

**Executive Committee
Thursday, March 20, 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
Tim Tobin, secretary/treasurer (via teleconference)

Absent: **None**

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 dislocated worker program and one-stop project was under-expended for the year but those funds would be obligated before July 1, 2008 therefore the under-expended funding would actually be a blessing with the reduced funding allocation expected for the coming year.

Ms. Kessinger moved to accept the consent agenda (minutes of the January 18, 2008 meeting, budget report as of February 29, 2008); **Mr. Paradzinski** seconded the motion. The motion passed on a voice vote.

III. Youth Council Report

A. **Youth Council Report:** **Mr. Paradzinski** requested Ms. Vest report on the following:

1. **Youth and The Roanoke Workforce Center:** The youth council brought **Bruce Johannessen**, Roanoke Virginia Employment Commission (VEC) Manger, in to discuss more involvement of youth in the workforce center. It was decided to have a day where youth from Roanoke City High Schools and Franklin County High School be brought in and be given an orientation, tour, and allowed use of the computer resource room. Youth council members will staff the event thereby relieving any burden that would have been placed on the VEC staff. This will also allow the VEC staff to become more comfortable with young people being present in the center. The youth council would like for the new Roanoke Workforce Center to have a special area just for youth.
2. **Membership:** The youth council is short business members and a parent member.

IV. Staff Report

Ms. Vest reported on the following:

- A. **Roanoke Workforce Center Move:** The state has not signed a lease on the Crossroads Mall location. The VEC may not need space for 25 individuals as it originally thought. Instead, by allowing certain positions to telecommute, the VEC may only require space for six to ten employees. Due to concerns among various state agencies, the VEC is concerned about carrying the majority of cost of the center if resource sharing is based on participant level. Local boards determine the basis for resource sharing. The board needs to move ahead with the plan that was put in place two years ago where it was agreed all partners would share in a center's cost, focus on the best way to deliver services to the public, and

create a true referral service where all partners are truly working together. The local planning team has been established and all local partners have signed a Statement of Partner Support which is an agreement to participate in the design, planning and creation of a cost allocation plan for a new center. Without a lease with Crossroads Mall the planning team can continue to work together on how the center should be designed.

- B. **Governor's Plan For Workforce Development:** A copy of the governor's plan for Workforce Development was handed out. The plan includes concepts not required by federal law such as:
1. TANF & food stamp representatives should have a physical location in the workforce centers. Although centers work closely with representatives from TANF and Food Stamps they are not currently located at the workforce centers.
 2. The Consortium of Locally Elected Officials (CLEO) involved in the oversight of the workforce centers. The CLEO is currently required to approve the board budget, approve board representation and serve as a liaison to the community.
 3. Partner agencies agreeing to share in cost of remote access locations.
 4. Encourage localities to set up workforce centers, which is has incurred in some areas.

The governor's plan is put in place a new type of local workforce system. Ms. Vest will seek counseling from Debbie Hensley, state program monitor, and the Department of Labor on meeting the requirements of the governor's plan.

- C. **Community College Workforce Location:** Virginia Western Community College (VWCC) may be able to host a workforce center at their campus, if certain building space becomes available. This area could host only a small center with workforce related staff only. The space would likely have lower rent than the Crossroads. Additionally, the center would be exempt from Virginia Information Technologies Agency (VITA) technology requirements, which have proven very costly to date agencies. VWCC has agreed to place a career coach in the workforce center. The board can require partner participation in a given center, although agreement may be difficult. **Mr. Flippen** felt that as long as the Roanoke Workforce Center is located at the current location process change will be difficult. Mr. Flippen favors partnering with VWCC.
- D. **Issues With Rapid Response:** Ms. Vest will meet next week in Richmond with **Shelby Robinson**, **Steve O'Quinn**, VEC Regional Manager, and Bruce Johannessen, Roanoke VEC Manager to discuss the issues concerning rapid response activities. Problems have arisen concerning recent efforts in the Alleghany Highlands. **Mr. Tobin** noted that he and **Dr. Teaff** would be intervene if necessary and beneficial. Such efforts should improve under when WIA administration moves to VCCS. **Ms. Vest** suggested the board develop a policy for responding to layoffs. **Mr. Jones** directed Ms. Vest to put the issues concerning VEC participation as a partner on the agenda for the next board meeting.
- E. **Chair Of State Workforce Council:** **Dr. Bob Leber**, chair of the Virginia Workforce Council, is coming to Roanoke on Monday, March 24, 2008 to visit with Ms. Vest and tour the Roanoke Workforce Center. Mr. Jones will assist Ms. Vest with Mr. Leber's visit.

V. Unfinished Business

1. **Request For Proposal (RFP) Scoring:** Ms. Vest handed out a summary of the scoring the RFP committee submitted on the two proposals received. All RFP committee reviewed the both RFPs. The youth council reviewed the youth portions of the RFP. The RFP committee based its recommendations on Goodwill's experience in all program areas. TAP's budget, applied more program funding to facility cost rather than to services to individuals. **Mr. Paradzinski** also noted that Goodwill works with businesses to find an individual private employment where they will be able to stand on their own.

Mr. Flippen moved to recommend to the board that the PY08 contract be awarded to Goodwill Industries of the Valleys, Ms. Kessinger seconded and the motioned passed on a roll call vote: Yes: Jones, Kessinger, Tobin, Flippen, Paradzinski No: None.

VI. New Business

- A. Committee Structure:** Ms. Vest reported the Economic Development Committee (EDC) has not met due to scheduling issues. Alternative approach would be to have the board staff work on committee projects and look at adding another staff person. Ms. Vest expects some improvement when the new operator begins July 1. The Career and Technical Education (CTE) committee would like to have an intern research demand occupations. **Rob Ledger** will host a meeting on behalf of the board with local economic developers. **Ms. Kessinger** suggested committees meet right before board meetings to facilitate the capability of having the meetings. Ms. Vest noted a nominating committee needs to be appointed in order to appoint officers for the June meeting.
- B. Board Membership:** Ms. Vest reported committee participation ties to board membership; members should realize participation is important to board success. A few board members have attended only board meetings and not participated in a committee. In the bylaws, if a board member misses two meetings a year their membership participation needs to be discussed. Calls have been placed to Carilion and Mead Westvaco for possible board membership. Letters are going out today to members whose terms are expiring.
- C. CLEO:** A goal has been set to have the CLEO meet in May. CLEO member **Elmer Hodge** will be retiring and new Salem city manager, **Kevin Bogus**, has expressed interest.
- D. Training For The Trades:** Ms. Kessinger reported Staunton River High School will host a Training For The Trades fair on April 17, 2008 from 9 a.m. until 1:30 p.m. This event is for students who do not plan on going to college.
- E. My JobzCafez:** Ms. Kessinger reported MyHomeTownJobs.com is changing to JobzCafe.com and hopes to have companies pay to have their presence listed on the website rather than pay for individual job listings. The JobzCafe is focusing on employers of choice and plans to have an actual café downtown where employers can meet individuals, provide information videos, and workshops. Ms. Vest has spoken to JobzCafe and she cautioned them to not just focus on professionals but to include all job levels.

VII. Announcements

Board of Directors meeting: Friday, April 4, 2008, at Boxley Building Materials

Executive Committee meeting: Thursday, May 22, 2008

VIII. Adjournment

The meeting adjourned at 9:50 a.m.

Doloris Vest

President

Date