

**Report to the
Board of Directors**
April 1, 2011

NOTE: Consent agenda items begin on Page 21

I. Grant updates

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 program has surpassed enrollment numbers and is winding down the recruitment phase for new participants. With support from CHP and The Office of Economic Development at VA Tech, the program specialist continues to develop relationships with potential employers for our professional candidates.

The program is hosting a "reverse job fair" on April 6, 2011 at the Roanoke Higher Education Center. This forum will give CREATES participants an opportunity to present their credentials and the skills they offer during a one-minute presentation to area employers in "green" and related industries. Employers and candidates will chat informally following the presentations to learn more or schedule interviews. Staff are working directly with candidate on their resumes and interview skills. .

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 HITE program enrollments remain at 24 participants of which 15 will be registering for summer courses at Virginia Western Community College. With the 15 participants enrolled in summer courses we are expecting early graduates as of the end of Fall 2011 and upon completion of the program we are projecting job placements for all of them.

Over the past couple of months, there has been an increase in volume of inquiries of about 50 for the program because of the ad that was placed in the Roanoke Times. The responses ranged from career changers to dislocated workers who have been laid off due to the transition from paper to electronics in the healthcare field. As a result to the heavy response, we will be enrolling eligible individuals all year round and with 15 new participants awaiting training.

Thus far HITE has:

- Delivered 15 CareerScope Assessments
- Conducted over 50 one-on-one meetings with perspective participants
- Attended 2 job fairs: Roanoke Higher Education Center and Franklin County; generating 13 interested participants
- Presented at Goodwill Orientation and Patrick Henry High School students

- Participated in 4 Employer meetings including the Capacity Building conference in Richmond

At this time Carilion has committed to about 80 of their incumbent workers to participate in the HITE Advance Hospital Coding class that will be offered through the HITE program at Virginia Western Community College's Workforce Training Office, beginning Fall 2011.

Currently, recruitment for more participants is ongoing.

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

There still continues to be steady interest in the CDL program. There have been 25 class participants at VWCC and eight participants at DSLCC. I continue to remain confident that the goal of the grant of 55 participants will be met.

- Dabney S. Lancaster will begin its next class on Saturday, April 2. There are currently 8 potential participants for this class.
- DSLCC has had 8 total participants to date.
 - 3 have received their CDL-Class A
 - 4 have completed their classroom portion, need to complete behind the wheel
 - 1 has to retake the test
- VWCC continues to have classes begin every three weeks.
- Three classes have been completed under the Moving On grant at VWCC.
 - 25 total grant participants
 - 22 participants received their license
 - 8 have obtained employment.
- Currently, VWCC has created partnerships with six trucking companies and one local business. These companies have agreed to consider the graduates of VWCC CDL program for employment (should they have open positions). They are listed below:

○ Werner Enterprises	○ Covenant Transport
○ CRST Expedited	○ SWIFT
○ Schneider National	○ Boxley Templeton Paving
○ USA Truck	
- There have been 62 inquiries about the CDL program in the month of February. Advertising contributed to the increase in inquiries.
- VWCC has added COMPASS testing to the requirements for the CDL course. Language barriers have kept 3 class participants from obtaining their licenses. These three students are receiving English assistance from VWCC so they can successfully retake the CDL test at the DMV.
- 2/24 Open House held at VWCC. Ad was placed in the Roanoke Times: Classifieds Print and Online, Job Market and HIRED mailer. The advertising generated roughly 55 inquiries.

Non-WIA Program Participation Summary

Program	Inquiries	Applicants		Enrollments	Awaiting Training	Began/In training	Incumbent workers	Employed	Post training Job Search	
HITE Health Education Information Technology										
Sept 10 - Jan 11	40	19		24		24	3			
Feb	40	12		0	15	0	0			
Total to date	80	39		24	15	24	3			
CREATES										
			VWCC	NRCERT						
June 10 - Jan 11	280	254	81	65	146		130	54	14	62
Feb. 2011	17	13		15	15	7	4	7	2	0
	297	267	81	80	161	7	134	61	16	62
Movin' On CDL training										
February	62	7			9	6	12	1	8	5
Total	62	7			9	6	12	1	8	5
(Non-WIA) Grant Participants										
Through Jan 11	382	280			170		166	55	22	67
February	57	25			15	28	4	7	2	0
Total	439	313			194	28	170	65	24	67

* Includes 1 TRADE participant

** Includes 3 Former CDL class participants in English classes to improve communication skills to allow them to pass test at DMV

D. 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, Alleghany Highlands Chamber of Commerce

Primary Staff: Suzanne Luzier, program coordinator

Expiration Date: September 30, 2012

The progress on the Covington Farmers' Market and the FMPP grant has taken off in the month of February. There will be a lot of exciting milestones and progress over the next couple of months to prepare for the grand opening of the farmers' market in May.

- Education classes for vendors and consumers have been identified and are currently being planned and scheduled. The first class will be held in April. The grant requires 21 educational classes: 14 vendor sessions and seven consumer sessions.
- Anna Wilson, Market Manager for the Covington Farmers Market, has been working on the Educational Program scheduling, rules for the mobile kitchen use, health department requirements for the mobile kitchen, recruitment, civic involvement, attending seminars and advertising.
- Custom Concessions out of Chester, VA was awarded the contract to construct the mobile kitchen for the Covington Farmers' Market. The Mobile Kitchen should be ordered by March 25. The mobile kitchen will have a full advertising wrap placed on it upon delivery from Custom Concessions.

- Advertising will be secured by March 21 in Edible Blue Ridge Magazine. An ad was created to appear in the Spring & Summer 2011 and Spring 2012 publications, to generate consumer and vendor awareness of the new market.
- February 17, the Architecture Students at Virginia Tech presented the design and building project for construction of the new Covington Farmers Market. The design will allow for vendor booths, a landscaped picnic area, and a stage for entertainment.
- February 28, the construction of the new Farmers Market lot and building began. The construction will bring many "green" aspects to allow for sustainability and cost effect use. To follow the building process visit www.designbuildlab.blogspot.com or follow the farmers' market on facebook.com.
- March 16, The Covington Farmers' Market was approved for a grant to provide the EBT/SNAP equipment for vendors to be able to provide naturally and locally grown produce to those individuals and families receiving food stamp benefits. This will be a great benefit to drawing new customers to the market. These customers can then be taught the benefits of being full time customers and/or new vendors.

II. Other

A. Apprenticeship

Funding Source(s): Virginia Workforce Council (2008 Local Coordinator Grant)

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 25 individuals. Four instructors have been certified the training which includes safety, workforce readiness skills and construction industry specific introduction to basic tools. One additional class is scheduled in April.

B. SHARE

Funding Source(s): Virginia Workforce Council (2008 Incentive Grant)

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 provides individuals with job search, education, training and related information and services at remote sites more easily accessed by residents than the areas comprehensive and satellite cents. Each site will receive a resource manual for staff, a self-help guide for customers and training on how to best serve the community. Sites are required to have high speed internet and a computer capable of accessing primary job search and unemployment resource sites.

III. WIA Programs

A. Enrollments

Program	Carry over	Enrollment		Enrolled (thru Feb 2011)	# exited	Current enrollment	% exited	# placed	% placed	% of exiters placed	Average wage
		YTD (thru Jan 2011)	Feb								
Adult	146	88	7	241	51	190	21.2	44	18.8	95.6	\$10.23
Dislocated Workers*	432	136	10	578*	90	488	15.8	88	15.5	97.7	\$16.71
Youth	121	47	7	175	10	165	5.7	9	5.1	90	\$8.41
Totals	699	271	24	994	138	843	15.9	133	13.4	88.1	

*242 participants co-enrolled in Trade Adjustment Act Program

B. Performance

Final Program Year 2009 – July 1, 2009 – June 30, 2010 – Dec. 31, 2010

	2009 – WIA original measures				2010 – Common measures			
	Actual	Goal	80% Level		Actual	Goal	80%	
Adults								
Entered Employment Rate	90.9	74.0	59.2	E	68.2	73	58.4	M
Six months Retention Rate	70	80.0	64.0	M	66.7	80	64.4	M
Six Months Earnings	\$7,220	\$7,400	\$5,920	M	\$13,223	\$7,638	6110	E
Credential & Employment Rates	88.2	52.0	41.6	E				
Dislocated Workers								
Entered Employment Rate	80.5	77.0	61.6	E	89.5	78	62.4	E
Six months Retention Rate	91.1	85.0	68.0	E	77.8	85	68	M
Six Months Earnings*	\$12,143	\$12,100	\$9,680	E	\$12,687	\$12,500	\$10,000	E
Credential & Employment Rates	63.6	52.0	41.6	E				
Youth								
Youth Literacy/Numeracy Gains					20.0	50	40	FTM
Youth Placement in Employment or Education					42.9	60	48	FTM
Youth Attainment of Degree or Certificate Rate					71.4	55	44	E
Older Youth								
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	FT M				
Credential & Employment Rates	63.6	35.0	28.0	E				
Younger Youth								
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				
Customer Satisfaction								
Employers	72.7	72.0	57.6	E				
Participants	68.8	73.5	58.8	M				

Exceeded (attained 81% or more of goal), Met attained 80-99% of goal, Failed (attained less than 80% of goal)

C. Workforce Center Reports

Roanoke Center- Customer Survey

Results 2-8-1011(107 Total)

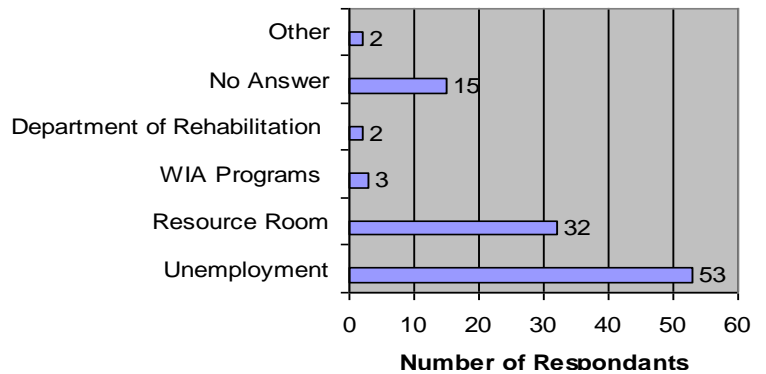
Did you get what you needed:

- yes, but it was after I came in three times before hand;
- they are very helpful in showing you everything you need to do;
- but was very negative;
- very clear instructions and Ms. Dameron was extremely helpful and treated me with respect and kindness; yes, quickly and professionally by Kim Moore;
- the employee who helped me up front was very helpful and told me how to get my information;
- I was shocked to be treated like a liar (scheduled for VEC hearing);
- the staff was at first very professional and also very courteous;
- your staff is awesome, especially Front Desk and Resource Room;
- front desk is awesome;
- lady at front desk was very helpful;
- there were a total of three of your resource people. Shawn was the most helpful, pleasant and patient with so many of us on a Monday, Lisa who was working out front came to Resource Center to help, smiled and gave helpful information, there is one staff member who needs assistance with customer service skills;
- Lee is an amazing employee and he always treats me with great respect and care;
- Kathy Clarke was very friendly and kind, I can't say enough good things about Ms. Clarke;
- No I was told to sign in on the computer and the form would not go thru and then I was given a No.

