

**Western Virginia  
Workforce Development Board  
August 6, 2004  
Roanoke College, Salem VA**

**I. Call to Order Robb Glenn**

Rob Glenn, chairperson, called the meeting to order at 9:05 a.m.

**II. Roll Call John Mulvey**

John Mulvey, secretary, called the roll:

Business members present: **Roger Dalton, Lisa Link** for Beth Doughty, **Wayne Flippen, Robert Glenn, Robert Hedrick, Rebecca Johnson, Bill Jones Jr., Joyce Kessinger, Kathleen Page, Don Robb, Ken Rush, Lutheria Smith, Debbie Snead.**

Partner members present: **Stephen Aukward, Judy Griffith** for Allen Downey, **Toni Hamilton, Bruce Johannessen, Tom Bryant** for Annette Lewis, **Linda Matthews, John Mulvey, Paul Paradzinski, Carroll Gentry** for Robert Sandel, **Reba Davis** for Crystal Taylor, **Gail Johnson** for Richard Teaff, **Marion Vaughn-Howard, Susan Williams.**

Guests present: **Luke LaRocca** for Virginia Employment Commission, **Kurt Sprenger** for Project TrainIt, **Kari Wood** for Roanoke City Schools

Staff Present: **Bruce Wood** WVWDB executive director, **Doloris Vest,** WVWDB administrative assistant

**III. Approval of Minutes**

The minutes of the June 11, 2004 Board of Directors meeting at the Franklin County Workforce Development Consortium in Rocky Mount, VA, were approved as posted on the board's website. **Motion by: Roger Dalton; second by John Mulvey. Approved on a voice vote.**

**IV. Treasurer's Report Bill Jones Jr**

Board Treasurer Bill Jones Jr. presented for approval June expenditure reports for PYs 2002, 2003 and 2004. PY2002 is closed; PY2003 has no unobligated funds remaining. **Motion by Kathy Page; seconded by Susan Williams. Approved on a voice vote.**

**V. Executive Director's Report Bruce Wood**

A. Mr. Wood presented a compilation of recent activities noting specifically:

1. SWOT analysis for Strategic Planning was conducted May 21, 2004.
2. Roanoke Valley Case Management Consortium is working to improve case management relationships between area social services agencies including the WDB and partners.
3. Franklin County Workforce Center has received a \$700,000 grant from the State to replace its current facility.

- B. Contract Reports: Participant totals from PY2003 totaled 756 individuals with 432 on going. Totals by program were Adult: 124 total, 81 ongoing; Youth: 306 total, 154 ongoing; and Dislocated Workers: 326 total, 197 ongoing.
- C. Program monitoring reports have been submitted: Monitor Clay Stein has reported that monitored programs satisfactorily executing contracts with noted deficiencies.
- D. Plans to purchase CareerScope assessment software from a sole source vendor have been changed to an RFP process. Executive Director Bruce Wood will solicit bids and present his recommendations at the October 1 Board meeting.
- E. Linda Matthews of Goodwill Industries of the Valley reported WDBJ-7 television will feature a piece on their WIA programs and include a link to the WDB webpage on the station's website.
- F. Kurt Sprenger of Project IT made a short presentation on the program and how it has interacted with the WDB in the past. He noted the current need for internship or on-the-job-training opportunities. Bruce Wood noted the work with this program had provided more than \$3000 of non-restricted funds for use by the Board.
- G. Lisa Link from the Roanoke Regional Chamber of Commerce presented an update on the Regional Economic Strategy Progress Report
- H. Bruce Wood announced that materials for all future meetings will be posted to the Board web page at least three days in advance for review and downloading in an effort to reduce the high volume of paper at the meetings. Copies will be provided at the meetings on a by-request basis.

