

Western Virginia  
Workforce Development Board

**Western Virginia Workforce Development Board**

Friday, June 3, 2011, 9 a.m.

Roanoke Higher Education Center, Room 409

Agenda

- I. Call to Order, Roll Call, Introductions **Carroll Gentry****
- II. Consent agenda: (Report Page 13)**
1. April 1, 2011, with amendments
  2. Budget Report: April 30, 2011
  3. PY 2011 Training Provider Recertification
- III. Public Comment**
- Those interested in making remarks to the board of five minutes or less are asked to sign up to do so prior to the convening of the meeting.*
- IV. Staff Report **Doloris Vest****
1. News, Grants, Programming (Page 2)
  2. WIA Programming, Workforce System (Page 6)
- V. Committee Reports**
1. Oversight ..... Wayne Flippen
  2. Youth Council ..... Paul Paradzinski
  3. Board Development ..... Joyce Kessinger
  4. Award Event (Page 10) ..... Jill Loope
- VI. Old Business**
1. Rapid Response Funding
- VII. New Business**
1. Election of 2012 Officers
  2. Program Year 2011 Budget (Page 12)
- VIII. Announcements**
1. **Board of Directors**, Friday, August 6, 2011, 9 a.m. Roanoke Higher Education Center
  2. **CLEO**. Monday, June 30, noon Roanoke Higher Education Center
  3. **Youth Council**, Thursday, June 14, 2011, 9 a.m. Roanoke Valley Workforce Center
  4. **Executive Committee**, Thursday, July 21, 2011 a.m. Roanoke Higher Education Center, 509
  5. Second Annual **Workforce Development Awards**, Tuesday, September 27, 2011
- IX. Adjourn**

**Report to the Board of Directors**

April 1, 2011

**I. News**

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**A. Grant Award**

**FRESH:** Free Resources and Education for Self-sufficiency and Hope

**Funding Source:** Allstate

**Key Partners:** names of centers

**Primary Staff:** Doloris Vest

**Expiration Date:** April 2012

The Western Virginia Workforce Development Board proposes to offer survivors of domestic violence half-day seminars in financial literacy, job readiness skills and career planning to increase participants' self-sufficiency. The four-hour interactive workshop will include topics such as budgeting, writing resumes, dressing for success and job interviewing skills. Aspects specific to survivors, such as repairing credit and the need to be assertive during job interviews, will be addressed. In addition, participants will complete CareerScope, an aptitude and interest assessment, using the results as a review of their current skills and gaps and to develop a plan for achieving their career goals.

**B. Award event and nominations**

Virginia Community College System Chancellor Glenn Dubois will deliver the keynote address at the Second Annual Workforce Development Awards on Tuesday, September 28. The awards event committee has revised the award criteria, developed a timeline and is seeking sponsorships. Board members are asked to garner at least one sponsorship for the program. Sponsorships are available on several levels and are tax deductible. Board staff is responsible for logistical planning.

The award criteria, nomination form and sponsorship information are available on page>>>>.

**II. Grants**

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**Pending Applications (approximately \$829,000)**

- U.S. Department of Transportation \$175,000 to continue successful Movin' On grant:
- U.S. Department of Labor \$7,000 to conduct a Stand Down event in Salem on November 9, 2011, for homeless veterans.
- Virginia Workforce Council \$73,000 for a Regional Collaboration WIA Incentive grant to conduct a skills gap assessment for Area II and III, develop a Career Pathways Toolkit, and test the model for a targeted industry in Franklin County.
- Virginia Workforce Council Local Coordination Grant: \$74,000 to implement older youth program cohort training program focused on high-level customer service training, placement services, on the job training and apprenticeship
- U.S. Department of Labor: \$500,000 (of \$20,000,000 project) in partnership with Southside Community College (applicant) Virginia Tech, New River Mount Rogers Workforce Investment Board and others to strengthen STEM (science, technology, engineering and mathematics) education.

**Under development**

- Virginia Construction Education Foundation: \$35,000 to implement distance orientation, training and professional development to improve construction industry recruitment and retention.

**Under Consideration**

- EDA with Virginia Tech: A grant program designed to provide education, training, and job placement assistance in the occupations and industries for which employers are using H-1B visas to hire foreign workers, and the related activities necessary to support such training.

**III. Programming**

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**A. CREATES Renewable Energy and Training Education Systems?**

**Funding Source(s):** U.S. Department of Labor (Grant recipient: Community Housing Partners, Christiansburg)

**Key Partners:** Virginia Western and New River Community College, NRCERT

**Primary Staff:** Vincent Randall, program specialist

**Expiration Date:** January 2012

The CREATES grant is wrapping up enrollment and recruitment and over the remaining grant term (though Jan. 2012) we will be working on job placements. To date, 48 participants have secured employment through this grant

- Attended Job Fair at The Franklin Center, Rocky Mount, VA on 3/3/11. Created new business contacts to support job search
- The Reverse Job Fair, held on April 6th, 2011, had 33 participants and 19 business representatives. This job fair gave individuals the opportunity to speak for a minute to the audience and then network for two hours with employers. So far, 12 participants were hired as a result of this far.

**“A Minute to Get It” Survey Results 4/6/11**

Please share your opinion about our event	Agr ee			Disagree		
1. I am actively looking to fill positions or create an applicant pool	5	4	<u>3.91</u>	2	1	NA
2. Career Fairs are an important recruiting tool for my organization.	5	<u>4</u>	3	2	1	NA
3. The advertisement of the job fair influenced my decision to attend.	5	4	<u>3</u>	2	1	NA
4. I was provided sufficient information regarding the job fair.	5	<u>4.83</u>	3	2	1	NA
5. I was satisfied with the job seekers who attended.	5	<u>4.41</u>	3	2	1	NA
6. I plan to interview some of the job seekers with whom I spoke.	5	<u>4.5</u>	3	2	1	NA
7. The facilities at the Roanoke Higher Education Center met my needs.	<u>5</u>	4	3	2	1	NA
8. The job fair was well organized	5	<u>4.83</u>	3	2	1	NA
9. I plan to participate in future job fairs with Western Virginia Workforce Development Board	5	<u>4.83</u>	3	2	1	NA
10. I would recommend this job fair to other employers	5	<u>4.91</u>	3	2	1	NA
11. I enjoyed the food and refreshments.	5	<u>4.91</u>	3	2	1	NA
12. How much of your recruitment is done through career fairs?	< 25% 7	25-50% 1	<b>50-75% 4</b>	>75		
13. Approximately how many job seekers did you engage in conversation? 8 - 2 <b>Average 6.833</b>						
14. Approximately how many job seekers do you plan to interview? 4- 6 <b>Average 3.833</b>						
15. Please provide your feedback on what we can do to improve this type of career fair in the future.						
o As a small business owner this was an excellent opportunity to meet potential employees.						
o More Advance info/more details on the agenda; Overall – Great job!						
o I thought it was a fantastic event. A great way to recruit and network.						
o It was great.						
o I liked the format, this is a great program.						
o I don't think you could have done better.						
o Assign each candidate# and put the # on the resume. Number/name tags that pin on would less likely fall off.						
o It was great.						

**B. HITE Health Information Technology Education: U.S. Department of Labor**

**Funding Source(s):** U.S. Department of Labor (Grant recipient: Virginia Highlands Community College, Abingdon)

**Key Partners:** New River Mt Rogers Workforce Investment Board, five community colleges

**Primary Staff:** Zenith Hamilton, program specialist

**Expiration Date:** June 2013

The Health Information Technology Education (HITE) program currently has 33 participants enrolled which includes 10 new participants in the Electronic Medical Records program at Virginia Western Community College (VWCC). Overall we delivered more than 82 CareerScope assessments with 145 completed applications. Since April, we conducted approximately 23 CareerScope assessments, met with over 30 individual perspective candidates and a number of employers, as well as participated in community events such as: the Botetourt Business Expo, Business Technology Expo, Disability Workshop at the Goodwill Jobs Campus and New VA Corridor Technology Council. We also presented to the Ram's House (a day shelter), the Salvation Army homeless shelter, Goodwill Industries of the Valley Inc. and the Virginia Employment Commission Re-Employment office. Thus far we have surpassed our enrollment outcomes and due to the popularity of the program, the Western Virginia Workforce Development Board and

VWCC have decided to accept year-round enrollments, resulting in new enrolments for the 2011 summer term. Classes at VWCC for the summer term will start on May 16, 2011.

