

Board of Directors

Roanoke Workforce Center, Roanoke, VA
Friday, June 20, 2008

Minutes

I. Call to Order

Board Chair **Bill Jones** called the meeting to order at 9 a.m.

II. Roll Call and Introductions

Sherry Dean called the roll. Members present:

Bill Jones, HomeTown Bank
Joyce Kessinger, Boxley Materials Company
Wayne Flippen, John C. Nordt
Walter L. Harper, Harper's Plumbing Co
Paul Paradzinski, Craig County
Carroll Gentry, Virginia Western Community College
Lew Bishop, National College of Business & Technology
Kathy Hodges, Franklin County Workforce Development Consortium
Bruce Johannessen, Virginia Employment Commission, Roanoke

Members absent:

Joe Brinley, JATC/NECA, IBEW Local 26
Melody Stovall, Roanoke Redevelopment & Housing Authority
Robert Glenn, The Issues Management Group
Barbara Winstead, Five Star Chef Service
Roger Johnson, Roanoke County Schools
Richard Teaff, Dabney S. Lancaster Community College
Jane Conlin, Roanoke City Department of Human & Social Services
Rob Ledger, Roanoke Valley Economic Partnership

Staff present:

Doloris Vest, president
Sherry Dean, accountant/office administrator

Visitors present:

Jerry Barnett, Virginia Employment Commission, Roanoke
Linda Matthews, Goodwill Industries of the Valleys
Ed Blevins, Virginia Employment Commission, Roanoke
Maurisa Tillman, Job Corp
Tom Wood, Department of Rehabilitative Services
Lesley Swartz, Virginia Employment Commission
Luke Larocca, Virginia Employment Commission
Judy Griffith, Virginia Employment Commission

A quorum was present.

Mr. Johannessen welcomed the board to the center and introduced **Mr. Blevins** who reported on the very active veterans program in Area III. Mr. Blevins recently spoke in Richmond to the National Association of Workforce Professionals on how the Roanoke area holds a Stand-Down

for veterans each year. The term Stand-Down originated in World War II where troops would be given a rest from battle. The first Stand-Down for homeless veterans was held in San Diego in 1988. The Roanoke area Stand-Down seeks to provide homeless veterans with a Stand-Down from the streets, although not all homeless veterans live on the streets, many also live in cars or shelters. On the day of Stand-Down homeless veterans are provided transportation to a central location and partner organizations provide the veterans with clothing, food, haircuts, basic medical screenings, referrals to the local Veterans Administration program, as well as other services that day. The next Roanoke Stand-Down will be November 7, 2008. In the Roanoke area there are usually between 50 to 60 homeless veterans that take advantage of the services offered on Stand-Down day.

III. Approval of Consent Agenda

Mr. Gentry moved to accept the consent agenda

- Minutes from the April 4, 2008 meeting
- Budget Report April 30, 2008
- Training Provider Certifications

Ms. Kessinger seconded. The motion was passed on a voice vote.

IV. Youth Council Report

Mr. Paradzinski reported on the following youth council activities:

1. **Youth Programs:** The younger youth program will exceed goals for the year ending June 30, 2008 and the older youth program will reach its goals by year end due to extended outreach efforts. Additionally, **Ms. Matthews** noted that 32 Goodwill Youth Program Participants graduated this year and were honored with a banquet at the Wyndham Hotel. Big Tom from the Survivor television show as well as **Ms. Vest** spoke at the graduation. Goodwill Industries of the Valleys used a Roanoke Times Youth Grant to fund the event.
2. **Career Council:** The newly formed Career Council in Franklin County, which is a direct result of youth council sponsored youth provider summits in the fall of 2007, has a lot of participation and is very busy planning career related youth functions.
3. **Fall Youth Summits:** Plans for the fall 2008 Youth Summits were discussed and more definite planning for these events will take place at the August 2008 youth council meeting. **Mr. Jones** noted he would like to see the board/youth council partnering more with area businesses in order to do more for youth.

V. Program Reporting

1. **Goodwill Industries of the Valleys:** Ms. Matthews reported as of the end of May there are 87 younger youth participants, with 116 enrolled for the year and goal attainment is at 137 percent. The reason the goal attainment is higher than the participation amounts is because Goodwill gives each youth participant three goals each year whereas the law only requires one. Younger youth have a 63 percent diploma rate. Older youth have a 70 percent placement rate with an average wage rate of \$10 per hour wage rate. Seventy percent have attained a credential. There have been 141 adult program participants enrolled with a budget of 98. Adult participants have a 66.7 percent credential rate and an average wage rate of \$9.80 per hour. There are currently 132 clients in follow-up and a Goodwill representative located in Dublin, Virginia monitor clients to make sure they continue working all three quarters after exit.
2. **Virginia Employment Commission:** Mr. Johannessen reported the dislocated worker program has achieved 170% of goal for new enrollments and the average cost spent per client is \$3,177. Ms. Vest noted this is an excellent average cost rate.