## **VI. Committee Reports**

- A. Executive Committee – Rob Glenn
  - 1. The strategic plan has been preliminarily reviewed by the State with subsequent changes approved by the Executive Committee. (See item VII.)
  - 2. Rob Glenn noted future board meetings would offer a forum for presenting new ideas for accomplishing WIA and WDB goals.
  - 3. Mr Glenn noted that the board would adhere explicitly to the Conflict of Interest provisions in the WDB by-laws as well as legal guidelines set forth by the State for public bodies. Committee Assignments for PY2004-2005 were made with those guidelines in mind.
  - 4. The board has approximately \$200,000 in unallocated funds for Adult and Dislocated Worker programs for the current year. The Board directed Executive Director Bruce Wood to send a letter to each current adult & dislocated worker contractor describing the monies available for adult or dislocated worker programs along with the percentage of current funds in the area the contractor is receiving. The contractor will be asked to propose use of the unobligated funds whether through existing programs or new innovative programs, such as incumbent worker programs. Motion: John Mulvey; second Susan Williams. Approved on a voice vote. **The executive director will report on those proposals at the October Board meeting.**
- B. Youth Council Report was deferred until the October 1 meeting.
- C. The One-Stop Operator Consortium Report was deferred until the October 1 meeting.

## **VII. Unfinished Business**

**Strategic Plan** - The Board approved the WDB Strategic Plan as presented needing only the addition of a metrics section for each of the individual strategic goals. The Strategic Plan Committee will meet on Friday, Aug. 13, 2004 to complete the wording of those metrics and the plan will be submitted to the state. **Motion by Marion Vaughn Williams; second by Bruce Johannessen. Approved on a voice vote.**

## **VIII. New Business**

- D. The board approved the appointment of three new members to the Youth Council: **Jodylee S. Edsall**, Vocational Diagnostician for Roanoke County Public Schools; **Xavier Hairston**, Roanoke County Life Skills Mentoring Program; and **Joann Hayden**, Roanoke

City Schools. **Motion by Bruce Johannessen; Second by Linda Matthews. Approved on a voice vote.**

- E. Committee Assignments were approved. Each board member was assigned to at least one committee. Assignments we made in adherence to the Board's and State's conflict of interest policies.

**IX. Executive Session**

At 10:25 members entered to an Executive Session of the Western Virginia Workforce Development Board for discussion of personnel matters in accordance with Section 2.2-3711(A)(1). **Motion by Susan Williams; second by John Mulvey.**

The Board returned to regular session at 10:35 am. **Motion by Roger Dalton; second by John Mulvey. Approved on a voice vote.**

Members of the Workforce Development Board Executive Committee hereby certify to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the immediately preceding Executive Session. **Motion John Mulvey; second by Bill Jones closed the executive session.**

The board approved the cost of living increase for executive director and assigned review responsibility to current chair Rob Glenn, past chair Roger Dalton and vice chair Wayne Flippen. **Motion by Lutheria Smith; second by Lisa Link. Approved on roll call vote as follows:**

Voting Yes: **Lisa Link for Beth Doughty, Roger Dalton, Wayne Flippen, Robert Glenn, Bill Jones, Joyce Kessinger, Kathleen Page, Don Robb, Ken Rush, Lutheria Smith, Debbie Snead, Stephen Aukward, Judy Griffith for W. Allen Downey, Toni Hamilton, Bruce Johannessen, Tom Bryant for Annette Lewis, Linda F Matthews, John Mulvey, Paul Paradzinski, Carroll Gentry for Robert Sandel, Reba Davis for Crystal Taylor, Gail Johnson for Richard Teaff, Marion Vaughn-Howard, Susan Williams**

Voting "Here": **Robert E Hedrick; Rebecca Johnson**

Absent: **Brucie Boggs, John Conner, James Garlow, Ted Melnick, Michael T Oxford, Tom Richmond, John Baker, Ronald Brown, Francie Cumby, Roger Johnson, Michael Mays, Harriet Woodward**

**X. Announcements**

Next Meeting: October 1, 2004; 9 a.m. Total Action Against Poverty, Crystal Tower Building, Campbell Ave. Roanoke, VA.

**XI. Adjournment**

The meeting adjourned at 10:40

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John Mulvey, Secretary

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Date

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Doloris E Vest, Administrative Assistant,

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Date