

**DRAFT**

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

December 1<sup>st</sup> 2016  
Virginia Biotechnology Research Park  
800 E Leigh St, Richmond, VA 23219

**Members Present:**

Mr. Mark Herzog, Chair  
Mr. Nathaniel Marshall, Vice Chair  
Ms. Jeanne S. Armentrout  
Mr. Hobey Bauhan  
Mr. Thomas Bell  
Delegate Kathy Byron  
Ms. Doris Crouse-Mays  
Senator Bill DeSteph  
Ms. Virginia Rae Diamond  
Mr. Mark Dreyfus  
~~Mr. Barry DuVal~~  
Ms. Leslie Frazier  
Secretary Todd Haymore  
Ms. Lane Hopkins  
Ms. Anne Mallek  
Ms. Carole Pratt  
Dr. Ted Raspiller  
Delegate Roxann Robinson  
Ms. Carrie Roth  
Mr. Brett Vassey  
Mr. Tom Walker  
Mr. Brian Warner

**Members Absent:**

Mr. William Bell  
~~Mr. Barry DuVal~~  
Mr. Bruce Phipps  
Senator Frank Ruff  
Secretary Dietra Trent

**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  
Mr. George Taratsas, Virginia Community College System

## DRAFT

**Others Present:** Ms. Yolanda Crewe, Virginia Community College System  
Mr. Robert Henry, Virginia Community College System  
Ms. Nathalie Molliet-Ribet, Deputy Secretary of Education  
Ms. Catherine Moga Bryant, North Carolina Department of Commerce  
Ms. Elizabeth Thomas, North Carolina Department of Commerce  
Ms. Lolita Hall, Virginia Department of Education  
Ms. Constance Green, Virginia Community College System  
Ms. Morgan Romero, Area 6 Local Workforce Development Board  
Ms. Amy Austin, Virginia Community College System  
Mr. Dave Remick, Arlington /Alexandria Region Workforce Center  
Mr. Bill Mann, Peninsula Workforce Center  
Ms. Sharon Johnson  
Mr. Jeff Ryan, Virginia Employment Commission  
Mr. Joe Ashley, Department of Aging and Rehabilitative Services  
Ms. Lyn Hammond, Virginia Employment Commission  
Mr. Michael Tups, United States Department of Labor ETA

### **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**

Ms. Carrie Roth, President and CEO of the Virginia BioTechnology Research Park welcomed the Board to their facility. The research park is home to over 60 private and non-profit companies, state and federal laboratories, and research institutes/administrative functions of VCU and the VCU Health System.

### **IV. Public Comment**

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

### **V. ACTION ITEM: September 15<sup>th</sup> 2016 Meeting Minutes**

The Board was presented with the minutes from the September 15th, 2016 Full Board meeting. It was noted that Ms. Virginia Diamond was incorrectly listed as absent.

**A motioned was made by Mr. Vassey and seconded by Mr. Bell that:**

**“The Virginia Board of Workforce Development approves the September 15<sup>th</sup> 2016 minutes of the full board of the Virginia Board of Workforce Development as amended.”**

## **DRAFT**

**The motion passed.**

### **VI. ACTION ITEM: Joint Approval of September 2016 Meeting Minutes - Advanced Technology & WIOA Committees**

The WIOA and Advanced Technology committees met jointly during the September meeting of the Virginia Board of Workforce Development. Members of both committees were presented with the committee minutes for approval.

**A motion was made by Mr. Nat Marshall and seconded by Ms. Ann Mallek that:**

**“The Advanced Technology and WIOA Committees of the Virginia Board of Workforce Development approve the September 15<sup>th</sup> 2016 meeting minutes.”**

**The motion passed.**

### **VII. Committee Report Outs**

#### **Advanced Technology**

Ms. Jeanne Armentrout reported that committee viewed a beta version of a web based Virginia labor supply and demand dashboard built in partnership with the National Center for Higher Education Management Systems. This dashboard is funded by the \$1 million grant awarded to Virginia from USA Funds.

The committee planned to bring Policy 403-03 On the Job Training as an action item however the policy will be tabled until the March 2017 meeting to provide time for executive directors to review.

The committee received a presentation on the Rapid Response program, a federally funded program that provides assistance to businesses and their employees during times of layoff. The committee asked staff for a layoff aversion policy that incorporates a cross agency approach and is built into business services.

#### **Military Transition Assistance Committee**

Ms. Carol Pratt led the Military Transition Assistance committee in the committee chair's absence.