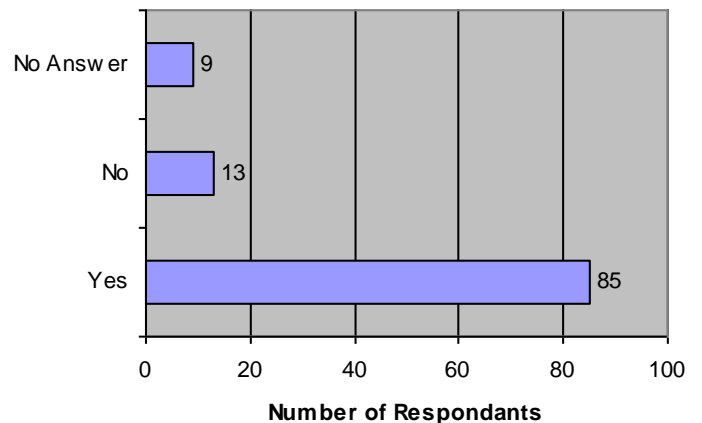
I was treated with respect

- Definitely;
- and beyond;
- front desk receptionists were very friendly and greeted me with politeness;
- lady was disrespectful;
- everyone is very nice and polite;
- I spoke to (staff member) because the lady, Miss Barbara was out, (staff member) was not able to help, literally talked very ugly about another employee and remained seated in her chair, was rude and very uninformed and was not very helpful to me, I listened and watched, (staff member) is very ineffective to a lot of people;
- I did not know the staff member's name, both ladies at the check in desk helped me to get where I was going;
- great job;
- the receptionist did not make any eye contact with me as she spoke, I am not a machine I am a human being who is without a job and common courtesy goes a long way;
- yes, I had feared being treated with disrespect because I am unemployed;
- extremely so; very much so;

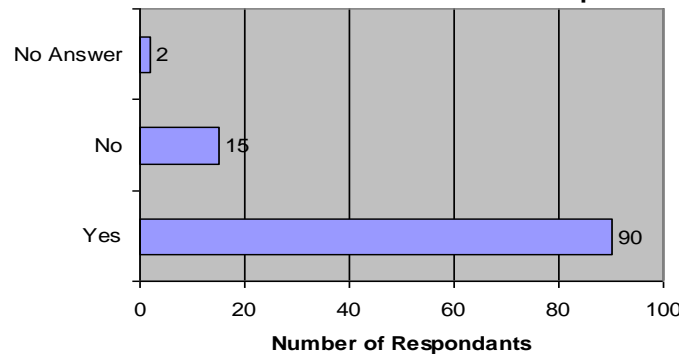
What did you come in for today?



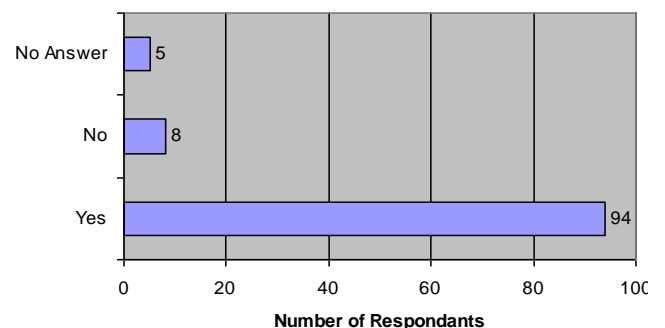
Were you told what you needed and what to do next?



I was treated with concern and respect



The Workforce Center's hours fit my needs



How satisfied were you with our service:

- I would just like it to improve maybe a little heat in the winter time would help;
- just correct the problems we need to be treated better;
- I want to give a 10;
- I'd give it a 20 star, star, star +; 5 + + + + + + + +!;
- 6

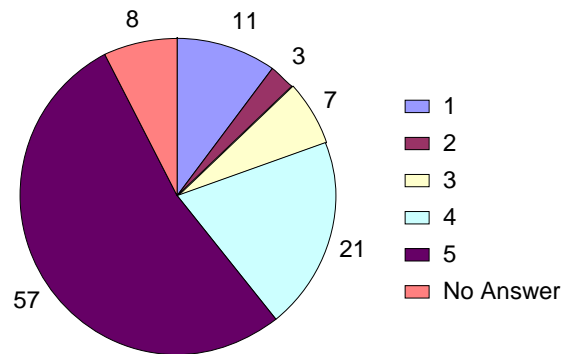
The Workforce Center hours fit my needs:

- Needs to run faster through the people, it took ¾ of the day to get in the office;
- thanks;
- I filed several months ago I have been to your center several times still no benefit, no work, what a waste of time;
- need more friendly staff;
- they are focused and helpful;
- front desk is awesome! Resource is better!;
- should be longer until 5:00;
- adding the late hours on Tuesday evening, a big plus, thank you, this allows more daytime hours for going to employers;

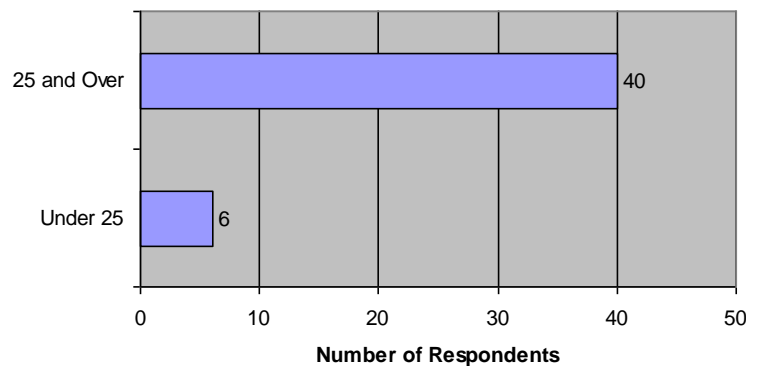
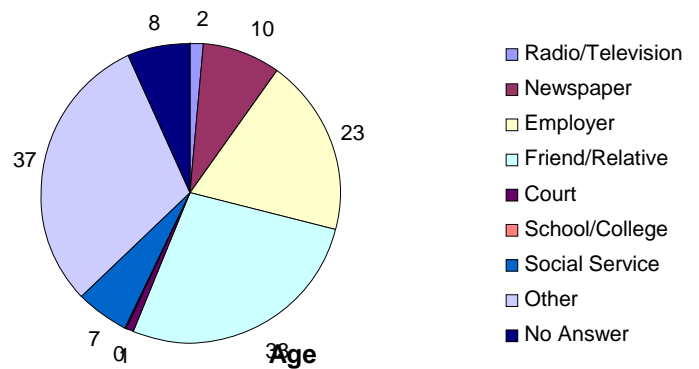
General Comments

- I came in asking for info about Congress' decision not to extend E.U.C. & no one had any info that they could give me. So, I asked for the phone number of the Richmond office and no one could give me the number. I find it hard to believe that no one had the number to the main office for the Employment Commission in Virginia. As a branch of the VEC, I don't think it is expecting too much that an employee here have the number for the MAIN office of the division of government they work for. Thanks.
- I sat here for hours only to be told to file online & that it would take weeks. I could have filled out the paperwork or filed during the time I was waiting. I asked if you were hiring because you need help and was told you had cut back. People in waiting room had been trying for days or even weeks to reach you by phone number and finally come in and waited. One guy was here 3 hours yesterday and had already waited over an hour today just to reschedule an interview-ridiculous. I'm not satisfied- very poor customer service. It's interesting that you have a satisfaction survey box but no survey forms. I suspect that you don't really want to know and have no plans to improve.
- Barbara and Brenda are superior encouragers,
- no one is concerned that my card has been used by someone else, fraudulently;
- the reviewer with suspicion, apparently my employer clc(?) or(?) conversation, now say I was fired;
- the best place I have ever been;
- Lee Suggs-very friendly;
- always;

On a scale from 1-5, how satisfied were you with our service?



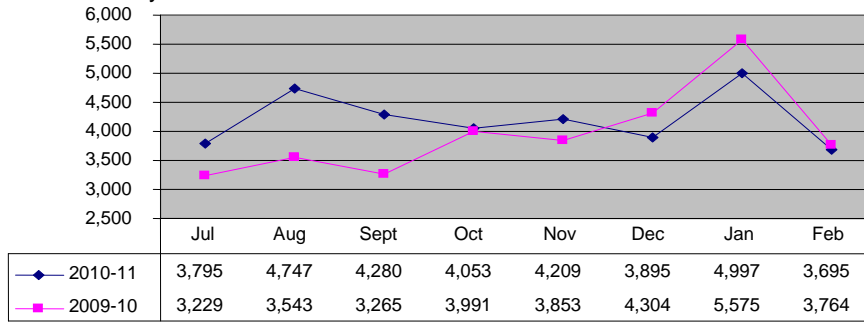
How did you hear about the Virginia Workforce Center?