At this time HITE has established Tier II of the program which is the Advance Hospital Coding (ICD- 10) non-credit class for incumbent workers. An agreement with Carilion has been arranged which will allow their current employees to go through the first session of the Advance Hospital Coding training. In addition to Carilion, Tier II training will also be available to other interested healthcare facilities in the geographical area listed in the grant.

Currently, the HITE is working diligently with employers to ensure that all of the participants enter the workforce and ultimately sustain employment. Lastly, the WVWDB will be hosting an open house on June 3, 2011, at VWCC.

Great Story to share:

➤ *"I am a participant in the HITE Program for Electronic Medical Records Management at Virginia Western Community College. When I lost my job in Accounting a few days before Christmas 2010, I was devastated. I had stepped away from nearly 15 years in my Accounting career when I moved to Virginia from California in 2006, and I had taken some planned time off for "personal fulfilment" to spend time with family. I had not anticipated the difference in the corporate climate and found it impossible to get my foot in the door, so I had accepted another job that was challenging and rewarding, but was definitely outside of my established career path. When the opportunity presented itself in July 2010, I quickly accepted a low level Accounts Payable position just to get my feet wet - only to lose it five months later because I simply did not fit in a very negative office atmosphere. At one point, one of the supervisors told me I was "too happy - nobody is that happy all the time; your co-workers don't know how to relate to you." After a lot of self-examination, one thing that I came to realize after this experience is that I was in the wrong career and had been all along! I had no idea what I was going to do, but I needed to take action!*

*A friend invited me to a Job Fair just after Christmas, which is where I met Zenith Hamilton from the HITE Program. I started asking questions, and she explained what the HITE Program was all about. At that point, I only wanted to know one thing: Could this put me into contact with people or would it put me back into a cubicle looking at 4 gray walls? She told me that she could help me to find a job that would embrace me for who I am. That is what I needed to hear; that is what sold me on this program. I needed something that I could hold onto and work toward a positive goal and I knew this was it.*

*What I have not mentioned is that I have wanted to go into the healthcare field since I was a child. When I graduated high school I worked for a few years as a CNA and had started toward an RN degree, but I got married and my life took a different course. Now that I am in the HITE Program and have nearly completed my first semester, I have had an opportunity to re-visit different opportunities in the healthcare industry. At this point, I am leaning very strongly toward an Associate of Applied Science Degree in Medical Administrative Management Technology. My credits that have transferred in from California will cover some of the requirements, and the credits that I receive from the Certificate that I receive from the HITE Program of study will put me within arm's reach of obtaining this goal. I feel that I will be able to get a job because of the HITE Program of study and continue until I achieve my goal and work my way into Medical Office Management."*

*"I am honored to have been chosen to be a part of the HITE Program, and I am excited to see what the future holds. Thank you for giving me this opportunity"*

**C. Moving On:** Commercial Motor Vehicle Safety Training.

**Funding Source(s):** U.S. Department of Transportation

**Key Partners:** Virginia Western and Dabney S. Lancaster community colleges

**Primary Staff:** Suzanne Luzier, program coordinator

**Expiration Date:** September 30, 2011

Inquiries into the Moving On Grant is almost complete, slowed significantly, in part due to funding almost being depleted. We are still on target for a total of 55 newly licensed drivers.

- Dabney S. Lancaster began its final class under the grant on April 2, 2011.
  - DSLCC has had 14 total participants to date.
  - 4 have received their CDL-Class A
  - 10 have completed their classroom portion, need to complete behind the wheel
- VWCC continues to have classes begin every 4 weeks.
  - 5 classes have been completed under the Moving On grant at VWCC.
  - 40 total grant participants
  - 37 participants received their license

- 8 have obtained employment.
- There have been several participants requesting their physical and drug screen results to send to employers. The number of employed will continue to increase.
- VWCC has added COMPASS testing to the requirements for the CDL course. In addition to the COMPASS testing, if drivers are not ready for CDL testing, course instructors have made sure to offer individual assistance to prepare the class participants.

**D. Non-WIA Program Participation Summary**

Program	Inquiries	Applicants	Enrollments			Awaiting Training	Began/In training	Incumbent workers	Employed	Post training Job Search
<b>HITE: Health Education Information Technology</b>										
Sept 10 - Feb 11	185	112	23			15	23	7	0	0
March	25	18	0			0	0	0	0	0
April	25	8	10			0	10	2	0	0
Total to date	235	138	33			15	33	9	0	0
<b>CREATES</b>				VWCC	NRCERT					
June 10 - Jan 11	280	254	146	81	65		130	54	14	62
March	19	16	10		10	5	7	10	3	3
April	10	14	8		8	8	4	11	21	0
	<b>297</b>	<b>267</b>	<b>161</b>	<b>81</b>	<b>80</b>	<b>7</b>	<b>134</b>	<b>61</b>	<b>16</b>	<b>62</b>
<b>Movin' On CDL training</b>										
Nov 10 - Feb 11	62	37	44			6	42	1	8	5
March	22	14	12			2	11	4	8	16
April	12	3	1			3	1	3	11	25
Total	<b>96</b>	<b>7</b>	<b>54</b>			<b>4</b>	<b>12</b>	<b>1</b>	<b>8</b>	<b>5</b>
<b>(Non-WIA) Grant Participants</b>										
July 10 - Feb 11	527	403	213	81	65	21	195	62	22	67
March	66	48	22	0	10	7	18	14	11	19
April	47	25	19	0	8	11	15	16	32	25
Total	<b>628</b>	<b>412</b>	<b>248</b>	<b>81</b>	<b>80</b>	<b>26</b>	<b>179</b>	<b>71</b>	<b>24</b>	<b>67</b>

**E. Farmers' Market Promotional Program: U.S. Department of Agriculture**

**Funding Source(s):** U.S. Department of Transportation

**Key Partners:** Old Towne Covington, Covington Farmers' Market Advisory Committee, Allegheny Highlands Chamber of Commerce

**Primary Staff:** Suzanne Luzier, program coordinator

**Expiration Date:** September 30, 2012

Although, construction of the market structure will not be complete for the May 14th market opening, there are still vendors excited and ready to start the market season:

- The Covington Farmers' Market is scheduled to open on May 14. Construction has been delayed; therefore, the market will open under construction, or at an alternate location.
- The first vendor workshop was held on April 20. There were 17 vendors, or potential vendors at this event. The workshop was held in 4 sessions to cover: Taxes, Liability, VDACS Regulations, and Accepting SNAP/EBT at the market.
- The Mobile Kitchen is scheduled for delivery on June 3, 2011.
  - Waiting for City Council to meet and offer an exemption to the personal property taxes.

- The final location of the mobile kitchen needs to be determined prior to this exemption.
- Advertising was secured in Natural Awakenings SWVA Magazine. This magazine is a FREE publication available at over 300 locations in Southwest Virginia.
- Budget Revisions were made and voted on and agreed to by the Covington Farmers Market Steering Committee. These revisions have been submitted to USDA for approval.
  - GAP audits were removed from the budget, due to the expense that the farmers would have to incur outside of what the grant provided for.
  - The funds left available from removing the audits from the plan, will be used for advertising, reusable grocery totes for giveaways and for sale at the market.
  - Promotional items, such as the grocery totes, posters, flyers and bumper stickers will be purchased when the budget revisions have been approved by USDA.
  - Additional money was allocated for a full promotional wrap to be applied to the mobile kitchen.
- Construction is underway at the market location. To follow the building process visit [www.designbuildlab.blogspot.com](http://www.designbuildlab.blogspot.com) or follow the farmers' market on facebook.com.

**F. Pre-Apprenticeship: 2008 Local Coordinator Grant**

**Funding Source(s):** Virginia Workforce Council

**Key Partners:** Virginia Department of Labor & Industry

**Primary Staff:** Doug Booth, Americorp member

**Expiration:** June 30, 2011

The program has provided pre-apprentice training for approximately 50 individuals. Four instructors have been certified the training which includes safety, workforce readiness skills and construction industry specific introduction to basic tools. Participants in TAP's Youth Build program took part in the training and 20 received their certification.

Remaining funds were used to provide three extra enrollments in the Movin' On (CDL instruction) program.

