

Board of Directors

Roanoke Higher Education Center, Suite 409
Friday, December 3, 2010

Minutes

I. Call to Order

Board Chair **Carroll Gentry** called the meeting to order at 9:07a.m.

II. Roll Call

Suzanne Luzier called the roll.

Members present:

- Carroll Gentry**, Tanglewood Estates
- Hiawatha Nicely**, New Century Consultants
- Steven Anderson**, Integrated Textile Solutions
- Bill Jones**, Hometown Bank
- Wayne Flippen**, Small Business Development Center
- Lew Bishop**, National College
- Teresa Hammond**, Alleghany Highlands Chamber of Commerce
- Lawrence Musgrove**, LCM Corporation
- Jerry Barnett**, Virginia Employment Commission, Roanoke
- Joe Brinley**, JATC/NECA, IBEW Local 26
- Jill Loope**, Roanoke County
- Robert Myers**, Laborers' Local Union #980
- Paul Paradzinski**, Craig County
- Bruce Phipps**, Goodwill Industries of the Valleys
- Jim Poythress**, Virginia Western Community College
- Richard Teaff**, Dabney S. Lancaster Community College
- Jane Conlin**, Roanoke City Department of Human & Social Services

Members absent:

- Naomi Powers**, Carilion Franklin Memorial Hospital
- Joyce Kessinger**, Boxley Materials Company
- Mark Stockwell**, MeadWestvaco
- Ted Edlich**, TAP This Valley Works
- Curtis Hicks**, Salem City Public Schools
- Larry Overbay**, Virginia Department of Rehabilitative Service

Kathy Hodges, Franklin County Workforce Development Consortium

Staff present:

Doloris Vest, president

Sherry Dean, accountant/office administrator

Suzanne Luzier, program coordinator

Zenith Hamilton, program specialist

Michelle Manns, AmeriCorps Member

Doug Booth, AmeriCorps Member

Visitors present:

Linda Matthews, Goodwill Industries of the Valleys

Kim Moore, Roanoke Workforce Center

Beverly Amburgey, Goodwill Industries of the Valleys

Lori Stohlmann Goodwill Industries of the Valleys

Joe Annarino, Community Advocate

A quorum was present.

III. Approval of Consent Agenda

- 1. Mr. Nicely moved to accept the consent agenda** (minutes from the September 30, 2010., **meeting Mr. Jones seconded the motion. The motion was passed on a voice vote.**

IV. Staff Report

- 1. Board Office Update: Ms. Vest** introduced new staff
 - a. Suzanne Luzier** serves as program coordinator. She has assumed program management duties previous performed by Angie Williamson, who left the board in November to accept a position in Philadelphia. Ms. Luzier worked previously in project management for Advance Auto and Timbertruss.
Search for a new grant writers is underway.
 - b. AmeriCorps members** working in the board office and at three area workforce centers.
 - 1. Ms. Michelle Manns** is implementing the SHARE Network within local community organizations.
 - 2. Mr. Doug Booth** is developing pre-apprenticeship training opportunity.
 - 3. Ms. Lori Maas** (not present) is currently working at the Franklin Center.
 - 4. Ms. Nicole Page** (not present) is currently working at the Roanoke Workforce Center.
 - 5. Ms. Rashaan Vaughan** (not present) is currently working at the Goodwill JOBS Campus.
 - c. Ms. Vest** reported since the relocation of the board office from Suite 809 to Suite 509 at the Roanoke Higher Education Center, there has been a significant increase in walk-in traffic.
- 2. Grant Update: Ms. Vest** Reported
 - a. The CREATES** program (green construction and energy efficiency training) has had an incredible amount of interest. To date there have been 110 enrollments into the program, with three job placements.

- b. The **HITE** (Health Information Technology Education) grant has had more than 60 inquiries. Of these, there have been 22 individuals to take the Career Scope Assessment, and 12 individuals that have been enrolled in the program.
- c. **Moving On** has distributed approximately 40 applications. Of the 40 applications 12 have been received and are in process. 4 medical vouchers and 2 tuition vouchers have been issued for the first program participants.
- d. The **Farmers Market** Promotion Program: On November 16, partners met to discuss the future work plan. The first step for this grant is to hire a Market Manager with a target start date at the beginning of January.
- e. **AmeriCorps**: Five AmeriCorps members began working at the board office and workforce centers beginning in October. They are working on various projects including preapprenticeship courses and SHARE network implementation.

V. Committee Reports

1. Finance Committee: Mr. Gentry reported

- a. The Board held its first Awards Event on September 30, 2010. It was a very well attended event. The event did not net additional funding for the board, but was successful as an inaugural event. The event made the Board aware that there needs to be a long term funding plan developed and implemented.
- b. A credit line has obtained by the Board office. The current purchasing policy is being reviewed. Currently the Board has adopted the policies of Roanoke City.
- c. **Mr. Phipps** requested timelier financial reporting. **Ms. Dean** explained to produce a budget report appropriate for board approval required the use of city WIA accounting reports which can take as much as 30 days to be released **Ms. Conlin** suggested writing a letter to the Director of Finance for Roanoke City.

2. Oversight Committee: Mr. Flippen reported

- a. The issue with ADA compliance at the Roanoke Workforce Center is still open. There is pressure being placed on the landlord to correct these issues. A letter will be issued by **Ms. Vest** to the landlord within a week. **Mr. Nicely** suggested this letter be sent to Bob Leiber, State Council Advisor to the Governor.
- b. **Mr. Gentry** advised that the lease for the Roanoke Workforce Center is still being reviewed at the Attorney General's office. **Ms. Vest** stated that the lease had to be rewritten, but until the lease is approved the rent is being held in escrow.

3. Board Development Committee: Ms. Vest reported that in the absence of **Ms. Kessinger**, there has not been a meeting but one could possibly be held in January.

4. Youth Council: Mr. Paradzinski reported

- a. There will be joint committee meeting with the Charlottesville Youth Council held on December 14, 2010.
- b. Reality Stores are going very well. There are notable differences in the decisions the youths are making.
- c. **Ms. Conlin** suggested the Youth Council report on the K12 Education project. Ms. Vest stated this may be handled through a joint committee meeting.

VI. Old Business

- 1. **Mr. Gentry** initiated a discussion about the Board's role in K12 education, leading to a discussion about the mission and involvement of the board. Suggestions included
 - a. More Youth council and program involvement than just one day events.
 - b. Mirroring the Career Coach Program of the VCCS.

2. The Board discussed personnel and administrative operating procedures. When the board organized in 2002 it voted to adopt such policies as appropriate from the city of Roanoke. Staff will review the policies and an ad hoc committee will submit recommendations to the board at a later date. **Mr. Nicely** agreed to work on these measures with other members of the board.

VII. New Business

a. Future Board Funding

1. **Ms. Vest** asked for the Board members to consider making charitable contributions to the board. When asked about designated "gifts", it was decided that this should be possible but the policy for handling such gifts would also need to be looked at.

VIII. Announcements

- **Youth Council Meeting**, December 14, 2010, 9 a.m., Roanoke Valley Workforce Center
- **Oversight Committee**, December 17, 2010, 10 a.m., Roanoke Valley Workforce Center
- **Executive Committee**, January 20, 2011, 8:30 a.m., Roanoke Higher Education Center
- **Board of Directors**, February 4, 2011, 9 a.m., Roanoke Higher Education Center.

IX. Adjournment

The meeting was adjourned at 10:12 a.m.

Dolris E Vest

President

December 29, 2010

Date