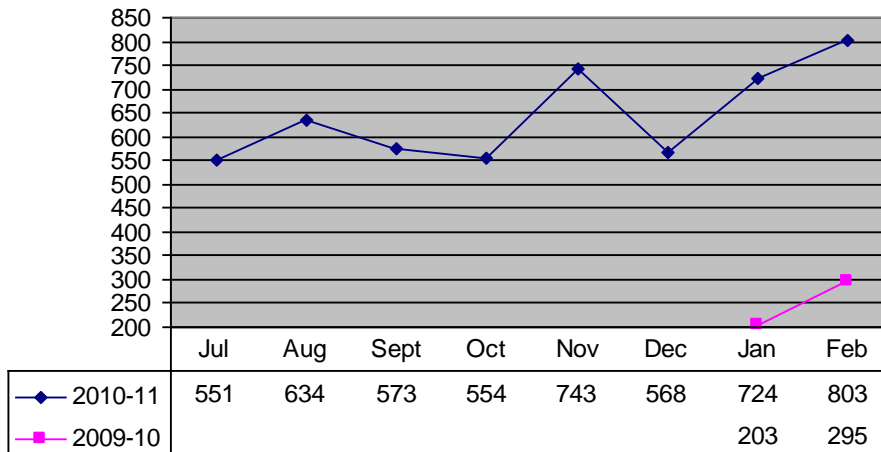
- the respect came from Shawn and Lisa, (staff member) only gave quick short and inaccurate information, I can better explain the situation by speaking to someone, these are very trying times for us all, respect and a smile can go a long way;
- from the time I walked in until the time I left;
- greeted with a smile, very friendly service;
- Barbara is great, always willing to help, some of the others, especially the men aside from the front desk make me feel my asking them a question is an imposition, front desk people are willing to help too; Barbara Reynolds was very kind, patient and helpful ☺, need to keep her;
- very rude, no respect; what are women in front for.

