

**Executive Committee
RHEC Room 808
Friday, May 23, 2008
Minutes**

I. Call to Order and Roll Call

Chair Bill Jones called the meeting to order at 8:30 a.m.

In attendance: **Bill Jones**, chair
Joyce Kessinger, vice chair
Wayne Flippen, former chair
Paul Paradzinski, youth council chair
Absent: **Tim Tobin**, secretary/treasurer
Staff present: **Doloris Vest**, president
Sherry Dean, accountant/office administrator
Guests: **None**

A quorum was present.

II. Approval of Consent Agenda

Ms. Vest reported the adult program and one-stop project are under-expended for the year but those funds would be obligated before July 1, 2008, therefore the under-expended funding will be used in the next year.

Ms. Kessinger moved to accept the consent agenda (minutes of the March 20, 2008 meeting, budget report as of March 31, 2008); Mr. Paradzinski seconded the motion. The motion passed on a voice vote.

III. Youth Council Report

A. **Mr. Paradzinski** reported the youth council, in cooperation with the Roanoke Workforce Center staff, hosted youth from Patrick Henry and William Fleming high schools at the center to provide the students information on resources available for students and job seekers. Thirty students participated and were given an overview of programs offered at the center, resource room tour and were provided with an information bag for future reference. Students were encouraged to tell others about the variety of services available at the center. Teachers who

IV. Staff Report

Ms. Vest reported on the following:

- A. **Rapid Response Efforts:** Rapid Response efforts with Groendyk Manufacturing went well. Employees were very responsive to the information provided. **C. E. Hughes** with the governor's office who is in charge of Rapid Response for the state contacted the plant manager of Groendyk. Goodwill, Virginia Western Community College (VWCC), and the Virginia Employment Commission (VEC) met with Ms. Vest the week before the meeting with Groendyk employees to get all information together. A one-hour presentation was made to two groups of Groendyk employees. By bringing together the governor's office, Goodwill, VWCC, VEC and the workforce board Groendyk employees were provided with information that laid-off employees would not have received in the past. From this rapid response, Ms. Vest will draft a Western Virginia Workforce Development Board rapid response policy and procedure to be used, by the one-stop workforce centers, in Area III of Virginia.
- B. **Board Membership:** There are openings for board members representing cities of Covington and Salem and counties of Alleghany and Roanoke. Business members represent the area in which their organization is located

- C. **Compliance Monitoring:** All compliance monitoring has been completed by **Ms. Dean**. The VEC returned their compliance finding corrections complete the first time through. Goodwill compliance findings were recently mailed to Goodwill.

V. **Unfinished Business**

A. **Roanoke Workforce Center Relocation/Integration Efforts:**

1. The planning team is continuing to work on the center layout and space design. The Department of Rehabilitation Services (DRS) and VEC have not completed space requirement determination. Ms. Vest noted the board will not be required to commit center specific operational funding if true resource sharing agreements are put into effect. Under resource sharing, all shared costs would be allocated back to individual partners and Workforce Investment Act dollars would be paid, for shared costs, out of the programs. By DRS occupying 76% of the center space, this will bring the cost down to a more reasonable basis for the other partners. Additionally, a way around the state's Virginia Information Technology Agency fees will be to outsource all user's, except state employees, to a private vendor.
2. The state held its One-Stop Integration 101 class last. Ms. Vest thanked, by email, all who attended the training from Area III and reminded everyone there will be further training.

VI. **New Business**

- A. **Center Monitoring/Chartering:** Ms. Dean has completed center monitoring of the three workforce centers and prepared written reports, which were distributed. Center partners were surveyed about strengths or areas needing improvement within the centers. Upon review of the reports Ms Vest has suggest The Franklin Center become a satellite center, allowing it to incorporate appropriate network elements without negative impact of customized arrangements and operations at the center. **Mr. Paradzinski moved to recommend to the board that the Roanoke Workforce Center, the Covington Workforce Center and The Franklin Workforce Center be chartered by the board for Program Year 2009 with the assumption that corrections needed will be made; Mr. Flippen seconded the motion; the motion passed on a roll call vote: Yes: Jones, Kessinger, Flippen, Paradzinski. No: None.**
- B. **State of the Workforce:** The Career and Technical Education Committee (CTE) would like to know which occupations are needed in Area III. Ms Vest is working with consultants from ExperiaEd to design a project modeled after the Hampton Roads area's State of the Workforce, completed in 2005. As project manager, ExperiaEd will work in conjunction with instructors and students from area colleges, to study of occupational growth and decline in Area III. The project will meet the board's mandate to determine local workforce needs and demand occupations. The information will be maintained on the board's website as an ongoing resource for businesses, education and economic development.
- C. **Leadership Roanoke Valley:** Mr. Jones had nominated Ms. Vest to participate in the Leadership Roanoke Valley; cost is \$950. The program provides an opportunity to learn more about the regions resources and make strategic connections in the business community. **Mr. Jones recommended the executive committee sponsor Ms. Vest. Mr. Jones directed Ms. Dean to write a letter of recommendation for Ms. Vest and provide it to him for review. The motion passed on a voice vote.**
- D. **Training Provider Certification Recommendations:** Ms Vest presented training provider applications for Program Year 2008 certification. **Ms. Kessinger moved that the executive committee recommend to the board the training provider applications for PY2009; Mr. Paradzinski seconded the motion; the motion passed on voice vote.**
- E. **FY2009 Budget:** Ms. Vest presented the FY2009 budget was presented. The most notable change will be replacing the program monitor position with a grant writer position. **Mr. Flippen moved to accepted the proposed budget and recommend its approval by**

the full board. Mr. Paradzinski seconded. The motion passed on a roll call vote: Yes: Jones, Kessinger, Flippen, and Paradzinski. No: None.

- F. **Executive Session:** Mr. Jones moved to enter Executive Session for the purpose of discussing personnel matters in accordance with Section 2.2 – 3711 (a) (1) code of Virginia; Ms. Kessinger seconded the motion; the motion passed on a voice vote.

The committee met in closed session. The board returned to public session at 9:30 a.m.

Mr. Paradzinski moved to certify that only matters lawfully exempt from public session were discussed in the Executive Session; Ms. Kessinger seconded the motion; the motion passed on a voice vote.

Ms. Kessinger moved to increase the WIB president's and accountant/office administrator's salary by four percent on the fiscal year 2009 budget; Mr. Paradzinski seconded the motion; the motion passed on a roll call vote: Yes: Jones, Kessinger, Flippen, Paradzinski. No: None.

Mr. Jones moved to recommend to the board the salary increase include specifically written goals and objectives; Ms. Kessinger seconded the motion; the motion passed on a voice vote.

VII. Announcements

Board of Directors meeting: Thursday, June 12, 2008, at Roanoke Workforce Center

Executive Committee meeting: Thursday, July 24, 2008

VIII. Adjournment

The meeting adjourned at 9:45 a.m.

Doloris Vest

President

July 18, 2008

Date