VI. Staff Report

Ms. Vest reported on the following:

- 1. Rapid Response Efforts-Groendyk:** Groendyk Manufacturing in Buchanan is closing and will lay off employees throughout the summer. The Virginia Employment Commission, Virginia Western Community College, Goodwill Industries of the Valleys as well as Ms. Vest visited the employees at Groendyk recently to inform them of the various programs they may qualify for (dislocated worker, veterans, unemployment, job search, community college programs and the adult and youth programs). From this layoff and working with C.E. Hughes at the state level a policy for layoff situations will be written and brought to the board's August meeting for approval. Additionally, Goodwill will do follow-up with the Groendyk employees to make sure the individuals are given every opportunity to be brought into the workforce centers.
- 2. Staff Recognition:** Mr. Blevins has completed staff certification. Mr. Barnett and case managers Lesley Swartz, Luke Larocca and Judy Griffith were recognized for their work on the dislocated worker program over the past six years.
- 3. Board Membership:** There are currently four business vacancies (Covington City, Alleghany County, Roanoke County, and Salem City). WIA regulations require the board be at least 51 percent business members. Ms. Vest will distribute a list of possible board members for the board to review and Ms. Vest will speak to the CLEO on their responsibility to fill the board. **Mr. Flippen** believes the board should put into writing to the CLEO the areas that are lacking board representation so they are aware. Ms. Vest noted board members should contact those from the list or others the board believes would be good candidates and explain what the board is and why it is important. **Mr. Gentry** questioned if the board met the requirement for minority owned businesses and Ms. Vest reported that the laws states the board should reflect the local business community; has a minority owned businesses on the board. Ms. Vest also noted that the board may want to form a formal board committee to locate new members.
- 4. State of the Workforce:** Area III will begin a study of local workforce conditions to determine demand occupations, the pipeline to fill demand occupations and where Area III may be deficient. The board is working with ExperiaEd which uses students from local colleges (Roanoke College, Hollins College and Radford University) and from various classes to research and produce the study findings. ExperiaEd is able to accomplish this task for a fraction of the cost that it would be to have a consultant prepare the same information.

VII. Election of Officers

- 1. Nominee Discussion:** Ms. Vest asked that in the coming year the board develop a plan to move individuals from board membership to officer positions.
- 2. Mr. Bishop moved to nominated Mr. Jones as board chair, Mr. Gentry as vice-chair, Ms. Kessinger as Secretary/Treasurer, Mr. Harper seconded, the motion passed on a voice vote. Mr. Bishop move to approve the slate of officers as stated above, Mr. Harper seconded, the motion passed on a voice vote.** Mr. Jones noted he is looking forward in the coming year to working with area businesses to create a better workforce area.

VIII. Unfinished Business

- 1. Roanoke Workforce Center Relocation/Integration Efforts:** Ms. Vest reported that since the Roanoke center was selected as one of the six centers in Virginia to create a fully comprehensive center planning is proceeding with developing a center that is fully integrated at a new location under the state spirit of the Workforce Investment Act with the idea of "leave your agency at the door". As a client enters the new facility they will not be directed to a specific agency for services but to a specific section which is comprised of various agencies providing similar services and under one umbrella (example: youth will be directed to youth services that may consist of many agencies but will only be known collectively as youth services). Additionally, on July 1, 2009, a full-resource sharing policy will be implemented whereby all organizations share equally in the costs of running the center.

Kim Moore, former Department of Rehabilitative Service Program Navigator, has been hired as Area III Workforce Services Manager.

2. Center Chartering: Ms. Dean has completed center monitoring and the three centers in Area III meet the majority of requirements to be chartered as comprehensive centers. **Ms. Kessinger moved to charter the Covington, Roanoke and Rocky Mount workforce centers for the the fiscal year of 2009, Mr. Flippen seconded, the motion passed on a voice vote.**

3. PY2008/FY2009 Budget:

- The budget presented reported FY08 actual and projected costs through June 2008.
- The FY09 budget includes funding for a part-time grant writer to look into grant amounts of all sizes including regional grants.
- The state preliminary allocation for PY2008 is slightly higher than last year due to plant closings in the Alleghany/Highlands area.
- Although the state has provided notice that it will be rescinding PY2006 funding of \$335 million across the country. The state owes \$5 million of rescission dollars but it is not yet known how much of this amount will come from Area III. It has been estimated Area III could possibly lose \$65,000 to \$100,000 of PY2006 funding through the rescission.

Mr. Flippen stated he believes the board should state its position that it disagrees with a rescission from the area since the area was not part of the problem. Mr. Gentry noted the federal government has been continuously cutting workforce funding

The FY2009 budget as presented is recommended by the executive committee, the motion passed on a voice vote: Yes: Jones, Kessinger, Flippen, Harper, Paradzinski, Gentry, Bishop. No: None.

4. Other

- Additionally, the executive committee has asked for goals and objectives be prepared for the staff.
- Mr. Flippen noted he would like to see the new program operator give program report at each board meeting in the future.

VIII. New Business

None

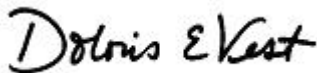
IX. Announcements

Next board meeting August 1, 2008.

Nonprofit Resource Center has a class this week on board effectiveness.

X. Adjournment

The meeting was adjourned at 10:28 a.m.



Doloris Vest, president

July 25, 2008

Date