WIB Area III Traffic - Feb 2011

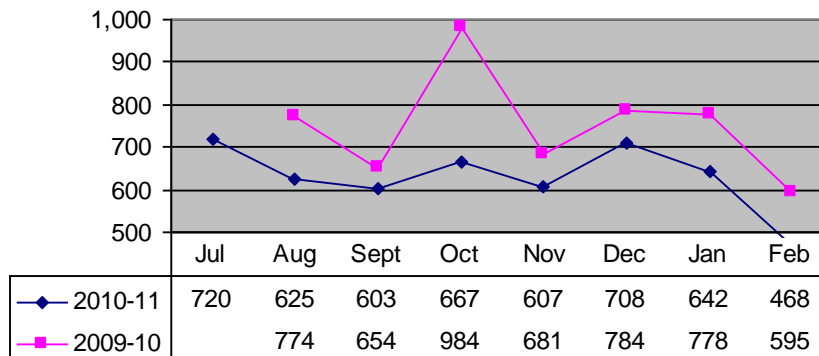
Roanoke Valley Workforce Center



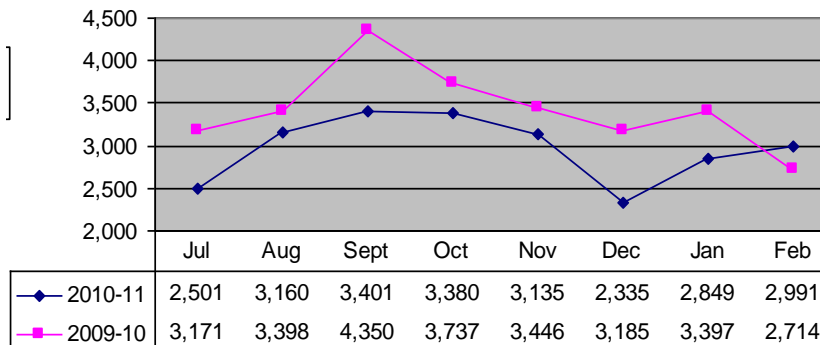
Goodwill Jobs Campus



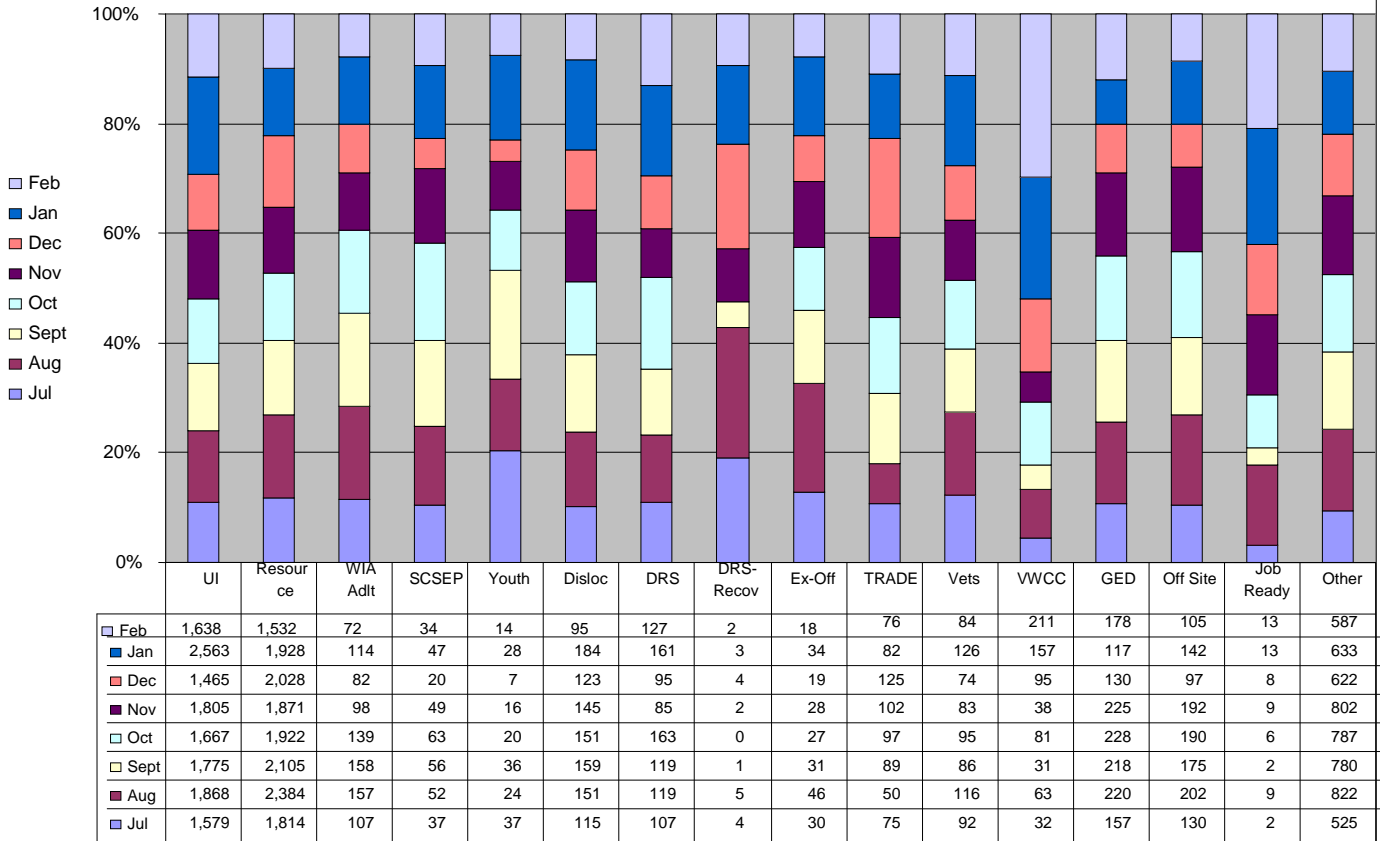
Covington Workforce Center



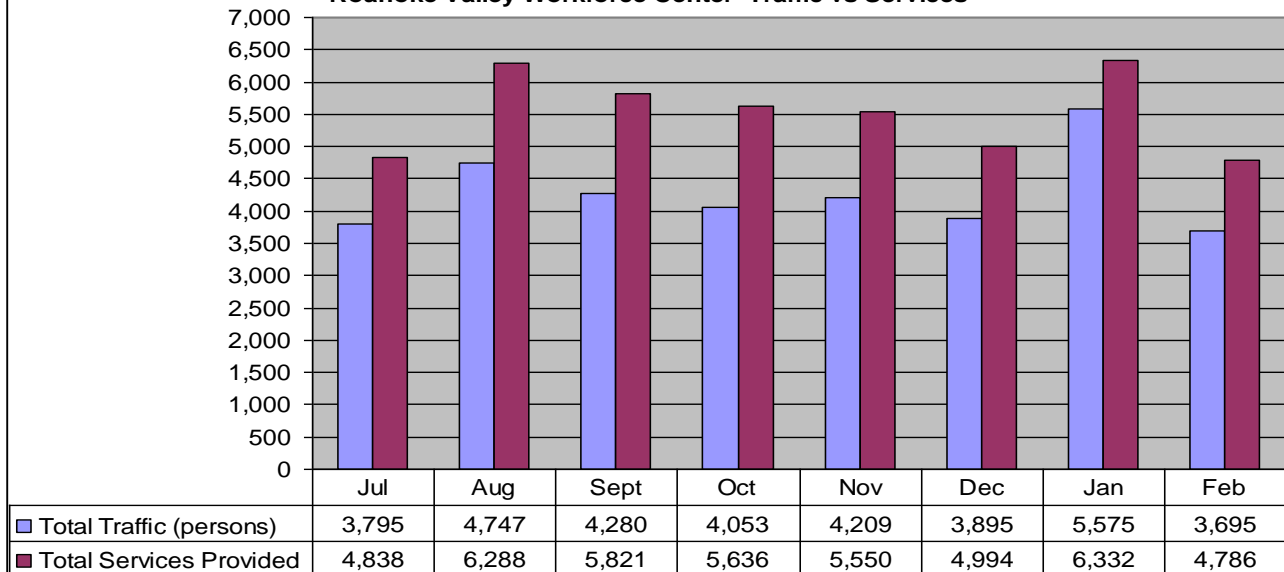
The Franklin Center



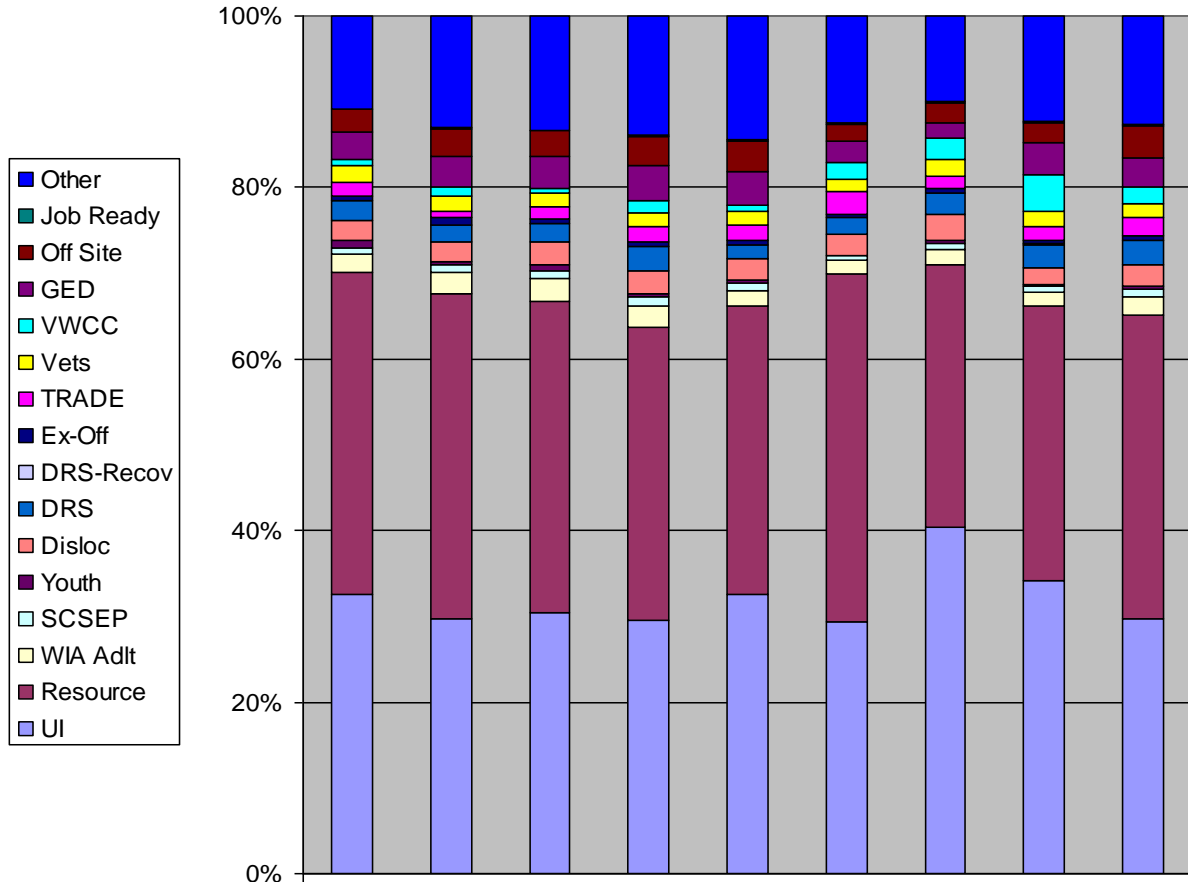
Roanoke :All Programs Traffic Each Month 201



Roanoke Valley Workforce Center- Traffic vs Services



Roanoke Valley Workforce Center- All Programs Traffic by Month 2010-2011



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Total YTD
Other	525	822	780	787	802	622	633	587	4338
Job Ready	2	9	2	6	9	8	13	13	62
Off Site	130	202	175	190	192	97	142	105	1233
GED	157	220	218	228	225	130	117	178	1178
VWCC	32	63	31	81	38	95	157	211	708
Vets	92	116	86	95	83	74	126	84	546
TRADE	75	50	89	97	102	125	82	76	696
Ex-Off	30	46	31	27	28	19	34	18	181
DRS-Recov	4	5	1	0	2	4	3	2	21
DRS	107	119	119	163	85	95	161	127	976
Disloc	115	151	159	151	145	123	184	95	844
Youth	37	24	36	20	16	7	28	14	140
SCSEP	37	52	56	63	49	20	47	34	277
WIA Adlt	107	157	158	139	98	82	114	72	741
Resource	1,814	2,384	2,105	1,922	1,871	2,028	1,928	1,532	12,124
UI	1,579	1,868	1,775	1,667	1,805	1,465	2,563	1,638	10,159

LOCATION	CENTER WALK-IN ACTIVITY (TOTAL)	NEW VISITS	PARTNER ACTIVITY																	Walk-In Total	(Services)
			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	Job Readiness	Other/Meetings		
Jul-10																				Jul-09	
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	--	
obs Campu	551	88	130	0	126	48	42	72	0	0	0	0	0	0	0	0	21	0	45	0	
Aug-10																				Aug-09	
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	
obs Campu	634	132	110	0	161	48	20	121	0	0	0	0	0	0	0	0	22	0	82	0	
Sep-10																				Sep-09	
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	
obs Campu	573	60	132	0	142	39	35	112	0	0	0	0	0	0	0	0	0	0	0	0	
Oct-10																				Oct-09	
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	
obs Campu	554	61	150	0	132	43	32	109	0	0	0	0	0	0	0	0	21	0	0	0	
Nov-10																				Nov-09	
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	
obs Campu	743	81	213	0	142	83	47	95	0	0	0	0	0	0	0	0	22	0	79	0	
Dec-10																				Dec-09	
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	
obs Campu	568	60	204	0	91	57	34	77	0	0	0	0	0	0	0	0	16	0	116	0	
Jan-11																				Jan-10	
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	778	
obs Campu	724	155	234	0	119	62	11	71	0	0	0	0	0	0	0	0	25	0	46	203	
Feb-11																				Feb-10	
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	
obs Campu	803	234	187	0	93	107	10	67	0	0	0	0	0	0	0	0	30	114	195	295	
Total	67,613	4705																		57,302	



Roanoke Valley Workforce Center- Employment Posting Policy

The Roanoke Valley Workforce Center utilizes the online job board through the Virginia Employment Commission, www.vaworkconnect.com , for employers to post and market positions free of charge to customers seeking employment. Employers registered or positions listed on the job board are eligible to be posted in paper format on the Center's bulletin boards.

Employers are encouraged to create an account and post jobs in the VaWorkconnect system. By creating an account, registered employers can post job orders, search the system's database for candidate resumes, perform searches using an expanded range of advanced search options, create automated candidate searches that deliver resumes to your message box and/or e-mail address.

Employment opportunities not able to be submitted via the VaWorkconnect system should be presented via the Job Posting Form, available from the Workforce Services Manager or designee. The form will be reviewed by the Western Virginia Workforce Development Board or designee. The Western Virginia Workforce Development Board reserves the right to refuse posting if an employment opportunity cannot be verified, an organization has any unresolved investigations, complaints filed with the Better Business Bureau, or for any reason as determined by the Western Virginia Workforce Development Board.

MEMORANDUM

George Taratsas
To: Workforce Investment Act Division,
 Virginia Community College System

Doloris Vest, President
FROM: Western Virginia Workforce Development Board

DATE: Wednesday, February 09, 2011

RE: Request for Rapid Response Funds

Summary

The Western Virginia Workforce Development Board (WVWDB) is requesting \$255,349.32 in Rapid Response Funds to continue dislocated worker services through September 30, 2011. A larger-than-expected enrollment in the WIA Dislocated Worker program – due in part to required WIA-Trade Adjustment Act co-enrollment – has depleted local formula and Rapid Response funds. Currently, obligations and expected expenditures will exceed available resources.

Discussion

In a two-year period – 2007 to 2009 – unemployment in Virginia Local Workforce Investment Area III, which includes the counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the cities of Covington, Roanoke and Salem more than doubled from 3.4 percent to 7.6 percent – consistently higher than the state as a whole. Unemployment continued to rise during early 2010 and dropped off only slightly toward the end of the year to 7 percent. Additionally, area residents must compete with an additional 20,000 individuals who commute into the area for employment from other severely impacted areas.

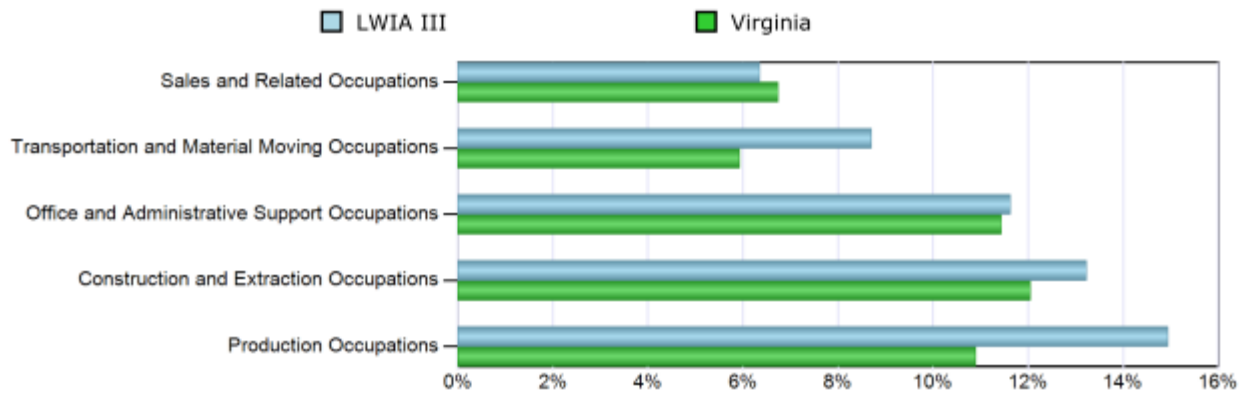
Unemployment				
Month	Year	LWIAIII	VA	US
Dec.	2009	7.4%	6.7%	9.7%
Jan.	2010	8.4%	7.6%	10.6%
Feb.	2010	8.6%	7.8%	10.4%
Mar.	2010	8.3%	7.6%	10.2%
Apr.	2010	7.3%	6.7%	9.5%
May	2010	7.5%	6.9%	9.3%
Jun.	2010	7.6%	7.1%	9.6%
Jul.	2010	7.7%	7.0%	9.7%
Aug.	2010	7.6%	7.0%	9.5%
Sep.	2010	7.1%	6.5%	9.2%
Oct.	2010	7.0%	6.5%	9.0%
Nov.	2010	7.2%	6.6%	9.3%
Dec.	2010	7.0%	6.4%	9.1%

Shutdowns and Major Layoffs	
Company	Laid Off
Erath Veneer*	140
Salem Preferred Partners*	104
O'Neal Steel*	115
Freight Car America*	479
Advance Auto Parts	64
Sportsmans' Warehouse*	54
Fred Whittaker*	136
Wachovia	35
Shorewood Packaging*	45
VDOT- Salem (two announcements)	280
JTEKT America*	260
ABX Air*	73
Total Large Layoffs/Company Shut Downs	1785
*shutdown	

The hardest hit industries mirror those in the rest of the commonwealth — construction, administrative support and manufacturing production. The highest demand occupations are generally unrelated to these

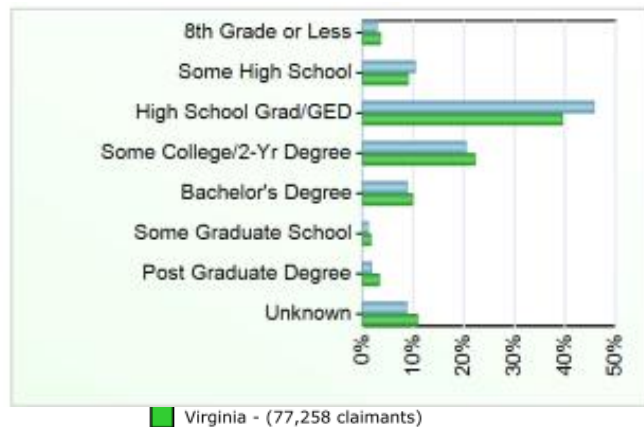
Characteristics of the Insured Unemployed

Top 5 Occupation Groups With Largest Number of Claimants in LWIA III
(excludes unclassified)



industries – home health, human services and information technology — with little cross over occupations and employment.

