

Board of Directors

Roanoke Higher Education Center, Roanoke, VA
Friday, April 3, 2009

Minutes

I. Call to Order

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

Mr. Jones introduced **Ms. Camille Wright-Miller** who is a state consultant assisting with the new Roanoke Workforce Center's design process.

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
Lawrence Musgrove, LCM Corporation
Hiawatha Nicely, New Century Consultants
Naomi Powers, Carilion Franklin Memorial Hospital
Jerry Barnett, Virginia Employment Commission, Roanoke
Joe Brinley, JATC/NECA, IBEW Local 26
Ted Edlich, TAP This Valley Works
Roger Johnson, Roanoke County Schools
Rob Ledger, Roanoke Valley Economic Partnership
Robert Myers, Laborers' Local Union #980
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
Kathy Hodges, Franklin County Workforce Development Consortium

Members absent:

Steven Anderson, Integrated Textile Solutions
Lew Bishop, National College
Teresa Hammond, Alleghany Highlands Chamber of Commerce
Walter L. Harper, Harper's Plumbing Company
Mark Stockwell, MeadWestvaco
Barbara Winstead, Five Star Chef Service
Larry Overbay, Virginia Department of Rehabilitative Service

Staff present:

Doloris Vest, president
Sherry Dean, accountant/office administrator

Visitors present:

Kim Moore, Goodwill Industries of the Valleys
Clay Stein, Goodwill Industries of the Valleys
Linda Matthews, Goodwill Industries of the Valleys
Jenny Wright, Goodwill Industries of the Valleys
Missy Bray, Goodwill Industries of the Valleys

Beverly Amburgey, Goodwill Industries of the Valleys
Keith Robinson, Goodwill Industries of the Valleys
Michelle Wells, Department of Rehabilitative Service
Camille Wright-Miller, University of Virginia

A quorum was present.

III. Approval of Consent Agenda

Mr. Phipps moved to accept the consent agenda

1. Minutes from the February 6, 2009 meeting
2. Budget Report February 28, 2009

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

IV. Staff Report

Ms. Vest reported on the following:

1. **Program Manager/Grant Writer Update:** Interviews are complete and an offer will be made by the end of the week. The position will be responsible for grant applications, stimulus fund program management, program and general workforce center marketing
Mr. Edlich moved to approve hiring the Program Manager/Grant Writer position at a wage of \$21.63 per hour with benefits at an estimated cost of \$54,000 per year. Mr. Gentry seconded. The motion passed on a roll call vote: Yes: Jones, Gentry, Kessinger, Flippen, Musgrove, Nicely, Powers, Barnett, Brinley, Edlich, Johnson, Ledger, Myers, Paradzinski, Phipps, Teaff, Terrell. No: None.
2. **PY2007 Incentive Funds:** Staff applied for a \$15,000 local coordination grant from the Virginia Workforce Council. The funding would further the Youth Council's outreach activities targeting career education in the schools. Awards will be made in June.
3. **SHARE Program and Intern:** Student intern **Mike Rouhana** is assisting board staff in identifying and training additional SHARE network sites. SHARE seeks to involve faith-based and community service organizations with providing job search, WIA program, and partner program assistance information to individuals who may need assistance but have not visited their local workforce center. Mr. Flippen suggested recruiting all Goodwill stores as SHARE sites. Board staff are targeting organizations which already have internet access such as local parks and recreation departments.

V. Recognition of Workforce Center Staff

Ms. Moore reported 15 more individuals have passed the State Workforce Council required staff certification course. The course involves approximately 40 hours of course time and culminates with a 100 question proctored exam. Mr. Nicely noted the State Workforce Council believes this certification will bring a level of competency to Virginia's One-Stop system that has not been there before. The following individuals for attaining state Workforce Professional or Business Service Professional Certifications:

Workforce Professional Certification:

- **Megan Hess**, Goodwill Industries of the Valleys
- **Beverly Amburgy**, Goodwill Industries of the Valleys
- **Katie Johnson**, Goodwill Industries of the Valleys
- **Kim Moore**, Goodwill Industries of the Valleys
- **Christine Ross**, Department of Rehabilitative Service
- **Patty Stadler**, Department of Rehabilitative Service
- **Lee Suggs, Sr.**, Virginia Employment Commission
- **Nora Tucker**, Department of Rehabilitative Service
- **Diane Webb**, Virginia Employment Commission

- **Dedra Wilson**, Department of Rehabilitative Service
- **Jenny Wright**, Goodwill Industries of the Valleys

Business & Employer Services Certification:

- **Rochelle Betsch**, Department of Rehabilitative Service
- **Ruth Hendrick**, Virginia Western Community College
- **Kathy Holcomb**, Virginia Employment Commission
- **Keith Robinson**, Goodwill Industries of the Valleys

Mr. Jones expressed his appreciation to all of those receiving certification.

