

Executive Committee
Thursday, January 26, 2006
Minutes

I. Call to Order

Chair Wayne Flippen called the meeting to order at 9 a.m.

II. Roll Call

In attendance: **Wayne Flippen**, chair; **Beth Doughty**, secretary; **Bill Jones**, treasurer; **Paul Paradzinski**, Youth Council chair
 Absent: **Joyce Kessinger**, vice chair; **Rob Glenn**, former chair, Board of Directors
 Guests: **Deborah Hensley**, Workforce Investment Consultant; **Steve O'Quinn**, Regional Manager, Virginia Employment Commission
 Staff present: **Doloris Vest**, president; **Anne Cooney**, administrative assistant

A quorum was present.

III. Minutes

Ms. Doughty moved to accept the minutes of the December 12 meeting; Mr. Paradzinski seconded. The motion passed unanimously.

IV. Staff Report

Ms. Vest reported the following:

- o The Training Provider Committee met Friday, January 20, and took the following action:
 - Completed work on the Training Provider Policy to reflect state and federal requirements. The policy now clarifies that approved training must prepare participants for occupations listed on the demand plan, or the provider must document the local need for the training.
 - Changed the Training Provider Certification form to gather more relevant information for use in certifying providers.
 The revised policy will be presented for consideration at the February 3 Board of Directors meeting.
- o Demand Plan: Work to design the local demand plan continues with guidance from the state and other local area resources.

V. Other reports

Mr. Quinn reported on state activities related to the new administration:

1. Dolores Esser has been reappointed VEC Commissioner. The VEC is at critical juncture with the General Assembly regarding reorganization of workforce development; Ms. Esser is critical to successful continuation.
2. The new Secretary of Commerce, Mr. Pat Gottschalk, is well versed in economic development and seems to have a genuine interest in Workforce business.
3. The VEC is seeking \$67 million in Reed Act funding to update computer systems, the VWN system, and the financial & general services system.
4. The Unemployment Insurance Services budget will see additional cuts this year.

VI. Unfinished Business

A. CLEO: Ms. Vest reported that the meeting scheduled January 18 was cancelled due to a lack of quorum. Mr. Flippen suggested that the WDB pursue one of two structures: (a) meet with the Mayors and Chairs group twice a year, or (b) continue with the present CLEO, taking care of any business (including the CLEO/Board agreement) by e-mail and phone. He also recommended that he and Ms. Vest talk with Ms. Burcham, Mr. Huff, and Mr. Hodge about the CLEO role. (Ms. Doughty will talk with Mr. Burgess.) Mr. Flippen and Ms. Vest will

attend the next Mayors and Chairs meeting (in March) and discuss the situation with them.

B. Employee Benefits: Ms. Vest presented information on the City of Roanoke's employee benefit package available for board employees. **Ms. Doughty moved that the Executive Committee recommend the full Board of Directors accept the arrangement proposed by the City of Roanoke for the Board's two full-time administrative staff members. Mr. Paradzinski seconded the motion. The motion passed on a voice vote.**

C. Program Allocations: Ms. Vest recommended that the Executive Committee approve additional \$85,000 allocated to the VEC for its Dislocated Worker Program, and \$50,000 be transferred from Dislocated Worker funds to Adult Services and allocated to Goodwill. This action would still leave a portion of unobligated funds for the remainder of Program Year 2005. **Ms. Doughty moved and Mr. Jones seconded that the Executive Committee accept Ms. Vest's recommendations and propose these allocations to the Workforce Board of Directors. The motion passed unanimously.**

D. Workforce Center Operations: Mr. O'Quinn reported the local VEC is addressing concerns voiced at the December 12 Executive Committee meeting, with the following:

- Improving communication among the Workforce Center and the Board
- Communicating the center's business and marketing plans
- Inviting partners to attend VEC monthly staff meetings;
- Adopting the Franklin County Workforce intake/procedural guide
- Holding "Workforce Saturdays" seminars to meet employer needs of employers.

On behalf of the VEC, Mr. O'Quinn proposed a consortium to run operations at the Roanoke location, with the VEC as lead agency, partnering with the LOA, DRS, and Goodwill. Ms. Hensley asked the Roanoke WFC to consider including the Franklin County Workforce Development Consortium.

Ms. Vest expressed concerns about proposed consortium:

- The 15 percent administrative fee charged by the VEC;
- Release of LOA-funded position in Covington;
- Training VEC greeters to provide referrals to all partners. Mr. O'Quinn suggested using existing Workforce Services Representatives already familiar with the VEC programs.

Ms Vest recommended hiring an operations coordinator and part-time information and referral people for the Covington and Rocky Mount workforce centers.

Mr. Flippen asked that Ms. Vest to devise a budget for such an arrangement. Ms. Vest also reported she planned to visit the Hopewell Workforce Center.

VII. New Business

The committee discussed additional publicity for the Workforce Center's monthly job fair, including installation of a banner on the entrance to Valley View Mall.

VIII. Announcements

Next meeting: Thursday, February 23, 9 a.m., Roanoke Higher Ed Center, Room 402.

IX. Adjourn

The meeting was adjourned at 10:25 a.m.

Anne M. Cooney
Administrative Assistant

3/6/06
Date