

**Western Virginia Workforce Development
Board of Directors**

**Roanoke Higher Education Center, Suite 412
Friday, November 4, 2005 – 9 a.m.**

Minutes

I. Call to Order

Board Chair **Wayne Flippen** called the meeting to order at 9:05 a.m.

II. Roll Call

Anne Cooney called the roll.

Members present: **Jerry Barnett** for Bruce Johannessen, Virginia Employment Commission, Roanoke; **Jane Conlin**, Roanoke City Department of Human & Social Services; **Wayne Flippen**, John C. Nordt; **Carroll Gentry**, Virginia Western Community College; **Robert Glenn**, The Issues Management Group; **Walter L. Harper**, Harper's Plumbing Co., Inc.; **Roger Johnson**, Roanoke County Schools; **Bill Jones**, HomeTown Bank; **Joyce Kessinger**, Boxley Materials Company; **Paul Paradzinski**, Craig County; **Earl B. Reynolds, Jr.**, Roanoke Housing & Redevelopment Authority; **Tom Richmond**, Altec Industries; **Richard Teaff**, Dabney S. Lancaster Community College

Members absent: **Beth Doughty**, Roanoke Regional Chamber of Commerce; **Kathy Hodges**, Director, Franklin County Workforce Development Consortium; **Rebecca Johnson**, Mead Westvaco; **Debbie Snead**, Mountain Branch Farm

Ms. Cooney noted that a quorum was present.

Staff present: **Doloris Vest**, president; **Anne Cooney**, administrative assistant

Visitors present: **Deborah Hensley**, Virginia Employment Commission/WIA consultant; **Linda Matthews**, Goodwill Industries of the Valleys; **Steve O'Quinn**, Virginia Employment Commission

III. Consent Agenda

Mr. Harper requested the bylaws revision item be removed from the consent agenda and added to the Old Business discussion items. **Ms. Kessinger moved to accept the remaining consent agenda items;**

1. Minutes from August 5, 2005
2. Local Credentials: GED, Career Readiness Certificate, and On the Job Training

Mr. Paradzinski seconded the motion. The motion carried on a voice vote.

IV. Presentation

Board member **Roger Johnson** delivered an overview of the Virginia Association of Career and Technical Education's 2006 legislative agenda. Mr. Johnson chairs the Board's Career & Technical Education Committee and is a member of the Virginia Region 6 Career & Technical Education Administrators, representing secondary education to this board. The committee is part of an umbrella group that hopes the Virginia Board of Education will act on the legislative agenda the committee is presenting for 2006. Mr. Johnson said the committee is seeking the endorsement of

business and industry partners for its legislative agenda. **Mr. Glenn moved the Board of Directors support the legislative agenda of the WDB Career & Technical Education Committee in the form of a letter to legislators and that it ask the Committee to formally introduce its agenda to schools and other locales. Ms. Kessinger seconded the motion. The motion passed on a voice vote.**

V. Committee Reports

- 1. RFP/Programming Committee:** Mr. Paradzinski reported the RFP Committee reviewed the one adult, two dislocated worker, one workforce center operator, and two youth services proposals received. All six proposals met the technical criteria. The committee has scored the youth services proposals and is awaiting input from the Youth Council and expects to make a recommendation to the Executive Committee on November 22 and the full board at its next meeting. The committee has taken no action on the other proposals after discussions by the Executive Committee on service provision options.
- 2. Youth Council:** Mr. Paradzinski reported the Youth Council is working with Alleghany County School Systems employees to expand its Career Fest, which introduced at-risk ninth graders to meet with area business members. This year the program will expand with a second activity for 10th graders and a new program at Covington High School. The Council expects four new members to be appointed by the CLEO at its next meeting.
- 3. Training Provider Committee:** In Ms. Hodges' absence, Ms. Vest reported that the committee has reviewed the policies and process used to certify local training providers. The committee plans
 - a) to incorporate criteria culled from review of the current application and application checklist into the written local policy;
 - b) develop a procedure for approving training providers as the responsibility of the Training Provider Committee;
 - c) ensure the training provider application reflects what is needed on Virginia Workforce Network system; and
 - d) ensure the checklist reflects the policies in force at the state and local levels.
- 4. Workforce Center Oversight Committee:** Committee chair Ms. Kessinger deferred the committee report to the discussion of the Workforce Centers under Unfinished Business.

VI. Staff Report

Ms. Vest reported the need for additional local policies and procedures, on topics including conflict of interest, incentives, performance, shared costs, and credentials. She will compile a list for board review. Mr. Flippen emphasized that these items, while mundane, keep the board in compliance with state and federal regulations.

Ms. Vest reported final performance for Program Year 2004 and presented recently negotiated PY05 goals. The board failed to meet three criteria: "Credential and Employment" for older youth and adult and "Six Months Earnings" for adults. Negotiated goals for PY05 include increases for all goals that have been met and remain the same for those not met.

VI. Unfinished Business

Operations discussion:

Ms. Vest

- Reviewed the initial consortium arrangement established in 2003 and currently includes nine partners.
- Identified challenges with the current arrangement.
- Outlined options for restructuring the local workforce center system.

Ms. Vest noted the board is responsible for re-chartering the Workforce Centers on a regular basis and adding or removing centers as appropriate.

As requested by the Workforce Center Oversight and the Executive committees, Ms Vest presented the result of research on Workforce Center management best practices in Virginia and a brief outline of the how the board could exercise its option of appointing a consortium.

- Give notice (as provided for in the MOA) that the board intends to conclude its current agreement with the "One-Stop Operator Consortium" upon successful negotiation of a new operator agreement.
- Designate a new, streamlined, three-member consortium (as outlined in The Workforce Investment Act and in accordance with VEC WIA Policy No. 00-4). This new "Workforce Center Consortium" will operate Area III centers and provide mandated services.
- Negotiate the new agreement, incorporating contractual language, such as goals, objectives, metrics, etc., to ensure the quality of service the board desires.
- The subsequent consortium agreement will:
 - Include contractual language to strengthen the board's management position;
 - Name a primary partner to ensure proper management of the centers;
 - Designate which entities are to offer the Adult and Dislocated Worker Services.

Bylaws: Mr. Harper requested that the wording of Article IV, Section 1, narrow the number of choices and that language be inserted in Article IV, Section 2, regarding participation of minorities and women. Ms. Hensley noted board make-up is mandated by the Workforce Investment Act, and members of this board are appointed by the Chief Locally Elected officials (CLEOs) who are not governed by the board bylaws.

Mr. Harper moved to table the discussion of bylaws changes and ask the CLEO Consortium to recommend language changes; Mr. Glenn seconded the motion. Mr. Flippen called for discussion.

Following discussion **Mr. Harper moved to reconsider the previous question; Mr. Glenn seconded; the motion was passed on a voice vote and the previous question was removed.**

Mr. Harper moved to table further discussion of the bylaws; Ms. Kessinger seconded the motion. The motion carried on a voice vote.

CLEO-Board Agreement. Ms. Vest circulated the 2003 draft of the CLEO Consortium-Board of Directors agreement. Following discussion of the text, Mr. Flippen asked that Ms. Vest research other such agreements around the state and report to the board at its next meeting.

VII. Announcements

Next Board meeting: Friday, December 2, 9 a.m.

VIII. Adjourn

The meeting was adjourned at 11:05 a.m.

Anne M. Cooney

Anne M. Cooney, Administrative Assistant

11/21/05

Date