**G. SHARE: 2008 Incentive Grant**

**Funding Source(s):** Virginia Workforce Council

**Key Partners:** Local faith- and community-based organizations

**Primary Staff:** Michelle Mann, Americorp member

**Expiration:** funding expires June 30, 2011; program to continue

The program will culminate with Train-the-trainer training for SHARE network participants including all City of Roanoke and Roanoke County Libraries. Following the training 20 locations around the valley will have a computer dedicated to job search and assistance. Each site has a reference manual with step

**IV. WIA Programs**

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**A. Youth Program Highlights**

Graduation: The Youth Program will be having two graduation celebrations for our clients receiving high school diplomas or GED's

**Covington** – June 8 - Fudge Street Café from 6-8 p.m.

**Roanoke:** June 9 – Tanglewood Holiday Inn from 6 – 8 p.m.

Motivational speaker Joseph Jennings will be speaker at both events. We project that 45 of our youth program participants and their families will participate in these events.

College Tours: In April, twenty-three youth participated in tours of James Madison University and Radford University. In addition, these youth toured a "green" farming operation in the Shenandoah Valley, Polyface Farms. At the farm tour, they learned about the training and education required to operate a sustainable, organic farm. In addition, the youth toured the Goodwill JOBS Campus to learn about training opportunities offered there.

Leadership Trip: On June 16 – 19, 55 youth will be participating in a visit to Washington, D.C. This is a leadership development and academic enrichment component of their summer work activity. While in D.C., these youth will visit the major monuments and war memorials, the Holocaust Museum, the Smithsonian, Arlington National Cemetery, the United States Congress (in session) and the National Cathedral. For their visit to Congress, we are arranging for the youth to meet with our Congressional representatives. As an in-kind contribution to the program, Goodwill is furnishing matching polo shirts to the youth for the visit to Congress.

In the last week of June, youth will be touring our area's community colleges.

**B. Enrollments**

Program	Carry over	New PY2011	PY2011 Participants	# exited	Currently enrolled	% exited	# placed	% placed	% of exiters placed	Average wage
Adult	146	99	245	77	168	31.43%	71	28.98%	92.21%	9.96
Dislocated Workers	432	148	580	157	423	27.07%	144	24.83%	91.72%	16.28
In-school Youth	81	47	128	12	116	9.38%	12*	9.38%	100.00%	NA
Out-of-school Youth	40	15	55	4	51	7.27%	4	7.27%	100.00%	\$8.41
<b>Totals</b>	699	309	1008	250	758	24.80%	231	22.92%	92.40%	\$11.55

\*entered employment, education or military

**C. Performance: PY2011 Q1-Q3**

	2009 – WIA Original Measures				2010 – Common Measures					
	Actual	Goal	80%		Goal	80%	Q1	Q2	Q3	
<b>Adults</b>										
Entered Employment Rate	90.9	74.0	59.2	E	73	58.4	77.8	68.2	77.8	E
Six months Retention Rate	70	80.0	64.0	M	80	64.4	66.7	66.7	50.0	FTM
Six Months Earnings	\$7,220	\$7,400	\$5,920	M	\$7,638	6110	\$10,903	\$13,223	\$10,509	E
Credential & Employment Rates	88.2	52.0	41.6	E						
<b>Dislocated Workers</b>										
Entered Employment Rate	80.5	77.0	61.6	E	78	62.4	88.9	89.5	81.8	E
Six months Retention Rate	91.1	85.0	68.0	E	85	68	85.0	77.8	88.9	E
Six Months Earnings*	\$12,143	\$12,100	\$9,680	E	\$12,500	\$10,000	\$12,687	\$12,687	\$12,167	M
Credential & Employment Rates	63.6	52.0	41.6	E						
<b>Youth</b>										
Literacy/Numeracy Gains					50	40	0	20.0	100.0	E
Employment or Education Placement					60	48	100	42.9	68.8	E
Credential Attainment					55	44	50	71.4	66.7	E
<b>Older Youth</b> No longer used										
Entered Employment Rate	85.7	73.0	58.4	E						
Six months Retention Rate	66.7	82.5	66.0	M						
Six Months Earnings	\$1,412	\$2,400	\$1,920	FTM						
Credential & Employment Rates	63.6	35.0	28.0	E						
<b>Younger Youth</b>										
Skill Attainment Rate	72.9	85.0	68.0	M						
Diploma or Equivalent Rate	72.5	64.0	51.2	E						
Six months Retention Rate	52.4	55.0	44.0	M						
<b>Customer Satisfaction</b>										
Employers	72.7	72.0	57.6	E						
Participants	68.8	73.5	58.8	M						
<i>Exceeded (attained 81% or more of goal), Met attained 80-99% of goal, Failed (attained less than 80% of goal)</i>										

**D. Center Activity**

LOCATION TOTAL	NEW	Resource Room	Unemployment Ins.	Low Income Adults	Older Adults (55+)	Youth	Laid Off Workers	Disability Services	Recovery Programs	Ex-offenders	Trade Act	Veterans	Community College	GED Class	Off-Site Partners	Job Corps	Workshops/Orientation	Other/Meetings	Walk-in Total	(Services)	
<b>Jul-10</b>																			<b>Jul-09</b>		
Roanoke	3,795	365	1,579	1,814	107	37	37	115	107	4	30	75	92	32	157	130	0	2	525	3,229	4,843
Franklin	2,501	19	33	438	85	14	3	78	33	0	0	0	0	622	424	0	0	0	771	3171	
Covington	720	20	668 VEC		19	5	12	16	0	0	0	0	0	0	0	0	0	0	0	--	
Jobs Campus	551	88	130	0	126	48	42	72	0	0	0	0	0	0	0	0	21	0	45	0	
<b>Aug-10</b>																			<b>Aug-09</b>		
Roanoke	4,747	462	1,868	2,384	157	52	24	151	119	5	46	50	116	63	220	202	0	9	822	3,543	6,288
Franklin	3,160	14	50	614	72	19	1	64	55	0	0	0	0	927	520	0	0	0	667	3,398	
Covington	625	11	591 VEC		13	4	7	10	0	0	0	0	0	0	0	0	0	0	0	774	
Jobs Campus	634	132	110	0	161	48	20	121	0	0	0	0	0	0	0	0	22	0	82	0	
<b>Sep-10</b>																			<b>Sep-09</b>		
Roanoke	4,280	463	1,775	2,105	158	56	36	159	119	1	31	89	86	31	218	175	0	2	780	3265	5,821
Franklin	3,401	48	47	536	54	32	3	45	20	0	0	0	0	1481	547	0	0	0	854	4350	
Covington	603	31	570 VEC		17	4	0	12	0	0	0	0	0	0	0	0	0	0	0	654	
Jobs Campus	573	60	132	0	142	39	35	112	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Oct-10</b>																			<b>Oct-09</b>		
Roanoke	4,053	505	1,667	1,922	139	63	20	151	163	0	27	97	95	81	228	190	0	6	787	3991	5,636
Franklin	3,380	14	31	569	48	22	0	32	35	0	0	0	0	1392	489	0	0	0	766	3737	
Covington	667	22	623 VEC		23	5	0	17	0	0	0	0	0	0	0	0	0	0	0	984	
Jobs Campus	554	61	150	0	132	43	32	109	0	0	0	0	0	0	0	0	21	0	0	0	
<b>Nov-10</b>																			<b>Nov-09</b>		
Roanoke	4,209	420	1,805	1,871	98	49	16	145	85	2	28	102	83	38	225	192	0	9	802	3853	5,550
Franklin	3,135	7	38	531	87	23	0	75	26	0	0	0	0	1033	517	0	0	0	618	3446	
Covington	607	24	579 VEC		8	4	7	9	0	0	0	0	0	0	0	0	0	0	0	681	
Jobs Campus	743	81	213	0	142	83	47	95	0	0	0	0	0	0	0	0	22	0	79	0	
<b>Dec-10</b>																			<b>Dec-09</b>		
Roanoke	3,895	408	1,465	2,028	82	20	7	123	95	4	19	125	74	95	130	97	0	8	622	4304	4,994
Franklin	2,335	6	35	673	49	33	0	35	15	0	0	0	0	601	310	0	0	0	716	3185	
Covington	708	8	631 VEC		33	15	6	23	0	0	0	0	0	0	0	0	0	0	0	784	
Jobs Campus	568	60	204	0	91	57	34	77	0	0	0	0	0	0	0	0	16	0	116	0	
<b>Jan-11</b>																			<b>Jan-10</b>		
Roanoke	4,997	582	1,928	2,563	114	47	28	184	161	3	34	82	126	157	117	142	0	13	633	5575	6,332

