

**Executive Committee**

**Roanoke Higher Education Center, Roanoke, VA  
Thursday, May 21, 2009**

**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  
**Carol Gentry**, vice chair  
**Paul Paradzinski**, youth council chair  
**Wayne Flippen**, former chair  
Absent: **Joyce Kessinger**, secretary/treasurer  
Staff present: **Doloris Vest**, president  
**Sherry Dean**, accountant/office administrator  
**Angie Williamson**, grant writer/program director

A quorum was present.

**II. Approval of Consent Agenda**

**Wayne Flippen moved to accept the consent agenda (minutes of the March 19, 2009 meeting, budget report as of April 30, 2009); Carroll Gentry seconded the motion. The motion passed on a voice vote.**

**III. Staff Report**

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

A. **ARRA Summer Work Program:** There will be 135 youths participating in the summer work program from Area III locations as follows:

- Alleghany County – 35
- Roanoke Valley – 35
- Craig County – 10
- Franklin County – 35
- Apprenticeship Program – 20

Goodwill is heading up the project in cooperation with TAP and **McDowell Myers** with Local Labor Union #980 with tasks being handled as follows:

- Goodwill – Case Management
- TAP – Job Readiness Class
- Local Labor Union #980 – Apprenticeship Program

Goodwill will also hire four counselors for 10 weeks to monitor youth timesheets, payroll check distribution and inspect worksites.

B. **Operational Update:** The new Grant Writer/Program Director, **Angie Williamson**, is now on board and researching grant opportunities, including those from the Foundation of the Roanoke Valley and the U.S. Department of Labor under ARRA. **Mr. Jones** noted Alleghany County Hospital Foundation offers grant opportunities and the board could pursue a grant pertaining to the healthcare field.

- C. **Committee Updates:** The Finance Committee has met. The Board Oversight Committee meets tomorrow. The Board Development Committee did not meet. Ms. Vest will reschedule the Board Development Committee meeting.
- D. **Board Staff Office:** The board office will be getting modular furniture in order to provide space for the grant writer/program director and accountant/office administrator positions.

#### **IV. Unfinished Business**

---

- A. **Workforce Center Update:** Ms. Vest reported the center is scheduled to open July 1. **Danny LeBlanc**, Senior Advisor to the Governor for Workforce has directed changes to the waiting area to increase capacity. The external façade will likely not be complete until fall.
- B. **Center Budget:** Ms. Vest presented the Roanoke Center partners proposed MOU and budget for committee approval and recommendation to the full board. Ms Vest noted that although the partners had agreed on the cost allocation method in the budget additional negotiations will consider the use of full time equivalent employees and program participant numbers as a more accurate basis for allocation. **Mr. Gentry motioned the executive committee recommend the Roanoke Workforce Center budget presented to the board for approval. Mr. Paradzinski seconded. The motion did not pass on a roll call vote: Yes: None. No: Jones, Gentry, Flippen, Paradzinski.** A discussion on the budget review was made. **Mr. Genty called for question. The call passed on a voice vote.**

**Mr. Jones motioned the executive committee recommend the Roanoke Workforce Center budget presented to the board for approval subject to a mid-year review of cost allocations at the February 2010 board meeting. The motion passed on a roll call vote: Yes: Jones, Gentry, Flippen, Paradzinski. No: None.**

- C. **Stimulus Funding – Adult and Dislocated Workers:** Below are items board staff and partners are working on to better assist laid off workers:
  - 1. **Rapid Response Follow-up:** After the initial Rapid Response visit, laid off workers are being contacted to remind them of their WIA benefits.
  - 2. **Traditional Marketing:** The use of advertising to inform those of WIA benefits.
  - 3. **Transferable Skills:** Working with businesses to understand skills employees have that are transferable to other industries. An example of this is when Valley Dale closed and those workers were able to find jobs with Carilion in food service.
  - 4. **Business Team Search:** Goodwill to list laid-off workers by industry and skill so business team can contact other businesses to see if they need workers with certain skills.
  - 5. **Entrepreneurialships:** Encourage those with specific skills to start their own business. The Roanoke Valley Partnership would like to focus on teaching individuals about obtaining franchises. Some franchises do not cost very much.
  - 6. **Educate Employers:** In conjunction with the VEC and Rapid Response Team, educate employers ahead of time to make a lay off successful for employees such as holding an information session for employers on who to contact if a lay off situation occurs and what benefits are available to their employees.
- D. **Board FY2010 Budget:** Ms. Vest presented a preliminary board budget and noted the following revenues are expected for FY2010:
  - Incentive Grant Carryforward: \$7,666
  - PY2008 WIA Carryforward: \$158,554
  - ARRA Funding: \$1,020,072
  - PY2009 WIA Funding: \$961,054 (estimated the same as last year)
  - State of the Workforce Project Fund Raising: \$5,000

In all, a total of \$2,152,346 in funding is expected to be available for use for FY2010. After a reduction to One-Stop expenses and an addition of a 4% staff wage rate increase the executive committee noted they would vote by email, at a later date, to recommend the budget to the board.

**V. New Business**

---

- A. **CLEO meeting:** Ms. Vest reported the CLEO will meet May 28 and board members will be encouraged to attend. The CLEO has agreed to meet each time a month has a fifth Thursday, approximately four times a year.
- B. **WIA Reauthorization:** Ms. Vest was in Washington D.C. last week and met with Senators Warner and Webb and Senator Warner believes WIA reauthorization will be given serious consideration.
- C. **Staff Review:** Ms. Vest will complete Ms. Dean's review and the executive committee will complete Ms. Vest's review.

**VI. Announcements**

---

CLEO Consortium meeting: May 28, 2009, RVARC  
Board of Directors meeting: Friday, June 12, 2009, TBA  
Executive Committee meeting: July 21, 2009, RHEC

**VII. Adjournment**

---

The meeting adjourned at 10:30 a.m.

Doloris Vest  
President

7/17/09  
Date