

**Executive Committee  
Thursday, March 19, 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  
                          **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 January 22, 2009 meeting, budget report as of January 31, 2009); Mr. Gentry seconded the motion. The motion passed on a voice vote.**

**III. Staff Report**

**WIA Adult, Dislocated Worker, Youth Programs Update:**

**Ms. Vest** reported dislocated worker enrollment was less than expected following the high number of layoffs; the workforce center staff is stepping up marketing activities to increase enrollment.

**Mr. Paradzinski** is working with Craig County to identify youth for summer employment. **Mr. Flippen** would like to see a comparison between locality unemployment rates and the actual number of persons unemployed in Area III by locality.

**IV. Unfinished Business**

**A. Workforce Center Update, Issues, Challenges:** **Ms. Vest** reported

1. demolition is taking place at the site of the new center.
2. **Mr. Danny LaBlanc** will be hosting a meeting tomorrow at the Roanoke Higher Education Center to discuss center progress with partners.
3. The state has hired consultant, **Camille Wright-Miller** to assist local areas in center implementation
4. Costs have been calculated at around \$120 a square foot for just infrastructure. Start up costs are \$81,000 but that amount will be reduced by \$50,000 of additional funding the state has promised. **Mr. Flippen** noted that with such high costs, program services will decline as there will be less funding to provide programs to those in need.

**B. Committees:** New committees have not yet met.

**C. Additional Staffing:** The Program Director/Grant Writer position has been advertised and resumes have been received. **Ms. Kessinger** volunteered to be on the interview committee. **Ms. Vest** will ask grant writers from Goodwill and Total Action Against Poverty (TAP) if they can assist with the interview process.

**V. New Business**

**A. Stimulus Funding:** **Ms. Vest** reported

1. Funds should be available by mid-April and must be expended by June 30, 2011. She shared a summary of DOL guidance will be prepared for the executive committee and the board.
2. On March 27, Stakeholder's meetings will be held in Roanoke and Franklin County.
3. **Mr. Jones** would like to see the press notified about the economic stimulus funding. Mr. Flippen noted the Consortium of Local Elected Officials should be notified if the board intends to submit information to the press.
4. **Ms. Vest** reported the Summer Youth Employment program will be the first program implemented and that workforce center operator Goodwill Industries of the Valleys. Goodwill and a number of partners have begun recruiting and expect to serve 150 youth. The program runs March 1 – September 15.
5. **Staff will develop and present to the board a recommendation for allocation for Adult and Dislocated worker funding has not**

B. **Computer Literacy Grant:** The state has provided the board with a Computer Literacy Grant to offer basic and Office product computer training to approximately 60 individuals in WIA programs.

**VI. Announcements**

Board of Directors meeting: Friday, April 3, 2009, RHEC Room 813

CLEO Consortium meeting: April 23, 2009, RVARC

Executive Committee meeting: May 21, 2009, RHEC

**VII. Adjournment**

The meeting adjourned at 10:00 a.m.



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President

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May 20, 2009

Date