businesses. However, a company, Fostek, had reached out to us, for support in training a group of their employees. They will be sending 10 employees to receive training to assist their business with updated equipment. They requested $2,750; however, they would be eligible for $2,062, based on matching requirements in the policy, and will need to cover 25% of the cost.

Tim was requesting to move $2,042 to the existing workers' training budget from the travel training budget of the board’s staff.

Christine Kennedy asked for clarification since the training was Jan 5-12, would they be retroactively paying for this. Tim confirmed by stating that businesses need to turn in receipts for the training and this shows what they have paid for.

Christine asked Traci if they were okay with removing this amount of money from staff’s training budget.

Traci said this would be the ideal place to pull the money since she and Tim had already participated in training earlier in the year.

Tamara Rosser asked if this meant that there would be no more available training if this happened. Traci stated that they did not have any anticipated long training trips before the end of June. Tim also stated that this would be the last business they would be able to help until the next program year, unless other funding is found.

Christine Kennedy made the motion to approve the proposed transfer of funds to the Existing Workers Training Program and Gary Campbell seconded the motion. All were in favor and the motion carried.

1. **Finance report**

Sandy Dobyns went over the WIOA funding as of 11/30/2023. She stated that they had spent all the FY22 funding and were on track to spend the FY23 budget. Currently, operational costs are lower and they should be able to carry this over to the next fiscal year. Contract balances as of 11/30/2023, show we were about half through our funding and on track through this fiscal year.

1. **One-Stop Center/Title I Report**

Keith Cook and Shantel Crews provided a brief overview of the One-stop Center showing the difference between this program year and the past program year's numbers of people coming to the center and how many people they have been able to help. Also, they shared information about the many different classes taught by Jeff Bennett, the Work Readiness Facilitator.

1. **Committee Reports**
   1. **Youth**

Traci mentioned that they were excited to continue working with the Alliance, the Worlds of Opportunity, and the Educators Academy. Several youth committee members are serving on the Alliance’s workforce event committees too.

* 1. **DEI**

Christian Wiscovitch asked that if anyone was interested in joining the DEI committee to please contact Traci and she will be able to get everything set up. They will be meeting Wednesday, Jan. 17, 2024.

* 1. **Operations & Performance**

Andrew Crawford opened the floor to Keith Cook. Keith did a quick rundown on the first quarter performance of PY 2023, July – Sept. 2023.

* 1. **Finance**Ron Lovelace has no additional comments following Sandy’s finance report.
  2. **Executive**

Nat mentioned that the next meeting will be on April 9 and thanked everyone for their cooperation in pivoting to meet virtually today.

1. **Adjournment**

Nat Marshall entertained a motion for adjournment.

CJ Caudill made a motion to adjourn, and Annette Bennett seconded the motion for adjournment. All were in favor. The next meeting will be held April 9th, 2024. The meeting ended at 4:12 p.m.