

Meeting Agenda for:
Central Virginia Workforce Development Board
January 14, 2020
The Miller Center (Lynchburg Parks and Recreation)
301 Grove St, Lynchburg, VA 24501

1. **Welcome and Introductions:***Nat Marshall, Board Chair*
2. **Call to Order**
3. **Public Comment**..... *Nat Marshall, Board Chair*
4. **Review and Approval of Minutes (Vote)**.....*Nat Marshall, Board Chair*
5. **2018 Performance**..... *Keith Cook-One Stop Operator and Sarah Grant, Interim Youth Coordinator*
6. **Partner and program updates***Ben Bowman, Executive Director & Partners*
7. **Cued-In opportunity for employers** *Ben Bowman, Executive Director*
8. **Career Essentials update***Ben Bowman, Executive Director; Keith Cook, One Stop Operator*
9. **Bridges to Progress presentation/update***Keith Cook, One Stop Operator and Parkview Mission*



CENTRAL REGION

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, June 25, 2019

Miller Center

Lynchburg, VA

Draft Minutes

Members Present: Nat Marshall – Chair, Traci Blido, Andrew Crawford, Mike Davidson, Scott Francis, Cynthia Hall, Catlin King, Ron Lovelace, John Redding, Tamara Rosser

Members Absent, Excused: Nathan Dowdy, Cheryl Giggets, Christine Kennedy, Kimberly McIvor, Cheryl Toler, Marjette Upshur, And Sterling Wilder

Members Absent: Codie Cyrus, Melinda Irby, Robert Johnson, Dennis Knight, Sierra Lopez, Michael Pinn, Tina Ragland, Luke Saechao, Roxanne Slaughter, Wendell Walker

Staff Present: Ben Bowman, Keith Cook, Susan Cook, Lori Cumbo, Alvin Jones, Mehgan Giammona, Jordan Johnson, Rosalie Majerus

Others Present: Kenneth Campbell – Workforce Council, Susan Hogg – Campbell County Board of Supervisors, Jason Padgett – VEC, William Coleman – Lynchburg Community Action Group, Kenneth Williams – Job Corps

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 June 25, 2019 Meeting Minutes

Due to lack of a quorum, minutes could not be approved.

4. Potential New Board Members

Ben Bowman presented potential new members:

- 1) William Coleman – Lynchburg Community Action Group
- 2) Jason Padgett - VEC
- 3) Kenneth Williams – Job Corp

There is still a need for a labor union representative.

Due to lack of a quorum, no action was taken.

5. Review and Approval of New Bylaws

Ben reviewed the updated bylaws with the Board. With no quorum, the bylaws could not be approved.

Traci Blido noted the need for representation from higher education.

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

Articles of Incorporation were reviewed. There was no vote for approval due to no quorum present.

7. Review and Approval of 2019-2020 Budget

8. Financial Disclosure and Conflict of Interest Forms

Ben explained that all Board members are required to sign and submit a Financial Disclosure and Conflict of Interest Statement. This form has been included in the meeting packet.

Board resignations have been received from:

Caitlin King
Dennis Knight
Heather Reynolds
Wendell Walker

Kimberly McIvor has been by Jason Padgett

9. Director's Report

Ben reported:

- State monitoring has been completed
- September is Workforce Development Month
- October is Disability Awareness Month
- Virginia Board of Workforce Development Retreat will be held at the Virginian Hotel on September 19-20

Adjourn – There being no further business, the meeting adjourned at 4:30 p.m.



CENTRAL REGION

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 Giggetts, 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 allow 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.

**Summary of WIOA Funding
as of 11/30/19**

APPROPRIATED BUDGET	EXPENDITURES AS OF 11/30/19	ENCUMBRANCES	REMAINING BALANCE
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WORKFORCE INNOVATION AND OPPORTUNITY ACT

Administrative	150,244	39,535		110,708
Dislocated Worker Program	369,118	63,656	52,560	252,903
Adult Program	631,779	193,856	170,190	267,733
Youth Program	658,042	256,115		401,927
Cash	4,200			4,200
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Total WIOA Funding	1,813,383	553,163	222,750	1,037,471

Contract Balances as of 11/30/19

		Beginning Balance	Billed Or Accrued To Date	Outstanding Balance	Obligations for FY20
HumanKind	Dislocated	80,674.00	28,114.31	52,559.69	52,559.69
HumanKind	Adult	276,455.00	106,264.97	170,190.03	170,190.03
VA's Region 2000 LGC Fiscal Agent		70,000.00	28,249.71	41,750.29	
	Total Obligations	427,129.00	162,628.99	264,500.01	222,749.72

