

**Virginia Board of Workforce Development  
Full Board Meeting**

September 15<sup>th</sup> 2016  
Southwest Virginia Higher Education Center  
One Partnership Circle, Abingdon, VA 24210

**Members Present:** Mr. Mark Herzog, Chair  
Mr. Nathaniel Marshall, Vice Chair  
Ms. Jeanne S. Armentrout  
Mr. Hobey Bauhan  
Mr. Thomas Bell  
Mr. William Bell  
Delegate Kathy Byron  
Ms. Doris Crouse-Mays  
Ms. Virginia Rae Diamond  
Ms. Leslie Frazier  
Ms. Carole Pratt  
Delegate Roxann Robinson  
Senator Frank Ruff  
Mr. Brett Vassey  
Mr. Brian Warner

**Members Absent:** Senator Bill DeSteph  
Mr. Mark Dreyfus  
Mr. Barry DuVal  
Secretary Todd Haymore  
Ms. Lane Hopkins  
Ms. Anne Mallek  
Mr. Bruce Phipps  
Dr. Ted Raspiller  
Ms. Carrie Roth  
Secretary Dietra Trent  
Mr. Tom Walker

**Board Staff Present:** Mr. Jim Andre, Virginia Community College System  
Mr. Jeff Brown, Office of the Secretary of Commerce and Trade  
Ms. Katherine Coates, Virginia Community College System  
Ms. Elizabeth Creamer, Office of the Secretary of Commerce and Trade  
Ms. Sara Dunnigan, Office of the Secretary of Commerce and Trade  
Ms. Charlie Palumbo, Virginia Department of Veterans Services  
Mr. George Taratsas, Virginia Community College System

**Others Present:**

Ms. Amy Austin, Virginia Community College System  
Mr. Darrell Blankenship, People Inc.  
Ms. Beverly Burke, New River Mt. Rogers Workforce Development Board  
Ms. Mary Beth Dunkenberger, Virginia Tech  
Ms. Joanne Groseclose, Mt. Rogers Regional Adult Education  
Ms. Martha Mead, Streamlines, Virginia Tech  
Ms. Susan Moyer, Virginia Community College System  
Ms. Toni Mitchell, People Inc.  
Ms. Aleta Spicer, Southwest Virginia Workforce Development Board  
Mr. Thomas Suh, Virginia Department of Education  
Mr. Jason Thorton, Adult Education

**I. Call To Order**

The meeting was called to order by Mr. Mark Herzog at 9:45 AM

**II. Roll Call**

Roll was called by Ms. Sara Dunnigan. A quorum was present.

**III. Host’s Welcome**

Mr. David Matlock, Executive Director of the Southwest Virginia Higher Education Center (SVHEC) welcomed the Board to Southwest Virginia and presented a brief background about the work and opportunities created through the SVHEC. Established as a state agency by legislation in 1992, SVHEC partners with colleges and universities to provide degree programs, certificates, and professional development courses. They offer more than 23 BS programs and 42 masters programs.

**IV. Public Comment**

Mr. Herzog opened the floor for public comment. There was no public comment.

**V. ACTION ITEM: June 23<sup>rd</sup> Meeting Minutes**

The Board was presented with the minutes from the June 23, 2016 meeting. It was noted that Mr. Hobey Bauhan was missing from the attendance list and that Mr. Vasey was incorrectly listed. It was also noted that Mr. Herzog’s motion was incorrectly recorded as ‘given’ instead of ‘called for.’

**A motioned was called by Mr. Herzog and seconded by Mr. Bell that:**

**“The Virginia Board of Workforce Development approves the June 23<sup>rd</sup> minutes of the Virginia Board of Workforce Development as amended.”**

**The motion passed.**

**VI. ACTION ITEM: Priority Policy Issues**

The Virginia Board of Workforce Development is established as a policy board to advise the Governor. To fulfill this role, each s committee has reviewed the elements of the strategic plan assigned to them and prioritized them for communication to the Governor.

**Mr. Herzog called for a motion that was seconded by Mr. Bell that:**

**“The Virginia Board of Workforce Development endorses a list of priority issues as identified by the standing committees of the Board, with a focus on critical elements of the Board's strategic plan, and will communicate those to the Governor.”**

**The motion passed.**

**VII. Local Board Review of Adult Education Plans**

The Virginia Board of Workforce Development is tasked to develop the criteria that will be adopted by local workforce boards in their reviews of regional adult education plans. This item was on the Advanced Technology committee agenda however because the committee did not have a quorum it is being brought to the full Board. The criteria can be found [here](#).

**A motion was made by The Advanced Technology Committee and seconded by Mr. Brett Vassey that:**

**“The Virginia Board of Workforce Development approves the recommended criteria for use by local workforce boards in review of regional adult education plans.”**

**The motion passed.**

**VIII. Committee Report Outs**

**Military Transition Assistance Committee**

Mr. Bell reported that the committee received a detailed report about the asset mapping, best practices review and gap analysis done as part of the Virginia Veterans Services Demonstration Project.

Mr. Vassey stated that two years ago the Board adopted policy to correct that disallowed members of National Guard members access to some job training and placement assistance programs. He inquired if that came up during the asset mapping process.

Ms. Martha Mead, President, Streamlines LLC stated that the asset mapping was done with National Guard in mind and that issue was not brought to their attention.

Delegate Byron inquired if the funding for this project was constant

Ms. Mead responded that the funding will end this month, but they are with the steering committee and if the grant is continued it is possible for them to continue work.

