Meeting Agenda for: Central Virginia Workforce Development Board January 14, 2020

January 14, 2020 The Miller Center (Lynchburg Parks and Recreation) 301 Grove St, Lynchburg, VA 24501

1. Welcome and Introdu	actions:
2. Call to Order	
3. Public Comment	
4. Review and Approval	of Minutes (Vote)Nat Marshall, Board Chai
5. 2018 Performance	
6. Partner and program	updates
7. Cued-In opportunity f	For employers Ben Bowman, Executive Director
8. Career Essentials upd	ateBen Bowman, Executive Director; Keith Cook, One Stop Operator
9. Bridges to Progress pr	resentation/updateKeith Cook, One Stop Operator and Parkview Mission



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

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

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

<u>Members Absent:</u> Codie Cyrus, Melinda Irby, Robert Johnson, Dennis Knight, Sierria 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

<u>Others Present:</u> 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 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

<u>Members Present:</u> 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

<u>Members Absent:</u> 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.

Workforce Development Board July 25, 2019

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					
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					
Total WIOA Funding	1,813,383	553,163	222,750	1,037,471					

12/16/2019 Finance Committe 11302019.xlsx Summary of Funding

Contract Balances as of 11/30/19

made Balan	1003 43 61 1 1/00/10	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 20	000 LGC Fiscal Agent	70,000.00	28,249.71	41,750.29	
	Total Obligation	ns 427.129.00	162.628.99	264.500.01	222.749.72

WIOA Source and Use of Funds Comparison of Budget to Actual As of 11/30/19

SOURCES OF FUNDS												
	Budget	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	Budget	<u>Actual</u>	Budget	<u>Actual</u>	Budget	<u>Actual</u>	Budget	<u>Actual</u>
LINE ITEM	AD	MIN	DISLOCA	ATED	ADULT		YO	UTH	Other	WIOA		Total
cash/other income		•					60,000.00		4,200.00		64,200.00	
PY 2017	0.00		0.00		0.00		0.00		1,200.00		0.00	
PY 2018	32,048.61		222,885.23		150,067.28		162,225.03				567,226.15	
PY 2019	118,195.00		346,233.00		281,712.00		435,817.00		0.00		1,181,957.00	
Transfer			(200,000.00)		200,000.00		,				0.00	
Total Funding	150,243.61		369,118.23		631,779.28		658,042.03		4,200.00		1,813,383.15	
Workforce Development Board												
Salary	12,930.00	6,552.76	25,900.00	15,321.42	48,025.00	18,929.43	97,900.00	37,611.81			184,755.00	78,415.42
Benefits	3,725.00	1,895.23	7,450.00	3,785.10	13,835.00	4,711.66	28,200.00	9,361.24			53,210.00	19,753.23
Audit	3,000.00						1				3,000.00	0.00
Legal	140.00	825.00	280.00		520.00		1,060.00				2,000.00	825.00
Outreach/awareness	350.00	309.99	700.00	383.61	1,300.00	533.45	2,650.00	991.08			5,000.00	2,218.13
Contractual Services	700.00	480.80	1,400.00	1,576.69	2,600.00	2,111.12	5,300.00	4,009.30			10,000.00	8,177.91
Communications Tel/post	280.00	293.69	560.00	281.62	1,040.00	361.04	2,120.00	682.90			4,000.00	1,619.25
Ofc & equip lease	870.00	327.19	1,750.00	955.52	3,215.00	1,389.29	6,550.00	2,703.88			12,385.00	5,375.88
Ofc supplies	105.00	12.17	210.00	41.44	390.00	55.04	800.00	104.87			1,505.00	213.52
Travel/Training	850.00	331.08	1,700.00	1,131.18	3,120.00	1,471.44	6,360.00	2,748.27			12,030.00	5,681.97
Furnishings & computer	280.00	168.47	570.00	352.99	1,040.00	463.81	2,120.00	865.67			4,010.00	1,850.94
Fiscal Agent	70,000.00	28,249.71	0.00								70,000.00	28,249.71
Miscellaneous	280.00	89.31	570.00	319.52	1,040.00	410.76	2,120.00	773.22			4,010.00	1,592.81
Total WIB Office	93,510.00	39,535.40	41,090.00	24,149.09	76,125.00	30,437.04	155,180.00	59,852.24	0.00	0.00	365,905.00	153,973.77
	-				•							
Workforce Center	⊣				•							
Rent/utilities	⊣		1,700.00	1,814.70	5,000.00	4,902.56	21,000.00	8,651.01			27,700.00	15,368.27
Insurance	-		300.00	1,010	450.00	1,002.00	1,000.00	0,001.01			1,750.00	0.00
Equipment	-		1,317.50	298.51	3,952.50	806.31	4,700.00	884.75			9,970.00	1,989.57
Communications (Phone)	⊣		3,020.00	223.35	9,060.00	1,507.70	7,300.00	3,659.55			19,380.00	5,390.60
Supplies	-		400.00	0.00	600.00	1,007.110	1,000.00	119.98			2,000.00	119.98
Maintenance	-		400.00	0.00	600.00		1,000.00	110.00			2,000.00	0.00
Cleaning			0.00		0.00		1,000.00				0.00	0.00
Facility Total	0.00	0.00	7,137.50	2,336.56	19,662.50	7,216.57	36,000.00	13,315.29	0.00	0.00	62,800.00	22,868.42
Tuomity Total	0.00	0.00	7,107.00	2,000.00	10,002.00	7,210.07	00,000.00	10,010.20	0.00	0.00	02,000.00	22,000.42
Program Operations			85,110.00	34,462.87	309,640.00	110,969.41	315,350.00	112,711.60			710,100.00	258,143.88
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Existing Worker Training			75,000.00		0.00						75,000.00	0.00
Direct Program Costs			57,100.00	2,707.45	192,000.00	45,233.36	150,000.00	70,235.83			399,100.00	118,176.64
Grand Total	93,510.00	39,535.40	265,437.50	63,655.97	597,427.50	193,856.38	656,530.00	256,114.96	0.00	0.00	1,612,905.00	553,162.71
	56,733.61	აფ,ააა.40	103,680.73	03,035.97	34,351.78	193,030.38		230,114.90	4,200.00	0.00	200,478.15	ააა, 162.7 1
Unallocated		110 700 04		20E 462 26		427 022 00	1,512.03	404 027 07	4,200.00	4 200 00		1,260,220.44
Available Funding Remaining	Available	110,708.21	Available	305,462.26	Available	437,922.90	Available	401,927.07		4,200.00	Available	1,200,220.44
		0.00		0.00		0.00		0.00		0.00		0.00
		0.00		0.00		0.00		0.00		0.00		0.00