

**Western Virginia
Workforce Development Board**

**Virginia Workforce Center, Roanoke
Friday, April 1, 2005 – 9 a.m.**

Minutes

I. Call to Order

Board Chair Rob Glenn called the meeting to order at 9:05 a.m.

II. Roll Call

Anne Cooney called the roll.

Members present: **Stephen Aukward**, VA Dept for Blind and Visually Handicapped; **John Baker**, Roanoke Redevelopment & Housing Authority; **Roger Dalton**, National College of Business and Technology; **Wayne Flippen**, John C. Nordt; **Robert Glenn**, The Issues Management Group; **Bruce Johannessen**, Virginia Employment Commission, Roanoke; **Roger Johnson**, Roanoke County Schools; **Bill Jones**, BB&T; **Joyce Kessinger**, Boxley; **Annette Lewis**, Total Action Against Poverty; **Linda Matthews**, Goodwill Industries of the Valleys; **Kathleen Page**, Roanoke College; **Paul Paradzinski**; **Tom Richmond**, Altec Industries; Carroll Gentry for **Robert Sandel**, Virginia Western Community College; **Debbie Snead**, Mountain Branch Farm; **Richard Teaff**, Dabney S. Lancaster Community College; **Susan Williams**, League of Older Americans; **Harriet Woodward**, Alleghany/Covington Department of Social Services

Members absent: **Bruce Boggs**, Carilion; **Ronald Brown**, Paper, Allied Industrial, Chemical & Energy Workers Int'l; **John Conner**, Valcom; **Beth Doughty**, Roanoke Regional Chamber of Commerce; **James Garlow**, John W. Hancock Inc.; **Toni Hamilton**, Department of Rehabilitative Services; **Rebecca Johnson**, Mead Westvaco; **Michael Mays**, Local 100 Sheet Metal Workers International Association; **Ted Melnick**, Novozymes; **Ken Rush**, Didlake; **Lutheria Smith**, Optical Cable; **Marion Vaughn-Howard**, Roanoke City Department of Park and Recreation Youth Services Division; **Dot Hayes** for Roanoke City Schools' vacant position

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

Guests present: **Kathy Hodges**, Director, Franklin County Workforce Development Consortium; **Jerry Barnett**, Virginia Employment Commission; **Deborah Hensley**, Workforce Investment Consultant

III. **Welcome**

Bruce Johannessen welcomed the board to the Workforce Center and described the center and its functions. The center

- has 17 partners
- has a 15-minute video that plays continuously in the main room
- was visited by 44,000 people last year
- gives out 400 information and referral forms and surveys each month
- received certification that runs through 2006 for Tier I; Mr. Johannessen hopes to get WIA III's other two One-Stops certified.

IV. **Approval of Minutes**

Board Chair Rob Glenn asked for approval of the minutes February 4th's Board meeting, as posted to the website. **Annette Lewis moved that the minutes be approved; Linda Matthews seconded the motion; the minutes were approved on a unanimous voice vote.**

V. **Treasurer's Report**

Treasurer Bill Jones discussed unspent PY2003 funds and unobligated PY2004 funds that will be lost if not spent or allocated respectively. WIB Coordinator Doloris Vest completed the Treasurer's report:

- The Virginia Employment Commission in Richmond received notice that the WIA funds for Virginia will decrease 1.4 percent. Applying that percentage to last year's amount, the figure goes from \$1.48 million as approved to \$1.65 million for PY2004.
- The US Department of Labor rescinded 8/10ths of 1 percent of the state's PY2004 funding, approximately \$100,000.
- Treasurer's report is posted to the website.

Mr. Jones asked for approval of the report; Susan Williams so moved and Carroll Gentry seconded. The minutes were approved on a unanimous voice vote. At the request of the Board, the budget spreadsheet will be available in Excel and Acrobat formats on the web site. Board members also can request a copy to be emailed to them.

VI. **WIB Coordinator's Report**

Ms. Vest noted programs and contracts reports are posted to the website; participants and corresponding dollars are updated each month.

(1) Local monitoring: Area III monitor Clay Stein is monitoring TAP's youth program at STEP in Franklin County; Roanoke area monitoring is complete. Goodwill's Adult services program will be monitored in April. Goodwill's Youth Services program was monitored in March. Alleghany County Youth and Adult services programs will be monitored in May. The monitoring reports go to Ms. Vest for review, and then to the local contractor for response on any findings.

(2) WIA III will undergo state compliance monitoring in late May or early June.

(3) Preliminary 2nd Quarter numbers: Preliminary numbers have been received from the VEC in Richmond. Area III still missed 5 requirements, but had improved overall. For 1st Quarter, 7 of 17 requirements were missed; several were affected by the nature of the goal (for example, number of students earning high-school diploma). Mr. Stein verifies the information and prepares any request for correction. Mr. Johannessen commented that Mr. Stein is doing an excellent job protecting the interests of WIA III.

(4) Mr. Glenn outlined the three review levels the Board should understand:

- (i) Internal audit by Clay Stein of WIA III's contractors.
- (ii) The state VEC compliance audit of board and contractor operations WIA III.
- (iii) U.S. Department of Labor board and contractor operations audit as part of a review of state-wide performance.

