



**PIEDMONT**  
Workforce Network

**PWN Executive Committee Minutes**

December 12, 2016 – 10:00 AM – 11:30 AM  
Rappahannock-Rapidan Regional Commission  
420 Southridge Parkway, Suite 106  
Culpeper, VA 22701

<b>Members</b>	<b>Present</b>
Steve Ray, Co-Chair	X
Amanda Moxham, Co-Chair	Phone
John Baldino	X
Jeff Waite	
Valerie Palamountain	X
Jeanne Wesley	Phone
Kathy Galvin	X
<b>PWN Staff</b>	<b>Present</b>
Helen Cauthen	X
Morgan Romeo	X
<b>Guests</b>	<b>Present</b>
Mary Ann Gilmer	X
Marty Bywaters-Baldwin	X
Jackson Green	X

**Welcome & Introductions**

Steve Ray welcomed everyone to the meeting and called the meeting to order at 10:15 AM.

**Public Comment**

Steve Ray asked if there were any members of the public that had signed up for the public comment period. Morgan Romeo noted that there were none.

**Consent Agenda**

Steve Ray presented the consent agenda to the committee. The items on the consent agenda were as follows:

- May 18, 2016 Meeting Minutes
- YTD Financials (July 1<sup>st</sup> through October 31<sup>st</sup>)

***A motion was made by Kathy Galvin to approve the consent agenda as presented. John Baldino seconded the motion. Motion carried.***

## **Performance Metrics**

### **FY2017 and FY2018 Negotiated Performance**

Morgan Romeo explained to the Executive Committee that PWN is required to renegotiate performance metrics for the WIOA program. The performance measures are different than under the WIA legislation, and focus more on employment retention of participants on the program. Morgan also noted that the measures for the Youth program were now the same as the Adult and Dislocated Worker programs. Morgan directed the committee to page 10 in the packet, where a comparison between the WIA and WIOA programs was presented. Morgan pointed to the three boxes in orange color, as the levels that were proposed by PWN were not accepted by the staff at VCCS. The three levels in orange were the renegotiated levels by VCCS. Kathy Galvin asked for clarification on the credential measure, as it was now being counted under the federal common measures instead of by the Commonwealth of Virginia. Morgan explained that because it was now under the federal common measures, not meeting this measure could cause a rescission in funds.

A second note that Morgan made to the committee was that under WIA, as long as workforce development areas achieved within 80% of the targeted goal, it was considered a "Met". Under WIOA, this percentage increases to 90%. Morgan also reminded the committee that the Department of Labor will not be rescinding funds during the first two years of performance under WIOA, and there will be a period for readjustment after the two years has completed.

Morgan directed the committee to page 9 in the packet, which was the letter sent by VCCS confirming the negotiated performance metrics.

***A motion was made by Kathy Galvin to accept the performance metrics for FY2017 and FY2018 for the WIOA programs. Motion was seconded by Valerie Palamountain. Motion carried.***

### **Additional Performance Metrics (System-Wide)**

Morgan Romeo reminded the committee that during the Strategic Planning Retreat in October 2016, the facilitator, Mary Ann Lawrence, encouraged the PWN to set additional performance metrics besides the common measures to analyze the workforce system as a whole. Morgan noted that this may be a topic after the strategic plan had been finalized and approved, which would include a performance dashboard.

### **Goodwill Industries of the Valleys Presentation**

Mary Ann Gilmer, Vice President of Workforce Development Services with Goodwill Industries of the Valleys, presented to the Executive Committee. Mary Ann passed out information regarding the in-kind contributions by Goodwill Industries of the Valleys and Rappahannock Goodwill Industries to the PWN region. Mary Ann noted that \$191,048 was being contributed into the area, which was the highest in-kind in the five (5) areas that they operate in Virginia. Mary Ann also pointed out that the performance with the common measures were high compared to other areas in the Commonwealth, including the highest adult entered employment rate and highest youth entered employment or education rate. Steve Ray thanked Mary Ann for the presentation and asked that this information be collect on an annual basis so that PWN has an accurate representation of the cost to run the WIOA programs.

## Programs/Projects Update

### Budget Modification Approval

Morgan Romeo informed the Executive Committee that a budget modification needed to be approved. The first item on the modification included the allocation of the Virginia Incumbent Worker Innovation Program (VIWIP) award in the amount of \$200,000. A total of \$180,000 will go directly to incumbent worker training, while \$20,000 (10%) will go toward the administration of the program (staff time). The second item is a transfer of funds between the Dislocated Worker program to the Adult program. In total, Goodwill Industries of the Valleys has requested that \$65,000 be moved to the Adult program (\$35,000 in PD-10 and \$30,000 in PD-9) to meet the demand of Adult services. Morgan noted that this transfer request was probably the first of many to come, as there was a large amount of Dislocated Worker funds that were unused. Morgan explained that the PWN had not yet tapped into the current year's allocation of Dislocated Worker funds, which was unlike any of the previous years. This could create challenges in the future to spend all of the allocation that is provided to PWN.

***A motion was made by Kathy Galvin to approve the budget modification as presented. John Baldino seconded the motion. Motion carried.***

Morgan also pointed to an allocation of Locality funding that would be requested to provide motivational interviewing training to the WIOA Case Managers and other workforce partners that were interested. This request did not need to be approved by the Executive Committee, as it is a Council responsibility, but it was for informational purposes.

