

Board of Directors

Greenfield Education Center, Daleville, VA
Friday, June 12, 2009

Minutes

I. Call to Order

Board Vice Chair **Carroll Gentry** called the meeting to order at 9 a.m.

II. Roll Call and Introductions

Mr. Gentry asked members and guests to introduce themselves rather than roll call.

Members present:

Carroll Gentry, Tanglewood Estates
Joyce Kessinger, Boxley Materials Company
Wayne Flippen, Flippen Consulting
Steven Anderson, Integrated Textile Solutions
Teresa Hammond, Alleghany Highlands Chamber of Commerce
Lawrence Musgrove, LCM Corporation
Naomi Powers, Carilion Franklin Memorial Hospital
Mark Stockwell, MeadWestvaco
Jerry Barnett, Virginia Employment Commission, Roanoke
Roger Johnson, Roanoke County Schools
Rob Ledger, Roanoke Valley Economic Partnership
Robert Myers, Laborers' Local Union #980
Larry Overbay, Virginia Department of Rehabilitative Service
Paul Paradzinski, Craig County
Bruce Phipps, Goodwill Industries of the Valleys
Richard Teaff, Dabney S. Lancaster Community College
Chuck Terrell, Virginia Western Community College
Jane Conlin, Roanoke City Department of Human & Social Services

Members absent:

Bill Jones, HomeTown Bank
Hiawatha Nicely, New Century Consultants
Lew Bishop, National College
Joe Brinley, JATC/NECA, IBEW Local 26
Walter L. Harper, Harper's Plumbing Company
Ted Edlich, TAP This Valley Works
Barbara Winstead, Five Star Chef Service
Kathy Hodges, Franklin County Workforce Development Consortium

Staff present:

Doloris Vest, president
Angie Williamson, program/grant manager

Visitors present:

Kim Moore, Goodwill Industries of the Valleys
Kati Johnson, Roanoke Workforce Center
Clay Stein, Goodwill Industries of the Valleys
Lin Roberts, TAP This Valley Works
Kelly Whitney, Roanoke County DSS

Laura Stevens, VWCC Workforce
Joe Annarino, Stanley Steamer & Youth Council
Camille Wright-Miller, Governor's Office

A quorum was present.

III. Approval of Consent Agenda

Mr. Phipps moved to accept the consent agenda

1. Minutes from the April 3, 2009 meeting
2. Training Provider Applicant
3. Center Chartering PY2009

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

IV. Election of PY2009/FY2010 Officers

Ms. Kessinger gave the Nominating Committee report and read over the slate of officers. Board had no changes or additional nominations.

- **Carroll Gentry, chair**
- **Steven Anderson, vice chair**
- **Naomi Powers, secretary**
- **Hiawatha Nicely, treasurer**

Mr. Phipps moved to close nominations. Ms. Hammond seconded. The motion passed on a voice vote.

New officers effective July 1, 2009.

Ms. Vest recognized retiring Chair, Bill Jones as well as retiring members Roger Johnson and Barbara Winstead. A gift was presented to Roger Johnson and Board staff will send gifts to Mr. Jones and Ms. Winstead.

Ms. Vest reported that the CLEO consortium appointed Aletha Bolton of Roanoke Redevelopment and Housing Authority to represent HUD employment programs and reappointed Joe Brinley – JATC, IBEW Local #26. Openings remain for a Craig County business and Adult Education representatives.

V. Staff Report

Ms. Vest reported on the following:

1. **Staff Recognition: Kim Moore** assisted in presenting **Kelly Whitney** Roanoke City Social Services with the Workforce Development Professional Certification. Ms. Vest read the names of other staff receiving certification.
 - Hollis Batista** – Roanoke City Social Services
 - LaDarah Dillon** – Roanoke City Social Services
 - Maryanna Haines** – Franklin County Social Services
 - Linda Flippo** – DRS Counselor
 - Kathy Greenan** – DRS Counselor
 - Alan Huffman** – DRS Counselor
 - Humbert Lertora III** – DRS Counselor
 - Dennis Stephenson** – DRS Evaluator
2. **Stimulus Funds: Clay Stein** updated the board on the Summer Work Program. Goodwill is partnering with TAP to provide services to 35 youth in Alleghany Highlands, 35 youth in Roanoke Valley and 10 youth in Craig. Goodwill will also provide services to 35 youth in Franklin County. Thirty youth will participate in the year round work program with 10 each from Franklin, Roanoke Valley and Alleghany Highlands. Participants receive academic enrichment and job readiness.

The Pre-Apprenticeship program has four remaining openings and the primary challenge remains transportation.

Stimulus funds for the Adult and Dislocated Worker program will expand enrollment.

Mr. Stein shared that Goodwill is reorganizing the WIA programs and promoted Beverly Amberg to oversee WIA III and will hire two additional Dislocated Worker case managers and possibly one for Adult.

Ms. Vest indicated stakeholder meetings were scheduled to discuss both the Dislocated Worker program and Entrepreneurship efforts.