Ms. Vest pointed out that compliance is one area of concern; performance is the other. She said that the state is revamping its performance criteria. Currently The Department of Labor uses 17 performance criteria; an-eight point criteria list is under consideration at the state and federal levels.

(4) Reviewing contracts to determine possible rollovers for PY2005: The Finance Committee will use the following information during contract reviews:

- Mr. Stein's local compliance findings;
- Mrs. Sherry Dean's financial records;
- Questionnaires covering non financial or compliance issues to be completed by each contractor, and
- Performance reports.

Mr. Glenn pointed out that Ms. Vest is reviewing the qualitative measure to ensure corrective action plans for previous findings have been implemented. Board member Roger Johnson asked if the Board uses a questionnaire or an exit survey for contractors. Ms. Matthews discussed Goodwill's exit survey which includes a self-addressed, stamped envelope to improve return rate; Goodwill gets an excellent return rate (84 percent).

(5) Board member Paul Paradzinski discussed Youth Council's activities. The Council is participating in the Roanoke Regional Chamber of Commerce's Job Fair on April 5th. (The morning session is devoted to high school students; the afternoon is open to the public.) The display's theme is "My Future Rocks"; giveaways and a "how to dress for work" display will be part of the Workforce booth.

(6) Marketing Group: As part of the board's Marketing to Business Grant project, WIA III is participating in

- Roanoke Regional Chamber of Commerce's Business Expo on April 12th.
- a Workforce Summit in mid- to late May
- an electronic newsletter that will start this month.

Mr. Glenn complimented Ms. Vest and Ms. Cooney on the work they are doing; Ms. Vest's Friday "WDB Update" is very informative and greatly appreciated.

VII. Old Business

(1) On March 17th, the Executive Committee and its Steering Committee began discussion on board reorganization. Facilitator Kathy Baske Young was introduced and will conduct an all-day session on April 22nd at Bernard's Landing. Ms. Young is polling Steering Committee members questions to give the group a foundation to make changes and improvements, with focus on WIA III's mission and vision. Mr. Glenn asked that the responses to Ms. Young's questions be posted to the website. Also, at the March 17th

meeting, Mr. Glenn asked, for the second Board meeting in a row, if there was still unanimous consensus that the Board needs to make organizational and operational changes, and he received assurance that such was the case.

(2) The CLEO met March 24 in an attempt to connect what WIA III is doing with the Roanoke Valley Economic Development Partnership. The Chief Local Administrative Officers serving on the partnership's Executive Committee has agreed to serve as the Area's CLEO Consortium. The Partnership also includes the towns of Vinton and Clifton Forge who are represented in Area III by their county administrators.

Additionally, Area III's mayors and chair people have agreed to include a Workforce Board report as a standing agenda item at their quarterly meeting.

(3) Allocated Funds: \$100,000 in PY2003 Adult funds will be lost unless allocated and spent before June 30. Additionally, approximately \$53,000 in PY2004 funds will be lost if not obligated by June 30. Ms. Vest recommends the Board of Directors allocate the unobligated amount to the Adult program at Goodwill Industries which has spent their entire PY2004 allocation. (None of this funding can be used for Youth programs.) **Mr. Jones made the motion that the Board awards the unobligated amount of \$153,334.42 to the Adult program for this contract year, ending June 30, 2005. Mr. Gentry seconded the motion. A roll-call vote was taken, with 16 in favor and 2 abstaining. The motion passed. The vote was as follows:**

Aye: Stephen Aukward, John Baker, Roger Dalton, Wayne Flippen, Robert Glenn, Roger Johnson, Bill Jones, Joyce Kessinger, Annette Lewis, Kathleen Page, Paul Paradzinski, Carroll Gentry, Debbie Snead, Richard Teaff, Susan Williams, and Harriet Woodward.

Nay: None. **Abstaining:** Bruce Johannessen, Linda Matthews.

(4) Blanket policy: Ms. Vest recommends the Board adopt a blanket policy stating that, in the absence of a WIA III Board policy on any factor, WIA III will defer to the applicable Commonwealth of Virginia policy. Ms. Vest will post the proposed policy to the Board's meeting information web page at least 10 days prior to the June 3 meeting.

(5) Administrative documentation: Ms. Vest stated that her review of the administrative documents in the WDB office reveals that a number deficiencies in a number of the documents which may give the Board a false sense of security. She has found no indication of problems in financial or state-required reporting.

(6) RFPs: Mr. Glenn said that the Board will review contracts at the June Board meeting and that everyone should come with recommendations on the following question: WIA III has 6 contracts with 4 contractors; should the Board vote on these contracts for a period of 90-120 days, or a full year?

VIII. Announcements

- Salem/Roanoke County Chamber Business Expo, Salem Civic Center – April 12th
- Workforce Economic Development, Abingdon – April 21st and Charlottesville – 1st week in May
- Workforce Summit, Roanoke – mid- to late May
- State Workforce Council, Roanoke – June 8th
- Next Meeting: **Friday, June 3, 2005, at 9 a.m. Location TBA**

IX. Adjourn

The meeting was adjourned at 10:35 a.m.

Anne M. Cooney

Anne M. Cooney, Administrative Assistant

4/21/05

Date