Currently, more than 3,600 individuals in the area are receiving unemployment benefits while only 561 – or less than 15 percent – are receiving WIA services. Of those receiving services, more than half are in or are awaiting training. Training is demonstrably key to success in job placement:



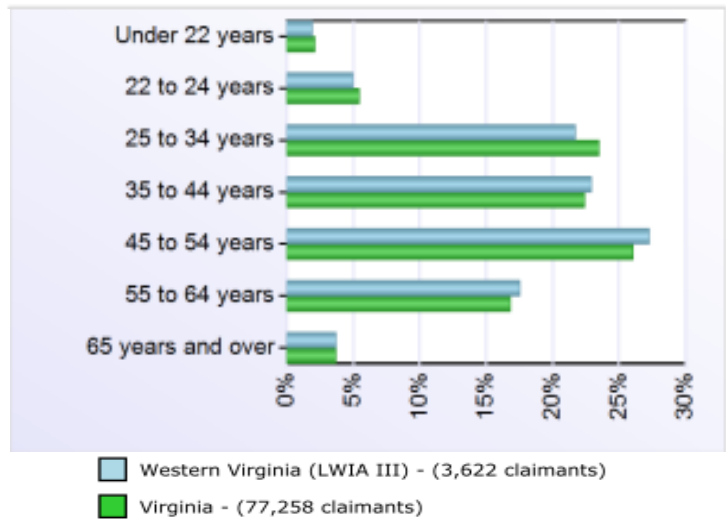
More than half of dislocated workers in the area successfully finding employment have received occupational training or skill upgrades.

While basic education attainment in LWIA III is comparable to the state and nation at the GED/high school diploma level, the area lags behind in associate, bachelor and graduate-level degrees, hampering many individuals in their efforts to gain employment. Because of this deficit, each additional level of training increases the individual's chance at reemployment.

Education	LWIA III	Virginia
8th Grade or Less	102	2,746
Some High School	377	6,962
High School Grad/GED	1,661	30,541
Some College/2-Yr Degree	741	17,173
Bachelor's Degree	319	7,631
Some Graduate School	40	1,257
Post Graduate Degree	64	2,547
Unknown	318	8,401

The majority of the workforce – both employed and unemployed – are between the ages of 35 and 55 and have been successfully employed up to 20 years or more. Many are unaware of the methods and tools essential

Age	LWIA III	Virginia
Under 22 years	69	1,627
22 to 24 years	180	4,206
25 to 34 years	786	18,156
35 to 44 years	830	17,308
45 to 54 years	988	20,128
55 to 64 years	635	12,987
65 years and over	134	2,846
Unknown		

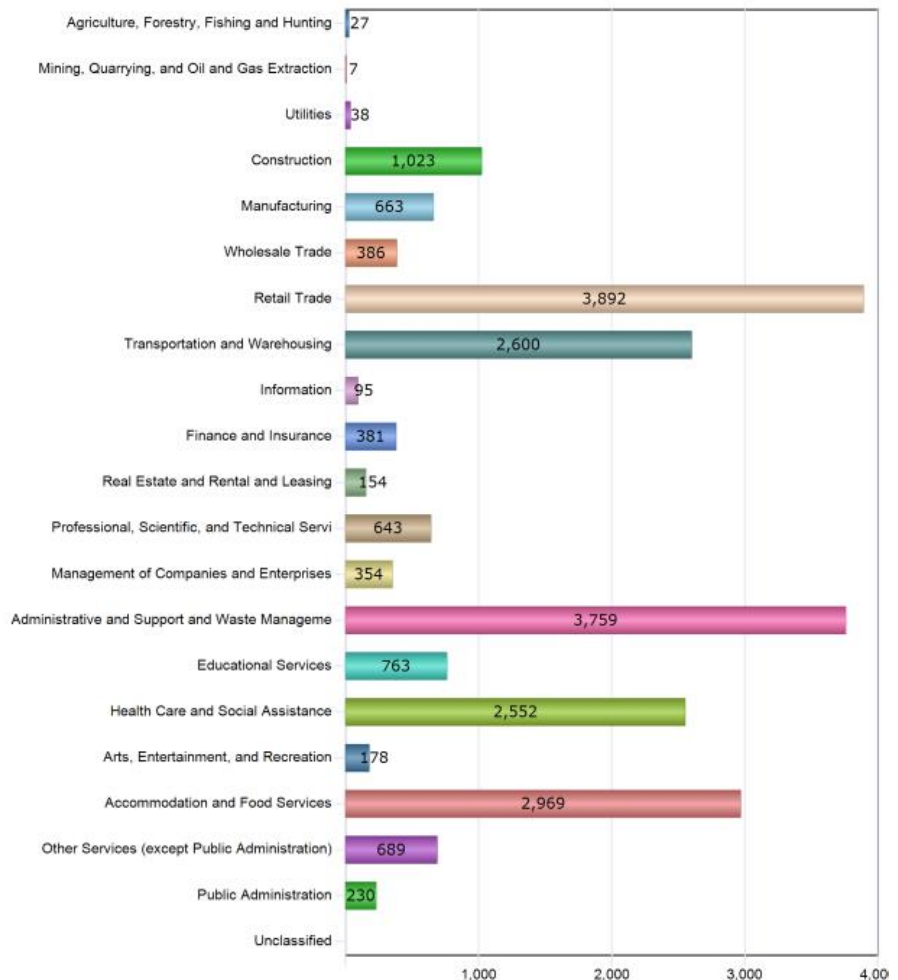


to conducting a successful job search in the 21st

century. Intensive services – which by their nature are case management heavy – are essential in successful job placement with or without training.

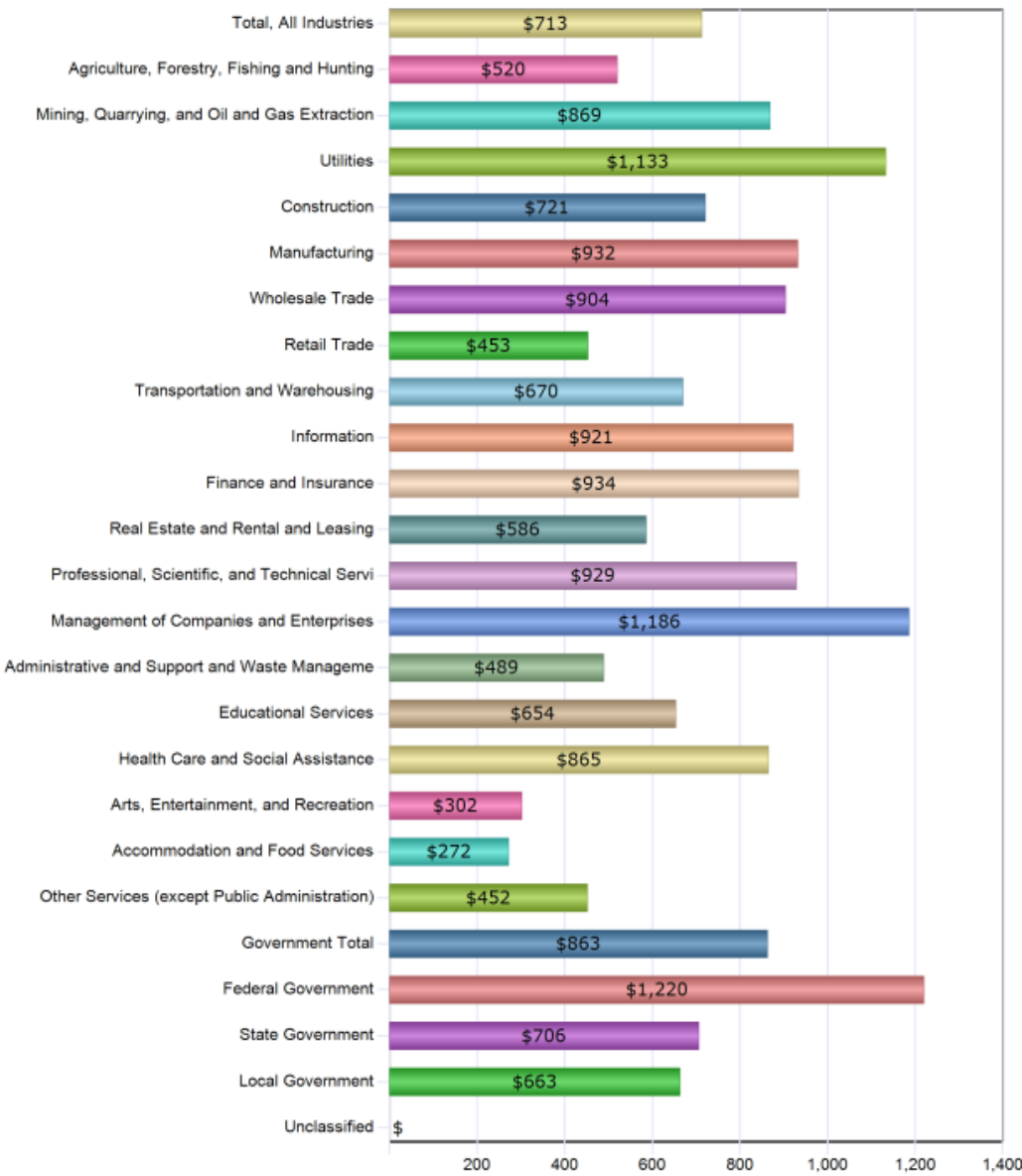
Dislocated worker enrollment has increased 318 percent in just over two years and 44.5 percent in the last 12 months. During this time, dislocated worker program services provider Goodwill Industries of the Valleys has leveraged all possible partner and community services; average cost per participant has decreased 20 percent. While the program has increased its rate of employing participants while in intensive services, the number of individuals requiring occupational training or skills upgrade to be competitive in the marketplace also is growing.

