

Board of Directors

Roanoke Higher Education Center, Suite 409
Friday, February 4, 2011

Minutes

I. Call to Order

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

Members present:

Carroll Gentry, Tanglewood Estates
Hiawathia Nicely, New Century Consultants
Naomi Powers, Carilion Franklin Memorial Hospital
Bill Jones, Hometown Bank
Wayne Flippen, Small Business Development Center
Lawrence Musgrove, LCM Corporation
Mark Stockwell, MeadWestvaco
Jerry Barnett, Virginia Employment Commission, Roanoke
Joe Brinley, JATC/NECA, IBEW Local 26
Ted Edlich, TAP This Valley Works
Jill Loope, Roanoke County
Robert Myers, Laborers' Local Union #980
Larry Overbay, Virginia Department of Rehabilitative Service
Curtis Hicks, Salem City Public Schools
Paul Paradzinski, Craig County
Bruce Phipps, Goodwill Industries of the Valleys
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:

Steven Anderson, Integrated Textile Solutions
Lew Bishop, National College
Teresa Hammond, Alleghany Highlands Chamber of Commerce
Joyce Kessinger, Boxley Materials Company
Jim Poythress, Virginia Western Community College

Staff present:

Doloris Vest, president
Suzanne Luzier, program coordinator
Zenith Hamilton, program specialist
Joy Tucker, grant writer
Steve Jenkins, SCSEP
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
Mary Ann Gilmer, Goodwill Industries of the Valleys
Joe Annarino, Community Advocate

Deb Squires, Virginia Employment Commission
Ralph Nemo, Roanoke Higher Education Center

A quorum was present.

II. Approval of Consent Agenda

Mr. Phipps asked that the Budget report be removed from the agenda and discussed under committee reports.

Mr. Nicely moved to accept the minutes from December 3, 2010. Ms. Powers seconded the motion. The motion was passed on a voice vote.

III. Public Comments

No public comments

IV. Staff Report

A. Board Office Update: Ms. Vest reported

1. **Ms. Vest** introduced **Ms. Tucker** new grant proposal writer. **Ms. Tucker** comes to the board from New River Valley Community Services, where she was employed for the past 17 years performing a variety of functions including grant writing. **Ms. Tucker** started with the board on January 31, 2011, and already has 3 projects in the works.
2. **Ms. Anna Wilson** has joined the board as Market Manager at the Covington Farmers' Market. Her initial focus will be marketing the Farmers' Market, and establishing training sessions for the vendors and general public.
3. **Ms. Vest** introduced **Mr. Steve Jenkins**, who has joined the board staff as one of two administrative assistants through the Goodwill's SCSEP program. He and a **Pam** Lewis greet customers and make referrals to workforce programs as well as answer phones and perform various administrative duties.

Ms. Vest noted Ms. Tucker's position is funded by WIA, Ms. Wilson through a grant from the USDA and Mr. Jenkins and Ms. Lewis by Goodwill's SCSEP program.

B. Grant Update:

Ms. Vest Reported

1. The **CREATES** grant is on target to meet its goals of training 225 people for employment or significant promotion by the end of the grant period in January 2012. The new concept of "green jobs" is making placements a challenge. Ms. Vest praised Mr. Randall's efforts.
2. The **HITE** (Health Information Technology Education) grant has had 50 new interested individuals in the past month. Of these, there have been 26 new enrollments. May 2012 is the completion date for the first round of participants.
3. AmeriCorps:
 - a) **Mr. Doug Booth** is coordinating classes for certifications in various aspects of construction and safety. These classes will yield participants with a nationally recognized certification upon completion. Currently there are four locations for spring classes. There has been significant interest in this program.
 - b) Ms. Michelle Manns is ready to launch the first site under the SHARE project. **The** first site will be located in the Roanoke Higher Education Center. There has been interest from two other locations: The Gainsboro Library, and the Roanoke Refugee and Immigration Services office.

Ms. Luzier reported on the

4. **Moving On.** Recruitment is ongoing with participation at the Career and Lifestyle Fair, at the Roanoke Civic Center, and the Open House at the Roanoke Higher

Education Center Information session are planned at the end of February at Virginia Western Community College. The first CDL training class at Virginia Western Community College completed on January 28. There were 7 class participants, all of which received their CDL Class A license. Ms. Luzier will be working on job placement for all participants that receive their CDL Class A.

5. **The Farmers Market Promotion Program:** Current focus is on the promotion of the Farmers Market and all deliverables of the grant.

