

**Western Virginia Workforce
Development Board**

**Executive Committee
Thursday, August 25, 2005
Minutes**

I. Call to Order

The meeting was called to order at 9:33 a.m.

II. Roll Call

Anne Cooney called the roll. A quorum was present.

In attendance: **Wayne Flippen**, chair; **Joyce Kessinger**, vice chair; **Bill Jones**, treasurer;
Paul Paradzinski, RFP Committee chair; **Rob Glenn**, Board Development
Committee chair

Absent: **Beth Doughty**, secretary

Staff present: **Doloris Vest**, president; **Anne Cooney**, administrative assistant

III. Consent Agenda

Mr. Glenn moved to approve the July 28, 2005 minutes with changes as amended. Mr. Paradzinski seconded the motion. The minutes were approved by acclamation.

IV. Committee Reports

1. **RFP Committee.** Mr. Paradzinski reported the committee had its initial meeting earlier this week. Members received a binder containing

- a. Area III's previous proposal applications for the Adult, Dislocated Worker, and Youth programs
- b. a timeline for proceeding with RFP planning.
- c. RFP sample from Area II, as strongly recommended by VEC/WIA consultant, Deborah Hensley. Mr. Paradzinski noted Area RFPs for its workforce centers operation.

Mr. Paradzinski has contacted Larry Bradford, a prospective committee member who is new to this area but well versed in grant and contract writing. He will invite Mr. Bradford to join the committee.

Comments included:

- o Area II's RFP sample includes adult, dislocated worker and youth services and one-stop workforce centers operation.
- o Individuals or organizations, including the WDB's One-Stop Operator Consortium which currently operates Area III's centers under an MOA, can bid on One-Stop operation contract.
- o A bidders' conference will follow the RFP release, on Sept. 11, in The Roanoke Times as the newspaper of record, as well as local papers in Area III; members also discussed inclusion in The Washington Post, The Richmond Times-Dispatch, and The Washington Times.
- o Responsibility for operation and performance of the local workforce centers rests with the board, rather than the partners. Mr. Jones made the point that the Roanoke one-stop has the potential to reach more people than it does now.
- o Mr. Glenn emphasized the need for the VEC, as the organization managing the direction of WIA in Virginia, to become more actively involved in determining how the workforce centers should be run.

Suggestions included:

- Agreement should include an "option to renew depending on performance," or "which the board, at its discretion, can renew."
 - Mr. Flippen asked that the final document include a legal review. Ms. Vest has contacted Vincent Greenan at the City of Roanoke Purchasing office to review the RFP language from a purchasing standpoint.
 - Incorporate what the Franklin County Workforce Consortium Workforce Center does into a one-stop RFP: "This is what Area III wants."
2. **Board Development Committee** Mr. Flippen reaffirmed his desire for Mr. Glenn to chair this committee. Mr. Glenn asked that anyone having recommendations for this committee to contact him. Mr. Flippen has asked the Board Development Committee to proceed as follows to fill the Board vacancy left by the resignation of Roger Dalton:
- a. notify the CLEO of the vacancy
 - b. request nominations for Mr. Dalton's replacement
 - c. make an appointment for presentation at the next board meeting.
3. **One-Stop Center Oversight Committee:** No report; the committee has not yet. Ms. Kessinger and Ms. Vest schedule an initial meeting.

V. Staff Activities Report

- A. **Joint CLEO/Board meeting scheduled for Sept. 13.** Several CLEO and board members are unavailable that date. Mr. Flippen asked Ms. Vest to contact Roanoke City Manager Darlene Burcham for her thoughts on postponing the meeting. Mr. Glenn also suggested inviting Dee Esser and Gail Robinson (VEC/WIA in Richmond). Ms. Vest will also check with meeting.
- B. **Dislocated Workers.** Mr. Jones suggested that Ms. Vest contact the Roanoke businesses Valley Rich Dairy and Spectacle Lens to ascertain their satisfaction with Dislocated Worker services.
- C. **Compliance Report.** Exit interview was held via telephone conference call July 19; Monitor Marie Hatcher reviewed with staff and Mr. Flippen results in the preliminary report. Including five findings relating to program operation. There were no findings concerning administrative operations.
- D. **Program Year 2005 funding.** Area III the Notice of Obligation for additional 25 percent of Youth Services funding and 50 percent of Adult and Dislocated Worker Funding.
- E. Mr. Flippen and Ms. Vest will
- a. attend the open forum on Workforce and Economic Development in Richmond next Tuesday.
 - b. meet soon with Mr. Phil Sparks of the Roanoke Valley Economic Development Partnership.

VI. Old Business

- A. **Bylaws.** Ms. Vest has received no additional suggestions for changes besides those from the August board meeting.

VII. New Business

- A. **Training providers.** Mr. Jones asked about follow-up with participants who have complete training and into the workforce. Ms. Vest reported all participants are tracked for at least one year following employment; the information is used in employment retention performance measure.
- B. **WDB Employee Benefits.** The initial health benefit quote was extremely high. Ms. Vest will check with alternate sources for more affordable coverage..

The meeting adjourned at 10:45 a.m.

Anne M. Cooney
Anne M. Cooney, Administrative Assistant

9/19/05
Date