

Executive Committee
Thursday, January 22, 2009
Minutes

I. Call to Order and Roll Call

Chair Bill Jones called the meeting to order at 9:00 a.m.

In attendance: **Bill Jones**, chair
 Joyce Kessinger, secretary/treasurer
 Paul Paradzinski, youth council chair
 Carol Gentry, vice chair
 Wayne Flippen, former chair
Absent: None
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 November 20, 2008 meeting, budget report as of December 31, 2008); Mr. Gentry seconded the motion. The motion passed on a voice vote.

III. Staff Report

Ms. Vest reported on the following:

- A. **Delphi Study:** A dozen of surveys were returned. Those who have not returned the study are being contacted. Good comments have been received.
- B. **Workforce Center Relocation/Integration:** Construction documents are complete. All local approvals have been received. One state agency has not given final approval. The construction contract went to a company out of Charlotte, North Carolina. Demolition has started and the asbestos has been removed. Valley Metro approved moving the bus stop. The Virginia Information Technologies Agency (VITA) is working on their bid for the technology infrastructure and Cox Communications has also been asked for a bid. Computers will not be purchased from VITA for the resource room portion of the center. **Mr. Gentry** noted Virginia Western Community College (VWCC) purchases computers by tagging onto a contract used by another state college. **Mr. Gentry** noted the board should contact **Dave Harrison** with VWCC to inquire about purchasing computers.

The new center will use available furnishings. There will be a policy in place as to how offices can be furnished and or decorated.

Total Action Against Poverty (TAP) has located an employee to house in the center, which will provide a full-time presence for Adult Education.

Local managers are working very well together to coordinate center needs. The state is hosting a meeting on March 10, at the current workforce center, for managers to determine how the center is going to work together. June 1 is the final date to be in the building as the VEC has to be out of its current location by May 31. On April 28, **Mr. LaBlanc** and his team will be coming to Roanoke to provide customer service and team building activities for all center staff. This training will not be held in the current center but will be offsite.

- C. **Unemployment Filing Procedures:** **Ms. Kessinger** noted her company's difficulty dealing with procedural differences within the VEC between the Roanoke, Martinsville and Lynchburg

offices and receiving different responses on partial employment. Ms. Vest noted unemployment registration has to be done by either internet or telephone. Ms. Vest will check into the unemployment procedures and partial unemployment with the state. **Mr. Jones** noted the board should send a letter to Mr. LaBlanc's office and inform him of the confusion employers are experiencing with VEC service procedures. **Ms. Kessinger motioned a letter be sent to the Governor's Advisor For Workforce reporting local employer confusion with VEC service procedures. Mr. Flippen seconded. The motion passed on a voice vote.**

D. **Rapid Response to Layoffs:** Rapid Response information is being provided to laid off workers in the area. Workers are informed of services available but are required to search for a job first. If a job cannot be found, training is offered to those without marketable skills and usually occurs three to six months later. **Mr. Flippen** and Mr. Gentry reiterated they do not want to see training dollars spent on skilled workers. Mr. Jones noted the board should contact the Roanoke Times newspaper and see if it can "tack onto" their series "Surviving A Layoff" and inform the public on the board's rapid response information. Ms. Vest reported the board's rapid response information consists of:

- Unemployment filing
- Steps to finding a job
- Virginia 211 information
- All partner information

IV. New Business

A. **Board Committees:** Ms. Vest reported that only half of board members responded to the request for committee assignments. Mr. Jones directed Ms. Vest to assign members to committees and allow him to preview the assignments before the board meeting. Mr. Jones also directed Ms. Vest to email board members and inform them of their committee assignments and find out if assignments were suitable.

B. **Older Americans Grant:** The Department of Labor is accepting grant applications to provide training to adults age 55 and older. There are no income requirements for the grant. Grants will be issued for up to \$1,000,000 for a three-year period. Workforce boards are the desired applicants, or if a board is not incorporated, the board's fiscal agent can apply. Area III partners and board staff believe an information technology (IT) focused grant incorporating basic IT skills to advanced IT skills would benefit Area III. Preliminary plans involve Total Action Against Poverty providing basic IT training, Goodwill providing case management, and VWCC providing advance IT training. **Mr. Flippen moved to recommend the board proceed with the grant application. Mr. Paradzinski seconded. The motion passed on a voice vote.**

C. **Letter to Area III City/County Administration:** Mr. Flippen directed board staff to send a board meeting invitation letter to all city councils, city managers, county administrators, and county board of supervisors in Area III.

D. **Economic Stimulus Bill:** Ms. Vest reported the stimulus package includes one and one-half billion dollars for adult, dislocated worker and youth programs and summer employment but the bill has not been voted on yet.

E. **Statewide Funding Grant:** Ms. Vest reported that, with the economic downturn causing an increase in Rapid Response presentations, by the Area III Rapid Response Team, additional computer capacity is needed for Area III. Staff would like to use this funding to purchase laptops for use in registering clients during Rapid Response efforts as well as to handle the overflow from workforce center resource rooms. **Mr. Gentry motioned the board appropriate the \$7,691 of statewide funding received to the purchase of laptop computers. Mr. Flippen seconded the motion. The vote passed on a roll call vote: Yes: Jones, Gentry, Kessinger, Flippen, Paradzinski. No: None.**

F. **Roanoke City Career & Technical Education Foundation:** Mr. Flippen reported the Roanoke City Career and Technical Education Foundation is hosting an Extravaganza to raise funds for scholarships on March 5. The speaker for the event will be **Cameron Johnson**, who is a well know entrepreneur. Door prizes will be given away and donations are being accepted.

V. Announcements

CLEO Consortium meeting: January 22, 2009,4 p.m., RVARC

Board of Directors meeting: Friday, February 6, 2009, Goodwill Industries of the Valleys.

Executive Committee meeting: March 19, 2009, RHEC.

VI. Adjournment

The meeting adjourned at 9:30 a.m.

Doloris Vest
President

3/9/09
Date