Franklin	2,849	12	49	789	38	46	0	23	23	0	0	0	0	828	349	0	0	0	610	3397		
Covington	642	14	598 VEC		23	3	0	18	0	0	0	0	0	0	0	0	0	0	0	0	778	
Jobs Campus	724	155	234	0	119	62	11	71	0	0	0	0	0	0	0	0	25	0	46	203		
<b>Feb-11</b>																					<b>Feb-10</b>	
Roanoke	3,695	368	1,532	1,638	72	34	14	95	127	2	18	76	84	211	178	105	0	13	587	3,764	4,786	
Franklin	2,991	1	17	496	32	36	0	24	29	0	0	0	0	913	462	0	0	0	789	2714		
Covington	468	10	424 VEC		22	7	0	15	0	0	0	0	0	0	0	0	0	0	0	595		
Jobs Campus	803	234	187	0	93	107	10	67	0	0	0	0	0	0	0	0	30	114	195	295		
<b>Mar-11</b>																						
Roanoke	4,375	522	1,977	1,738	104	30	19	89	147	4	36		92	166	251	146	0	5	620	4,179	5,424	
Franklin	3,628	11	27	511	42	54	0	25	19	0	0	0	0	922	575	0	0	0	1530	4260		
Covington	736	25	708 VEC		15	5	0	8	0	0	0	0	0	0	0	0	0	0	0	564		
Jobs Campus	987	118	243	0	123	112	26	78	0	0	0	0	0	0	0	0	33	0	372	585		
<b>Apr-11</b>																						
Roanoke	3,557	355	1,663	1,540	94	26	12	80	95	4	23		72	112	154	95	0	63	452		4,485	
Franklin	2,704	4	38	372	34	48	0	27	30	0	0	0	0	870	360	1	0	0	743			
Covington	668	8	648 VEC		12	5	0	6	0	0	0	0	0	0	0	0	0	0	0			
Jobs Campus	904	128	235	0	96	74	38	56	0	0	0	0	0	0	0	0	23	366	16			
<b>Total</b>	<b>85,172</b>	<b>5876</b>																		<b>57,302</b>		

### **Workforce Development Award Criteria**

The Western Virginia Workforce Development Board recognizes the importance of individual excellence and strong partnership in successfully meeting its mission to provide employers with high-skilled workers for high demand, high wage positions.

The annual Workforce Development Awards publicly recognizes and thanks those who have contributed most significantly to the system and its success. Awards are given to individuals or businesses that have excelled in one or more of the following:

#### **Program Participant of the Year**

Adult or Youth who has

- Taken full advantage of one or more workforce programs
- Made extraordinary strides in personal and professional growth

#### **Professional of the Year**

Individual working within the workforce development system that has

- Shown Excellence in program knowledge
- Provided outstanding services to business or individual customers
- Utilized innovative approach to problem solving
- Demonstrated dedication to continuous improvement

#### **Community Advocate of the Year**

Individual (youth or adult) Outside the workforce system who

- Promotes the need for career education, professional development or lifelong learning
- Identifies and works to solve challenges facing workers
- Establishes and uses strong connection among workforce partners and services

#### **Business of the Year**

An organization that

- Encourages and supports professional development of new and current employees
- Supports the efforts of workforce centers, agencies and/or partners
- Promotes career advancement opportunities
- Significantly increased employment within the past year

#### **Training provider of the Year**

Organization that

- Demonstrates an understanding of employees and employers future needs
- Uses innovative approaches to training and education
- Fosters a positive learning environment
- Facilitates instruction through a variety of delivery methods

Please email, mail or fax your nomination form to  
108 N. Jefferson St. Suite 809, Roanoke, VA 24016  
[info@westernvaworkforce.com](mailto:info@westernvaworkforce.com)  
(fax) 540-767-6084

Winners will be announced at the Board's annual recognition event in September.

**Workforce Development Awards  
Nomination Form**

<b>Nominee</b>	_____			
	<b>Organization</b>			
_____		_____		
<b>Address</b>		<b>Title</b>		
_____		_____		
		<b>City</b>	<b>State</b>	<b>Zip</b>
_____		_____	_____	_____
<b>Phone</b>	<b>Email</b>			
_____	_____			

**Category** (pick one)

- |  |  |
|--|--|
| <input type="checkbox"/> Program Participant of the Year | <input type="checkbox"/> Training Provider of the Year |
| <input type="checkbox"/> Professional of the Year        | <input type="checkbox"/> Business of the Year          |
| <input type="checkbox"/> Community Advocate of the Year  |  |

**Location** (pick one)

- |  |  |
|--|--|
| <input type="checkbox"/> Franklin County | <input type="checkbox"/> Alleghany Highlands |
| <input type="checkbox"/> Roanoke Valley  | <input type="checkbox"/> All                 |

Please answer the following, taking into consideration the items in the award description (see reverse). Feel free to attach additional pages or information if necessary.

**1. What specific contributions has the nominee made in this category?**

**2. Describe any obstacles to success which were overcome**

**3. How has the nominee's efforts had a positive impact on the employment, the workforce system and/or its customers**

<b>Nominator</b>	_____		<b>Organization</b>	_____		
			<b>Title</b>	_____		
<b>Address</b>	_____		<b>City</b>	<b>State</b>	<b>Zip</b>	_____
_____		_____	_____	_____	_____	_____
<b>Phone</b>	<b>Email</b>		_____			
_____	_____		_____			

Please send to the Western Virginia Workforce Development Board at the address below by Friday, August 13, 2011

