

**Executive Committee
Special Meeting
Wednesday, August 5, 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
Steve Anderson, vice chair
Naomi Powers, secretary (via conference call)
Hiawathia Nicely, treasurer
Paul Paradzinski, youth council chair
Bill Jones, immediate past chair
Wayne Flippen, past chair

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

None

III. Staff Report

Ms. Vest reported on

A. issues related to the operations of the ARRA Youth Summer Employment Program:

1. Routine compliance monitoring in Franklin County this past week, by **Ms. Dean**, revealed issues at numerous worksites hosting WIA summer youth program workers. Youths at various sites were not showing up for work or going to work and leaving as they wished, were not staying on task and essentially "goofing" off, rude to worksite employees, and in one instance had been let go by worksite due to obscene language and behavior. It is also believed certain worksites were not providing appropriate supervision for youths. Ms. Vest has discussed these issues with **Linda Matthews** with Goodwill, At that meeting Ms. Matthews reported these types of problems were occurring in other areas as well. Ms. Matthews, **Clay Stein** and **Beverly Amburgey** directed to visit each worksite in Franklin County and speak to each employer as to how their summer work program youths were working out. As a result of the discussion, Mr. Stein will be remove problem youths from worksites and provide them with another job readiness class then returning them to a worksite to finish out the summer. Ms. Vest spoke to Franklin Center director **Kathy Hodges** and **County Administrator (CLEO member) Rick Huff** that the board was addressing the issues.

Further research indicates insufficient program management and attention to program design resulted in unprepared youths being placed in unsuitable positions relevant to their interest and experience. An inexperienced, first-year case manager was responsible for determining summer work participant eligibility and providing a job readiness class for the youths before youths could start summer employment work. After eligibility determination and a work readiness class, the youths were turned over to a Goodwill Summer Coordinator for job placement and monitoring although it was determined the summer counselor was spending time in the office assisting the case manager instead of

monitoring youths. Additionally, summer counselors were to be paid \$14 per hour to compensate for travel. The Franklin County summer counselor was paid \$12 per hour. **Mr. Nicely** noted this same type of discussion has been going on in another workforce area who uses Goodwill as a contractor. The committee discussed whether Goodwill is providing appropriate program oversight and are spread too thin. Ms. Vest noted the staffing issue is not exclusive to the youth program but is affecting other program as well. **Mr. Jones** noted it appears the board is providing proper oversight.

2. **Job Readiness Curriculum:** In Franklin County, a Goodwill curriculum was used for the job readiness class and concern had been expressed over the content of the curriculum. Another curriculum was to be used but the class was held a week before board staff were aware.
3. **Participant Selection:** Goodwill initially notified the public participation in the summer work program would be on a first come/first serve basis, but that was not the case as someone who had submitted their application in February did not get selected for the summer work program. A plan has been developed for selecting participants in the future. Ms. Vest reported future participant selection, in preparation for a spring program, will be determined by the following:
 - demographic makeup of population with various barriers is represented
 - Eligibility
 - skills present and learning ability compatible for job
 - available transportation
 - participant is interested in position

Additionally businesses will be brought in to interview participants and given instruction on their mentoring obligations.

Conclusion: Mr. Gentry directed Ms. Vest to put all contractor issues in writing, to provide quick feedback to program operator, and to meet with contractor immediately to discuss issues. The committee asked Ms. Vest to prepare a letter outlining the issues and with chair Carroll Gentry meet with Goodwill officials to review concerns and plan corrective actions.

- B. **Dislocated Worker Program:** As laid off workers are coming to the end of their unemployment benefits, more are inquiring as to their benefits with the Dislocated Worker Program. Under ARRA funding authorization WIBs can "pay ahead" and offer cohort training by working with any training provider to ready and entire group of individuals for returning to work. This type of training is similar to what the board provided in the Fall of 2008 with welding training.
- C. **VEC Opening Office at Tanglewood:** Mr. Flippen noted Ms. **Deborah Squires** is working to locate a VEC office in the Tanglewood area. Ms. Squires is a Business and Economic Development Specialist with the VEC and works with businesses on listing their job openings in the VEC's state system. Ms. Vest has offered Ms. Squires the use the board's cube at the Roanoke Workforce Center at anytime.

IV. Adjournment

The meeting adjourned at 9:35 a.m.

Doloris Vest

President

September 17, 2009

Date