

CLEO Consortium

Chief Local Elected Officials Consortium

12 p.m., Thursday, April 11, 2011

Roanoke Higher Education Center
Room 409

Minutes

I. Call to Order, Roll Call

Chair Rick Huff called the meeting to order at 12:15 p.m.

Members present:

Rick Huff, Franklin County
Gerald Burgess, Botetourt County
John Strutner, Alleghany County

Members absent:

Kevin Boggess, City of Salem
John Doane, City of Covington
Richard Flora, Craig County
Clay Goodman, Roanoke County

Staff present:

Carroll Gentry, Western Virginia Workforce Development Board, Chair
Doloris Vest, Western Virginia Workforce Development Board
Sherry Dean, Western Virginia Workforce Development Board
Joy Tucker, Western Virginia Workforce Development Board

II. Approval of Minutes

Mr. Burgess moved to approve the minutes from April 29, 2010. Mr. Strutner seconded. The motion carried on a voice vote.

III. President's Report

Ms. Vest reported on the following:

1. Grants Update:

- a) **CREATES:** Clients have completed semester and short-term training at Virginia Western Community College (VWCC) in energy efficiency, lead abatement and weatherization. A job fair was held last week where 50 individuals were given one minutes to speak on their education and abilities. At least one client was hired by an employer at the event. In total 16 individuals have found employment through the CREATES program and 60 are looking for jobs. Most jobs available are not all green related but contain "added-on" green components to traditional jobs. Green training appears to boost unemployed individuals' chances of obtaining employment.
- b) **HITE:** Clients have started the first semester of three. The grant will run until 2013. No one has finished training yet and there are three incumbent workers in the program. The program is focusing on small organizations that will not have the resources to meet the federal deadline on records conversion.

- c) **Truck Driver Training:** VWCC is offering a class that lasts three weeks and Dabney S. Lancaster offers a weekend class, with classroom instruction running 3 weeks, and behind-the-wheel time being scheduled individually. The placement rate is projected to be at 80 percent or better. Truck companies are very receptive to the trainees. There are two more training sessions to go before the grant ends. Board staff has applied for future grant funding. The current grant provided free training to those who are Workforce Investment Act (WIA) eligible and there is an 80% discount for those not WIA eligible.
- d) **Farmer's Market:** As the Covington Farmer's Market did not have a way to apply for this grant the board obtained the grant for them which focuses on entrepreneur training for farmers and other vendors. The grant provides for a mobile kitchen to be obtained which will allow for vendors to grow their business. A part-time market manager has been hired with grant funds.
- e) **Pre-Apprenticeship Training Program:** Created to generate interest in apprenticeship programs and associated with the Virginia Department of Labor and Industry, the grant is working with VWCC to offer the remaining classes. A class will also be offered for TAP Youth Build participants. Montgomery County Schools are also interested in offering the program.
- f) **SHARE:** An AmeriCorps member is working with local organizations to create a dedicated spot within the organization to function as a mini One-Stop. The Rescue Mission is interested in hosting a site. Organizations which desire to host a site must have their own internet access. A manual is being created which outlines steps to usage of the site.
- g) **Grants Out For Application:**
 1. Green training, headed by Community Housing Partners
 2. Truck driver training
 3. Veterans stand down
 4. Assessment effectiveness evaluation grant with Virginia Tech grant as partner
 5. Local and regional cooperation grants from the Virginia Workforce Council.

Partnerships are becoming standard working relationships. Focus areas need to be determined and this will be brought up with the Oversight Committee to determine grant ideas to pursue.

Mr. Huff noted it would be beneficial if the board could work with Patrick Henry Community College on a grant to bridge the LPN program to an RN program. Ms. Vest reported the healthcare profession appears to hire more CNAs and RNs therefore the gap does need to be bridged.

2. **WIA Update:**

As of July 1, 2010,

- 700 individuals were enrolled in all WIA programs

Enrollment as of February 28, 2011

- 295 new enrollments
- 994 total of clients served
- 138 participants exited
- 843 current enrollment

Program operator Goodwill Industries is to focus on exit rates and placement in preparation for decreased funding next year.

Performance: WIA programs exceeded 10 Final PY2009 Program performance measure, met six and failed one: six-months-earnings rate measurement for Older Youth Program., the board qualifies for incentive funds.

