

**Executive Committee
Thursday, July 23, 2009
Minutes**

I. Call to Order and Roll Call

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

In attendance: **Carroll Gentry**, chair
Naomi Powers, secretary
Paul Paradzinski, youth council chair
Bill Jones, immediate past chair
Wayne Flippen, past chair
Absent: **Steve Anderson**, vice chair
Hiawathia Nicely, 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

Bill Jones moved to accept the consent agenda (minutes of the May 21, 2009 meeting); Paul Paradzinski seconded the motion. The motion passed on a voice vote.

III. Staff Report

Ms. Vest reported on the following:

- A. **Roanoke Workforce Center:** The new center opened July 22 and is operational. This was not the grand opening.
- B. **Summer Work Program:** The program is full. The plan was to have 35 students in each of the three subsections of Area III and there are currently 40 youths working in each area plus ten in Craig County. The summer Pre-Apprenticeship program started with 19 participants but is now down to 12. There are fewer younger youth involved than was planned therefore the program was opened to younger adult program participants and dislocated workers. Most of the hands on construction work will be with Habitat for Humanity.
- C. **Contractor Performance:** Goodwill Industries of the Valleys did not promote the pre-apprenticeship program as expected or locate sufficient transportation solutions for possible participants. Short-staffing within the organization appears to be the problem. In the past four years Goodwill has gone from serving five counties and Area III to serving 35 counties in four workforce areas. Ms. Vest did insist Goodwill provide Area III with a dedicated local supervisor and **Ms. Beverly Amburgey** has been appointed to Area III for that purpose. **Mr. Flippen** suggested a formal letter be sent to Goodwill reporting performance deficiencies. **Mr. Gentry** agreed and will review the letter before it is sent.
- D. **Committee Updates:** Three committees have been established which are:
 - 1. Finance Committee: responsible for board budget and RFPs.
 - 2. Workforce Center Oversight Committee: responsible for compliance and oversight of programs funded.
 - 3. Board Development Committee: responsible for training and replenishing board members.

Mr. Flippen and Mr. Gentry would like the committee frameworks to be put in writing and listing the membership requirements and responsibilities.

IV. Unfinished Business

- A. **Grants: Ms. Williamson** has been working with a group out of the New River Valley on pursuing green grants.
- B. **Staff Pay Increase:** Ms. Vest presented a WIB Compensation Survey that was taken of WIBs in Virginia (9 out of 15 responded) which reported annual salary levels for various positions of board staff. The survey noted one-third of WIBs will award salary increases to staff, one-third will not award salary increases to staff and one-third have not decided on salary increases. Ms. Vest noted the board's budget has doubled in the past year and the volume of work has increased as a result of more projects being taken on. The CLEO did include staff increases at their last meeting. Mr. Flippen and Mr. Gentry noted the board needs to be educated on what duties staff are responsible for in the WIB office. The job description for each position should include three or four key measures. Mr. Flippen instructed Ms. Vest to complete a job description for each position and also report on each position's last review, number of hours worked in order to answer any questions the board may have.

V. New Business

- A. **Entrepreneurship Project:** Informing the public of entrepreneurship opportunities appears to be a topic everyone speaks about but no one group has taken the project on to develop. Board staff held a brainstorming meeting which brought together organizations from all areas of Area III. Items needing attention are as follows:

- Communication
- Model – no wrong entry point
- Grant needs – small business development center
- Gap Analysis

Ms. Vest believes pieces of information are available for entrepreneurs but there is not a coordinated effort to make an impact on individuals looking for the information. Under the law workforce centers are required to provide entrepreneur information to those searching for it. Ms. Williamson reported a northeast Ohio group has placed all groups providing entrepreneurship information on one website. Mr. Flippen noted a committee, created from those attending the entrepreneurship meeting, should be created to provide recommendations to the board on entrepreneurship. Mr. Flippen believes the workforce center should at least post entrepreneurship information to a website and provide a brochure on the subject for Area III.

- B. **Employment Consulting: Mr. Jones** would like to see those looking for employment be able to speak to those in hiring positions within local companies to provide advice to those searching for employment. Mr. Jones would like to see the board promote this project. Mr. Gentry believes SHRM would work on this type of project. Ms. Vest noted this could be a project held at the workforce centers.

- C. **Policy Change:** Ms. Vest presented program expenditure limit increases as follows:

1. annual tuition limit from \$3,000 to \$4,000
2. weekly needs-based payment limit from \$100 to \$150
3. needs-based payment total limit to \$3,000 to \$3,500
4. weekly travel reimbursement from \$50 to \$100
5. out-of-area search expense limit from \$500 to \$1,000
6. total expenditure limit to \$7,500

Mr. Paradzinski motioned to increase program expenditure limits as stated above, Mr. Flippen seconded. The motion passed on a voice vote.

D. **Incentive Grant Funds:** Ms. Vest reported the \$10,000 of incentive grant funds received from the state could be used as a basis to request more funding from the state Workforce Council for funding to provide entrepreneurship information in the workforce centers. The Workforce Center Committee suggested the funding could be used on the SHARE Project for computers, equipment, job fair for construction trades and apprenticeship programs, etc. (DV you will have to tell me what else you listed here the money could be used for as I didn't catch it all). The board has not done a lot to promote the workforce centers in the past. The Roanoke Workforce Center budget has \$10,000 budgeted for marketing. Mr. Jones suggested the board match that amount for marketing the center.

E. **Program of Work:** Next year board staff plans to spend time expanding existing programs and will include this information in the board's annual report.

VI. Announcements

CLEO Consortium meeting: July 30, 2009, RVARC

Board of Directors meeting: August 7, 2009, 9 a.m., Dabney S. Lancaster Community College

Executive Committee meeting: September 24, 2009, 8:30 a.m., RHEC

VII. Adjournment

The meeting adjourned at 9:50 a.m.

Doloris Vest

President

8/15/09

Date