Western Virginia Workforce Development Board 2011-2012 Budget Comparison (Tentative)	Mar 31, 2011 Budget FY2011	April 30, 2011 Budget FY2011	Proposed Budget FY2012	FY2011 to FY2012 Change
<b>Grant Revenue</b>				
WIA Stimulus Grant Carryforward	\$ 345,081.00	\$ 345,081.00	\$ -	\$ (345,081.00)
WIA PY2009 Grant Carryforward	\$ 299,150.00	\$ 299,150.00	\$ -	\$ (299,150.00)
WIA PY2010 Allocation/Carryforward	\$ 1,361,981.00	\$ 1,361,981.00	\$ 191,004.23	\$ (1,170,976.77)
WIA Rapid Response	\$ 57,988.00	\$ 57,988.00	\$ -	\$ (57,988.00)
WIA April 2011 Rapid Response	\$ -	\$ 255,350.00	\$ 204,000.00	\$ (51,350.00)
WIA PY2011 Allocation	\$ -	\$ -	\$ 1,500,032.00	\$ 1,500,032.00
Green Grant Carryforward	\$ 226,861.10	\$ 226,861.10	\$ 72,755.65	\$ (154,105.45)
HITE Allocation	\$ 291,470.40	\$ 291,470.40	\$ 190,611.02	\$ (100,859.38)
Trucks Allocation	\$ 178,568.30	\$ 178,568.30	\$ 5,000.00	\$ (173,568.30)
AmeriCorps Allocation	\$ 45,000.00	\$ 45,000.00	\$ 9,054.94	\$ (35,945.06)
Alleghany Highlands Farmer's Market Allocation	\$ 82,856.00	\$ 82,856.00	\$ 35,000.00	\$ (47,856.00)
Veterans Allocation	\$ 7,000.00	\$ 7,000.00	\$ -	\$ (7,000.00)
WIA PY2008 Incentive Grant	\$ 10,000.00	\$ 10,000.00	\$ -	\$ (10,000.00)
WIA PY2008 Regional Cooperation Grant	\$ 30,000.00	\$ 30,000.00	\$ -	\$ (30,000.00)
Allstate Grant	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00
<b>Total Grant Revenue</b>	<b>\$ 2,935,955.80</b>	<b>\$ 3,191,305.80</b>	<b>\$ 2,214,957.84</b>	<b>\$ (976,347.96)</b>
<b>Board Staff Expenses</b>				
Staff Wages	\$ 323,409.00	\$ 323,409.00	\$ 209,465.46	\$ (113,943.54)
Contract Work	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
Benefits	\$ 63,515.00	\$ 63,515.00	\$ 47,828.38	\$ (15,686.62)
<b>Staff Subtotal</b>	<b>\$ 386,924.00</b>	<b>\$ 386,924.00</b>	<b>\$ 277,293.84</b>	<b>\$ (109,630.16)</b>
Office Operations	\$ 35,344.08	\$ 35,344.08	\$ 35,445.64	\$ 101.56
Equipment&Furniture	\$ 6,012.98	\$ 6,012.98	\$ 2,300.00	\$ (3,712.98)
Meeting Costs	\$ 1,500.00	\$ 1,500.00	\$ 2,200.00	\$ 700.00
<b>Office Subtotal</b>	<b>\$ 42,857.06</b>	<b>\$ 42,857.06</b>	<b>\$ 39,945.64</b>	<b>\$ (2,911.42)</b>
Marketing	\$ 41,976.15	\$ 41,976.15	\$ 19,000.00	\$ (22,976.15)
Travel & Training	\$ 17,993.00	\$ 17,993.30	\$ 16,760.00	\$ (1,233.30)
Dues & Insurance	\$ 4,100.00	\$ 4,100.00	\$ 4,700.00	\$ 600.00
Legal	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00
Audit	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ -
Corporate Structure	\$ 2,000.00	\$ 2,000.00	\$ -	\$ (2,000.00)
Computer/Furniture Move	\$ 3,000.00	\$ 3,000.00	\$ -	\$ (3,000.00)
Miscellaneous	\$ 300.00	\$ 300.00	\$ 500.00	\$ 200.00
<b>Other Subtotal</b>	<b>\$ 82,369.15</b>	<b>\$ 82,369.45</b>	<b>\$ 54,960.00</b>	<b>\$ (27,409.45)</b>
<b>Total Operations Expense</b>	<b>\$ 512,150.21</b>	<b>\$ 512,150.51</b>	<b>\$ 372,199.48</b>	<b>\$ (139,951.03)</b>
<b>Program Expense</b>				
WIA Adult Services ARRA Funding	\$ 8,370.00	\$ 8,370.00	\$ -	\$ (8,370.00)
WIA Adult Services Formula Funding	\$ 388,630.00	\$ 388,630.00	\$ 325,000.00	\$ (63,630.00)
WIA Dislocated Worker Services ARRA Funding	\$ 152,177.00	\$ 152,177.00	\$ -	\$ (152,177.00)
WIA Dislocated Worker Services Formula Funding	\$ 438,823.00	\$ 513,073.00	\$ 366,000.00	\$ (147,073.00)
WIA Dislocated Worker Training	\$ -	\$ -	\$ -	\$ -
WIA Dislocated Worker Rapid Response	\$ -	\$ 67,046.37	\$ 204,000.00	\$ 136,953.63
WIA Youth In School Stimulus	\$ 6,366.01	\$ 6,366.01	\$ -	\$ (6,366.01)
WIA Youth Out of School ARRA	\$ 33,175.99	\$ 33,175.99	\$ -	\$ (33,175.99)
WIA Youth In School Services Formula Funding	\$ 327,633.99	\$ 327,633.99	\$ 285,000.00	\$ (42,633.99)
WIA Youth Out School Services Formula Funding	\$ 106,824.01	\$ 106,824.01	\$ 130,000.00	\$ 23,175.99
WIA One-Stop Project Formula Funding	\$ 35,000.00	\$ 35,000.00	\$ 30,000.00	\$ (5,000.00)
WIA Summer Youth Employment	\$ 50,000.00	\$ 50,000.00	\$ -	\$ (50,000.00)
Tuition (Trucks Grant)	\$ 166,275.61	\$ 166,275.61	\$ -	\$ (166,275.61)
Assessments*	\$ 22,966.00	\$ 22,966.00	\$ 7,500.00	\$ (15,466.00)
Supportive Service** (Green and HITE Grants)	\$ 78,000.00	\$ 78,000.00	\$ 48,000.00	\$ (30,000.00)
<b>Total Expense Programs</b>	<b>\$ 1,814,241.61</b>	<b>\$ 1,955,537.98</b>	<b>\$ 1,395,500.00</b>	<b>\$ (560,037.98)</b>
<b>Project Expense</b>				
Alleghany/Highlands Farmer's Market	\$ 40,000.00	\$ 40,000.00	\$ 35,000.00	\$ (5,000.00)
Veteran's Stand Down	\$ 7,000.00	\$ 7,000.00	\$ -	\$ (7,000.00)
WIA PY2008 Incentive Grant Project	\$ 10,000.00	\$ 10,000.00	\$ -	\$ (10,000.00)
WIA PY2008 Reg Cooperation Grant Project	\$ 30,000.00	\$ 30,000.00	\$ -	\$ (30,000.00)
Allstate Grant	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00
<b>Total Project Expense</b>	<b>\$ 87,000.00</b>	<b>\$ 87,000.00</b>	<b>\$ 42,500.00</b>	<b>\$ (44,500.00)</b>
<b>Grand Total Expense</b>	<b>\$ 2,413,391.82</b>	<b>\$ 2,554,688.49</b>	<b>\$ 1,810,199.48</b>	<b>\$ (744,489.01)</b>
<b>Total Net Uncommitted/Committed Grant Funding</b>	<b>\$ 522,563.98</b>	<b>\$ 636,617.31</b>	<b>\$ 404,758.36</b>	<b>\$ (231,858.95)</b>
<b>Detail Net Uncommitted/Committed Grant Funding:</b>				
Committed Program Funding***	\$ 296,998.68	\$ 296,998.68	\$ 91,089.40	\$ (205,909.28)
WIA Uncommitted Program Funding	\$ 191,673.56	\$ 305,727.19	\$ 276,907.85	\$ (28,819.34)
WIA Uncommitted Administrative Funding	\$ 33,891.74	\$ 33,891.44	\$ 36,761.11	\$ 2,869.67
<b>Total Detail Net Uncommitted/Committed Grant Funding</b>	<b>\$ 522,563.98</b>	<b>\$ 636,617.31</b>	<b>\$ 404,758.36</b>	<b>\$ (231,858.95)</b>
* (Green, Trucks, HITE & WIA CareerScopes) ** (Green and HITE Grants) *** (Green, Trucks, HITE, Farmer's				

**Board of Directors**

Roanoke Higher Education Center, Suite 409

Friday, April 1, 2011

**Minutes**

(With suggested amendments highlighted)

**I. Call to Order**

Board Chair **Carroll Gentry** called the meeting to order at 9:05a.m. **Suzanne Luzier** called the roll:

Members present:

**Carroll Gentry**, Tanglewood Estates  
**Hiawathia Nicely**, New Century Consultants  
**Wayne Flippen**, Small Business Development Center  
**Lew Bishop**, National College  
**Joyce Kessinger**, Boxley Materials Company  
**Lawrence Musgrove**, LCM Corporation  
**Mark Stockwell**, MeadWestvaco  
**Joe Brinley**, JATC/NECA, IBEW Local 26  
**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  
**Naomi Powers**, Carilion Franklin Memorial Hospital  
**Bill Jones**, Hometown Bank  
**Ted Edlich**, TAP This Valley Works

**Teresa Hammond**, Alleghany Highlands Chamber of Commerce  
**Jerry Barnett**, Virginia Employment Commission, Roanoke  
**Jim Poythress**, Virginia Western Community College

A quorum was present.

Staff present:

**Doloris Vest**, president  
**Suzanne Luzier**, program coordinator  
**Vincent Randall**, CREATES  
**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  
**Mary Ann Gilmer**, Goodwill Industries of the Valleys  
~~**Joe Annarino**, Community Advocate~~  
**Deb Squire**, Virginia Employment Commission  
**Kathy Bibb**, EyesOnRoanoke.com  
**John Weaver**, Laborers Local 980  
**Joe Annarino**, EAC

Mr. Gentry reminded board members to review the Conflict of Interest Policy.