New Hires by Industry



WVWDB's non-WIA programming has enabled more than 150 additional dislocated workers to participate in training funded by non-WIA sources. Dislocated workers also are utilizing Trade Adjustment Act benefits, local community college system On Ramp programs and Pell grants as available. Despite these resources, dislocated worker enrollment continues to rise as does the number requiring training to be competitive in the local employment market. At midyear (December 31, 2010), the program had spent \$83,297.43 more than \$27,000 above what was planned for the full year. Total training expenditures will top \$150,000, almost three times the amount needed to meet training obligations through June 30, 2011. An additional \$30,000 is required to meet

Average Weekly Wage by Industry



projected support services needs.

Program training focuses on short-term (less than six months) to moderate length (two years) training which qualifies individuals for 66 percent of area job openings.

Dislocated Worker program career counselors use formal and informal assessments to assist participants in selecting occupation focus for training. The top three focus areas are health care, information technology and advanced manufacturing, which align with the three fastest growing industries in LWIA III.

The program has been exceptionally successful this year by obtaining employment well above the minimum average wage target of \$10 per

hour. At mid-year, the average wage at placement in the dislocated worker program was \$17.61 per hour, well above average for the region.

Specific funding requests reflects the need for increased training as this has proven the most successful path to re-employment for the majority of individuals successfully exiting the dislocated worker program.

Local Funding Chronology

In June 2010, Goodwill Industries of the Valleys was selected through a competitive bid process to provide WIA adult, dislocated worker, youth and one-stop center operator services for the Board. At its June 24, 2010, meeting, the board awarded Goodwill a funding totaling \$1,257,000 follows:

	Source	Adult	Youth In	Youth Out	Center	DWP	Total
a	Formula	358,630	297,634	91,824	35,000	273,823	1,056,911
b	ARRA	8,370	6,366	33,176		152,177*	47,912
c	Total Contract Program Year 2010	367,000	304,000	125,000	35,000	426,000	1,257,000

* All ARRA dislocated worker funds were expended following this obligation.

When the board completed final PY2009 fiscal reports, received the notice of obligation for the full PY2010 WIA formula funds obligation, and an allocation of \$57,899 for Rapid Response activities, the board increased the award on Sept 30, 2010, as follows

	Source	Adult	Youth In	Youth Out	Center	DWP	Total
d	Formula	30,000	30,000	15,000	-	72,012	
e	Rapid Response	-	-	-	-	57,988	
f	Total Contract Program Year 2010	397,000	334,000	140,000	35,000	556,000	1,462,000

* For full itemized budget see Exhibit A

Between July 1, 2010 and January 31, 2011, the operator served 578 dislocated workers with 480 currently enrolled as of Feb. 28, 2011. Nearly half of these are co-enrolled in the Trade Adjustment Act program with at least 100 receiving training or supportive services funding from WIA. (Total expenditures attributable to TAA participants total \$191,476.38, including case management, training and support services) including ITA and support services expenditures were suspended in January

In January 2011, the operator notified the board the estimated expenditures for the program year would total approximately \$732,296.37 to meet the needs of current and expected enrollment, including Trade Adjustment Act participants. Goodwill requested \$176,296.38 in additional funding and, at the end of February reported a program balance of \$22,390.78

On February 28, the board's executive committee made an emergency allocation of \$35,000 to ensure continued program operations and service delivery through March 31. These funds were a portion of the planned 20-percent allowable carryover reserved for first quarter Program Year 2011. On March 18, the board suspended dislocated worker enrollment until additional funding is available.

	Emergency Funding	Adult	Youth In	Youth Out	Center	DWP	Total
f	Previous Total					556,000	
g	Forecast Total DWP Expenses					\$732,296.37	
h	Estimated Shortfall on or about 3/1/11					(\$176,296.38)	
i	Emergency Allocation					35,000	
j	Contract Total 2/28/11	397,000	334,000	140,000	35,000	591,000	1,497,000
k	Anticipated Shortfall					(\$141,296.37)	

The remaining \$90,000 of dislocated worker PY2010 funding will be awarded to the operator in two allocations on April 1 to continue operation of the dislocated worker program through mid-May (estimated):

\$74,250 (bringing the contract to \$1571,250, the maximum allowed)
 \$15,750 under an emergency contract

An additional \$51,296.37 will be needed to complete the program year based on current obligations and estimated expenditures. These funds would be used for intensive, training and supportive services.

	Adult ⁽¹⁾	Youth In	Youth Out	Center	DWP	Total	
j	Contract Total	397,000	334,000	140,000	35,000	591,000	1,497,000
i	Forecast Total DWP expenses					732,296.37	
k	Anticipated Shortfall					(141,296.37)	
l	Final WIA DWP Local Funds Awarded					74,250	
m	Contract Total 4/1/11 ⁽²⁾	397,000	334,000	140,000	35,000	665,250	1,571,250
n	Remaining Local DWP funds ⁽³⁾ 4/1/11					15,750	15,750
o	Total DWP funding					681,000	
p	Remaining Unmet Need (4QPY2010)					(51,296.37)	
	Planned Rapid Response Award					51,296.37	67,046.37
q	Total WIA funding (all services) PY2010	397,000	334,000	140,000	35,000	732,296.37	1,638,296.37

⁽¹⁾The board reviewed WIA adult funding, expenditures and obligations and determined the current and expected enrollment for the remainder of the year, precluded transferring adult funds for use in the dislocated worker program.)

⁽²⁾Total award allowed under procurement regulations. (Modification limit of 125% or original contract)

⁽³⁾New emergency contract (See Virginia Public Procurement Act § 2.2-4303. Methods of procurement. Section F)

Since its inception, the Board has begun each new program year with the allowable 20 percent carryover from the previous year for the period of July 1 until receipt of the first NOO for approximately 20 percent of the total year allocation. (In 2010 that initial obligation totaled only 17% of the allocation.) Generally new funds have not been available for expenditure prior to September 1 due to the time needed for processing at the state and local level.

To operate the dislocated worker program past June 30, 2011, including providing fall tuition for more than 175 enrolled in training, the board estimates – and hereby requests - \$204,052.95^(r). Enrollment in the fall will be at or above the Program Year 2010 levels, expenditures for which totaled \$204,052.95^(r). This will cover expenses until which time, as 100 percent of PY2011/FY2012 funds are made available.

In summary The Western Virginia Workforce Development Board requests for Rapid Response funds is as follows:

p	Operating funds for Fourth Quarter Program Year 2010	51,296.37
r	Operating funds for First Quarter Program Year 2011	204,052.95
	Total Request	255,349.32

Exhibits

A – Program Year 2010 Budget, Expenditures, Forecast, Gap PY2011 first quarter budget,

B – Dislocated Worker enrollment through January 31, 2011

Additional demographic, employment and occupational information is available at

<http://www.alex.vec.virginia.gov/lmi/pdfs/communityprofiles/5115000443.pdf>.

Virginia Public Procurement Act, § 2.2-4303. Methods of procurement.

<http://leq1.state.va.us/cqi-bin/leqp504.exe?000+coh+2.2-4303+502418>

Addendum A: Program Year 2010 Budget, Expenditures, Forecast, Gap

	<u>PY2010 BUDGET</u> <u>(FORM + ARRA)</u>	<u>EXPENSES YTD</u> <u>7/1/2010-</u> <u>2/28/2011</u>	<u>Current</u> <u>BALANCE</u> <u>2/28/2011</u>	<u>March to June</u> <u>FORECAST</u>	<u>Total PY2010</u> <u>ESTIMATED EXPENSE</u>	<u>Estimated</u> <u>DEFICIT</u> <u>(+/-)</u>	<u>Requested for</u> <u>1Q PY2011</u>
Operations							
Operations Salaries	\$30,264.51	\$23,325.06	\$6,939.45	\$11,956.23	\$35,281.29	(\$5,016.78)	\$10,203.56
Operations Fringe	\$6,568.77	\$4,475.10	\$2,093.67	\$2,305.12	\$6,780.22	(\$211.45)	\$1,754.91
Follow Up	\$7,149.76	\$13,240.62	(\$6,090.86)	\$5,626.19	\$34,376.81	(\$27,227.05)	\$4,202.33
Administrative subtotal	\$43,983.04	\$41,040.78	\$2,942.26	\$19,887.54	\$76,438.32	(\$32,455.28)	\$16,160.80
Rent							
Rent	\$20,843.56	\$7,207.45	\$13,636.11	\$3,036.09	\$10,243.54	\$10,600.02	\$3,763.54
Communications	\$3,803.75	\$2,551.28	\$1,252.47	\$1,422.52	\$3,973.80	(\$170.05)	\$791.02
One Stop Expenses	\$6,615.07	\$3,307.84	\$3,307.23	\$1,671.96	\$4,979.80	\$1,635.27	\$1,218.23
Office Supplies	\$8,260.00	\$2,730.51	\$5,529.49	\$1,666.60	\$4,397.11	\$3,862.89	\$861.78
Equipment	\$2,535.84	\$1,251.63	\$1,284.21	\$459.16	\$1,710.79	\$825.05	\$368.51
Travel-Staff	\$2,500.00	\$3,238.68	(\$738.68)	\$1,180.88	\$4,419.56	(\$1,919.56)	\$1,077.17
Computers	\$1,500.00	\$142.93	\$1,357.07		\$142.93	\$1,357.07	\$-
Postage	\$253.58	\$108.57	\$145.01	\$47.26	\$155.83	\$97.75	\$46.73
Special Events	\$0.00	\$33.81	(\$33.81)		\$33.81	(\$33.81)	\$-
Facilities subtotal	\$46,311.80	\$20,572.70	\$25,739.10	\$9,484.47	\$30,057.17	\$16,254.63	\$8,126.98
Direct-to-Client Services							
Client Services Salaries	\$245,473.29	\$143,227.62	\$102,245.67	\$76,375.00	\$219,602.62	\$25,870.67	\$54,787.14
Client Services Benefits	\$35,103.06	\$31,504.55	\$3,598.51	\$16,468.63	\$47,973.18	(\$12,870.12)	\$10,676.76
Counseling subtotal	\$280,576.35	\$174,732.17	\$105,844.18	\$92,843.63	\$267,575.80	\$13,000.55	\$65,463.90
Internships							
Internships	\$12,171.15	\$16,077.25	(\$3,906.10)	\$4,246.90	\$20,324.15	(\$8,153.00)	\$9,969.71
Out of Area Job Search	\$1,000.00	\$995.95	\$4.05		\$995.95	\$4.05	\$995.95
Assessments	\$7,991.35	\$1,277.40	\$6,713.95	\$701.60	\$1,979.00	\$6,012.35	\$443.55
Intensive subtotal	\$21,162.50	\$18,350.60	\$2,811.90	\$4,948.50	\$23,299.10	(\$2,136.60)	\$11,409.21
On the Job Training							
On the Job Training	\$25,000.00	\$14,771.18	\$10,228.82	\$4,452.10	\$19,223.28	\$5,776.72	\$5,081.31
Tuition	\$91,604.70	\$161,305.66	(\$69,700.96)	\$20,000.00	\$181,305.66	(\$89,700.96)	\$55,761.66
Textbooks & Supplies	\$10,861.60	\$32,408.65	(\$21,547.05)	\$2,000.00	\$34,408.65	(\$23,547.05)	\$15,945.16
Training subtotal	\$127,466.30	\$208,485.49	(\$81,019.18)	\$26,452.10	\$234,937.59	(\$107,471.29)	\$76,788.13
SS-Transportation							
SS-Transportation	\$20,000.00	\$30,211.44	(\$10,211.44)	\$13,715.69	\$43,927.13	(\$23,927.13)	\$1,251.64
SS-Child Care	\$2,500.00	\$9,216.00	(\$6,716.00)	\$3,935.00	\$13,151.00	(\$10,651.00)	\$9,613.86
SS-Needs Based	\$10,000.00	\$13,895.00	(\$3,895.00)	\$4,863.33	\$18,758.33	(\$8,758.33)	\$3,116.00
SS-Emergency Services	\$2,500.00	\$13,811.13	(\$11,311.13)	\$5,203.42	\$19,014.55	(\$16,514.55)	\$6,450.00
Other Supportive Services	\$1,500.00	\$3,265.41	(\$1,765.41)	\$1,871.97	\$5,137.38	(\$3,637.38)	\$5,672.43
Support subtotal	\$36,500.00	\$70,398.98	(\$33,898.99)	\$29,589.41	\$99,988.39	(\$63,488.39)	\$26,103.93
Program Total	\$555,999.99	\$533,580.72	\$22,419.28	\$183,205.65	\$732,296.37	(\$176,296.38)	\$204,052.95