VI. Unfinished Business

Ms. Vest reported on the following:

1. **Workforce Center Update: Planning Committees are nearing completion on the work:**
 - a. The Technology Committee is comparing internet and telephone costs from the Virginia Information Technologies Agency (VITA) with local vendor Cox Communications
 - b. Facilities Committee is designing room reservation policies and forms for shared areas in the center.
 - c. Business Plan Committee is working on the introductory paragraph for the business plan.
 - d. Finance Committee is in agreement on the cost allocation development language but has issues with the facility cost.
 - e. MOU & Agreements Committee has submitted the MOU to partners for final responses. The MOU consists of four chapters which are: Basic Tenets, Basic Provisions, Resource Sharing and Cost Allocation Plan. The responses should have been submitted two weeks ago. Individuals who have not responded are being asked to elicit responses as soon as possible. Committees are strong and working together very well. Progress is phenomenal.

Roanoke Workforce Center Technology Issue: A cost comparison between the Virginia Information Technology Agency (VITA) and local vendors to provide internet and telephone service indicates a large discrepancy in pricing. VITA is locked into a packaged solution while Cox can offer an ala carte selection of services. Several Board members noted their experience with VITA had been dissatisfactory in terms of cost and service. Mr. Nicely noted supporting local business is important to the board. Following a discussion of pros and cons of each offering **Carroll Gentry moved to accept the Cox proposal for the center. Mr. Flippen seconded.** After additional discussion on short- and long-term costs and benefits, **Mr. Edlich called for question. Mr. Myers seconded. The motion to cease discussion passed on a roll call vote: Yes: Jones, Gentry, Kessinger, Flippen, Nicely, Powers, Barnett, Brinley, Edlich, Johnson, Ledger, Myers, Paradzinski, Phipps, Teaff, Terrell. No: Musgrove.**

Ms. Vest restated the question and reminded the board of its policy regarding conflict of interest. **Mr. Edlich moved the board sign the contract for internet service with Cox Communications. Mr. Nicely seconded. The motion passed on a roll call vote: Yes: Jones, Gentry, Kessinger, Flippen, Nicely, Powers, Brinley, Ledger, Paradzinski, Teaff. No: None. Abstain: Musgrove, Barnett, Edlich, Johnson, Myers, Phipps, Terrell.**

VII. New Business

1. **Committees:** Ms. Vest reported PY 2009 officers need to be established and noted meetings can be done via conference call. **Mr. Gentry moved to nominate Mr. Phipps, Ms. Hodges, Mr. Flippen, and Ms. Kessinger to the nominating committee for PY 2009 board officers. Mr. Phipps seconded. The motion passed on a voice vote.**

2. **American Recovery & Reinvestment Act (Economic Stimulus Plan):** Ms. Vest reported the board has received funding for all three WIA funding streams:
 - a. Planning and recruitment for the Youth Summer Employment Program is underway. **Mr. Meyers** suggested a portion of the youth funding be used to offer pre-apprenticeship program employment/training to youth who have the aptitude and desire for manual labor in the trades. Following a discussion of how such a program would work and the impact it could have on the local employment environment **Mr. Edlich moved to allow the Executive Committee to make the decision on summer employment funding spending in the amount of \$350,000 to include a pre-apprenticeship program employment. Mr. Nicely seconded. The motion passed on a roll call vote. Yes: Jones, Gentry, Kessinger, Flippen, Musgrove, Nicely, Powers, Barnett, Brinley, Edlich, Johnson, Ledger, Myers, Paradzinski, Phipps, Teaff, Terrell. No: None.**
 - b. Planning for Adult and Dislocated Worker activities will begin in May or June.

VIII. Announcements

- Youth Council Meeting, April 9, 2009, 9 a.m., RHEC
- Roanoke Valley Chamber Business Exposition, April 16, 2009, Roanoke Civic Center
- CLEO Consortium Meeting, April 23, 2009, 4:00 p.m., RVARC
- Executive Committee Meeting, May 21, 2009, 8:30 a.m., RHEC
- Annual Board of Director's Meeting, June 12, 2009, TBA

IX. Adjournment

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

Dolris E Vest

President

May 28, 2009
Date