

**Western Virginia Workforce Development
Board of Directors**

**Robert C. Jones Memorial Library, Covington
Friday, June 2, 2006 – 11:30 a.m.**

Minutes

I. Call to Order

Board Chair **Wayne Flippen** called the meeting to order at 11:50 a.m., following lunch.

II. Roll Call

Mr. Flippen asked all present to introduce themselves.

Members present: **Wayne Flippen**, John C. Nordt; **Jane Conlin**, Roanoke City Department of Human & Social Services; **Carroll Gentry**, Virginia Western Community College; **Walter L. Harper**, Harper's Plumbing Co.; **Kathy Hodges**, Director, Franklin County Workforce Development Consortium; **Bruce Johannessen**, Virginia Employment Commission, Roanoke; **Roger Johnson**, Roanoke County Schools; **Gary Keener** for Richard Teaff, Dabney S. Lancaster Community College; **Joyce Kessinger**, Boxley Materials Company; **Paul Paradzinski**, Craig County; **Earl B. Reynolds, Jr.**, Roanoke Housing & Redevelopment Authority; **Tom Richmond**, Altec Industries

Prospective members present: **Lew Bishop**, National College of Business & Technology; **Tim Tobin**, Alleghany Regional Hospital

Members absent: **Beth Doughty**, Roanoke Regional Chamber of Commerce; **Robert Glenn**, The Issues Management Group; **Bill Jones**, HomeTown Bank

Ms. Cooney noted that a quorum was present.

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

Visitors present: **Jerry Barnett**, Virginia Employment Commission and Covington Workforce Center; **Claire Collins**, City Manager, City of Covington; **Judy Griffith**, Covington Workforce Center; **Linda Matthews**, Goodwill Industries of the Valleys; **Dick Robers**, Total Action Against Poverty

III. Welcome and Presentation

Workforce Center's manager Jerry Barnett welcomed the board to Covington and discussed the local center. Although small, the center is a full-service, comprehensive center, offering VEC services by four staff members, with one staff member dedicated to the dislocated worker program, and one to the adult and youth programs. Mr. Barnett pointed out the unit on display, which was used at Covington High School's recent job fair. Mr. Barnett invited everyone to visit the Workforce Center after the board meeting.

Ms. Hodges reported the Franklin County Workforce Development Consortium will hold a groundbreaking ceremony July 7 at 11 a.m. for the Consortium's new facility. A recent \$100,000 grant from Carilion will be used to set up an allied health lab.

IV. Approval of Consent Agenda

- **Dr. Gentry moved to accept the consent agenda; Mr. Paradzinski seconded. The motion passed on a voice vote.**

V. Reports

1. Nominating Committee: Ms. Vest reported for Committee chair Rob Glenn. The Committee has recommended the following slate of officers for the Board for PY2006-07: Chair – Mr. Flippen, Vice Chair – Ms. Kessinger, Treasurer – Ms. Doughty, Secretary – Mr. Jones. There were no additional nominees from the floor. **Mr. Johnson moved that nominations be closed; Mr. Richmond seconded the motion. The motion passed unanimously. A roll-call vote was taken to approve the slate of nominees, as follows:**

Yes: Mr. Flippen, Ms. Kessinger, Mr. Harper, Mr. Richmond, Mr. Paradzinski, Ms. Conlin, Dr. Gentry, Mr. Johnson

No: None (Mr. Reynolds was not present to vote.)

2. Youth Council: Chair Paul Paradzinski reported the Council recently approved bylaws. The Council has been working with youth program contractor Goodwill, and also has begun compiling information regarding all youth organizations in Area III. The Council's goal is to develop a common bond, greater unity among the programs, and more efficient use of those programs. Mr. Flippen noted that consolidation of services with other organizations is one of LWIA III's strategic goals.

3. Workforce Center Consortium: Consortium chair Ms. Matthews said the group is committed to developing the best workforce system of delivery possible.

- The Memo of Understanding (MOU) between the Consortium and the Board still needs to be finalized. Second-tier certification has been discussed; it appears that either the Covington or the Roanoke workforce center is closest to being ready for approval.
- With regard to the new staff positions: An information and referral specialist has been hired for Franklin County. The Consortium hopes to have the I&R Specialist position in Roanoke filled soon. The Workforce Systems Director was hired; she left after 2½ days, citing compensation concerns. The Consortium is considering other candidates and will readvertise if necessary.
- The Consortium also is working to better coordinate and track employer contact among partners.

4. Training Provider Applicants for Certification: Training provider applicants were submitted for approval as recommended by the Training Provider and Executive committees. The wage data on the list of applicants for certification was verified against LMI and VEC data. Ms. Vest noted that independent wage data was used to verify training provider information. Training for occupations paying less than \$8.50 per hour was not recommended for approval.

Dr. Gentry moved to accept the recommendations as presented; Ms. Kessinger seconded. The motion passed on a voice vote.