Addendum B

**Western Virginia Workforce Development Board
Dislocated Worker Program Cumulative Report July 1, 2010 – January 31, 2011**

JURISDICTION	I TOTAL PARTICIPANTS	I. (A) NEW ENROLL	I. (B)* CARRY OVERS	II. TOTAL EXITS	II. (A) ENTERED UNSUBSIDIZED EMPLOYMENT	II. (A) (1) EXITERS RECEIVED TRAINING	II. (A) (2) EXITERS EMP & RECVD CREDENTIAL	II. (B) NON POSITIVE	II (C) Neutral Out Of Performance	III. CURRENT ON BOARD
Alleghany	27	7	20	9	9	4	1	0	0	18
Botetourt	43	7	36	4	4	0	0	0	0	39
Craig	2	1	1	1	1	0	0	0	0	1
Franklin	106	29	77	23	21	12	12	1	1	83
Roanoke Co.	83	25	58	18	17	3	1	0	1	65
Covington	68	10	58	7	7	1	1	0	0	61
Roanoke	178	42	136	26	26	5	5	0	0	152
Salem	25	12	13	3	3	0	0	0	0	22
Other	44	11	33	5	5	1	1	0	0	39
TOTALS	576	144	432	96	93	26	21	1	2	480
Annual Plan	685	253	432	181	171	130	105	5	5	525
%	84%	57%	100%	53%	54%	20%	20%	20%	0.4	91%

* Enrollees carried over from previous program year

Performance Calculations

- A. PLACEMENT RATE = II(A) / (II-II(C))99%
- B. AVERAGE WAGE AT PLACEMENT = Total of Wages / # Placed\$17.41
- C. EMPLOYED & RECEIVED A CREDENTIAL RATE = II(A)(2)/II(A)(1)81.

<<<CONSENT AGENDA FOLLOWS >>>

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 Stohmann, 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.



President

February 10, 2011

Date

Western Virginia Workforce Development Board				
2010-2011 Budget and Actual Costs				
as of February 28, 2011				
		Revenue/ Expense	Remaining FY2011 Budget	Rate of Usage
	Budget FY2011	as of 2/28/11	as of 2/28/11	
Grant Revenue				
WIA Stimulus Grant Carryforward	\$ 345,081.00	\$ 278,794.87	\$ 66,286.13	80.79%
WIA PY2009 Grant Carryforward	\$ 299,150.00	\$ 286,698.38	\$ 12,451.62	95.84%
WIA PY2010 Allocation	\$ 1,361,981.00	\$ 582,845.20	\$ 779,135.80	42.79%
WIA Rapid Response	\$ 57,988.00	\$ 57,988.00	\$ -	100.00%
Green Grant Carryforward	\$ 226,861.10	\$ 73,115.59	\$ 153,745.51	32.23%
HITE Allocation	\$ 291,470.40	\$ 24,162.56	\$ 267,307.84	8.29%
Trucks Allocation	\$ 178,568.30	\$ 85,448.78	\$ 93,119.52	47.85%
AmeriCorp Allocation	\$ 45,000.00	\$ 13,079.53	\$ 31,920.47	29.07%
Alleghany/Highlands Farmer's Market Allocation	\$ 82,856.00	\$ 3,168.20	\$ 79,687.80	3.82%
Veterans Allocation	\$ 7,000.00	\$ 6,798.02	\$ 201.98	97.11%
WIA PY2008 Incentive Grant	\$ 10,000.00	\$ 4,944.95	\$ 5,055.05	49.45%
WIA PY2008 Local Coordination Grant	\$ 30,000.00	\$ 746.82	\$ 29,253.18	2.49%
Total Grant Revenue	\$ 2,935,955.80	\$ 1,417,790.90	\$ 1,518,164.90	48.29%
Board Staff Expenses				
Staff Wages	\$ 323,409.00	\$ 154,469.64	\$ 168,939.36	47.76%
Benefits	\$ 63,515.00	\$ 28,802.82	\$ 34,712.18	45.35%
Staff Subtotal	\$ 386,924.00	\$ 183,272.46	\$ 203,651.54	47.37%
Office Operations	\$ 35,344.08	\$ 20,705.36	\$ 14,638.72	58.58%
Equipment&Furniture	\$ 6,012.98	\$ 5,574.01	\$ 438.97	92.70%
Meeting Costs	\$ 1,500.00	\$ 2,019.43	\$ (519.43)	134.63%
Office Subtotal	\$ 42,857.06	\$ 28,298.80	\$ 14,558.26	66.03%
Marketing	\$ 41,976.15	\$ 12,819.57	\$ 29,156.58	30.54%
Travel & Training	\$ 17,993.30	\$ 6,125.28	\$ 11,868.02	34.04%
Dues & Insurance	\$ 4,100.00	\$ 3,060.00	\$ 1,040.00	74.63%
Legal	\$ 2,000.00	\$ 2,775.00	\$ (775.00)	138.75%
Audit	\$ 11,000.00	\$ -	\$ 11,000.00	0.00%
Corporate Structure	\$ 2,000.00	\$ 1,925.00	\$ 75.00	96.25%
Computer/Furniture Move	\$ 3,000.00	\$ 375.97	\$ 2,624.03	12.53%
Miscellaneous	\$ 300.00	\$ 1,496.70	\$ (1,196.70)	498.90%
Other Subtotal	\$ 82,369.45	\$ 28,577.52	\$ 53,791.93	34.69%
Total Operations Expense	\$ 512,150.51	\$ 240,148.78	\$ 272,001.73	46.89%
Program Expense				
WIA Adult Services Stimulus Funding	\$ 8,370.00	\$ 8,360.28	\$ 9.72	99.88%
WIA Adult Services Formula Funding	\$ 388,630.00	\$ 246,996.85	\$ 141,633.15	63.56%
WIA Dislocated Worker Services Stimulus Funding	\$ 152,177.00	\$ 152,148.47	\$ 28.53	99.98%
WIA Dislocated Worker Services Formula Funding	\$ 438,823.00	\$ 381,432.22	\$ 57,390.78	86.92%
WIA Youth In School Stimulus	\$ 6,366.01	\$ 5,728.74	\$ 637.27	89.99%
WIA Youth Out of School Stimulus	\$ 33,175.99	\$ 12,623.31	\$ 20,552.68	38.05%
WIA Youth In School Services Formula Funding	\$ 327,633.99	\$ 122,609.56	\$ 205,024.43	37.42%
WIA Youth Out School Services Formula Funding	\$ 106,824.01	\$ 50,516.49	\$ 56,307.52	47.29%
WIA One-Stop Project Formula Funding	\$ 35,000.00	\$ 18,958.48	\$ 16,041.52	54.17%
WIA Summer Youth Employment	\$ 50,000.00	\$ 49,941.69	\$ 58.31	99.88%
Tuition (Trucks Grant)	\$ 166,275.61	\$ 82,795.00	\$ 83,480.61	49.79%
Assessments (Green, Trucks, HITE Grants)	\$ 22,966.00	\$ 14,132.50	\$ 8,833.50	61.54%
Supportive Service (Green and HITE Grants)	\$ 78,000.00	\$ 15,740.54	\$ 62,259.46	20.18%
Total Expense Programs	\$ 1,814,241.61	\$ 1,161,984.13	\$ 652,257.48	64.05%
Project Expense				
Alleghany/Highlands Farmer's Market	\$ 40,000.00	\$ 3,168.20	\$ 36,831.80	7.92%
Veteran's Stand Down	\$ 7,000.00	\$ 6,798.02	\$ 201.98	97.11%
WIA PY2008 Incentive Grant Project	\$ 10,000.00	\$ 4,944.95	\$ 5,055.05	49.45%
WIA PY2008 Local Coordination Grant Project	\$ 30,000.00	\$ 746.82	\$ 29,253.18	2.49%
Total Project Expense	\$ 87,000.00	\$ 15,657.99	\$ 71,342.01	18.00%
Grand Total Expense	\$ 2,413,392.12	\$ 1,417,790.90	\$ 995,601.22	58.75%
Total Net Uncommitted/Committed Grant Funding	\$ 522,563.68	\$ -	\$ 522,563.68	0.00%
Detail Net Uncommitted/Committed Grant Funding:				
Committed Program Funding (Green, Trucks, HITE, Farmer's)	\$ 296,998.68	\$ -	\$ 296,998.68	0.00%
WIA Uncommitted Program Funding	\$ 191,673.56	\$ -	\$ 191,673.56	0.00%
WIA Uncommitted Administrative Funding	\$ 33,891.44	\$ -	\$ 33,891.44	0.00%
Total Detail Net Uncommitted/Committed Grant Funding	\$ 522,563.68	\$ -	\$ 522,563.68	0.00%

Policy and Procedure

<<<<DRAFT REVISION>>> See highlights and strike throughs

Title:	Priority of Service	Number:	03-108
Effective Date:	April 4, 2003	Revisions:	December 4, 2009 April 1, 2011

Purpose

The purpose of this policy is to establish guidelines for priority of WIA Title I services to adults, when the Board declares that funds for such services are limited. These guidelines are not to be considered as eligibility requirements but as procedures established to ensure that recipients of public assistance and other low- income individuals receive priority for intensive and training services.

