

## Board of Directors

**Dabney S. Lancaster Community College, Clifton Forge, VA**  
**Friday, August 7, 2009**

### Minutes

#### I. Call to Order

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Board Chair **Carroll Gentry** 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:

**Carroll Gentry**, Tanglewood Estates  
**Steven Anderson**, Integrated Textile Solutions  
**Hiawatha Nicely**, New Century Consultants  
**Bill Jones**, Hometown Bank  
**Wayne Flippen**, John C. Nordt  
**Lew Bishop**, National College  
**Teresa Hammond**, Alleghany Highlands Chamber of Commerce  
**Mark Stockwell**, MeadWestvaco  
**Jerry Barnett**, Virginia Employment Commission, Roanoke  
**Aletha Bolden**, Roanoke Redevelopment and Housing Authority  
**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  
**Kathy Hodges**, Franklin County Workforce Development Consortium  
**Larry Overbay**, Virginia Department of Rehabilitative Service

Members absent:

**Naomi Powers**, Carilion Franklin Memorial Hospital  
**Walter L. Harper**, Harper's Plumbing Company  
**Joyce Kessinger**, Boxley Materials Company  
**Lawrence Musgrove**, LCM Corporation  
**Joe Brinley**, JATC/NECA, IBEW Local 26  
**Ted Edlich**, TAP This Valley Works  
**Chuck Terrell**, Virginia Western Community College  
**Jane Conlin**, Roanoke City Department of Human & Social Services

Staff present:

**Doloris Vest**, president  
**Sherry Dean**, accountant/office administrator  
**Angie Williamson**, grant writer/program director

Visitors present:

**Kim Moore**, Goodwill Industries of the Valleys  
**Linda Matthews**, Goodwill Industries of the Valleys  
**McDowell Myers**, Local Labor Union  
**Joe Annarino**, Stanley Steamer  
**Deb Squire**, Virginia Employment Commission  
**Kathy Holcomb**, Virginia Employment Commission  
**Tom Wood**, Department of Rehabilitative Service  
**Earl Dodrill**, Dabney S. Lancaster Community College

A quorum was present.

**Mr. Teaff** welcomed the board to Dabney S. Lancaster Community College (DSLCC) and noted the college serves Bath County, Town of Clifton Forge, City of Covington, Alleghany County, North Botetourt County, and a portion of Rockbridge County. The new DSLCC Rockbridge Regional Center recently opened, in Rockbridge County, and contains a culinary academy.

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

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

1. Minutes from the June 12, 2009 meeting
2. Budget Report June 30, 2009

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

### **IV. Workforce System Report**

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#### **1. Workforce Centers:**

a. **Roanoke Valley Workforce Center:** **Ms. Moore** reported the new Roanoke Valley Workforce Center opened July 22 with 350 individuals visiting the center on the first day and 1,845 visiting the center in the two weeks it has been open. A brochure for the center has been placed at the city bus station. City bus service has provided a bus stop at the center every hour. An intake form, provided by the State Workforce Council, is being used to assist center personnel in guiding visitors to the services they need. The center has been selected as a model center, by the state, for use of an electronic intake form. With partners on-site, **customers** can be easily be guided to the area of assistance they require. Most building construction problems have been resolved and the building contractor is very responsive to items needing correction. The center's grand opening will be September 14 and the governor is expected to visit, for the ribbon cutting ceremony. **Ms. Vest** noted Senator Warner and Senator Webb are also invited. **Mr. Flippen** would like to see a report on the breakdown of the services provided to the first 1,800 center visitors in the past two weeks.

b. **Staff Certification:** Ms. Moore presented the following individuals with Workforce Development Professional Certifications:

- **Jodylee Edsall**
- **Patricia Franklin**
- **Lena Hale**
- **Tom Wood**
- **Debbie Hamrick**
- **Kathy Hodges**
- **Joanne Lempeck**
- **Linda Sampson**
- **Stacey Valley**

Ms. Moore presented **Ms. Valerie Ray-Starkey** with the Business and Employer Services Professional Certification.

