

Central Virginia Workforce Development Board
Executive Committee Meeting Minutes
May 17, 2022 – 10:00 a.m.

Board Members present: Nat Marshall, Sierria Phillips, Ron Lovelace, Reneé Chalmers.

Staff Present: Traci Blido, Tim Saunders, Tonya Hengeli.

Traci Blido opened the meeting by pointing out that the Executive Committee is small and made up of individual committee chairs. She noted that Bobby Johnson and Andy Crawford serve on the Executive Committee but could not attend this meeting due to their schedules.

Traci told the Executive Committee that she had a good call with WIOA program monitors at the Virginia Community College System the previous week. During that call she said the monitors alerted her to the presence of required documents on our website that lack needed signatures. Traci alerted board members that she may be asking some board members for signatures in the coming weeks.

Traci also told that committee that, during the VCCS call, monitors said they could see in a previous transfer request letter dated Sept. 1, 2021 that the board approved a \$185,000 transfer from Dislocated Worker funds to Adult funds in the budget, but they didn't see that reflected in the June 22, 2021 minutes. Traci explained that the board's recently retired finance director, Rosalie Majerus, presented a budget to the board during a meeting last summer and explained more money would be needed in the Adult funding stream than Dislocated Worker. Traci told the committee that we are only using 20% of our Dislocated Worker funds, with most of our money being spent on Adult and Youth clients.

Traci asked for a motion to authorize a transfer of up to \$200,000 total from Dislocated Worker to Adult for the Fiscal Year 2022 that ends June 30, 2022. Ron Lovelace made the motion with a second from Sierria Phillips.

Nat Marshall asked the committee whether they had any comments or questions before taking a vote. He remarked that this was a "fairly routine," straightforward request.

The motion to authorize a transfer of up to \$200,000 from Dislocated Worker to Adult for the Fiscal Year 2022 that ends June 30, 2022 carried with no objections. Nat Marshall acknowledged that the motion carried.

Nat Marshall suggested that minutes for this meeting be prepared and distributed by email to members immediately for approval. Traci said she would prepare and distribute minutes before the end of the day.

Traci then brought up the board's strategic plan. She said the board had a strategic plan developed in 2017 that ended in 2020. She said the board prepared a new strategic plan in 2020 with a time horizon of 18 months, ending in June 2022. She asked the Executive Committee whether they wanted to develop a new 3-year strategic plan.

Nat Marshall said "why kick the can another year and a half. Let's plan to do another 3-year (plan)." He said it would be in his purview to convene a committee for the new plan.

Traci said she would like to collaborate with the Lynchburg Regional Business Alliance to develop a regional strategic plan for workforce development. She discussed the idea of pursuing Go Virginia grant funding to support the process.

Nat recommended that the Executive Committee provide authorization to Traci to convene a strategic planning team to collaborate with the Lynchburg Regional Business Alliance to develop a regional workforce development strategic plan. He encouraged Traci to utilize data from a Community Health report developed by Centra to inform the process and avoid unnecessary work.

Ron Lovelace said he liked the idea of collaborating with the business alliance to develop a new strategic plan.

Nat Marshall, Sierria Phillips, and Ron Lovelace indicated they would be available to serve on the strategic plan committee.

Nat Marshall asked for a motion to convene a strategic planning team to collaborate with the Lynchburg Regional Business Alliance to develop a regional workforce development strategic plan. Sierria Phillips made the requested motion, which was seconded by Ron Lovelace. The motion passed with no objections.

Traci told the committee that Nate Mahanes is leaving his job with the Virginia Department for Aging and Rehabilitative Services (DARS) to take a new position with the Society for Human Resource Managers (SHRM). She also said that Nathan Dowdy would be stepping down as a business representative. Traci said she will recommend to the Chief Local Elected Officials (CLEO) that Christian Wiscovitch join the workforce board to replace Nate as a DARS representative. She said she will also recommend that Nate stay on the board as a business representative, replacing Nathan Dowdy.

Reneé Chalmers said the workforce board's Diversity, Equity, and Inclusion committee would be visiting the Little Otter Flower Farm on May 18 to learn about how the business is employing individuals on the Autism spectrum.

Nat asked about the Finance committee and who was serving on that committee other than Ron Lovelace. Ron said meetings were only held when something needed to be addressed. He said Rosalie would let them know whether anything special needed to be taken care of and that they did not receive monthly reports from Rosalie. Nat advised that the committee needed more members. Traci suggested Mike Hertzler as a possible member and Tim Saunders suggested Jason Shockley. Ron recommended reaching out to Mike Hertzler. Traci said Jason is busy with his current job and might not have time to serve on the committee.

The Executive Committee meeting ended at 10:30 a.m.