**II. Approval of Consent Agenda**

**Mr. Phipps moved to remove all four items from the Consent Agenda for discussion at the appropriate time in the agenda. Mr. Flippen seconded. The motion was accepted on a voice vote.**

**Minutes: Feb 4, 2011:** Mr. Phipps noted that the minutes should reflect his abstention from the vote to award Goodwill the WIA services contract for Program Year 2011. **Dr. Teaff moved to approve the minutes of the February 4 meeting as amended. Ms. Hodges seconded. The motion passed on a voice vote.**

Following a discussion of proper procedure. **Mr. Nicely moved to rescind the voice vote taken on the contract issue at the previous meeting. Mrs. Kessinger seconded. The motion passed on a voice vote.**

**Mr. Flippen moved that the board exercise the one year renewal clause in the contract with Goodwill Industries of the Valleys to provide WIA Adult, Youth, Dislocated Worker and Center operator services for Program Year 2011 with specific funding to be determined at a later date. Mr. Stockwell seconded the motion. The motion passed on a roll call vote: Yes: Gentry, Nicely, Flippen, Kessinger, Musgrove, Stockwell, Brinley, Loope, Myers, Overbay, Hicks, Paradzinski, Teaff No: None; Abstain: Bishop, Phipps**

**Mr. Nicely moved to accept the consent agenda from February 4, 2011, with Mr. Phipps vote rescinded. Ms. Kessinger 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. Board Programming: Ms. Vest reported**

1. **CREATES** (green construction and energy-related training) is on schedule with its projects and is hosting a reverse job fair on April 6.
2. **HITE** (healthcare information technology training) continues in the recruitment of participants. Focus will shift to Job Placement in the fall.
3. **Moving On** (Commercial Drivers' License Training) has had a lot of success. Currently Virginia Western Community College has 8 employment partners that have agreed to accept those men and women from the Virginia Western Community College CDL program. Working on getting the same for Dabney S. Lancaster Community College.
4. **Non-WIA Program Training**
  - a) **65** Incumbent workers. **24** employed. **67** post training job search
5. **Farmers Market** – Market Manager Anna Wilson has scheduled the first round of classes for vendors. The mobile kitchen has been ordered. Advertising in Edible Blue Ridge is in place. The market will open on May 14, 2011 under construction. The mobile kitchen will be assigned to the Covington Farmers Market at the end of the grant.
6. **Apprenticeship** – This program has provided pre-apprenticeship training for approximately 25 individuals that will yield a national certification for construction safety. Pre-Apprenticeship is classroom training to take into the workforce. The board is using the project as a marketing tool to promote registered apprenticeships -- on the job training where the individual is hired and working.
7. **SHARE** – Share locations under development include faith- and community-based organizations. Currently there have been 12 interested locations identified including VACares and YouthBuild, most already have a computer designated. Training will follow for these locations. The board office hosts a SHARE site for visitors and students at the Roanoke Higher Education Center

**B. WIA Programming: Ms. Matthews reported**

1. As of the end of March, all programs have met or exceeded the goals for enrollment. Enrollments in the Dislocated Worker program have stopped, pending approval and receipt of Rapid Response funding. Focus of the Dislocated Worker Program has shifted to placement in employment. **Ms. Gilmer** explained the Youth standards and placement numbers. At the request of **Mr. Phipps** for further explanation of the Performance Report.
2. Customer Satisfaction Surveys at the Roanoke Workforce Center have been coming in at a very high rate. **Ms. Kim Moore** has offered gift certificates to assist in soliciting Customer Surveys and has yielded more surveys in the past 2 weeks than last year total. Ms. Moore is reviewing each survey and referring any complaints or issues to the appropriate partners to address.
3. There are expected to be 161 Youth graduates this year. There will be a graduation banquet at Tanglewood, on June 9, 2011 at 6:00pm to celebrate. Everyone is invited to attend.

In response to an inquiry from **Mr. Bishop** Ms. Vest explained programs appeared to be in compliance following a monitoring review by staff. Certain budget line items were overspent and terms of the contract had been reviewed with the program operator. **Mr. Gentry** explained that the Executive Committee had met on this issue. Goodwill Industries [*insert: was not out of legal compliance but did exceed some budget items*] [~~delete: has made changes with the assistance of Ms. Vest, to insure that non-compliant spending does not happen again.~~] The Executive Committee advised Goodwill Industries on how to manage program spending moving forward.

**C. PY2011 Funding – Ms. Vest reported**

1. Prospective funding for the program year starting July 1, 2011 is expected at the PY2008 levels or about \$900,000 for Area III. **Ms. Matthews** noted that in expectation the reduction, programs currently were focusing on job placement.
2. At the request of **Mr. Gentry**, **Ms. Dean** explained the budget report through February 28, 2011. The structure provides for a one-page report reflecting all financial activity for the board.
  - a) All funding from all sources are listed at the top of the report. Although all funding is available, portions are reserved for future year funding depending on the program requirements.
  - b) All Board Staff Expense is for one year of expense and includes staff covered by any funding stream.
  - c) The Total Net Uncommitted/Committed Funding is WIA and other funds expected to be unspent at June 30, 2011

**Mr. Phipps** requested [insert: that separate] reports for the WIA programs and the grant-funded programs [insert: be provided to the Board] along with rate of usage. **Mr. Nicely** and **Mr. Gentry** explained that changes in reporting to reflect obligations and trends are reviewed by the staff and executive committee.

**V. Committee Reports**

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**A. Oversight Committee**

1. **Mr. Flippen** reported the Oversight Committee is reviewing demands on funds available to serve clients. The programs are trying to switch to a focus on exits without enrollments. The programs can't keep adding participants without considering funding. Applicants for dislocated worker services are being added to a waiting list. Additional staff training, including how to market the Career Readiness Certificate is under consideration.
2. **Ms. Vest** asked the board to revise *WVWDB Policy 03-108 Priority of Service* to include specific language requested by the state to more clearly indicate the board's priority of service. Following a discussion. **Mr. Phipps** asked if the policy changes were reviewed by counsel. **Mr. Stockwell** stated that a review by counsel would not be [delete: an un] necessary [delete: expense] when the language for the changes to this policy came directly from the state.

**Mr. Bishop made a motion to accept the changes to Policy 03-108. Mr. Musgrove seconded the motion. The motion passed with a voice vote.**

**3. Training Provider Application**

**Ms. Vest** presented the Oversight Committee's recommendation to approve D'Ardenne Associates as a certified training provider. D'Ardenne Associates provides an add-on credential as a Quality Management System Lead Auditor for those in manufacturing, to have a certificate. The applicant meets the requirements for timely, short-term training, as well as wage rate.

**Mr. Phipps moved to approve this training provider application. Mr. Flippen seconded the motion. This motion passed with a voice vote.**

**B. Youth Council – Mr. Paradzinski reported**

the Youth Council would like to facilitate a Youth Summit, a one-day event with a variety of activities and workshops to excite the youth and assist in making better decisions and deciding positive future pathways. The event would be held next spring and modeled after the Youth Summit sponsored by the Virginia workforce boards and hosted by Virginia State University. There has already been discussion of the workshop topics, presenters and locations. Financial support will need to be solicited from local businesses and organizations. **Ms. Hodges** suggested adding a mini job fair segment to the summit.

- C. Board Development Committee: Ms. Kessinger** reported the committee met to review the purpose of the committee, as well as the current board membership and upcoming vacancies. New board member education was also discussed.
- D. Awards Committee: Ms. Loope** reported that the Awards Committee has been reviewing last year's event in order to identify possible changes to assist in a more successful event this year. The target date for this event will be September or October 2011. Speakers and award criteria are being identified.
- E. Policy Review Committee: Ms. Vest** reported that the Policy Review Committee is looking at current policies to determine what policies the board needs. Determining if there is a need for an employee handbook is being

looked at as well. The board may [insert: want to ] secure counsel to perform pro bono work to review these policies.

## VI. Old Business

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**Mr. Bishop** stated he would like to see the cell phone and credit card policies added to the agenda for the next board meeting.

## VII. New Business

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### A. **Rapid Response Funding Application**

**Ms. Vest** reported that an application has been made for Rapid Response funds to cover the Dislocated Worker Program expenses for the remainder of the year. Training expenses exceed the budgeted amount: approximately \$60,000 was budgeted and \$140,000 has been spent. The program needs approximately \$180,000 to complete the year. At the end of February 2011, the Executive Committee authorized an emergency allocation of \$35,000 dislocated worker funding to Goodwill Industries to prevent the program shutdown. Enrollment in the program was suspended in March until additional funding is available.

To qualify for the funds from the state Rapid Response program, the board must award all remaining local funds prior to applying for Rapid Response funds from the state. Ms. Vest presented the Executive Committee recommendation:

- Award the operator the maximum allowable \$74,250, bringing the total contract to \$1,571,250
- Award the operator \$15,750 as an emergency contract as allowed under Virginia Public Procurement Act
- Request an additional \$255,349.32 In Rapid Response Funds for the remainder of the program year and the first quarter of Program Year 2011.
- Award the operator an additional \$51,296.37 to complete the current program year, dependent on receiving the Rapid Response award.

