

**Western Virginia Workforce Development
Board of Directors**

Franklin County Workforce Development Consortium
Rocky Mount, VA
Friday, August 5, 2005 – 9 a.m.

Minutes

I. Call to Order

Board Chair **Wayne Flippen** called the meeting to order at 9:03 a.m.

II. Welcome

Kathy Hodges, Director of the Franklin County Workforce Development Consortium, welcomed the board and guests to the facility. She gave a brief overview of its inception, its facilities, and its plans (which include moving to a new location in the spring of 2007).

III. Roll Call

Anne Cooney called the roll.

Members present: **Roger Dalton**, National College of Business & Technology; **Beth Doughty**, Roanoke Regional Chamber of Commerce; **Wayne Flippen**, John C. Nordt; **Carroll Gentry**, Virginia Western Community College; **Robert Glenn**, The Issues Management Group (ex-officio); **Walter L. Harper**, Harper's Plumbing Co., Inc.; **Kathy Hodges**, Director, Franklin County Workforce Development Consortium (ex-officio); **Bill Jones**, BB&T; **Paul Paradzinski**; **Tom Richmond**, Altec Industries; **Debbie Snead**, Mountain Branch Farm; **Christine Visscher** for Richard Teaff, Dabney S. Lancaster Community College

Members absent: **Jane Conlin**, Roanoke City Department of Human & Social Services; **Bruce Johannessen**, Virginia Employment Commission, Roanoke (ex-officio); **Rebecca Johnson**, Mead Westvaco; **Roger Johnson**, Roanoke County Schools; **Joyce Kessinger**, Boxley Materials Company; **Earl B. Reynolds, Jr.**, Roanoke Housing & Redevelopment Authority

Ms. Cooney noted that a quorum was present.

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

Visitors present: **Jerry Barnett**, Virginia Employment Commission; **Tom Bryant**, Total Action Against Poverty/This Valley Works; **Ron Coleman**, Virginia Western Community College; **Linda Matthews**, Goodwill Industries of the Valleys; **Rhonda Perdue**, Virginia Workforce Center

IV. Consent Agenda

Ms. Vest presented two consent agenda items for the Board's approval: minutes from the Board's June 3, 2005 meeting, and the July 2005 expense report, reflecting June 2005 activity. **Mr. Paradzinski moved that the consent agenda items be approved; Dr. Gentry seconded the motion. The motion carried unanimously, by voice vote.**

V. Committee Report

Youth Council. Chair Paul Paradzinski reported the Council's two-pronged focus:

- (1) help youth see value in themselves, including special activities for the "Year of the Youth" in 2006; and
- (2) help change attitudes of parents of young children so that the youth avoid some pitfalls; Council is discussing training programs for parents, programs offering new approaches.

VI. Staff Report

Ms. Vest posted staff activities report on the website. She noted the following:

A. Attendance at workforce related meetings in Richmond

1. Workforce Council task force meetings, on topics such as certification of one-stop staff and centers;
2. Executive director meetings to share best practices and solutions. The group is discussing a fund exchange between in-state WIB areas.

B. Contract/MOU Update

1. Contracts for PY2005 are signed, with the VEC for the Dislocated Worker contract, and with Goodwill Industries of the Valleys for the Adult and Youth contracts. Monthly contract management meetings will examine participation numbers, WIA III expenses, program elements, identifying problem area. Ms. Vest will invite program managers to make brief program presentations at upcoming Board meetings.
2. The MOU between the Board and the One-Stop Consortium, for running the two centers this year, is ready to be signed; the technical MOUs to use various facilities are yet to be prepared.

C. Board Development. A Board Development Committee, to be headed by the previous year's chair, will focus on the membership and training. Mr. Flippen asked Ms. Vest to relay contract information to the Board so the members can learn the workings of the contracts, to ensure appropriate delivery of contracted services to the people who need those services. Ms. Vest invited any Board member to attend the regular monthly meetings.

D. State Compliance Results. Ms Vest distributed a Board Executive Summary of the State's preliminary compliance report, which showed an increased number of findings from previous years. The problems were identified prior to the visit and were being addressed at the time of the audit. State monitor Marie Hatcher shared information on additional areas of concern that did not warrant inclusion in the report. Mr. Flippen advised the Board to take the large number of findings seriously. Mr. Richmond asked that Ms. Vest collect information on the findings in other local areas as a learning resource.

Specific findings:

1. Improper procurement of second youth-services contract in 2003. Board did not properly determine or document the need for a second contract, which resulted in duplication of services. On the advice of the state, WIA III allowed the contract to expire in June 2005. Ms. Vest reported it unlikely the state will declare any funds disallowed, although the U.S. Department of Labor could do so.
2. Mentoring offered by TAP. The state defines mentoring as an outside service, not performed by contractor staff. TAP took participants being mentored by its staff out of mentoring service.

3. Incentives in the youth program. A large discrepancy exists in incentives offered by the two youth contracts. A possible participant was "shopping around" for the program with the more lucrative incentive. Tighter contract management will identify such issues. The state recommends that WDB put an incentive policy in place.
4. The VWN system. The state requires use of this Internet-based system for case management and performance tracking. Data not entered in a timely manner (within 5 days of service being accessed) adversely affects performance. Additionally Ms. Hatcher found discrepancies between VWN information and case file documents. Improved record-keeping will be stressed.
5. Alleghany County's contract for PY 2004. The County was under contract as a program operator, but its "program" consisted primarily of training. Participants did not undergo assessment; some eligibility work was incomplete; few other services were available. The contract expired June 30. Alleghany County became a Certified Training Provider as of July 1. Current Adult Services Program Operator Goodwill Industries of the Valleys will verify participation and provide services as required, including assessments.
6. Administrative concern. Documentation. An active file originating with the Fifth Planning District Training Consortium lacked proper eligibility documentation. Ms. Vest has instructed the Program Operator to try one more time to find the information and, if it's not found, to declare file a dead issue because it is more than five years old.