### Virginia Incumbent Worker Innovation Program

Morgan Romeo discussed the challenges that the PWN staff were encountering during implementation of the program. Morgan noted that the data collection requirements had still not been finalized, which has caused a delay in the actual implementation of the program. Morgan explained that VCCS had realized guidance to the local workforce boards on how to collect data for reporting purposes, but the data that was required to be provided by the employer was intrusive and exceeded the requirements in the federal legislation. Morgan also noted that the definition of a credential had become more stringent than was originally presented in the Request for Proposals. Morgan directed everyone to the letter on page 12 that was received following the request to amend PWN's performance under credential attainment for the grant. PWN's request was denied. Morgan stated that she had emailed Elizabeth Creamer, Chief Workforce Advisor to the Governor's office regarding these challenges.

Helen Cauthen asked the Executive Committee if they were still comfortable in proceeding with the idea of not meeting performance in the area of credential attainment. Steve Ray requested that PWN staff inquire about the allowability of incumbent worker training that does not result in a credential. Steve noted that he did not want to put the region in danger of having a disallowed cost.

The Executive Committee agreed that a resolution may be appropriate to request for a timely implementation process of incumbent worker training from VCCS.

### Virginia Financial Success Network

Morgan Romeo reported that the Virginia Financial Success Network, funded through the Workforce Innovation Fund opportunity, was going slowly. As the grant is a study, Morgan reported that the staff were covering all bases to make sure that the study was implemented correctly. Morgan noted that many of the participants on the WIOA program were not interested in the VFSN project, and that it was difficult for folks to agree to share confidential financial information.

### America's Promise Grant

Morgan Romeo reminded the committee that PWN had applied for the America's Promise Grant in partnership with the Shenandoah Valley Workforce Development Board and the Region 2000 Workforce Development Board. Unfortunately, the application was not chosen as one of the awardees, but that another area in Virginia had been chosen (New River/Mt. Rogers Workforce Development Board).

### 40% Expenditure Mandate Analysis

Morgan Romeo reported to the committee that a student from the University of Virginia's Batten School had contacted PWN to see if there were any public policy issues that needed to be addressed. The students are required to do a Capstone project during the last semester of their tenure at the university. Morgan explained to the committee that staff felt an analysis on the 40% expenditure requirement and how it affected the regions would be beneficial to the area, and potentially the state. Morgan noted that many of the other workforce directors were interested in the idea and also interested in speaking with the student. She will start in January working with PWN staff on research.

### WIOA Programs

Morgan Romeo directed the committee to pages 13-16 in the packet for reports on the WIOA programs. Morgan noted that the committee could review the results for participants served and expenditures and note the items that were in red, yellow, or green. Morgan discussed the performance of Goodwill during the last six months, under the probationary terms, and noted that PWN staff had seen an overall improvement of services and activities.

### Closed Session

Steve Ray noted that pursuant to Section 2.2-3712 of the Code of Virginia, a closed session is called for the purpose of "...Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body."

***A motion was made by John Baldino for the Executive Committee to move into closed session to discuss the probationary contract of Goodwill Industries of the Valleys. Valerie Palamountain seconded the motion. Motion was carried by a voice vote of all attending members.***

Guests of the Executive Committee meeting departed the room. Closed session occurred and minutes were not taken.

***A motion was made by Kathy Galvin to return to Open Session of the meeting. Valerie Palamountain seconded. Motion was carried by voice vote of all attending members.***

### **Open Session**

Steve Ray asked that the guest members of the meeting be asked to come back into the room. Once the guests had returned, Steve Ray called for a roll call of each attending Executive Committee member to signify by yes or no vote that certifies to the best of each member's knowledge, only public business matters were identified by the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.

***A roll call was taken from all present Executive Committee members. All Executive Committee members voted that yes, only public business matters as identified in the motion for closed session were discussed.***

### **WIOA Program Operator Performance Discussion**

Steve Ray addressed the Goodwill staff present in the room. Steve noted that the Executive Committee had discussed their performance from July 1<sup>st</sup> to the present and felt as if the probationary status of the contract be lifted. Steve reminded Goodwill that at the March 2016 Board Meeting, a decision of whether or not to extend Goodwill's contract through FY2018 would be made. Steve stated that the Executive Committee would like for the same level of reporting and performance to continue throughout the period of the contract, and that evaluation would continue at the current levels.

***A motion was made by Kathy Galvin to remove Goodwill Industries of the Valleys from probationary status and continue with the contract through the end of FY2017. Valerie Palamountain seconded. Motion carried.***

### **Other Business**

Kathy Galvin noted that she wanted clarification on the process to become an eligible training provider under the WIOA program. Morgan noted that a state-wide application existed for interested providers to fill out for their applicable programs. Kathy asked if Charlottesville-Albemarle Technical Education Center (CATEC) was an approved provider, and Morgan noted that they were on the list, but not all of their programs were approved. Kathy requested that staff at CATEC be sent the application so that new programs, like the IT Academy, be added onto the eligible training list.

Steve Ray noted that the Executive Committee currently had a vacancy for an At-Large Member, as Jeanne Wesley had taken on the role of Chair of Marketing & Business Outreach Committee. Morgan noted that Elizabeth Walters from Bingham & Taylor had volunteered to fill the role, and that appointment would need to be made at the Board meeting on Thursday.

**Seeing no other business, the meeting adjourned at 12:01 PM.**