

Executive Committee
Thursday, September 24, 2009
Minutes

Call to Order and Roll Call

Chair Carroll Gentry called the meeting to order at 8:30 a.m.

In attendance: **Carroll Gentry**, chair
 Steve Anderson, vice chair
 Naomi Powers, secretary
 Paul Paradzinski, youth council chair
 Bill Jones, immediate past chair
 Wayne Flippen, past chair
Absent: **Hiawatha Nicely**, treasurer
Staff present: **Doloris Vest**, president
 Sherry Dean, accountant/office administrator

A quorum was present.

Approval of Minutes

Mr. Jones moved to accept the minutes from July 23, 2009 and August 8, 2009. Mr. Paradzinski seconded. The motion passed on a voice vote.

Staff Report

Ms. Vest reported on the following:

- A. **Youth Summer Work Program:** The U.S. Department of Labor has allowed youth workers to continue to work, without being enrolled in the full WIA program, until March 31, 2009. Program Operator Goodwill has funding remaining to employee 12 youths through December 2009. A total of 117 youths were placed in summer employment using ARRA funding; 30 were placed using WIA Formula funding. **Mr. Jones** was concerned the state would be disappointed that more funding was not spent. **Mr. Flippen** would like to see performance results. Ms. Vest noted the government used a pre- and post-test process to measure job readiness gain.
- B. **Adult and Dislocated Worker Program:** Eighty percent of ARRA funding must be used by the end of the current fiscal year. Ms. Vest has asked Goodwill to provide three additional Dislocated Worker Program case managers. Goodwill will enroll clients first in ARRA Adult and Dislocated Worker funded program. Dislocated Worker and Adult program enrollment is not moving as fast as expected. Most clients are being moved into training career fields they can obtain jobs in six months or more. Mr. Flippen noted the Oversight Committee needs a summary report which lists the number of students, exceptions, and how funding dollars are being spent. Ms. Vest provided Goodwill with a format, at the beginning of the year, which included the following:
- Dollars at budget
 - Challenges
 - Success stories
 - Assistance needed from board

Goodwill was originally asked to report at the end of July but has now been asked, for a cumulative report, as of the end of September.

C. **Committee Updates:**

1. **Workforce Center Oversight Committee:** Mr. Flippen noted the Workforce Center Oversight Committee has been reviewing scorecards. Ms. Vest provided an overview of the current monthly program report the board receives from Goodwill on formula funding participation. A report of clients funded by ARRA funding has been requested. **Ms.**

Moore and Ms. Matthews have been asked to speak to **Ms. Hodges** and **Ms. Holcomb** to pump up the center report.

2. **Youth Council: Mr. Paradzinski** reported there are several Reality Stores (Life 101) being planned for November.
3. **Board Development Committee: Mr. Anderson** noted **Ms. Kessinger** will chair the committee. Mr. Anderson will contact **Mr. Flora** to look for business members and **Dr. Teaff** for career and technical education expertise. **Mr. Harper** has been sent a letter on his membership status and **Mr. Gentry** noted he would give him a call. **Mr. Terrell** has resigned from the board and has returned to teaching. **Mr. Poythress** has been nominated for board membership. Mr. Gentry will speak to VWCC president **Dr. Sandel** with Virginia Western Community College on who should be appointed to the board to represent VWCC. **Mr. Overbay**, who is on the Center Oversight Committee, is also a partner in the center. **Mr. Phipps**, whose organization receives board funding, is on the Finance Committee. Mr. Gentry will send letters to Mr. Overbay and Mr. Phipps switching their committee assignments.

IV. New Business

- A. **Incentive Funds:** Ms. Vest will take suggestions from the various board committees and make recommendations on how the incentive grant funds received for PY2006 should be used.
- B. **Staff Job Descriptions:** Ms. Vest distributed staff job descriptions and noted Ms. Kessinger had assisted staff with developing the descriptions and using the same format for all descriptions.
- C. **Executive Session: Mr. Gentry requested the committee meet in closed executive session, "pursuant to Section 2.2-3711 (A) (1), Code of Virginia (1950) as amended". Mr. Gentry so moved. Mr. Anderson seconded. The motion passed on a voice vote.**
A motion was made and seconded to return to open session; the motion carried by a voice vote. The board returned to public session at 9:41 a.m.

Upon returning to public session, **Mr. Jones moved to certify only matters lawfully exempt from public session were discussed in the executive session; Ms. Kessinger seconded. The motion carried by a voice vote.**

V. Announcements

Workforce Center Oversight Committee, 8:30 a.m. Thursday, October 15, Roanoke Valley Workforce Center (RVWC)
Board of Directors, 9 a.m. Friday, October 2, RVWC
Youth Council, 9 a.m. Thursday, October 8, William Fleming High School
Virginia Workforce Council, Wednesday, October 14, Roanoke Higher Education Center (RHEC)
Executive Committee, 8:30 a.m. Tuesday, November 24, RHEC
CLEO Consortium, 1:30 p.m. Thursday, October 29, RVWC

VI. Adjournment

The meeting adjourned at 9:45 a.m.

Dolnis E. Vest

President

Date