**Mr. Myers moved to accept the recommendation from the Executive Committee to award the existing funds, as well as a separate award via an emergency contract. Mr. Flippen seconded the motion. The motion was passed with a roll call vote. Please note that Mr. Phipps and Mr. Bishop abstained from this vote.**

## VIII. Announcements

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**Mr. Myers** announced that he will be coming off of the board at the end of his term in June 2011. He has nominated Mr. John Weaver of Labor Local 980 to succeed him on the board. **Ms. Vest** thanked Mr. Myers for his support and pivotal role in getting the Workforce Center established in Roanoke.

- **Youth Council Meeting**, April 14, 2011, 9 a.m., Roanoke Valley Workforce Center
- **CLEO Meeting**, April 11, 2010, 12 p.m., Roanoke Valley Workforce Center
- **Executive Committee**, May 19, 2011, 8:30 a.m., Roanoke Higher Education Center
- **Board of Directors**, June 3, 2011, 9 a.m., Roanoke Higher Education Center.

## IX. Adjournment

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

*Dolris E Vest*

\_\_\_\_\_  
President♦

\_\_\_\_\_  
April 18, 2011

\_\_\_\_\_  
Date

Certified Training Provider Program Year 2011		Western Virginia Workforce Development Board			
<ul style="list-style-type: none"> <li>• <b>Priority program</b> High-demand, growth occupations</li> <li>• <b>Self-sufficient</b> entry level wage = \$8.75</li> <li>• <b>Career ladder</b> advancement potential.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Credential</b> - Recognized, transferable.</li> <li>• <b>Reasonable</b> cost as related to cost of program.</li> </ul>			
Program Name	Related occupations	Expected Wage	Program Length	Cost	Credential Earned
<b>Dabney S. Lancaster Community College</b>					
contact: Earl Dodrill edodrill@dslcc.edu web: www.dslcc.edu location: Clifton Forge					
Comprehensive College curriculum	<ul style="list-style-type: none"> <li>○ All Occupations</li> </ul>	Self Sufficiency	62-72 hrs 30-40 hrs 12-20 hrs	\$101.70/hr	Associate degree Certificate Career Studies
Wind Turbine Service Technology	<ul style="list-style-type: none"> <li>○ Wind Turbine Technician</li> <li>○ Maintenance &amp; Repair Tech</li> <li>○ Power Plant Operators</li> <li>○ Electrical &amp; Electronic</li> <li>○ Equipment Assemblers</li> <li>○ Electrical &amp; Electronic Repairs</li> </ul>	\$9.93 \$11.25 \$17.97 \$10.43 \$12.72 \$12.72	45 hrs	\$6,327	Certificate
Licensed Practical Nurse	<ul style="list-style-type: none"> <li>○ Licensed Practical Nurse</li> </ul>	\$17.77	41 hrs	\$6,570	Certificate
Protective Security Services	<ul style="list-style-type: none"> <li>○ Protective Services Occupations</li> </ul>	\$15.77	32 hrs	\$4,154	Certificate
Truck Driver Training*	<ul style="list-style-type: none"> <li>○ Truck Driver</li> </ul>	\$12.16	200 hrs	\$1,700	Certificate of Completion
Note: Participants must be enrolled in a program of study leading to a degree, certificate, diploma, or career studies program of study. Courses not included in an approved program of study must be approved by the Workforce Development Board. 2Case manager MUST document growth occupation & self-sufficiency wage for occupation related to training.					
<b>Daniels Institute of Massage</b>					
contact: Jade Daniels jademassage@msn.com web: www.danielsinstitute.net location: Roanoke					
Massage Therapy	<ul style="list-style-type: none"> <li>○ Massage Therapist</li> </ul>	\$8.94	530 hrs	\$5,810	Certificate
<b>D'Ardenne Associates</b>					
contact: 540-204-3437					
ISO 9001:2008 Quality Management	<ul style="list-style-type: none"> <li>○ Systems Lead Auditor</li> <li>○ Internal Auditor</li> </ul>	\$25.00 \$15.00	4 days 4 days	\$1,795 \$1,795	
<b>Fast Track</b>					
contact: Teresa Jones fasttrackhc@gmail.com web: www.fasttrackhc.com location: Salem					
Phlebotomy Technician	<ul style="list-style-type: none"> <li>○ Phlebotomy Technician</li> </ul>	\$10.26	200 hrs	\$2,284	Eligible to sit for state licensing
Nurse Aide	<ul style="list-style-type: none"> <li>○ Nurse Aide</li> </ul>	\$8.40	120 hrs	\$794	
Medication Aide	<ul style="list-style-type: none"> <li>○ Medication Aide</li> </ul>	\$10.23	68 hrs	\$780	
Patient Care Technician	<ul style="list-style-type: none"> <li>○ Patient Care Technician</li> </ul>	\$9.75	360 hrs	\$3,653	
EKG Technician	<ul style="list-style-type: none"> <li>○ EKG Technician</li> </ul>	\$14.36	50 hrs	\$1,384	
Pharmacy Technician	<ul style="list-style-type: none"> <li>○ Pharmacy Technician</li> </ul>	\$13.24	160 hrs	\$2,744	
<b>Ferrum College</b>					
contact: June Minter jminter@ferrum.edu www.ferrum.edu location: Ferrum					
Medical Billing & Coding	<ul style="list-style-type: none"> <li>○ Medical Records Technician</li> </ul>	\$11.25	80 hrs/9 wks	\$1,799	Prepares for national certification
EKG Technician	<ul style="list-style-type: none"> <li>○ Cardiovascular Technician</li> </ul>	\$14.36	50 hrs/8 wks	\$999	
Dental Assisting Program	<ul style="list-style-type: none"> <li>○ Dental Assistant</li> </ul>	\$13.43	50 hrs/8 wks	\$1,299	
Pharmacy Technician	<ul style="list-style-type: none"> <li>○ Pharmacy Technician</li> </ul>	\$12.95	50 hrs 8 wks	\$999	
<b>Future Truckers of America</b>					
contact: Randy Batts futuretruckers@cs.com web: www.futuretruckers.com location: Asheboro, NC					
Truck Driver Training	<ul style="list-style-type: none"> <li>○ Truck Driver</li> </ul>	\$12.29	160 hrs	\$3,472	Class A CDL

<b>Generation Solutions</b>					
<b>contact: Temika Younger training@generationsolutions.net web: www.generationsolutions.net</b>					
Personal Care Aide	○	\$7.69	40 hrs	\$250	Eligible for state licensing
Nurse Aide	○ Certified Nurse Aide (Nursing Assistant)	\$8.39	120 hrs	\$884	
Medication Aide	○ Medication Aide	\$10.23	68 hrs	\$515	
<b>National College</b>					
<b>contact: Rebekah Custer rcuster@national-college.edu web: www.national-college.edu location: Salem</b>					
Accounting	○ Bookkeeping, Accounting & Auditing Clerks	\$9.90	60 hrs	\$15,610	Diploma
Accounting Office Assistant	○ Bookkeeping, Accounting & Auditing Clerks	\$9.90	36 hrs	\$9,418	Diploma
Administrative Office Specialist	○ Secretary ○ Office Clerks, general	\$11.05 \$8.63	60 hrs	\$15,610	Diploma
Administrative Office Professional	○ Secretary ○ Executive Secretaries & Administrative Assistants	\$11.05 \$13.48	96 hrs	\$24,898	Associate Degree
Business Administration-Accounting	○ Accountants & Auditors ○ Bookkeeping, Accounting & Auditing Clerks	\$17.58 \$9.90	96 hrs	\$24,898	Associate Degree
Business Administration-Management	○ First-line Supervisors/Managers of office & administrative support workers	\$14.22	96 hrs	\$24,898	Associate degree
Business Administration	○ First-line Supervisors/Managers of office & administrative support workers	\$14.22	48 hrs	\$12,514	Diploma
Computer Applications Technology	○ Computer Operators ○ Word Processors & Typists ○ Data Entry Keyers ○ Administrative Service Managers	\$13.56 \$15.57 \$9.79 \$11.54	96 hrs	\$24,898	Associate Degree
Computer Network Technician	○ Computer Support Specialist	\$14.15	48 hrs	\$12,514	Diploma
Computerized Office Applications	○ Computer Operator ○ Word Processors & Typists ○ Data Entry Keyers	\$13.56 \$15.57 \$9.79	36 hrs	\$9,418	Diploma
Desktop Support	○ Computer Support Specialist	\$14.15	48 hrs	\$12,514	Diploma
Emergency Medical Technology	○ Emergency Medical Technician ○ Paramedic	\$11.50	24 credit hrs	\$6,763	Diploma
Emergency Medical Technology-Paramedic	○ EMTs & Paramedics	\$11.50	96 hrs	\$25,770	Associate Degree
Information Systems Engineering	○ Network & Computer Systems Administrators ○ Network Systems & Data Communications Analysts	\$20.60 \$19.28	96 hrs	\$24,938	Associate Degree
Medical Assisting	○ Medical Assistants	\$10.23	96 hrs	\$25,138	Associate Degree
Medical Billing & Coding	○ Medical Records & Health Information Technician	\$11.25	48 hrs	\$12,514	Diploma
Medical Transcription	○ Medical Transcriptionist	\$10.01	48 hrs	\$12,514	Diploma
Medical Office Assistant	○ Medical Secretary	\$10.67	36 hrs	\$9,418	Diploma
Medical Office Specialist	○ Medical Secretary	\$10.67	60 hrs	\$15,610	Diploma
Paralegal	○ Paralegals & Legal Assistants ○ Law Clerks	\$12.86 \$15.30	96 hrs	\$24,898	Associate Degree
Pharmacy Technician	○ Pharmacy Technician	\$12.95	48 hrs	\$12,529	Diploma
Supervisory Management Specialist	○ Administrative support supervisors	\$14.22	36 hrs	\$9,418	Diploma