VI. Staff Report

1. Performance: Area III met or exceeded all 17 performance goals for the second quarter of PY2005. For the third quarter, the state noted two "failed to meet" measures because there was no data to collect in those areas during the third quarter. Ms. Vest reported she requested the state report those measures as "not applicable," but the state declines.
2. MOUs: Completed MOUs have been returned for Department of Rehabilitative Services, TAP, Goodwill, Virginia Western Community College, Dabney S. Lancaster Community College, and the U.S. Forestry Service. MOUs for Roanoke City Adult Education, the VEC, and LOA are still to come.

3. Workforce centers/certification: Franklin County Workforce Development Consortium has received its Tier I/comprehensive center designation and is eligible for Tier II certification.
4. Local and state monitoring: Local monitoring (conducted by Clay Stein) has been completed and corrective action plans have been submitted; Goodwill's Adult and Youth CAPs have been approved. The VEC's Dislocated Worker CAP is still in process. Tab Mines, VEC-WIA monitor, will audit LWIA III the week of June 5. Ms. Vest reported a concern that the CLEO Consortium's failure to meet maybe cited.

VII. Unfinished Business

Workforce Center Rechartering: Mr. Flippen noted the Board has certain obligations:

- a. to establish where the workforce centers should be, ensuring they serve the communities in which they are located;
- b. to have a process for chartering LWIA III's workforce centers.

Ms. Vest recommended the Board charter each of the three centers for one year; the Workforce Center Oversight Committee review the centers at the end of PY2006, and the Committee also create a regular chartering process for LWIA III. Mr. Flippen noted that Ms. Vest's recommendation would set the groundwork to move forward and to get the process right. **Ms. Conlin moved that the Board accept the recommendation as presented; Mr. Paradzinski seconded. The motion passed on a voice vote.**

VIII. New Business

1. Action Plan and Business Plan

Revisions to the two plans have been submitted to the state, in draft form (to meet the state's June 1 deadline).

Changes to the 2004 version of the Action Plan included

- updating of dates, organizational charts, and flow charts;
- incorporation of the Workforce Center Consortium as operator for the workforce centers; and
- the addition of information about the board-funded staff, Youth Council activities, and contract management details.

The 2004 Business Plan, much of which was proscribed by the Workforce Investment Act of 1998, required little revision. Preparation for a new set of documents will need to begin this summer.

Ms. Conlin commented that the existing plan lacks a strong connection to economic development. Mr. Flippen agreed, saying that connection must be a part of the new set of documents.

Ms. Kessinger moved that the Board accept the revised Action and Business Plans as presented; Dr. Gentry seconded. The motion carried on a voice vote.

2. PY2006 Budget and Program Allocation

Ms. Vest reported for Finance Committee Chair Bill Jones. The committee recommended the following program allocations for PY2006:

Dislocated worker program:	\$350,000
Adult program:	\$350,000
Youth program:	\$252,000

Ms. Vest reported that the budget for PY2006 has been reduced approximately 11 percent less from the current-year budget. Because the state has not yet received full authorization to dispense funds, LWIA III will be allowed to spend only 20 percent of Adult and Dislocated Worker funds until after October 1; however, the board has received authorization for 100 percent of youth funds. Carryover funds will be instrumental in funding expenses through October 2006. The Board's 501(c)(3) tax-exempt designation allows the WDB to apply for certain grants.

Dr. Gentry moved to accept the Finance Committee recommendation on the PY2006 budget and contracts awards, as presented; Mr. Reynolds seconded the motion. The motion passed by roll-call vote:

Yes: Mr. Flippen, Mr. Harper, Mr. Richmond, Mr. Reynolds, Mr. Paradzinski, Ms. Conlin, Dr. Gentry, Mr. Johnson

No: None (Ms. Kessinger was not present to vote.)

IX. Executive Session

Mr. Flippen requested that the Board meet in closed executive session to discuss the board president's annual evaluation, "pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended." **Ms. Kessinger so moved; Mr. Johnson seconded. The motion passed on a voice vote.**

A motion was made and seconded to return to open session; the motion carried by voice vote. The board returned to public session at 1:55 p.m.

Upon returning to public session **Ms. Conlin moved to certify only matters lawfully exempt from public session were discussed in the executive session, and Mr. Richmond seconded. The motion carried by voice vote.**

Mr. Reynolds made the motion that the salary for the WVDDB president salary be increased by \$4,000, effective July 1, 2006; Ms. Kessinger seconded the motion. The motion carried, by roll-call vote, as follows:

Yes: Mr. Flippen, Ms. Kessinger, Mr. Harper, Mr. Richmond, Mr. Reynolds, Mr. Paradzinski, Ms. Conlin

No: None (Dr. Gentry and Mr. Johnson were not present to vote.)

X. Announcements

Next Board meeting: Friday, August 4, 2006, at 9 a.m., at the Franklin County Workforce Development Consortium, Rocky Mount

XI. Adjourn

The meeting was adjourned at 2:10 p.m.

XII. Optional Tour

Covington Workforce Center, 106 N. Maple Avenue

Anne M. Cooney
Anne M. Cooney, Administrative Assistant

6/5/06
Date