

**Executive Committee**  
**Thursday, November 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**, secretary/treasurer  
**Paul Paradzinski**, youth council chair  
Absent: **Carol Gentry**, vice chair  
**Wayne Flippen**, former chair  
Staff present: **Doloris Vest**, president  
**Sherry Dean**, accountant/office administrator

A quorum was present.

**II. Approval of Consent Agenda**

**Ms. Kessinger moved to accept the consent agenda (minutes of the July 24, 2008 and September 9, 2008 meetings, budget report as of September 30, 2008); Mr. Paradzinski seconded the motion. The motion passed on a voice vote.**

**III. Staff Report**

**Ms. Vest** reported on the following:

- A. **Delphi Study and State of the Workforce:** As part of the State of the Workforce project, Area III will conduct a Delphi study. A Delphi study surveys a large group of business members (business board members will be included), from significant industries, by asking them to complete answers to five different business scenarios related to workforce issues. Survey results are collected and redistributed anonymously to obtain a consensus of opinion on issues most affecting the workforce. A December 9, 2008 luncheon has been planned for those who participated.
- B. **Board Membership:** All board positions have been filled with the exception of one due to **Ms. Stovall's** passing. Board staff are in contact with the Roanoke Valley Housing Authority to locate a representative. **Beth Doughty** has nominated **Court Rosen** who is a Roanoke City Council member.
- C. **Workforce Center Relocation/Integration:** Committees are meeting weekly to design all facets of the center:
  - **Communications and Technology Committee** is struggling to work out issues with the Virginia Information Technologies Agency (VITA).
  - **Facilities Planning Committee:** A lease meeting is scheduled for December 1 with the state. There will be regular meetings with the building landlord and contractor as the building is completely gutted and rebuilt.
  - **Business Plan Committee** has completed service mapping, a spreadsheet layout of all employee positions to determine overlaps and training needs. The committee is also working on a balance between state and local needs, within the plan, most of which are terminology related.
  - **Agreements Committee** has discovered disparities over what level of management is allowed to sign Memorandums of Understanding (MOUs) and other center agreements. **Shelby Robinson** (VEC) and **Joe Ashley** (DRS), are to meet to determine those who have the authority to approve agreements. Ms. Vest has drafted a Resource Sharing

Agreement, MOU and Budget so all involved can understand, prior to the time for agreements to be signed, the details of the agreements.

- **Finance Committee** completed training in September on cost pooling. Some partners are still struggling to understand the concept. There is a desire to keep the Resource Room portion, of the center out from under the Virginia Employment Commission so cost will be affordable.

There has not been a resolution on TAP as a Community Services Block Grant partner located in the new center. **Annette Lewis** with TAP believed this was worked out with the state's social service department but Ms. Robinson has reported this is not the case. Job Corp would like to have two offices in the center. Virginia Western Community College has committed to four office spaces and National College and ECPI are interested in possible spaces. The center is still on track for a spring opening although a July 1 opening would work better, for budgeting, as partners would not have to complete a one month budget. Ms. Vest is posting samples of agreements and other paperwork items on the board's website for others in the state to use if needed.

#### **IV. New Business**

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- A. **Board Committees:** Ms. Vest reported that since Area III's board is made up of many new members the board may want to consider forming committees that deal with certain subjects and take recommendations to the full board. Board bylaws state the board has an executive, finance, youth council committees and a training provider committee has been used in the past.

**Mr. Paradzinski** noted that board members could be asked in advance of board meetings to serve on a committee. **Ms. Kessinger** noted a list of committees could be provided to board members to determine what they are interested in. **Mr. Jones** noted this should be done before the next board meeting. Ms. Vest will establish two committees before the next board meeting and send an announcement to board members to think about where they would like to serve.

Ms. Kessinger reported there is an internet based software service called Go To Meeting that could be used to defer travel costs for board members. With the Go To Meeting service, up to fifteen individuals can meet on-line and everyone participating can see what is being presented, from the presenters computer. Annual cost for Go To Meeting is \$400 and has unlimited uses. The only cost to someone joining the meeting is the long distance phone call into the service.

- B. **Mid-year Allocations:** Ms. Vest reported the minimum additional allocation of program funding needed to stay under the twenty percent allowed carry forward at June 30, 2009 is \$46,449. Due to the higher-than-expected need for adult and dislocated worker program services, Goodwill is still enrolling individuals into the programs but only providing basic services; clients are not being put into training due to lack of funds. With the number of layoffs in recent weeks state Rapid Response funds can be applied for, by Area III, if all Dislocated Worker program funding is obligated. The two funding allocation proposals submitted by Ms. Vest were as follows:

1. Allocate \$20,000 to the Adult program and \$40,000 to the Dislocated Worker program without applying for state Rapid Response funds.
2. Allocate \$20,000 to Adult program and \$85,200 to the Dislocated Worker program and apply for state Rapid Response funds; this may result in limited funding for first quarter 2009, if Rapid Response funds are delayed. Additionally, authorize that no more than \$40,000 of Dislocated Worker funds be spent until a positive response to Rapid Response is received from the state.

Ms. Vest recommended the second proposal to the committee. **Ms. Kessinger moved to recommend to the board to allocate \$20,000 to the Adult program, allocate \$85,200 to the Dislocated Worker program and apply for state Rapid Response funds while not authorizing more than \$40,000 of the Dislocated Worker allocation to be spent until the board is granted Rapid Response funds by the state. Mr.**

**Jones seconded and the motion passed on a roll call vote: Yes: Jones, Kessinger, Paradzinski. No: None.**

- C. **Incentive Grant Funding:** An incentive grant, for meeting performance standards in PY2006, has been received, from the state, in the amount of \$10,000. Ms. Vest presented the budget initially applied for when Area III was notified it qualified for incentive grant funds for PY2006. The budget consists of funds for youth summits, center promotion campaigns and training for center staff on working with youth. **Debra Hensley**, Area III state consultant, has noted in the past the youth council should be recognized for the amount of work with youth they have accomplished, in the past four years, with having only spent \$5,000 on all projects combined. **Mr. Jones moved to recommend to the board to allocate the \$10,000 of incentive grant funds to the budget categories in the original incentive grant application submitted to the state. Ms. Kessinger seconded and the motion passed on a roll call vote: Yes: Jones, Kessinger, Paradzniski. No: None.**

**V. Announcements**

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Board of Directors meeting: Friday, December 5, 2008, The Franklin Center.

Executive Committee meeting: January 22, 2008, RHEC.

CLEO Consortium meeting: January 22, 2008, RVARC

**VI. Adjournment**

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The meeting adjourned at 9:30 a.m.

Doloris Vest

President

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Date