

## Board of Directors

Roanoke Higher Education Center, Suite 409  
Friday, June 3, 2011

### (DRAFT) Minutes

#### I. Call to Order

Board Chair **Carroll Gentry** called the meeting to order at 9:00a.m. **Suzanne Luzier** called the roll.

Members present:

**Carroll Gentry**, Tanglewood Estates  
**Naomi Powers**, Carilion Franklin Memorial Hospital  
**Bill Jones**, Hometown Bank  
**Wayne Flippen**, Small Business Development Center  
**Joyce Kessinger**, Boxley Materials Company  
**Lawrence Musgrove**, LCM Corporation  
**Mark Stockwell**, MeadWestvaco  
**Jerry Barnett**, Virginia Employment Commission, Roanoke  
**Joe Brinley**, JATC/NECA, IBEW Local 26  
**Curtis Hicks**, Salem City Public Schools  
**Jill Loope**, Roanoke County  
**Larry Overbay**, Virginia Department of Rehabilitative Service  
**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  
**Kathy Hodges**, Franklin County Workforce Development Consortium

Members absent:

**Hiawatha Nicely**, New Century Consultants  
**Lew Bishop**, National College  
**Teresa Hammond**, Alleghany Highlands Chamber of Commerce  
**Ted Edlich**, TAP This Valley Works  
**Paul Paradzinski**, Craig County

Staff present:

**Doloris Vest**, president  
**Suzanne Luzier**, program coordinator

Visitors present:

**Linda Matthews**, Goodwill Industries of the Valleys  
**Mary Ann Gilmer**, Goodwill Industries of the Valleys  
**Lori Stohlmann**, Goodwill Industries of the Valleys  
**Jim Shaver**, Goodwill Industries of the Valleys  
**Kim Moore**, Roanoke Workforce Center  
**Joe Annarino**, Community Advocate  
**Deb Squire**, Virginia Employment Commission

A quorum was present.

#### II. Approval of Consent Agenda

**Mr. Phipps moved to pull all budget items from the consent agenda to be discussed later in the agenda and discussed under Old Business. Mr. Poythress seconded the motion. The motion was passed on a voice vote.**

**Mr. Jones moved to accept the consent agenda (Minutes from April 1, 2011 and 2011 Training Providers Recertification). Mr. Poythress seconded the motion. The motion was passed on a voice vote.**

**III. Public Comments**

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No public comments

**IV. Staff Report**

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**A. New Grant Awards: Ms. Vest reported**

The Board was awarded a \$7,500 grant from Allstate to fund the FRESH (Free Resources and Education for Self-sufficiency and Hope) program. This program will provide survivors of domestic violence financial literacy, work readiness and career planning to aid in the participants' self-sufficiency. **Ms. Vest** plans to issue a press release to announce this award.

**B. Current Grant Programming: Ms. Vest reported**

- 1. CREATES** – The Job Fair held in April, resulted in one person being hired that night, and 27 hires afterwards. The participants, both employers and job seekers were surveyed and received all positive results.
- 2. HITE** – This program continues to recruit and enroll participants. There are no exits from this program due to the three semester length of the program. Participants must pass Compass or CareerScope testing, as an enrollment requirement.

**Ms. Vest** reported that the Board staff is reviewing program numbers to identify strengths and weaknesses

**C. WIA Programming:**

- 1. Ms. Matthews** distributed Goodwill Industries of the Valleys annual report. She reviewed some of the participants featured in the report, as well as identified the financials page where they acknowledged the funding (including WIA) they had received.
- 2. Ms. Gilmer** reported the Youth and Adult programs are exceeding their goals, and Dislocated Worker is exceeding the exits goal. Dislocated worker has not met the enrollment goal due to reluctance to enroll participants with the reduced funding allocation. The Youth will have a busy summer with graduation celebrations in both Roanoke and Covington for 45 Youth program participants, college tours including Polyface Farms, and a trip to Washington, D.C.
- 3. Ms. Matthews** reported that Clay Stein is currently working to correct the Adult six month retention rate on the Performance Report.
- 4. Roanoke Workforce Center Report: Ms. Moore** reported
  - a.** Traffic overall has been steady, and consistent with the season. With the Resource Room seeing high traffic numbers due in part to the AmeriCorps volunteers working in the resource room. There are fewer customers with unemployment questions.
  - b.** Digital signage has arrived and Ms. Moore is learning the software to program it. The signage will display upcoming events and workshops.
  - c.** The Business Services Team is hosting Job Fairs and a "Mythbusters" discussion series and will participate in the Roanoke Regional Chamber of Commerce Golf Tournament in August. The increased contact with businesses, will allow for more job postings, interviews and employer use of the center will increase traffic numbers as well.