II. Unfinished Business

A. **Training Providers:** The board reviewed requests for reconsideration for certification from two training providers:

1. Dabney S. Lancaster Community College asked that their entire catalog receive certification in addition to the individual offerings approved in June. The College had been unaware this was an option when it applied for recertification for Program Year 2005.
2. National College of Business and Technology asked that its diploma programs in Business Administration and Computerized Office Applications not certified at the June meeting due to wage concerns be reconsidered. Ms. Vest reported the College had submitted additional documentation on the employment prospects for graduates of the two programs and advised their approval.

Mr. Richmond moved that the Board approved training provider certification for the two NCB&T diploma programs and Dabney S. Lancaster Community College's complete catalogue. Mr. Harper seconded the motion. The motion passed on a voice vote with Ms. Visscher and Mr. Dalton abstaining.

Ms. Vest reported that in June a vote on training providers was conducted via email.

Two organizations, Bar Palma Beauty Careers Academy and the Cosmetology Center PTS, whose programs had not been approved for certification due to wage concerns, provided additional information documenting entry level compensation from local employers.

Alleghany County applied for training provider certification for its "Build a Better Future" construction training. During PY2004 the County served as a Program provider; following a staff assessment of the program, the county decided to seek training provider status as a more appropriate role for its program under WIA.

However, their application was not received in time for consideration at the June 3, 2005 meeting.

Ms. Vest recommended approval of all three requests. **The programs were approved by an email vote June 27, 2005.**

3. Ms. Vest reported that local construction company G.J. Hopkins is applying to become a training provider in Area III. The firm offers training in electrical, wiring, plumbing, and HVAC to entry-level employees at no charge. Adult and Dislocated Worker participants may be eligible for an On-The-Job training service with Hopkins. Mr. Flippen said that one of the Board's challenges is to find new and creative ways of getting all these pieces to work together.

III. **New Business**

- A. Joint CLEO-Board Meeting.** The CLEO has requested a **joint CLEO-Board meeting**, to review each group's role and to get to know one another. This meeting would take place before the next meetings of the CLEO (September 21st) and the Board (October 7th).
- B. Board member training breakfasts.** Beginning with the next Board meeting, Ms. Vest will host a training breakfast at 7:30 a.m. prior to the regular meeting for any Board member who would like to participate. Board members are invited to suggest topics. Plans are also underway to conduct intensive training on issues such as the federal "Common Measures," and Virginia's new performance measures program for state workforce organizations, including WIA.
- C. Workforce Development across the state.** Ms. Vest distributed the Virginia Workforce Council's "Funding Summary 2004: State-Administered Workforce Training Programs" flow-chart, which shows who is served, how they are served and by whom, and the flow of the \$250 million spent in Virginia on workforce development.
- D. Bylaws revisions.** Proposed revisions and amendments for the board's bylaws have been posted on the website. Major changes include
 - changing Executive Director to President (also referred to as chief administrative officer);
 - including language dealing with the checking account, giving the Board chair, treasurer, and president permission to be on the account, and designating them by title rather than by name.

Additional discussion covered the following:

- **The size of the Board.** Presently designated as 40-60. Mr. Flippen suggested 15 to 21 as a reasonable size; Dr. Gentry agreed, and suggested an upper limit be established.
- **Board Development Participation.** Individuals serving as Board members need to be active, working members who will help Area III meet its mission.
- **Designated minority representation.** Mr. Harper suggested that the Board set a percentage of the Board that will be minority – for instance, if there are 17 members, a percentage of 15 members should be minority and/or female members, and the Board should make an official recommendation to the CLEO.
- **Attendance Requirement.** Currently the bylaws include a provision for dealing with attendance issues. If a Board member misses two consecutive meetings, the Chair calls that fact to his or her attention, in writing; if a third consecutive meeting is missed, the member can be removed from the Board.

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- **Replacement members.** Should the number of business representatives exceed one per jurisdiction, the individual would be selected as at-large representative.

The proposed changes will be voted on at the next regular meeting for the board of directors. Anyone wishing to propose additional changes should submit them the staff not later than September 20 to meet prior-notification requirements.

E. Designation of Committees. Committee assignments were reviewed. Board members are encouraged to ask anyone they believe would be an asset to any of these committees to join WIA III in its work.

- **Finance** – Chair: Bill Jones; Debbie Snead, Richard Teaff
- **Request for Proposals/Programming** – Chair: Paul Paradzinski
- **One-Stop Oversight** – Chair: Joyce Kessinger
- **Training Provider Services** – Chair: Kathy Hodges; Carroll Gentry, Walter Harper
- **Board Development** – Chair: Rob Glenn

VIII. Announcements

Next Board meeting: Friday, Oct. 7, 9 a.m., Location TBD

Bylaws revisions due date: Tuesday, Sept. 20

Reminder: Joint CLEO-Board meeting, Date and location TBD

IX. Adjourn

Anne M. Cooney

Anne M. Cooney, Administrative Assistant

8/31/05

Date