

Board of Directors

The Franklin Center, Rocky Mount, VA
Friday, December 5, 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
Carroll Gentry, Tanglewood Estates
Joyce Kessinger, Boxley Materials Company
Wayne Flippen, John C. Nordt
Steven Anderson, Integrated Textile Solutions
Lew Bishop, National College
Naomi Powers, Carilion Franklin Memorial Hospital
Mark Stockwell, MeadWestvaco
Joe Brinley, JATC/NECA, IBEW Local 26
Ted Edlich, TAP This Valley Works
Rob Ledger, Roanoke Valley Economic Partnership
Robert Myers, Laborers' Local Union #980
Larry Overbay, Virginia Department of Rehabilitative Service
Gary Keener (for Richard Teaff), Dabney S. Lancaster Community College
Chuck Terrell, Virginia Western Community College
Kathy Hodges, Franklin County Workforce Development Consortium

Members absent:

Lawrence Musgrove, LCM Corporation
Hiawatha Nicely, New Century Consultants
Barbara Winstead, Five Star Chef Service
Jerry Barnett, Virginia Employment Commission, Roanoke
Paul Paradzinski, Craig County
Bruce Phipps, Goodwill Industries of the Valleys
Jane Conlin, Roanoke City Department of Human & Social Services
Teresa Hammond, Alleghany Highlands Chamber of Commerce
Walter L. Harper, Harper's Plumbing Company
Roger Johnson, Roanoke County Schools

Staff present:

Doloris Vest, president
Sherry Dean, accountant/office administrator

Visitors present:

Mike Greer, Virginia Western Community College
Rhonda Campbell, Goodwill Industries of the Valleys
Kim Moore, Goodwill Industries of the Valleys
Clay Stein, Goodwill Industries of the Valleys
Frank Deeds, Experia-Ed
Mike Womac, Experia-Ed
Susan Young, Experia-Ed

A quorum was present.

III. Approval of Consent Agenda

Mr. Flippen moved to accept the consent agenda

1. Minutes from the October 17, 2008 meeting
2. Budget Report October 31, 2008

Mr. Gentry seconded. The motion was passed on a voice vote.

IV. Presentation

1. **The Franklin Center: Ms. Hodges** welcomed the board, to The Franklin Center, and gave a brief overview, of past Franklin County initiatives, that led to the opening of the current center in August 2007. The center partners with local community colleges, universities and community service organizations to serve individuals and businesses as a regional training center and workforce center, for Franklin County and surrounding areas.
2. **State Certifications Recognition: Ms. Vest** recognized the following individuals for obtaining state workforce professional certifications:
 - **Mike Greer**, Workforce Development, Virginia Western Community College, Business Services Certification
 - **Dan Semones**, workforce Development, title, Virginia Western Community College, Business Services Certification
 - **Jerry Butterwork**, Farm 7 Migrant Workers Program, Virginia Employment Commission, Workforce Development Professional
3. **Youth MySpace Page: Ms. Moore** reported on the Roanoke Workforce Center MySpace page that was designed by a youth program summer intern who has been promoted to a part-time position, as a youth liaison, assisting Ms. Moore. The MySpace page serves as a career center for youth and provides links to a myriad of resources on career information, job search, survey results and many other types of information aimed at guiding youth into career options as well as links on soft skill abilities and business expectations. The page is updated weekly. Ms. Moore noted the Roanoke Workforce Center now has wireless internet capabilities.
4. **Freight Car America: Mr. Stein** reported that, of the 12 original participants enrolled in the customized welding training course with Virginia Western Community College, 11 started classes, seven completed the training and all seven worked for Freight Car America for a period of time. One trainee was let go due to attendance issues and the six remaining have been reassigned to a temporary service, by request of Freight Car America, due to the downturn in the economy and retooling of a production line.
5. **Rapid Response:** Mr. Stein reported that due to the number of layoffs in the area, Goodwill is developing a Rapid Response procedure and will be visiting worksites that are laying off employees, with other partners, in order to register workers for programs they qualify for.

V. Staff Report

1. **Delphi Study and State of the Workforce Update: Frank Deeds and Mike Womack** with Experia-Ed reported on the invitation extended to Area III industry leaders to participate in a Delphi study, which involves using local business community guidance to determine workforce trends, which will provide workforce development areas of focus. On December 9 a Delphi Study kickoff luncheon, for industry leaders, will take place at Roanoke College and all business board members are invited to attend. Additionally, Roanoke College has confirmed their commitment of student participation in other pieces of the State of the Workforce project.