The committee also heard their regular updates on V3 and the Veterans Demonstration Grant.

**Performance and Accountability Committee**

Mr. Vassey noted that the committee began their meeting by welcoming their newest members, Delegate Roxann Robinson.

Mr. Vassey reported that the committee reviewed the 2016 Virginia Workforce System Report Card. This version of the report card has new data including progress of the Governor’s 50,000 STEM-H workforce credentials, data on licensing, metrics and a new section focusing on special populations. The full presentation can be found [here](#).

The committee also reviewed the results of the Workforce System budget review.

Mr. Vassey briefly reviewed the business services initiative to the Board and suggested that at the December meeting the committee receive an evaluation to see if business services have instituted cultural change and have a potential training system.

**WIOA and Advanced Technology Committee**

Due to no quorum these two committees were unable to bring any action items to the full Board and met together. Mr. Nat Marshall reported that the WIOA committee will meet prior to the December meeting to move on the four policy action items.

Both committees received a presentation on the regional partnerships between economic and workforce development in Southwest Virginia and the work they have been able to accomplish with the POWER grant. Full presentation can be found [here](#).

**Executive Committee**

Mr. Herzog reported that the Executive Committee met and have two action items to bring to the full board.

To align with the requirements in WIOA, a change in Code must be made to increase the size of the Board to 41 members. Mr. Herzog noted that a wavier for this requirement was requested and denied by The Department of Labor. A table of the future composition can be found [here](#).

**A motion was made by the Executive Committee that:**

**“The Virginia Board of Workforce Development recommends to the Governor that legislative changes be pursued that will allow the Virginia Board of Workforce Development to be compliant with the requirements of the Workforce Innovation and Opportunity Act. “**

**The motion passed.**

Mr. Herzog reported that WIOA allows for waivers from the Governor with the intent to create more flexibility within the program. The Executive committee approved Policy 100-3 which outlines the waiver submission process to ensure waivers submitted are thoroughly researched before submission to the Governor.

**A motion was made by the Executive Committee that:**

**“The Virginia Board of Workforce Development has reviewed and approves the Process of Submission of a Waiver Request”**

**The motion passed.**

### **Governor’s Report**

Ms. Elizabeth Creamer delivered the Governor’s Report. She gave an update on the Governor’s 50,000 STEM-H credentials goals. She reported there has been a 49% increase in high demand workforce credentials. She also noted they have redefined their lists to include high demand occupations

The Governor announced the establishment of Virginia’s first registered cybersecurity apprenticeship in partnership between Tidewater Community College (TCC). The three new registered apprenticeships in cybersecurity occupations are:

- Information Security Analyst - Cyber Security Analyst;
- Information Security Analyst - Computer Forensics Analyst; and
- Information Security Analyst - Incident Response Analyst.

She also reported Virginia had been awarded 1 million from the USA Jobs grant. The grant application was written by Ms. Sara Dunnigan, Ms. Elizabeth Creamer and VCCS staff.

She concluded the report with an update on the STEM Academy.

### **Chairman’s Update**

Mr. Herzog gave the Board a brief update on his activities. He reported that in July he attended the National Governor’s Association Chair’s meeting in Chicago. It was an opportunity to network and learn how other states are using their workforce boards.

On September 7<sup>th</sup> the Virginia Workforce Board Chairs and Directors met in Charlottesville to discuss the strategies and planning. Mr. Herzog noted that this was the second time the workforce chairs and directors have been able to convene and thanked the Board leadership for convening these meetings.

### **PRESENTATION: Veteran’s Demonstration Grant**

Mr. William Bell introduced the presenters; Ms. Mary Beth Dunkenberger, Senior Program Director, Virginia Tech Institute for Policy and Governance; Ms. Martha Mead, President, Streamlines, LL; Dr. John Medeiros, Eupraxis, LLC

Ms. Dunkenberger and Ms. Mead gave an overview of their research into assets for veteran education and employment in Virginia and presented their key findings. They concluded the presentation with 4 recommendations to the Virginia Board of Workforce Development:

1. Support the establishment of Veterans Commission
2. Endorse the development of the central portal
3. Support the coordination and centralization of veteran workforce services
4. Refer detailed recommendations from the reports to the Military Transition Assistant Committee for future policy improvements and recommendations to the governor.

Following the presentation, Dr. John Medeiros led a panel of experts in veteran services to respond and expand on the findings in the assessment. The panel consisted of Steven J. Combs, Deputy Commissioner, Virginia Department of Veterans Services; Jacquelyn P. Fisher, Veterans Services, Piedmont Virginia Community College; Jason A. Bishop, Human Resources Recruitment Consultant, Carilion ; Jason Corral, Local Director, Charlottesville, Concerned Veterans for America

The panel members discussed the importance of having a portals as a centralization of information and co-location of resources. The panel discussed the value of face to face connections and the benefits for veterans to have a person beside them to help them navigate the system. They also noted there is also a need for more support staff.

Mr. Brett Vassey asked the panel and presenters what types of services are available to military spouses. Ms. Mead responded that services for military spouses were not a part of their assessment mapping and Ms. Fisher added that she does serve military spouses in her role.

Mr. Herzog inquired if there was staff at every college dedicated to veterans like Ms. Fisher. Ms. Fisher responded that a positions like hers are currently at seven of the community colleges.

Ms. Leslie Frazier added that the seven colleges were chosen by legislation for their high veteran population, but they would like to create opportunities for seven more colleges.

### **Adjournment**

There being no further business the meeting adjourned at 12:35 PM

Approved



Mark Herzog, Chairman