## DRAFT

She reported that the committee received their regular update on the Virginia Veterans Services Demonstration Project which was recently audited

The committee approved Policy 600-1 Veterans' Priority of Service. This policy articulates veterans' priority of service requirements under the Workforce Innovation and Opportunity Act (WIOA).

Finally, the committee received a presentation on the Military Medics and Corpsmen (MMAC) Program, a two year pilot program to facilitate and support the hiring of a minimum of 150 former medics and corpsmen by partner healthcare systems. Sen. Bill DeSteph noted that he co-sponsored the bill to create this program and was impressed with the speed of the implementation.

### **Performance and Accountability Committee**

Mr. Brett Vassey reported that the Performance and Accountability reviewed the Quality Standards for One-Stops.

**A motion was made by the Performance and Accountability Committee that:**

**“The Virginia Board of Workforce Development recommends suspending data collection of the Quality Standard for One Stops included in Policy 14-00 until further technical assistance can be provided to successfully implement the policy. Additionally, the Board requests that this technical assistance be provided through the formation of the One-Stop System Support Team, to be comprised of subject matter experts from partnering agencies, along with dedicated local WIOA program staff. The committee also recommends the Governor to create a pathway to align workforce regions with economic development and other regions with incentives.”**

**The motion passed.**

The committee received an update on the implementation of Policy 13-01 Business Service Requirements for Local Workforce Investment Areas.

**A motion was made by the Performance and Accountability Committee that:**

**“A communication be sent to the Chancellor of the Virginia Community College System requesting a response by the end of the year regarding a full implementation plan for Business Services to be presented for the March 2017 meeting. If that is not actionable, the committee recommended resources be transferred back to the Board with an implementation plan presented by the July 2017 meeting.”**

**The motion passed.**

## DRAFT

Finally, the committee reviewed a report that shows the alignment between demand occupations identified by the Virginia Board of Workforce Development and annual opening projections provided by the Virginia Employment Commission. The full alignment report can be found [here](#).

### WIOA Committee

Ms. Carrie Roth reported that the committee reviewed and recommended five policies to be approved by the Virginia Board of Workforce Development. The policies include:

Policy 300-02 One Stop Delivery: Comprehensive and Affiliate One-Stop Career Centers describes the requirements for comprehensive and affiliate one – stop centers in Virginia.

Policy 401- 03 Provision of Career Services provides a framework for the consistent provision of career services under WIOA and funded as employment services under the Wagner- Peyser.

Policy 401-04 Provision of Training Services Policy provides a framework for the consistent provision of training services under WIOA.

Policy 401-05 Provision of Supportive Services provides a framework for a consistent delivery of supportive services under WIOA.

Policy 300-04 Competitive Selection of One-Stop Operators outlines the policy and procedure for competitive selection of one-stop operators under WIOA.

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

**“The Virginia Board of Workforce Development approves Policy 300-02; Policy 401-03; Policy 401-04; Policy 401-05 and Policy 300-04.”**

**The motion passed.**

### VIII. Consent Agenda – Administrative Changes to Board Policies

Ms. Sara Dunnigan presented the Board with administrative changes to approve in Policy 400-01 Identification of Eligible Training Providers for Board Review and Policy 403-04 Incumbent Worker Training for Board Review. The changes can be found [here](#).

A motion was made by Mr. Nat Marshall and seconded by Ms. Carrie Roth that:

## **DRAFT**

**“The Virginia Board of Workforce Development approves administrative changes to Policy 400-01 and Policy 403-04”**

**YAYS: Armentrout, J; Bauhan, H; Bell, T; Byron, K; Crouse-Mays, D; DeSteph, B; Diamond, V; Dreyfus, M; Frazier, L; Herzog, M; Hopkins, L; Mallek, A Marshall, Pratt, C; Raspiller, T; Robinson, R; Roth, C; Walker, T; Warner, B.**

**NAYS:**

**ABSENTION: Vassey, B.**

**The motion passed.**

### **IX. Governor’s Report**

Ms. Dunnigan welcomed Secretary Todd Haymore, Secretary of Commerce and Trade to his first meeting of the Virginia Board of Workforce Development. Secretary Haymore reported on:

- The launch of the New Economy Virginia Workforce Credential Program
- The \$1 Million USA Funds grant award to promote workforce development efforts in the Richmond / Petersburg area.
- Power Line Worker Training Program at Southside Virginia Community College
- The \$6 million America’s Promise Grant awarded to New River/Mount Rogers Workforce Development Board and its partners to identify, train, and credential workers

### **X. Executive Director’s Report**

Ms. Sara Dunnigan presented the Board with a report on her recent activities. A copy of the Executive Director’s Report can be found [here](#)

There being no further business the meeting adjourned at 11:37 AM