- d. The AmeriCorps volunteers are coordinating a Customer Appreciation Day. They are seeking donations of bottled water and other items to have for refreshments. They will also be distributing AmeriCorps materials.

**5. Franklin Center Report: Ms. Hodges** reported

- a. Unemployment claims are decreasing, and job postings are increasing.
- b. Two new employers are coming to Franklin County and will be using the Franklin Center for recruitment, applications and interviews. Tractor Supply will be opening in July 2011 and Solutions Matrix will begin taking applications in July and will open in September 2011.
- c. Free Workshops are being offered at the Franklin Center by business partners.
- d. There will be a GED ceremony held at the Franklin Center on June 9, 2011, for approximately 30 of the GED recipients.

**V. Committee Reports**

- A. Oversight Committee: Mr. Flippen** reported the Oversight Committee had recertified the training providers. **Ms. Vest** stated there were no new applicants this year, and several from last year did not reapply.
- B. Youth Committee:** In the absence of Mr. Paradzinski, **Ms. Luzier** reported that at this time the Youth Council has decided to focus on organizing and scheduling the Youth Summit for spring of 2013, instead of 2012. This will allow for more solicitation of Business support, and allow the opportunity for those on the Youth Council to attend the Youth Summit at Virginia State University to have an example to follow.
- C. Board Development: Ms. Kessinger** reported the committee discussed the board make-up and deficiencies. Suggestions for board members and business partners are needed. It was also discussed how to meet with new contacts and explain our purpose. The committee also organized a recommended a Slate of Officers for the upcoming year: **Mr. Hiawatha Nicely, Chair; Ms. Joyce Kessinger, Vice Chair; Ms. Naomi Powers, Secretary; Mr. Bill Jones, Treasurer.**

**Mr. Gentry** stated that he has approached two people from Mod-U-Kraf Homes in Franklin County. He asked Ms. Kathy Hodges to follow up with them, and asked them again for their participation on the board.

**Ms. Vest** currently stated there are two business partner vacancies: Salem, and Franklin County. The board is comprised of 50% business partners that are geographically diverse. She would like to have nominations before the CLEO meeting on June 30<sup>th</sup>.

- D. Awards Event: Ms. Loope** reported nomination forms have been sent out and are currently posted on the board's website. The event is scheduled for Wednesday, September 28, 2011, at 5 p.m. The goal of this year's event is to obtain at least \$10,000 in sponsorships. Sponsorship levels will range from \$250-\$1,000. Ms. Loope stressed the importance of the board members involvement. **Ms. Vest** added that the Event information is available on the board's Facebook page, with other information such as job leads and discussion boards.

**VI. Committee Reports**

- A. Oversight Committee: Ms. Vest** reported the board received the full \$255,000 requested for Rapid Response. \$51,000 of this total amount is part of this year's budget, as the allocation for September and October to Goodwill Industries of the Valleys.

**VII. New Business**

- A. Budget:**

1. **Budget Report 2011 (As of 4/30/11): Ms. Vest** reviewed the report noting spending was in line with expectations.
2. **New Budget (2011/2012): Ms. Vest** presented the Finance Committees recommended budget for Fiscal Year 2012 and answered member questions on specific line items. **Mr. Gentry stated there is a recommendation on the floor to accept the budget for next year. The recommendation was accepted and passed on a roll call vote: Yes: Barnett, Brinley, Conlin, Flippen, Gentry, Hicks, Hodges, Jones, Kessinger, Loope, Musgrove, Overbay, Phipps, Powers, Poythress, Stockwell, Teaff: No: none; Abstain: Phipps; Absent: Nicely, Bishop, Hammond, Edlich, Paradzinski,**

**B. Election of 2012 Officers:**

**Mr. Gentry introduced the recommended Slate of Officers:**

- **Chair** – Mr. Hiawatha Nicely
- **Vice Chair** – Ms. Joyce Kessinger
- **Treasurer** – Mr. Bill Jones
- **Secretary** – Ms. Naomi Powers

**Mr. Gentry** asked for nominations from the floor. With no nominations forthcoming, **Mr. Phipps moved to close nominations. Mr. Poythress seconded the motion. The motion passed on a voice vote. Ms. Hodges moved to accept the Slate of Officers as presented. Mr. Poythress seconded the motion. The motion passed on a voice vote.**

**VIII. Announcements**

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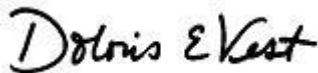
**Mr. Gentry** closed by thanking everyone for their support and efforts in his term serving as Chair for the board. **Ms. Vest** thanked Mr. Gentry on behalf of the staff for his work and dedication to serving the board.

- **CLEO Meeting**, June 30, 2011, 12 p.m., Roanoke Valley Workforce Center
- **Board meeting** August 5, 2011, Roanoke Higher Education Center

**IX. Adjournment**

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



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President

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July 7, 2011

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Date