

## Board of Directors

Virginia Western Community College Natural Science Building, Roanoke, VA  
Friday, August 1, 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  
**Joe Brinley**, JATC/NECA, IBEW Local 26  
**Barbara Winstead**, Five Star Chef Service  
**Lew Bishop**, National College of Business & Technology  
**Rob Ledger**, Roanoke Valley Economic Partnership  
**Jane Conlin**, Roanoke City Department of Human & Social Services  
**Richard Teaff**, Dabney S. Lancaster Community College  
**Kathy Hodges**, Franklin County Workforce Development Consortium  
**Bruce Johannessen**, Virginia Employment Commission, Roanoke

Members absent:

**Joyce Kessinger**, Boxley Materials Company  
**Wayne Flippen**, John C. Nordt  
**Walter L. Harper**, Harper's Plumbing Company  
**Paul Paradzinski**, Craig County  
**Melody Stovall**, Roanoke Redevelopment & Housing Authority  
**Robert Glenn**, The Issues Management Group  
**Roger Johnson**, Roanoke County Schools

Staff present:

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

Visitors present:

**Carroll Gentry**, Virginia Western Community College  
**Jerry Barnett**, Virginia Employment Commission, Roanoke  
**Linda Matthews**, Goodwill Industries of the Valleys  
**Frank Dees**, Experia-Ed Learning Concepts  
**Mike Womack**, Experia-Ed Learning Concepts  
**Kim Moore**, Goodwill Industries of the Valleys  
**Linda LaMona**, Goodwill Industries of the Valleys  
**Clay Stein**, Goodwill Industries of the Valleys  
**Dan Semones**, Virginia Western Community College  
**Chuck Terrell**, Virginia Western Community College  
**Jon Morris**, STEP Inc.

A quorum was present.

**Dr. Terrell** welcomed the board to the Virginia Western Campus.

#### III. Approval of Consent Agenda

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**Mr. Bishop** moved to accept the consent agenda

1. Minutes from the June 20, 2008 meeting
2. Budget Report June 30, 2008

3. Training Provider Certification Application: Ferrum College
4. Youth Council Nominations

**Mr. Teaff seconded. The motion was passed on a voice vote.**

#### **IV. Staff Report**

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**Ms. Vest** reported on the following:

1. **WIA Administration Change:**
  - a. The Virginia Community College System assumed state-level administration duties for Workforce Investment Act funds and programming.
  - b. WIB and community college workforce development professionals, from around the state, will meet in September, at Greenfield Education Center in Botetourt.
2. **Staff Certification:**
  - a. All workforce center staff are now required to attain professional certification to work with individuals or businesses.
  - b. The online training is available free if registered by September 30. Staff will have until March 31, 2009 to complete the training and final exam.
  - c. Board members, staff and partners also are eligible for the training.

#### **V. Unfinished Business**

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1. **Workforce Center Relocation/Integration Efforts:** Ms Vest distributed a tentative floor plan and reviewed the prospective layout. The plan depicts functional organization to better serve customers in a seamless manner, as proscribed by the Workforce Investment Act and by the state's workforce center model.

Board members discussed access and security issues. Comments on the plan are due to the state by end of day August 5.

Ms. Vest also noted:

- a. Open sessions to review the plan will be held later in the afternoon and Monday, August 4, at the Workforce Center in Roanoke.
- b. Lease negotiations are continuing; expected opening date is April 1, 2009.

2. **Roanoke Workforce Center:**

- a. Ms. Vest summarized costs estimates for the building: Rent is now expected to be approximately \$20 per square foot. Shared costs, for common areas, will add approximately 50 percent to the square foot cost. The cost includes utilities, common area maintenance, janitorial. Partners will also share other center-wide costs such as information, referral and supplies.

Board members discussed options to reduce costs for all partners and other possible actions. **Mr. Teaff motioned for the board to draft a letter to the state notifying the state of the board's dissatisfaction with the state square footage cost plan, Mr. Brinley seconded. The motion passed on a voice vote.**

- b. Ms Vest noted two mandated partners (TAP as local Community Service Block Grant (CSBG) Employment Services grant recipient and Roanoke City Schools as adult basic education provider) have not completed commitment letters, as requested by the state. Representatives of the Governor's Office for Workforce Development and the Virginia Department of Education met with adult education providers in the valley who are now considering options for joint provision of services. Board staff will continue discussions with TAP.

#### **VI. New Business**

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1. **State of the Workforce Project:** Ms. Vest reviewed the board's mandate to determine and publish information related to area demand occupations and the supply of workers. Frank Dees and Michael Womack with ExepriEd presented a proposal to conduct the

research and produce the report, including materials for the board website. The project will involve students from Roanoke College, Radford University, Hollins University and Virginia Western Community College, who will work on the project as part of their curriculum. Cost of the project is \$15,000.

**Mr. Jones presented the Executive Committee's recommendation that the board accept the proposal. The motion failed on a roll call vote: Yes: Jones, Brinley, Winstead, Ledger. No: Conlin, Teaff, Gentry, Bishop.**

**Mr. Bishop motioned the board approve the proposal, and cover the cost of the first one-third of payment for the project and find other funding for half of the two-thirds remaining, Ms. Conlin seconded and the motion passed on a roll call vote: Yes: Jones, Brinley, Winstead, Ledger, Conlin, Teaff, Gentry, Bishop.**

Mr. Jones will appoint a committee to search for funding.

2. **Board Member Vacancies:** Ms. Vest outlined vacancies and reviewed current nominations including Jon Morris of Step, Inc. and Chuck Terrell of Virginia Western Community College. Members are still needed for the City of Salem and City of Covington.
3. **SHARE Network Regional Conference:** Ms. Vest reported Area III hosted a SHARE Network Regional Conference in Roanoke. SHARE is a grassroots movement to bring faith-based and community service organizations into the workforce network.

#### **VII. Announcements**

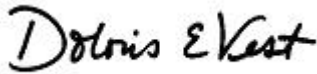
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Board of Directors meeting, Friday, October 3, 2008.

#### **VIII. Adjournment**


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The meeting was adjourned at 10:15 a.m.



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Doloris Vest, president



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Date