Of 107 individuals registered (not all required to take the course), 75% have completed the 40 hour course.

2. **Pre-Apprenticeship Program:** **Mr. McDowell Myers** provided an overview of the eight week summer program provided by the board:

- **Week 1:** Job Readiness class, general safety, OSHA, CPR training
- **Week 2:** General construction, hand tool and rough framing training
- **Week 3:** Introduction to various trade occupations
- **Week 4 – 8:** work on construction site for Habitat For Humanity in chosen trade field

Nineteen individuals started the program, twelve will complete the program and they are working well as a group and 100% are showing up for work. **Mr. Gentry** noted this program exposes individuals to the skilled trades which is in great demand. Ms. Vest noted the goal is to target more older youth for this program. **Ms. Matthews** reported Goodwill has a waiting list of individuals who would like to participate, in the program, and it is hoped the program can be offered again this fall. Mr. Myers reported the optimal number of students for this program is ten to twelve. Ms. Vest reported the Department of Labor has contacted the board office twice on the project. The first time was to receive basic information and the second time was to obtain more information on projects to be listed as "20 Best Practices Around the Country".

3. **WIA-ARRA Funded Program:** Ms. Matthews reported with additional funding there are currently three full-time case managers in both the Alleghany County and Franklin County areas and six full-time case managers in the Roanoke Valley region. **Ms. Beverly Amburgey** has been assigned as WIA Director for Area III and reports to Ms. Vest.

Ms. Matthews thanked DSLCC, Virginia Western Community College, and Patrick Henry Community College for providing year-round youth clients with academic enrichment programs during the summer.

One hundred seventeen youths have been served through American Recovery and Reinvestment Act (ARRA) program funding this summer. Goodwill served youths in Franklin County and subcontracted youth summer employment services to TAP in the Alleghany County and Roanoke Valley areas.

## **V. Staff Report**

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1. **Program Review:** Ms. Vest reported third quarter performance measurements have been received, from the state, and Area III exceeded all measures and met two. Performance measurements were not received earlier this year due to issues with the state's new tracking system. Certain measurements are extremely lagging indicators (up to 18 months prior to quarter end) but more current participation percentages can be found on the board's website. Virginia has applied, with the federal government, to use common measures and if the state's application is approved certain measurements currently collected will be discontinued. **Mr. Nicely** noted it will most likely be calendar year 2010 when common measures go into effect in Virginia. Mr. Nicely noted current measurement data has been used to condemn or reward boards for performance by providing incentive dollars to those who met the goals and challenge those who did not although the reporting method is archaic.
2. **Rapid Response:** Ms. Vest reported a Rapid Response Report has been created and will be completed for each layoff. The report details the Rapid Response plan, background, number of employees affected, presenter, tasks performed and topics covered, primary discussion points, employer needs, future layoffs, employee needs (such as education), and a plan for additional events. The plan is to post these reports, to the board website, unless employers object. **Mr. Phipps** noted the board could use a summary which denotes industries affected so the board can provide support to those industries in need and provide direction to the board. A summary report, on a quarterly basis, noting effects and industry trends would be sufficient.
3. **Grants Update:** **Ms. Williamson** reported the board has applied for three grants. A Workforce Grants Group has been created to work together with partners on related grant opportunities. Many federal grants require partnerships. Two letters of inquiry have been submitted for stimulus funding and green energy training grants. Five grants are currently open for application. Ms. Vest noted grants requiring letter of inquiry are preferred as the board can determine grantor interest in the project before submitting a full grant proposal.

## **VI. Committee Reports**

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1. **Workforce Center Oversight Committee:** **Mr. Flippen** reported the committee has met three times. At their October meeting, the committee will produce a formal report, re-establish committee duties, and determine how involved in programs the committee will become. Ms. Vest noted when the board releases future Request For Proposal's, the committee will be involved.

