

**Western Virginia Workforce Development  
Board of Directors**

**Roanoke Higher Education Center, Suite 412  
Friday, December 2, 2005 – 9 a.m.**

**Minutes**

**I. Call to Order**

Board Chair **Wayne Flippen** called the meeting to order at 9:10 a.m.

**II. Roll Call**

**Anne Cooney** called the roll.

Members present: **Wayne Flippen**, chair, John C. Nordt; **Jane Conlin**, Roanoke City Department of Human & Social Services; **Carroll Gentry**, Virginia Western Community College; **Robert Glenn**, The Issues Management Group; **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; **Bill Jones**, HomeTown Bank; **Joyce Kessinger**, Boxley Materials Company; **Paul Paradzinski**, Craig County; **Melody Stovall** for Earl B. Reynolds, Jr., Roanoke Housing & Redevelopment Authority; **Christine Visscher** for Richard Teaff, Dabney S. Lancaster Community College

Members absent: **Beth Doughty**, Roanoke Regional Chamber of Commerce; **Rebecca Johnson**, Mead Westvaco; **Tom Richmond**, Altec Industries; **Debbie Snead**, Mountain Branch Farm

Ms. Cooney noted that a quorum was present.

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

Visitors present: **Beverly Amburgey** and **Missy Bray**, Goodwill Industries of the Valleys; **Judy Griffith**, **Luke LaRocca**, and **Lesley Swartz**, Virginia Employment Commission/Roanoke

**III. Approval of Minutes**

**Mr. Jones moved to accept the minutes of the November 4 meeting; Ms. Kessinger seconded the motion. The motion passed by a unanimous voice vote.**

**IV. Committee Reports**

- 1. Youth Council:** Council chair Mr. Paradzinski reported on the Alleghany High School career exploratory luncheon with local businesses for 9th graders and a mock interview program for 10th graders. The Youth Council hopes to share the program format with other school systems in LWIA III, and throughout the state.
- 2. RFP/Programming Committee:** On behalf of the committee, Mr. Paradzinski presented the committee's recommendation that **the Board award the Youth Services contract for Program Year 2006 to Goodwill Industries of the Valleys; Ms. Conlin seconded the motion.** Mr. Paradzinski cited Goodwill's excellent administrative-to-program ratio; exclusive use of non-operator businesses for summer

youth employment; and innovative approaches to leveraging resources. The contract amount is \$250,000, pending allocation in the spring. **The motion passed on a roll-call vote:**

**Yes:** Mr. Flippen, Ms. Kessinger, Mr. Jones, Mr. Harper, Ms. Stovall, Mr. Paradzinski, Ms. Conlin, Ms. Visscher, Mr. Johnson.

**No:** None.

## V. Program Report

Mr. Johannessen reported the addition of staff member Lesley Swartz as a case manager for the Dislocated Worker Program.

## VI. Staff Report

**Demand Plan:** Ms. Vest reported preparation of the required Area III demand plan has begun using data from the Roanoke Regional Chamber of Commerce's annual employer survey and research conducted by Chmura Economic Associates. Ms. Vest plans to present a preliminary report at the February meeting

### **Other:**

- Board staff hosted a Workforce Workshop, November 18 at the Roanoke Higher Education Center; more than 45 partner representatives attended the event.
- Staff accountant Sherry Dean has nearly completed the application for Tax-Exempt Status for Area III. This status would improve Area III's grant opportunities.
- Ms. Vest attended the Virginia Futures Forum in Richmond, November 30-December 1. The forum fostered dialogue and devised mechanisms for addressing human capital problems at the regional level.
- Ms. Vest will attend the state's Workforce and Economic Development Symposium in Portsmouth, December 5-6.

## VI. Unfinished Business

- 1. Operations:** Staff is continuing to gather information on board options for local workforce center management. Ms. Vest expects to have a recommendation at the February meeting.
- 2. Bylaws Revision:** The board discussed the revised bylaws, specifically the addition of Section 7 to Article IV. The section further delineated board member roles. **Mr. Johnson moved the board adopt the revised bylaws as presented; Mr. Harper seconded the motion. The motion passed by unanimous voice vote.**
- 3. CLEO-Board Agreement:** Ms. Vest presented a draft of the agreement, which is required under the Workforce Investment Act. **Mr. Jones made a motion to present the agreement to the CLEO Consortium; Ms. Kessinger seconded. The motion passed by unanimous voice vote.** The agreement will referred to the CLEO Consortium for consideration at its January 2006 meeting.

## VII. New Business

Executive Session was called for the purpose of discussing personnel matters in accordance with Section 2.2 - 3711 (a) (1) Code of Virginia.

**Motion to go into Executive Session by Dr. Gentry; second by Mr. Harper. Motion carried unanimously.**

**Motion to certify that only matters lawfully exempt from public session were discussed in the Executive Session by Mr. Johnson; second by Mr. Paradzinski. Motion carried unanimously.**

Upon returning to open session **Ms. Kessinger moved that, due to an unexpected delay in obtaining health care and other benefits for the Board's administrative employees, the board approve a 27 percent salary benefit reimbursement increase**

**for full-time employees, retroactive to July 1, 2005. The increase would remain in effect until such time as a suitable benefits package, as determined by the board, becomes effective. Ms. Hodges seconded the vote. The motion passed on a roll-call vote:**

**Yes:** Mr. Flippen, Ms. Kessinger, Mr. Jones, Mr. Harper, Ms. Stovall, Mr. Paradzinski, Ms. Conlin, Ms. Visscher, Dr. Gentry, Mr. Johnson.

**No:** None.

Mr. Glenn reported Special Advisor to the Governor on workforce development and VEC Commissioner Dee Esser is expected to be reappointed as part of Governor-elect Kaine's administration; Roanoker Brian Shepard will be the Governor's chief of staff, and Bob Archer of Blue Ridge Beverage, a Roanoke County business, is a member of the transition team. Mr. Glenn urged board members to pay close attention to the upcoming Virginia General Assembly. Any draft legislation he receives will be forwarded to the board members.

### **VIII. Announcements**

**Next Board meeting:** Friday, Feb. 3, 2006, 9 a.m.; Community Room; The Villages at Lincoln; hosted by Roanoke Redevelopment & Housing Authority.

### **IX. Adjourn**

The meeting was adjourned at 10:20 a.m.

Anne M. Cooney  
Anne M. Cooney, Administrative Assistant

12/19/05  
Date