

## Board of Directors

Roanoke Higher Education Center, Roanoke, VA  
Friday, October 17, 2008

### Minutes

#### I. Call to Order

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

#### II. Roll Call and Introductions

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**Sherry Dean** called the roll. Members present:

**Bill Jones**, HomeTown Bank  
**Carroll Gentry**, Tanglewood Estates  
**Joyce Kessinger**, Boxley Materials Company  
**Wayne Flippen**, John C. Nordt  
**Steven Anderson**, Integrated Textile Solutions  
**Lawrence Musgrove**, LCM Corporation  
**Hiawatha Nicely**, New Century Consultants  
**Barbara Winstead**, Five Star Chef Service  
**Jerry Barnett**, Virginia Employment Commission, Roanoke  
**Joe Brinley**, JATC/NECA, IBEW Local 26  
**Ted Edlich**, TAP This Valley Works  
**Roger Johnson**, Roanoke County Schools  
**Robert Myers**, Laborers' Local Union #980  
**Larry Overbay**, Virginia Department of Rehabilitative Service  
**Paul Paradzinski**, Craig County  
**Bruce Phipps**, Goodwill Industries of the Valleys  
**Chuck Terrell**, Virginia Western Community College  
**Jane Conlin**, Roanoke City Department of Human & Social Services  
**Kathy Hodges**, Franklin County Workforce Development Consortium

Members absent:

**Lew Bishop**, National College of Business & Technology  
**Teresa Hammond**, Alleghany Highlands Chamber of Commerce  
**Walter L. Harper**, Harper's Plumbing Company  
**Naomi Powers**, Carilion Franklin Memorial Hospital  
**Mark Stockwell**, MeadWestvaco  
**Rob Ledger**, Roanoke Valley Economic Partnership  
**Richard Teaff**, Dabney S. Lancaster Community College

Staff present:

**Doloris Vest**, president  
**Sherry Dean**, accountant/office administrator

Visitors present:

**Margo Langley**, Virginia Employment Commission  
**Cathy Clark**, Virginia Employment Commission  
**Harry White**, Virginia Employment Commission  
**Linda Matthews**, Goodwill Industries of the Valleys  
**Kim Moore**, Goodwill Industries of the Valleys  
**Clay Stein**, Goodwill Industries of the Valleys  
**Debbie Hensley**, State of Virginia

A quorum was present.

Mr. Jones called for a moment of silence in memory of board member **Melody Stovall** who recently passed away.

### **III. Approval of Consent Agenda**

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#### **Mr. Gentry moved to accept the consent agenda**

1. Minutes from the August 1, 2008 meeting
2. Budget Report August 31, 2008
3. Training Provider Certification Application: Moseley Dickinson Real Estate
4. Policy Amendment

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

### **IV. Presentation**

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1. **Workforce Center Operations: Ms. Matthews** reported on the following:
  - a. **New Center Committees:** are progressing as scheduled with an expected opening date for the new center next summer.
  - b. **Center reporting: Ms. Moore** is revising reports to better inform the board on traffic and center usage.
  - c. **Remedial Summer Classes:** Dabney S. Lancaster Community College (DSLCC), Virginia Western Community College (VWCC) and Patrick Henry Community College (PHCC) were recognized for providing remedial summer math and reading classes to Workforce Investment Act (WIA) participants.
  - d. **Department of Juvenile Justice Grant:** Goodwill has been awarded a grant to serve juvenile offenders in the Martinsville, New River Valley and Roanoke area. WIA clients are eligible to receive funding under this grant. This grant will allow Goodwill to provide participant youth work experience at \$7.00 per hour for a 40 hour week for up to seven months.
2. **New Workforce Board Website & Wiki:** Ms. Vest reported on the board's new website is operational; new features include a "Looking for a Job" button which leads to discussion of the three steps for finding a job. The website is being advertised on WDBJ-7's website.

### **V. Staff Report**

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Ms. Vest reported on the following:

1. **Staff Certification and Recognition:** Four Roanoke Workforce Center staff were recognized for completing staff certification:
  - **Harry White**, Veterans Representative, Roanoke Workforce Center, Workforce Development Professional Certification
  - **Kathy Clark**, Workforce Services Representative, Roanoke Workforce Center, Workforce Development Professional Certification
  - **Margo Langley**, Workforce Services Representative, Roanoke Workforce Center, Workforce Development Professional Certification
  - **Jerry Barnett**, Assistant Manager, Roanoke Workforce Center, Workforce Development Professional Certification and Business Services Professional Certification

All center staff are required to complete the certification process. More than 100 people in Area III are registered for the training, which is also available to off-site partners.

2. **Mr. Bruce Johannessen**, Manager, Roanoke Workforce Center, was recognized for his past work on the board. Mr. Johannessen will be retiring at the end of 2008.
3. **Ms. Dean** was recognized for five years of service to the board as the accountant and office administrator.

4. **Rescission:** The Area III share of the federal WIA PY2007 Rescission totaled \$33,000 which was accounted for, in the budget, at the end of last year.
3. **Board Compliance:** Board member appointments were completed by the CLEO Consortium September 25, and the board is in compliance with the federal law and state policy.

#### **VI. Unfinished Business**

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1. **Workforce Center Relocation/Integration Efforts:**
  - a. **The lease** for the new center is complete.
  - b. **Committees** meeting regularly and planning is progressing on schedule. Efforts are concentrating currently on technology, resource sharing and creating the necessary agreements.
2. **Funding Committee** for the State of the Workforce project. **Mr. Jones** appointed Mr. Bishop as chair of the committee; Mr. Phipps agreed to serve. Several additional members are still needed.

#### **VII. New Business**

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1. **Customized Training Partnerships and Program:** Ms. Vest presented a recommendation to fund a two-week intensive welding training for WIA Adult participants. The program is being created by WIA, Goodwill Industries of the Valleys, Virginia Western Community College and Freight Car America. Funding will cover the cost of training to be provided by Virginia Western. Goodwill is providing support services through City of Roanoke's Hurt Park Initiative and from Goodwill Corporation.

**Mr. Flippen motioned to allocate \$4,513 of Adult Program funding to the customized training project; Mr. Nicely seconded. The motion passed on a roll call vote: Yes: Jones, Gentry, Kessinger, Flippen, Anderson, Musgrove, Nicely, Winstead, Barnett, Brinley, Myers, Overbay, Paradzinski, Johnson. No: None. Abstain: Phipps, Terrell.**

#### **VIII. Announcements**

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Board of Directors meeting, Friday, December 5, 2008 at The Franklin Center in Rocky Mount.

Youth Council meeting, Thursday, November 13, 2008, 9 a.m., RHEC 201D.

#### **IX. Adjournment**

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The meeting was adjourned at 10:30 a.m.



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Dolores Vest, president

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November 24, 2008

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Date