3. **Operational Update:** Ms. Vest introduced the Board's new staff member, Angie Williamson, Program and Grant Manager. Ms. Williamson briefly described two grants written on behalf of the board, one for a summer technology program for teens and another to offer job readiness and other work related skills to homeless individuals. Half of Ms. Williamson's time involves grant writing.

Ms. Vest reported that the Board received \$10,000 for achieving performance numbers and another \$10,000 for a grant written by Sherry Dean. The Local Coordination Grant will provide funding for the Youth Council to develop a program to connect High School students to career education. Ms. Dean, Office Administrator and Accountant, continually goes above and beyond her specific duties.

3. Ms. Vest expressed the Board's appreciation to Goodwill for assigning Ms. Amberg to serve area III.
4. **Program of Work PY2009:** Ms. Vest reported the program of Work will be presented at the August meeting, and encouraged the Board to contact staff with program ideas.
5. **Annual Report:** Ms. Vest will circulate a suggested content list for Board input. The **report** will include information on the budget, success stories, challenges and committee reports.

VI. Presentation

Lin Roberts reported on TAP's Youthbuild program which provides youth hands on experience in construction while working towards their GED. Participants receive a PACT Certification through the National Association of Home Builders' institute.

VII. Committee Reports

1. **Finance Committee:** Mr. Barnett reported that the finance committee is responsible for reviewing the budget including any special funding or project funding. The committee met on May 19th and will meet quarterly. The committee will review bank statements, quarterly year over year reports and ensure transparency. Currently all funding is passed through the City; however, the Board staff will handle any new grant money that is not connected to WIA.
2. **Oversight Committee:** Ms. Conlin reported that the oversight committee met on May 22nd and will meet monthly during the transition to the new workforce center. The committee will review Workforce Center performance and any complaints to ensure quality service delivery.
3. **Board Development Committee:** No report, committee has not met yet.
4. **Youth Council:** Mr. Paradzinski reported that the Youth Council is very busy and meets monthly. The Youth Council discussed the summer work and pre-apprenticeship programs. They have another Reality Store scheduled in the fall in combination with the Chamber of Commerce and the City of Roanoke.

VIII. Unfinished Business

Ms. Vest reported on the following:

1. **Workforce Center Update:**

- a. Projected Opening: Ms. Moore reported that all partners are ready for the transition; however the construction is going slower than expected. The opening date has been pushed back to July 22, 2009. A grand opening with the Governor is tentatively scheduled for early September.
- b. Cost Allocation: Ms. Vest noted the Board presented the Executive Committee's recommendation for board's approval of the Roanoke center's MOU and budget, including the partners' desired cost allocation assignment. Board approval ensures costs are shared equally and appropriately.

Mr. Myers moved to approve the agreement and cost allocation process. Ms. Powers seconded. The motion passed on a voice vote with Mr. Overbay, Dr. Terrell, Mr. Phipps, and Mr. Johnson abstaining.

2. **FY 2010 WIA Programming and Budget:** Ms. Vest presented the Executive Committee's recommendation to approve the Program Year 2009/Fiscal Year 2010 Workforce Board Budget. The budget reflects ARRA funds awarded in FY09 but not yet expended. Ms. Vest explained that Board staff expenses are paid out of Administration and Program funds depending on the specific activity. The budget incorporates a 20% carryover to keep the Board functioning between funding.

The motion passed on a roll call vote. Yes: Gentry, Kessinger, Anderson, Hammond, Musgrove, Powers, Stockwell, Barnett, Johnson, Ledger, Myers, Overbay, Paradzinski, Teaff. No: None. Abstain: Phipps, Terrell.

IX. New Business

1. **Executive session: Mr. Kessinger moved to meet in executive session** to discuss personnel matters, "pursuant to Section 2.2-3711 (A) (1), Code of Virginia (1950), as amended." **Mr. Ledger seconded. The motion passed on a voice vote.**

Following the executive session, **Mr. Stockwell moved to return to open session; Ms. Powers seconded. The motion passed on a voice vote.**

Dr. Teaff moved to certify only matters lawfully exempt from public session were discussed in the executive session; Mr. Overbay seconded. The motion carried on a voice vote.

Vice Chair Gentry announced that the Board will refer personnel matters to the Executive Committee.

X. Announcements

- **Workforce Center Oversight Committee**, 8:30 a.m., Friday, June 26, RHEC 201D
- **Executive Committee**, 8:30 a.m. July 21, 2009, RHEC, 8:30 a.m.
- **CLEO Consortium**, 4 p.m. July 30, 2009, RHEC 201D
- **Board of Directors**, 9 a.m. August 7, Dabney S. Lancaster Community College
- **Youth Council**, 9 a.m. Thursday, August 13, 2009, RHEC 206B
- **Finance Committee**, 8:30 a.m., Tuesday, August 18,., RHEC 201D

XI. Adjournment

Mr. Phipps moved to adjourn the meeting. Dr. Teaff seconded. The motion passed on a voice vote.

The meeting was adjourned at 11:05 a.m.

Dolris E. Vest

President

Date