

Board of Directors
Dabney S. Lancaster Community College
Friday, April 2, 2004, 9:00 AM
MINUTES

I. Call to Order Roger Dalton

Roger Dalton called the meeting to order at 9:00 AM.

II. Roll Call Kathy Page

Kathy Page called the roll.

Business Members Present: Roger Dalton, Will Davis, Rob Glenn, Becky Johnson, Bill Jones, Mike Oxford, Kathy Page, Lutheria Smith, Debbie Snead

Partner Members Present: Steve Aukward, John Baker, Francie Cumby, Allen Downey, Toni Hamilton, Bruce Johannessen, Annette Lewis, John Mulvey, Paul Paradzinski, Dr. Crystal Taylor, Christine Visscher for Dr. Richard Teaff, Marion Vaughn-Howard, Archie Whitehill, Linda Matthews, Susan Williams, Harriet Woodward

Guests Present: David Walsh, TBI Family Services
Judy Griffith, Virginia Employment Commission
Ted Edlich, Total Against Poverty
Rick Sheets, TAP/This Valley Works
Roger Matthews, TBI Family Services

Staff Present: Bruce Wood, Executive Director
Katy Thorn Herbst, Administrative Assistant

III. **Approval of Minutes – February 13, 2004 & February 27, 2004**

The February 13, 2004 & February 27, 2004 Minutes will be filed as presented.

IV. Treasury Report Bruce Wood

Bruce Wood reported that all PY02 funds have been obligated and will be expended by June 30, 2004, as required by law. A statement was made that the expenditure summaries leave a number of questions unanswered. Bruce

Wood indicated that with the completion of the migration of fiscal information into QuickBooks, monthly financial reports will be generated in a manner that fills in the gaps left in the financial summaries the WDB submits to the state. The February Program Year 2003 Expenditure Summary reports \$502,991 unobligated funds for the current program year which ends June 30, 2004. The \$12,585 noted in the Program Year 2002 Expenditure Summary in the special account for signage will be recaptured by the state, as the deadline for expending those funds has passed. Local WIB allocations will be announced later this month. The state received an 8% cut in funding which will be reflected in some manner in the local allocations.

V. Committee Reports

A. Executive Committee

Roger Dalton

Roger Dalton announced that the Executive Committee will function as the Nominating Committee for the next slate of officers. The Executive Committee will consider all suggestions from Board Members for officer nominations.

VI. Workforce Center Reports

A. Franklin County

Francie Cumby

The Workforce Center in Franklin County and its outreach of partners has outgrown its current facility. The Workforce Center has selected property to construct a workforce center that will allow the full array of services offered by the partners to be provided onsite in a manner that will appropriately meet the needs of the to the increased number of customers generated at the center, and also that will allow room for continued growth.

B. Alleghany Highlands

Allen Downey

The Workforce Center in the Alleghany Highlands recently held a job fair that was a successful event for the more than 20 employers and the job seekers who participated.

C. Roanoke

Bruce Johannessen

The Workforce Center in Roanoke is currently negotiating a new lease that will include arrangements for interior remodeling to accommodate partner expansion. The Workforce Center has hosted a number of local employer recruiting campaigns which have received excellent turnouts.

VII. Executive Director Report

Bruce Wood

Bruce Wood discussed items outlined in the printed report and introduced the topic of the Board's authority to designate special populations,

particularly as it relates to residents of public housing. After discussion, Lutheria Smith made a motion to issue an RFP that meets all legal regulations to be approved by the Board of Directors prior to issuance, targeted to serve special populations with opportunities for training in the trades. Susan Williams introduced a motion to table the discussion for 30 days to allow staff time to research questions raised and to write a draft RFP for consideration. A voice vote was taken. The motion carried. Members are asked to direct any questions regarding this issue for staff to research by Monday, April 19, 2004. Roger Dalton indicated that the TBI Family Services Application for WDB Certification will also be considered during the called meeting.

VIII. Announcements

Next Board Meeting: Called Meeting: Roanoke Higher Education Center
9:00 AM, Thursday, April 29, 2004

Roanoke Higher Education Center Room 611

Katy Herbst, Administrative Assistant, April 5, 2004