## **VII. New Business**

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1. **Funding Review:** Ms. Vest reported Goodwill ended the year with 20% of youth funding unspent, as the focus in March shifted to summer employment programs. Dislocated Worker funding went over budget by \$38,000 due to increased layoffs. The decision was made to serve those in need instead of not offering service and waiting until July 1 when contract was renewed. Ms. Vest recommended the board allocate \$38,062.97 to cover the overage. Mr. Flippen noted he would prefer the Finance Committee make these types of recommendations to the board. Ms. Vest noted the Finance Committee met in May and final numbers were not available until the end of June. **Mr. Anderson motioned \$38,062.97 be allocated to the Dislocated Worker Program to cover overage, Mr. Teaff seconded. The motion passed on a roll call vote: Yes: Gentry, Anderson, Nicely, Jones, Flippen, Hammond, Stockwell, Barnett, Bolden, Ledger, Myers, Overbay, Paradzinski, Teaff. No: None. Abstain: Bishop, Phipps.**
2. **Two Year WIA Grant Funding Review:** Ms. Vest provided board with WIA funding summary from 2000 through 2009. An explanation of carryover dollars between fiscal years noted the function of carryover funding is to provide a quarter of working funding until the new grant year's allocation is received. The funding summary also noted the positive impact of stimulus funding on the WIA funding stream. A country-wide rescission of \$320 million two years ago pointed out the fact the federal government did not understand the function of carry forward funding between fiscal years and the operation of a two year grant. There is a push in Washington to move the federal budget to a two year budget.

## **VIII. Unfinished Business**

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1. **Executive Session:** **Mr. Gentry requested the board meet in closed executive session to discuss staff compensation**, "pursuant to Section 2.2-3711 (A) (1), Code of Virginia (1950), as amended". **Mr. Phipps so moved; Mr. Bishop seconded. The motion passed on a voice vote.**

**A motion was made and seconded to return to open session; the motion carried by a voice vote.** The board returned to public session at 11:00 a.m.

Upon returning to public session, **Ms. Hammond moved to certify only matters lawfully exempt from public session were discussed in the executive session; Mr. Flippen seconded. The motion carried by a voice vote.**

2. **Policy Amendment:** Ms. Vest reported certain board policies need an amendment in order to provide clients with an increase in expenditure limits on certain program services. The amendments are as follows:
  - **Annual Tuition Limit:** raise from \$3,000 to \$4,000
  - **Weekly Needs-Based Limit:** raise from \$100 to \$150
  - **Needs-Based Total Limit:** raise from \$3,000 to \$3,500
  - **Weekly Travel Reimbursement:** raise from \$50 to \$100
  - **Out-of-Area Job Search Expense:** raise from \$500 to \$1,000
  - **Total Expenditure Limit:** raise to \$7,500

The board may lower these increases at any time. Limit recommendations are being made due to an increase in community college tuition and the increase in gas prices. **Mr.**

**Overbay** noted the board is in the business of serving people and needs to be careful not to starve individuals out of the program. **Mr. Jones motioned to accept the Executive Committee recommended policy amendments as noted above. Ms. Hammond seconded. The motion passed on a roll call vote. Yes: Gentry, Anderson, Nicely, Jones, Flippen, Hammond, Stockwell, Barnett, Bolden, Ledger, Myers, Overbay, Paradzinski, Teaff. No: None. Abstain: Bishop, Phipps.**

**IX. Announcements**

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Youth Council Meeting, August 13, 2009, 9 a.m., Roanoke Workforce Center

Executive Committee Meeting, September 17, 2009, 8:30 a.m., Roanoke Workforce Center

Board of Director's Meeting, October 2, 2009, 9 a.m., Roanoke Workforce Center

**IX. Adjournment**

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The meeting was adjourned at 11:12 a.m.

*Dolores E Vest*

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President

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September 25, 2009  
Date