

# MEETING MINUTES

CENTRAL VIRGINIA WORKFORCE COUNCIL OF CHIEF LOCAL ELECTED OFFICIALS (DRAFT – UNTIL APPROVED)

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Date: June 15, 2023

Time: 4:00 PM

Meeting called to order by: John Hinkle, CLEO Chair

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## **MEMBERS PRESENT:**

John Hinkle, Appomattox County Board of Supervisors (Chair); Jon Hardie, Campbell County Board of Supervisors; Stephanie Reed, Lynchburg City Council; John Sharp, Bedford County Board of Supervisors

## **MEMBERS ABSENT:**

Drew Wade, Amherst County Board of Supervisors

## **Staff**

Traci Blido, Executive Director, Central Virginia Workforce Development Board (CVWDB); Alec Brebner, Executive Director, Virginia Planning District Commission (CVPDC); Keith Cook, HumanKind; Lori Cumbo, CVWDB; Sandy Dobyys, CVPDC; Nat Marshall, Chair, CVWDB; Tim Saunders, CVWDB

## **WELCOME AND INTRODUCTIONS:**

John Hinkle welcomed attendees and started the meeting at 4:02 p.m. He invited each council member to introduce themselves.

## **APPOVAL OF 1/10/23 MEETING MINUTES:**

The motion was made by John Sharp and seconded by Stephanie Reed, to approve the 1/10/23 meeting minutes. The motion was unanimously approved as presented.

## **DIRECTOR'S REPORT:**

Traci provided an overview of the Workforce Innovation and Opportunity Act (WIOA), and Title I programs and services. Virginia Community College System (VCCS) is currently the state administrator of WIOA Title I Programs. She advised Governor Youngkin created the new Department of Workforce Development and Advancement (DWDA) to improve services across the Commonwealth. This will impact WIOA/Partner programs and how they are administered in Virginia including the restructuring of the Virginia Employment Commission.

Traci advised the Virginia Career Works Business Services Team has been working very hard with local employers to identify qualified candidates for job openings and strengthen the pipeline of workers for future growth. Due to the economic uncertainty, there have been a few recent layoffs that staff has been addressing through hiring events and response to impacted workers.

## **APPROVAL OF WORKFORCE DEVELOPMENT BOARD BUDGETS**

### a. Approval of FY24/FY23 Workforce Development Board Budget

Council members reviewed the proposed Workforce Development Board Budget as presented. Nat explained we have two years to spend down the funds. The full allocation is not passed down until October each year so during that period the region must operate from carryover funds. Presently carryover funds are estimated at \$113,000, which is considerably lower than last year's carryover. In addition to low carryover funds, the region's Title 1 funding took a 15% cut from last year. Board staff, as well as HumanKind staff, have looked at areas to cut costs, including not filling vacant Career Navigator positions for Adult/Dislocated Worker and Youth Programs.

Some discussion ensued regarding the two Career Navigator positions which are 50% funded by Bedford and Campbell Counties. Keith reiterated 50% of those Career Navigators' time is dedicated to serving customers in those counties and 50% of their time serving customers in other areas in the region.

Traci advised many of the other workforce areas in the state receive annual funding from localities in their region to help subsidize the federal funding and help more individuals. She stated she will be meeting with the localities in our region to discuss this opportunity.

There being no further questions or comments, a motion to approve the budget as presented was made by John Sharp and seconded by Stephanie Reed. The budget was unanimously approved.

b. Approval of PY23 Memorandum of Understanding (MOU) and Cost Infrastructure Agreement (IFA) for Local Workforce Development Area VII One-Stop System

Traci gave an overview of the 3-year MOU/IFA process for the One-Stop and explained that the budget part of it is approved each year, due to the sharing of costs among WIOA mandated workforce partners. She explained there may be some slight “tweaking” on the rent category especially, but the IFA budget as presented is currently accurate.

There being no questions or comments, a motion to approve the MOU and IFA as presented was made by John Sharp and seconded by Jon Hardie. The MOU and IFA were unanimously approved.

**APPROVAL OF WORKFORCE DEVELOPMENT BOARD MEMBERS:**

Traci reviewed the slate of proposed new and reappointed Central Virginia Workforce Development Board (CVWDB) Members.

There being no questions or comments, a motion to approve the proposed new and reappointed board members as presented was made by Stephanie Reed and seconded by Jon Hardie. The motion was unanimously approved.

The board member slate will be sent on to Richmond for approval by the Governor through a board certification process.

**OPERATIONS UPDATE:**

Keith provided a brief update of Title I direct services and active enrollments. He noted an increase in walk-in visits at the Virginia Career Works Lynchburg Center. Keith advised of the free work readiness classes taught by Jeff Bennett which are available to all citizens across the workforce region. He stated Jeff is available to come to the localities or individuals are invited to join him at LSI/Parkview Community Mission at the Lynchburg location. He stated each class lasts approximately two hours. If interested in learning more, or hosting classes in their localities, Keith encouraged the attendees to reach out to him.

**OTHER BUSINESS:**

Tim stated Title 1 programs are part of the greater One Stop System and serve both job seekers and businesses. He stated we work hard in collaboration with the CLEO and other partners to reinforce the governor's initiative to break down silos.

Tim reported the Business Services Team meets monthly and makes quarterly visits to local businesses. The team strategizes over situations such as layoffs and works in collaboration with partners, such as the Virginia Employment Commission, for layoff aversion, targeted job fairs, and connecting impacted individuals to resources and services in the community.

Nat Marshall briefed the Council on the procurement process that the Board competed for the new term of Title 1 and One-Stop Services. The Council briefly discussed the selection process and all agreed that Human Kind was the clear choice to continue as our Operator. Nat said the term is for four years and meets the WIOA requirements.

**ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Jon Hardie and seconded by Stephanie Reed. The motion was unanimously approved and the meeting was adjourned at 4:58 PM.