Technical Support Assistant	o Computer Support Specialists	\$14.15	36 hrs	\$9,418	Diploma
Tourism & Hospitality	o Reservation & Transportation Ticket Agents & Travel Clerks	\$9.28	96 hrs	\$24,898	Associate Degree
	o Hotel, Motel & Resort Desk Clerks	\$7.98			
Tourism & Hospitality	o Reservation & Transportation Ticket Agents & Travel Clerks	\$9.28	48 hrs	\$12,514	Diploma
	o Hotel, Motel & Resort Desk Clerks	\$7.98			
Web Design	o Website Designer	\$13.76	96 hrs	\$24,938	Associate Degree
<b>NRCERT - New River Center for Energy Research &amp; Training</b>					
<b>contact: Marla Mundy <a href="mailto:mmundy@chpc2.org">mmundy@chpc2.org</a> web: <a href="http://www.nrcert.org">www.nrcert.org</a> location: Christiansburg</b>					
Lead Safety for Renovation, Repair & Painting	o Construction Laborers	\$12.78	8 hrs	\$700	Certified Lead Renovator
	o Construction & Building Inspectors	\$25.65			
	o Construction Managers	\$46.45			
	o Property Managers	\$18.67			
Green Property Management	Above	2 days	\$1,400	National Affordable Housing Management Association Credential for Green Property Management	
Weatherization Fundamentals				Fundamental concepts of building science & weatherization techniques	
BPI – Building Analyst				BPI – Certified Building Analyst	
BPI – Building Envelope Professional	Above	4 days	\$2,800	BPI – Certified Building Envelope Professional	
BPI – Heating Professional				BPI – Certified Heating Professional	
BPI – Manufactured Housing				BPI – Certified Manufactured Housing Professional	
<b>Northern Virginia Community College</b>					
<b>contact: James Fabian <a href="mailto:jfabian@nvcc.edu">jfabian@nvcc.edu</a> web: <a href="http://www.nvcc.edu/manassas">www.nvcc.edu/manassas</a> location: Manassas</b>					
Aircraft Dispatcher FAA Certification Program	o Aircraft Dispatcher	\$11.78	240 hrs	\$6,030	qualified to sit for FAA exam
	o Airfield Operations Specialists	\$13.88			
	o Police, Fire, Ambulance Dispatchers	\$12.68			
	o Mates-Ship, Boat & Barge	\$18.59 (state)			
	o Air Traffic Controller	\$67.24 (NoVa)			
<b>Patrick Henry Community College</b>					
<b>contact: Rhonda Hodges <a href="mailto:rhodges@ph.vccs.edu">rhodges@ph.vccs.edu</a> web: <a href="http://www.ph.vccs.edu">www.ph.vccs.edu</a> location: Martinsville</b>					
Comprehensive College Curriculum-	All occupations	various	65 hrs	\$101.83/hr	Associate degree
<b>Note: Participants must be enrolled in a program of study leading to a degree, certificate, diploma, or career studies program of study. Courses not included in an approved program of study must be approved by the Workforce Development Board. 2Case manager MUST document growth occupation &amp; self-sufficiency wage for occupation related to training.</b>					
<b>Roanoke County Schools – Adult Education</b>					
<b>contact: <a href="http://www.rcs.k12.va.us/adulted">www.rcs.k12.va.us/adulted</a> location: Salem</b>					
Auto Mechanics	Auto servicing occupations	\$7.56	36 clock hrs	\$270	None
Maintenance	Auto body & repairs	\$10.06			
Welding I	Welder Production	11.47	48 clock hrs	390	None
<b>Skyline College (formerly ECPI Technical College)</b>					
<b>contact: Dr. Walter Merchant <a href="mailto:wmerchant@skyline.edu">wmerchant@skyline.edu</a> web: <a href="http://www.skyline.edu">www.skyline.edu</a> location: Roanoke</b>					
Fiber Optic Installer	Fiber Optic Installer	\$14.87	20 hrs	\$695	Prep for ETA certification
Phlebotomy Technician	Phlebotomist	\$10.23	130 hrs	\$1,235	Prep for national certification
Customer Service Technician	Customer Service Rep	\$10.00	20 hrs	\$695	Industry-recognized certificate
Information Technology/Networking & Security Management	Computer Support Specialist	\$14.15	78 hrs	\$26,200	Associate degree
	Computer Systems Analyst	\$21.25			
	Network & Computer Support Administration	\$20.61			

CompTIA A+	Help Desk Support	\$14.15	40 clock hrs	\$1,950	None
	Computer Support Technician				
CompTIA A+ Network	Help Desk Support	\$14.15	40 clock hrs	\$1,950	None
	Computer Support Technician				
Computer Electronics Engineering Technology	Computer Support Specialist	\$14.15			
	Radio & Telecommunications Equipment Installer & Repairer	\$14.87	78 hrs	\$26,200	Associate degree
	Electrical & Electronics Installer & Repairers, Commercial & Industrial	\$12.72			
Medical Assisting	Medical Assistant	\$10.23			
	Medical Scheduler	\$10.26	60 hrs	\$18,960	Associate degree
	Clinical Secretary	\$10.26			
Practical Nursing	Licensed Practical Nurse	\$14.55	48 hrs	\$25,280	Certificate & prepares for LPN exam

\*Cost reflects a discount for public employment training program participants. See representative for details.

**TAP – This Valley Works**

**Contact: Ron Jones, 540-767-6220 Roanoke Higher Education Center**

Certified Nurses Aide	Nurse Aide	\$8.40	120 hrs	\$794	Eligible for state licensing
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**Virginia Western Community College**

**contact: Jim Poythress jpoythress@virginiawestern.edu web: www.virginiawestern.edu location: Roanoke**

Comprehensive College Curriculum	All occupations	various	62-72 hrs	\$101.83/hr	Associate degree
			30-40 hrs		Certificate
			12-20 hrs		Career Studies

Note: Participants must be enrolled in a program of study leading to a degree, certificate, diploma, or career studies program of study. Courses not included in an approved program of study must be approved by the Workforce Development Board. 2Case manager MUST document growth occupation & self-sufficiency wage for occupation related to training.

**Non-Occupational Training Providers**

**Franklin County Public Schools Adult Education Center**

**contact: Debbie Hamrick debbie.hamrick@frc.k12.va.us location: Rocky Mount**

High School Diploma Program	All	All	108 hrs	\$65 + supplies	High School Diploma
GED Preparation Program	All	All	108 hrs	\$7-45	Eligible for GED exam

**Roanoke City Schools – Adult Education**

GED Instructional Program	All	All	Ongoing	\$55	Eligible to sit for GED exam
English as a Second Language Classes	All	All	Ongoing	\$20	None

**Roanoke County Schools – Adult Education**

**contact: Andrew McClung amclung@rcs.k12.va.us web: www.rcs.k12.va.us/adulted location: Salem**

GED Review Class	All	All	48 hrs	\$0	Eligible to sit for GED exam
English as a Second Language (ESL)	All	All	120 clock hrs	\$0	None

**TAP – This Valley Works**

**Contact: Ron Jones, 540-767-6220 Roanoke Higher Education Center**

Project Success	All	All	Open entry/ open exit	\$0	Passing state GED Exam
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