V. **Program Reports**

A. **Ms. Matthews**

1. introduced Ms. **Mary Ann Gilmer** as the new regional WIA manager.
2. reviewed performance:
 - a) **2009 Performance Measures:** The programs met or exceeded 16 of 17 measures. The remaining measure may have been met had the state accepted supplemental income information for older youth.
 - b) **New 2010 Common Measures:** The 17 measures that were tracked previously are now down to 6 measures.
3. updated contract activities:
 - a) **Dislocated Worker Program:** Currently there are 568 enrollments in the DLW program, or 83 percent of expected enrollment. **Ms. Vest** reported that due to such high demand, there has been a request made for an additional \$200K in Rapid Response Funds.
 - b) **Youth Program:** have been 59 additional youth enrolled. Case managers continue to push all programs. There have been seven Reality Stores completed, with an additional six scheduled. These are funded from alternate funding sources, not WIA funds.
4. Discussed occupational training: The in-demand occupations continue to be monitored as they continue to change. Currently healthcare occupations are in the forefront. Case managers are pushing the CRC (Career Readiness Certificate).

B. **Center Reports: Ms. Moore** reported

1. Monthly center traffic reports have been modified to include graphs to show traffic numbers by month for all centers. The report reflects traffic numbers by the number of working days. The Traffic vs. Services report reflects the number of services provided. The number of services is consistently higher than the number of people served.
2. Goodwill Good Prospects Grant has provided for the purchase of a variety of IT equipment to be used in all of the Area III Workforce Centers. Ms. Matthews reported that Mr. Joe Custer, Goodwill Industries, will provide the IT support for the equipment.

C. **The Franklin Center: Ms. Hodges** reported

1. The Franklin Center continues to partner with community business groups to offer monthly workshops including: Dress For Success, Interview skills, Resume building
2. The center continues to seek a variety of medical training programs, including LPN, RN and phlebotomy. Carilion is in need of physical therapists.
3. Adult Education numbers are down, but hope to increase by spring.

VI. Committee Reports

A. Oversight Committee:

1. **Ms. Moore** reported developments made on the center's ADA issue and the landlord agreed to address most of the issues. .
2. **Ms. Vest** advised that the MOU for local partner space in the Roanoke Workforce Center is still under review by the Attorney General's office; the board is holding the 2009 rent in escrow and will bill partners for the current-year in April. **Ms. Matthews** indicated there was a cost allocation plan in place.

B. Board Development Committee: In **Ms. Kessinger's** absence Ms. Vest reported that no meeting has been held

C. Youth Council: **Mr. Paradzinski** reported the Youth Council remains and presented an activity review in the board report. Council members continue to reach out to homebound, home-school and alternative education programs for involvement and participation in the youth council.

D. Budget Report as of 12/31/10 – Ms. Vest reported

1. **Mr. Phipps** expressed his gratitude to Ms. Sherry Dean for getting the report updated and distributed in such a timely manner.
2. A discussion was held about the Moving On grant funds. Ms. Vest indicated there will be expenses allocated to these funds January – March 2011.
3. Committed grant funds are the carryover of grant funds for the grant programs.

Mr. Myers made a motion to accept the budget report. Mr. Nicely seconded the motion. The motion passed on a voice vote.

VII. New Business

A. 2011 Contract with Goodwill Industries

1. **Mr. Gentry** led a discussion on whether to perform new procurement for PY2011 WIA programming, including the impact of the RFP process on the partners and staff **Mr. Flippen** explained the Oversight Committee, which meets monthly did not see a need to go through the RFP process again this year.

Mr. Edlich made a motion to exercise the one-year renewal clause as allowed for in the current WIA contract with Goodwill Industries of the Valleys. Mr. Flippen seconded the motion. The motion passed on a voice vote.

B. Unauthorized Individual grant procurement

Mr. Jones asked about a recent attempt by an individual to apply for a grant in the board's name. Ms. Vest advised the board that the board's attorney has sent this individual letter on the board's behalf. Security and the Roanoke Higher Education Center's staff have been very supportive in the dealings with this individual.

C. Ms. Vest asked the board to establish a Workforce Awards committee to plan the 2011 event. Joe Annarino, Jill Loope, Kathy Hodges agreed to serve.

VIII. Announcements

- **Youth Council Meeting**, February 10, 2010, 9 a.m., Roanoke Valley Workforce Center
- **Oversight Committee**, February 18, 2010, 10 a.m., Roanoke Valley Workforce Center
- **Executive Committee**, March 17, 2011, 8:30 a.m., Roanoke Higher Education Center
- **Board of Directors**, April 1, 2011, 9 a.m., Roanoke Higher Education Center.
- **Career & Tech Education Extravaganza**, March 10, 2011, The Jefferson Center

IX. Adjournment

The meeting was adjourned at 10:27 a.m.

Dolores E. Vest

President

February 10, 2011

Date