3. **Center Traffic:** The Roanoke and Franklin center traffic is higher due to the closing of the Virginia Employment Commission (VEC) temporary office on Route 220 south of Roanoke.
4. **Rapid Response Application:** Operator Goodwill Industries of the Valleys depleted all dislocated worker funds with four months remaining on the contract. The board as applied for Rapid Response funding from the state to cover the shortfall.

The board awarded a \$1.257 million contract to Goodwill Industries at the beginning of the year to provide adult, youth, dislocated and center operator services. On September 30, 2010 the board allocated additional funds consisting of final state allocations received and additional Rapid Response funds from the state which brought the contract to \$1.462 million. In January the Goodwill informed the board dislocated worker spending was higher than expected due to training costs. This problem was also exacerbated by the increase in Trade Program enrollments. On February 24, 2011 the board awarded \$35K in planned dislocated worker planned carryover funds to Goodwill to prevent immediate shut down of the program. In order to apply for Rapid Response funding, the board must allocate all of its Dislocated Worker program funding. On April 1, 2011 the board allocated \$74, 250 of remaining funding to the current year's contract. (Per Virginia procurement regulations, the contract amount cannot exceed \$1.571 million – 125 percent of the original award). Additionally the board allocated \$15,750 of remaining funding to Goodwill as an emergency contract as allowed under the law. The board has applied to the state for \$255,349 of Rapid Response funding to continue the contract (\$51,296 will be used to finish the current contract year and \$204,053 will be used to start the new year contract for the time period of July 1, 2011 to September 30, 2011).

Mr. Burgess asked if the board was comfortable going over the contract amount of \$300K. **Mr. Gentry** reported the board was not completely comfortable but the new board chair **Mr. Nicely** would review the contract and budget in September.

Ms. Vest reported Goodwill has had the dislocated worker program for four years and youth and adult programs for seven. If the state could not provide additional Rapid Response funding the program would have shut down around May 1 and not resumed until sometime in late summer upon the receipt of new federal funding for Program Year 2011. The members entered a lengthy discussion of the operator's responsibilities and the process for procuring services in the futures.

Ms. Vest noted that in 2004 Goodwill served around 12 jurisdictions on two programs and now serves 25 or more jurisdictions with 3 programs and as center operator in some locations. .

IV. New Business

1. **PY2011 Funding:** Ms. Vest reported the estimate for funding for next year is the funding amounts will go back to PY2008 allocation levels, about \$900,000. The revenue budget this year of \$2.9 million with expense budget of \$2.4 million will be reduced with ARRA, CREATES and Truck Driver Training Grant expiring. The grant writer position needs to be maintained in order to bring in other funding opportunities. The Finance Committee will look at funds allocations in order to keep the grant writer. It is a bad time to look to localities for anything but the benefit goes to the localities; other funding opportunities will be investigated.

V. Old Business

1. **Board Development:** Mr. Gentry discussed concerns about organizations receiving funds directly from the board having board representations: Board action would be more transparent to the public if partners were not on the board. Board members Bruce Phipps with Goodwill Industries of the Valleys serves on the board; board members Lew Bishop and

Jane Conlin are on both the workforce board and GW's corporate board. Conlin is an exofficio non-voting member. Ms. Conlin, approves board expenditures on behalf of the grant recipient, City of Roanoke, and as oversight from the board. Other workforce center partner members with board representation include Jerry Barnett with VEC, Ted Edlich with TAP, Larry Overbay with DRS, although their organizations do not receive direct program funding from the board.

Members discussed whether fair and open discussion could occur on funding and contracting issues with affected parties presence, regardless of voting status. Ms. Vest reported that while board members often abstain from voting on a particular issue they often participate in discussing the items.

The group instructed Ms. Vest to see if any other areas in the state have a policy on this topic, discuss options with state compliance officials to determine the board could use a single neutral "one stop partner" member to represent all partners receiving funds from the board and then present a couple of scenarios to the state for

Board appointments need to be made before July 1, 2011. Ms. Vest asked the CLEO to make appointments for both three and four years to spread out the term expiration dates.

2. **CLEO Meeting:** Mr. Gentry would like to know by May 19, 2011, the date of the next Executive Committee meeting, if the CLEO intends to meet on June 30, 2011.

VI. Announcements

Board of Directors Meeting, June 3, 9 a.m. Location: RHEC

CLEO Consortium Meeting, Thursday June 30, noon Location: RHEC

VII. Adjourn

Mr. Huff moved to adjourn the meeting. The motion passed on a voice vote. Meeting adjourned at 1:15 p.m.