Reference

- P.L.105-220 Workforce Investment Act (WIA)
- VCCS WIA Policy 00-6

Discussion

- A. No priority of service is to be applied to core services as defined in VEC WIA Policy 00-6.
- B. This guideline designates priority of service and is NOT an eligibility requirement. Adults who do not meet priority of service guidelines may be eligible for WIA Title I services, provided funds are available and other eligibility requirements are met.

Policy

As mandated by Federal law **proscribes** priority of service will be given to recipients of public assistance and other low-income individuals. In Section 101(25)(B) of the Workforce Investment Act, a *low-income individual* is defined as an individual who:

- A. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.) and is a covered person with respect to veterans policy.
- B. Qualifies as a homeless individual as defined in Subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- C. Is a foster child on behalf of whom state or local government payments are made; **or**
- D. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described above in Subparagraphs (A) or (B), but who is a member of a family whose income does not meet such requirements.

This policy describes the order in which individuals will be served under the Workforce Investment Act in Virginia Local Workforce Investment Area III

1. First priority will be provided to recipients of public assistance and other low-income individuals in the local area who are covered persons with respect to veterans' priority;
2. Second priority will be provided to recipients of public assistance and other low income individuals in the local area;
3. Third priority will be covered persons (these would be covered persons not considered to be recipients of public assistance or low-income);
4. Other local discretionary target population groups.

The Poverty Guidelines and the Lower Living Standard Income Level, as published by the U.S. Department of Labor annually, are to be used in determining low-income status.

Western Virginia Workforce
Development Board

Application for Training Provider Certification

Part I: Organizational Information. Please complete the following information concerning your organization and please use **N/A** for items not applicable to your organization when completing all parts of the application:

A.1. Provider Name:	D'Ardenne Associates, Ltd.		
2. Federal Tax ID:	54-1679873	Application Date:	1/10/2011
3. Mailing Address:	5111 Meadow Creek Drive		
	City: Roanoke	State: VA	Zip: 24018
4. Street Address/ Location:	same		
5. Internet Address/Web Site:	www.dardenneassociates.com		
6. WIA Contact (if applicable):	Doloris Vest		
	Primary Contact: Steve Anderson	Title: Executive VP	
	Phone: 540-204-3474	Fax: 540-774-1674	
	Email: steve@dardenneassociates.com		
	Admissions Contact: Same	Title: _____	
	Phone: _____	Fax: _____	
	Email: _____		
7. Do you offer financial aid? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, give information below:		
	Financial Aid Contact: _____	Title: _____	
	Phone: _____	Fax: _____	
	Email: _____		
B. Basis for Eligibility (VEC-WIA Policy No. 00-7; WVVDB Policy 03-112) (Check one)			
<input type="checkbox"/> Post-secondary, approved to operate in Virginia and accredited by federally recognized agency			
<input type="checkbox"/> National Apprenticeship Act program			
<input checked="" type="checkbox"/> Provider of training leading to industry-recognized credential			
<input type="checkbox"/> Customized training provided by community colleges, public schools, public vocational-technical schools in partnership with employers (not eligible for statewide list)			
<input type="checkbox"/> Provider of quality training program germane to local workforce development needs. Attach documentation identifying need and how program is responsive.			
C. Type of Training Provider (✓ Check most appropriate)			
<input type="checkbox"/> Community-based Organization <input type="checkbox"/> Labor Organization <input type="checkbox"/> Government Agency <input type="checkbox"/> Employer			
<input type="checkbox"/> Charitable Organization <input checked="" type="checkbox"/> Private Corporation <input type="checkbox"/> Private Career School <input type="checkbox"/> Other (specify): _____			
D. Type of Organization (✓ Check most appropriate)			
Provide state documentation on operation endorsement, certification or licensing.			
<input checked="" type="checkbox"/> Proprietary/Business School <input type="checkbox"/> Community College <input type="checkbox"/> College/University <input type="checkbox"/> Apprenticeship			
<input type="checkbox"/> Adult Ed/VocTech Ctr/Skill Ctr <input type="checkbox"/> Private Non-profit <input type="checkbox"/> Sheltered Workshop <input type="checkbox"/> CBO			
E. Organizational Details			
Year organization began operations?		1993	Is the provider a state-approved entity ? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is the provider accredited ? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		By whom?	British Standards Institute (BSI)

<p>F.1. Does the provider have any business partner(s)? Yes X No <input type="checkbox"/></p> <p>If so, provide the names of the partner(s). British Standards Institute, also endorsed by Virginia Tech</p>
<p>2. Are all facilities ADA compliant? Yes X No <input type="checkbox"/></p>
<p>3. Does the organization have a written Non-Discrimination Statement? Yes X No <input type="checkbox"/> Please attach copy.</p>
<p>4. Attach copy of organization's class cancellation and refund policies.</p>
<p>5. List dates for previous certification as WIA training provider _____ through _____</p>
<p>6. If you operate in other Workforce Investment Areas besides Area III, please note which one(s):</p>
<p>G. List the name of all programs of study for which you are applying for certification. You also must complete Part IIA for each program listed. (For purposes of this application, "program" is defined as involving multiple courses and leading to certification or licensure or completion of a degree or certificate.) Attach additional pages as necessary.</p> <p>1. 2. 3. 4.</p>
<p>H. List the names of all stand-alone courses for which you are applying for certification. You also must complete Part IIB for each stand-alone course listed. (For purposes of this application a "stand-alone course" is one that leads to a specific skill attainment but is not part of a program as defined above.) Attach additional pages as necessary.</p> <p>1. ISO 9001:2008 Quality Management System Lead Auditor 2. 3. 4.</p>
<p>I. List any programs or courses of study not yet offered but expected to begin between July 1, 2011 – June 30, 2012. Before WIA participants may enroll in any new courses not currently offered, the program provider must complete Part IIA or IIB as appropriate and receive approval.</p> <p>1. 2. 3.</p>

Please note: Collection of data to determine performance is required by law and must be submitted annually. By signing this application, the training provider agrees to supply this information at the conclusion as requested (see Parts IIIA and IIIB).

Training Provider Authorization

Name: Steve Anderson _____

Title: Executive VP _____

Signature _____

Date: _____

Submit completed application to:

info@westernvaworkforce.com

or
 Western Virginia Workforce Development Board
 108 N. Jefferson St., Suite 809
 Roanoke VA 24016
 540-767-6149
 540-767-6084 (fax)

Part IIB: Course Details. Complete this section for **each stand-alone course** leading to a skill attainment but not included as part of a larger program of study.

A.1. Course Name:	ISO 9001:2008 Quality Management System Lead Auditor	A.2. Prerequisites:	Prior review of ISO 9001:2008 standard
A.3. CIP Code	http://nces.ed.gov/pubs2002/cip2000/ciplist.asp	52.0303 Auditing	
A.4. Course Description: Competency-based 4-day course that focuses on teaching students an effective approach for auditing Quality Management systems. The primary objective of this training course is to instruct auditors in the principles and practices specific to auditing for conformance with ISO 9001:2008 and ISO 19011:2002. Experienced instructors guide students through the entire audit process, from managing an audit program to reporting on audit results. Students gain necessary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions.			
A.5. Upon successful completion of this course the participant will have gained the following skills: Audit planning, program management, creating audit reports, and conducting follow up activities.		A.6. Primary targeted population for this course: <input type="checkbox"/> Recent High School Graduate <input checked="" type="checkbox"/> Career Switcher <input checked="" type="checkbox"/> Adult returning to the workforce <input type="checkbox"/> Other: _____	
		A.7. Primary targeted WIA participant population for this course <input checked="" type="checkbox"/> Adult <input checked="" type="checkbox"/> Dislocated Worker <input type="checkbox"/> Older Youth	
A.8. Expected Course Session Enrollment: July 2011		Total: 8	WIA participants: 2
B.1. Occupations in which the acquired skill sets are a primary interest by SOC Code and typical pay scale upon successful completion of the program. (Codes can be accessed at the Bureau of Labor Statistics' website page at http://stats.bls.gov/soc/home.htm)			
Occupation	SOC Code	Typical Pay scale	Hourly or annually?
Auditor	13-2011	\$25-\$50	Hourly
Internal Auditor	43-4041	\$15-\$25	Hourly
B.2. Source for pay scale information provided above (i.e., Virginia Employee Commission, Salary.com, alumni survey etc.): Industry knowledge			
C.1. Is this course part of a post-secondary educational program eligible to receive federal funds under Title IV of the Higher Education Act of 1965? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
C.2. Is this course registered under the National Apprenticeship Act of 1937? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
C.3. Primary location for instruction (OR how to access online): Hotel Roanoke or other BSi Training sites			
C.4. Program length (credit hours, clock hours, weeks, months etc.) to complete course of study: 4 days			
D. Cost		Tuition \$1,795.00	Tools & Equipment \$ _____
<input type="checkbox"/> Per meeting		Books \$ _____	Licensing or certification exam \$ _____
<input checked="" type="checkbox"/> Complete course		Uniforms \$ _____	Other (Specify) \$ _____
		Total \$ 1,795.00	

Summary

Program Name	Related occupations	Expected Wage	Program Length	Credential Earned	Cost
D'Ardenne Associates, Ltd. contact: Steve Anderson steve@dardenneassociates.com web: www.dardenneassociates.com location: Roanoke, VA					
ISO 9001:2008 Quality Management System Lead Auditor	Auditor Internal Auditor	\$25.00 \$15.00	32 hours	ISO 9001:2008 Quality Management System Lead	\$1,795.00