2. **Board Certification:** Ms. Vest has submitted, to the state, board certification filing requirements. There is currently one vacancy for the Human and Urban Development position due to the passing of **Ms. Melody Stovall**.
3. **Workforce Center Relocation and Integration Efforts:** The Roanoke Workforce Center has a projected opening date of June 1, 2009. There is concern the bus stop at the Crossroads Mall location is located too far from the future location of the new center for individuals with disabilities. Ms. Vest recommended the board pass a resolution requesting Valley Metro relocate the bus stop from its current location in front of Books A Million to a location closer to the location of the new center or for Valley Metro to add a bus stop at a location closer to the location of the new center. **Ms. Kessinger motioned to request Valley Metro either relocate the bus stop from its current location in front of Books A Million to a location closer to the new workforce center location or to add a bus stop closer to the new workforce center location. Mr. Flippen seconded. The motion passed on a voice vote.**

VI. New Business

1. **Board Assessment:** Ms. Vest reported board committees can be used to provide recommendations to the board. In addition to the committees required in the bylaws, the board could use a fund raising, workforce oversight and board membership committees. Ms. Vest recommended the board consider appointing, at the least, a finance, board development and workforce oversight committee. **Mr. Gentry motioned the board appoint board development, finance and workforce oversight committees. Mr. Brinley seconded. The motion passed on a voice vote.**
2. **Mid-Year Allocations:** Ms. Vest presented a recommendation of the Executive Committee to allocated additional funding to program Operator Goodwill Industries of the Valleys. She reported the minimum additional allocation of program funding needed to stay under the 20 percent-allowed carry forward at June 30, 2009 is \$46,449. Due to the higher-than-expected need for adult and dislocated worker program funding, Goodwill is still enrolling individuals into the programs but only providing basic services; clients are not being put into training due to lack of funds. With the number of layoffs in recent weeks state Rapid Response funds can be applied for, by Area III, if all Dislocated Worker program funding is obligated. The committees recommendations was:
 - a. Allocate \$20,000 to the Adult program and \$40,000 to the Dislocated Worker program without applying for state Rapid Response funds.
 - b. Allocate \$20,000 to Adult program and \$85,200 to the Dislocated Worker program and apply for state Rapid Response funds; this may result in limited funding for first quarter 2009, if Rapid Response funds are delayed. Additionally, authorize that no more than \$40,000 of Dislocated Worker funds be spent until a positive response to Rapid Response is received from the state.

Mr. Edlich moved to accept the Executive Committee recommendation. The motion passed on a roll call vote: Yes: Jones, Gentry, Kessinger, Flippen, Anderson, Bishop, Powers, Stockwell, Brinley, Edlich, Ledger, Myers, Overbay, Terrell. No: None.

3. **Incentive Grant Funding:** The board received a \$10,000 incentive grant, for meeting performance standards in PY2006 from the state. The board's request for funding specified it would be used for youth activities, including youth summits, center promotion campaigns and training for center staff on working with youth. **Ms. Hodges** noted she wants to see marketing to adults also included under the Promotions Campaign budget section of the incentive grant. **The Executive Committee recommends the board allocate the \$10,000 of incentive grant funds to the budget categories in the original incentive grant funding application submitted to the state. Mr. Flippen**

**moved to accept the recommendation; the motion passed on a roll call vote:
Yes: Jones, Gentry, Kessinger, Flippen, Anderson, Bishop, Powers, Stockwell,
Brinley, Edlich, Ledger, Myers, Overbay, Terrell. No: None.**

4. **Board Orientation:** If board members were not able to attend the board orientation that was held, Ms. Vest will provide member with materials and meet personally with any board member who would like more information on the board.
5. **State Discretionary Funding Award:** Ms. Dean reported on \$7,691 of additional program funding awarded by the state. The funds were awarded due to severe funding cuts, at the federal level, for PY2007. Funding may be used for any Workforce Investment Act program and may not be used for administrative costs. Board staff will bring a funding allocation recommendation to the next board meeting.

VII. Announcements

Executive Committee Meeting, January 22, 2009, RHEC

CLEO Consortium Meeting, January 22, 2009, RVARC

Board of Directors Meeting, February 6, 2009

IX. Adjournment

The meeting was adjourned at 10:32 a.m.

Doloris E Vest

Doloris Vest, president

January 19, 2009

Date