

**Executive Committee  
Thursday, November 18, 2010  
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 **Paul Paradzinski**, youth council  
**Hiawatha Nicely**, vice chair **Wayne Flippen**, past chair  
**Bill Jones**, immediate past chair

Absent: **Naomi Powers**, secretary  
**Steve Anderson**, treasurer

Staff present: **Doloris Vest**, president  
**Sherry Dean**, accountant/office administrator  
**Suzanne Luzier**, program coordinator

Guests present: **Bruce Phipps**, Goodwill  
**Beverly Amburgey**, Goodwill

A quorum was present.

**II. Approval of Minutes**

**Mr. Paradzinski moved to accept the minutes (September 16, 2010) after titles are corrected. Mr. Flippen seconded. The motion passed on a voice vote.**

**III. Staff Report**

**A. FY2011 Budget Quarter 1: Ms. Vest** gave an overview of the budget noting some expenditure of salaries will not start until October, and the Corporate Structure spending for research into other Workforce Investment Boards.

**Mr. Flippen moved to accept the budget. Mr. Paradzinski seconded the motion, and passed on a voice vote.**

**B. Staff Update: Ms. Vest** reported Ms. Luzier will assume responsibilities on the Moving On and Farmers' Market Grants. There is currently an ad out for a grant writer to assume the grant writing role vacated by Ms. Angie Williamson. **Ms. Vest** hopes to regroup the Grant Writing Committee that Ms. Williamson had previously been involved with.

**Ms. Vest** also announced there is an ad out now for the final AmeriCorps position to be based in Roanoke.

**C. Grants Update: Ms. Vest** reported on the current grant activity. She stated there are currently no active grant applications. The office staff is looking for new grant ideas to supplement existing grants.

**Mr. Phipps** stated Goodwill Industries and TAP will be partnering on the Youth Build grant. This prompted a discussion led by **Mr. Flippen and Mr. Gentry** into grant processes and the need to partner with other organizations on grant opportunities to avoid competition. **Mr. Flippen** suggested any future grants that fall within the scope that we are currently working, to move forward. If there is a grant that is questionable, it should be reviewed by the board. **Mr. Jones** suggested the review of such grant opportunities could be done via email if there are no meetings in line.

**D. Programming: Ms. Vest** reported the Dislocated Worker Program enrollment is high due to its connection with Trade Act. **Ms. Amburgey** expressed concern over difficulties in job placement. She stated that it is difficult to get people to accept positions that are a step down from previous positions.

**Ms. Vest** reported the youth program's enrollment has been slow, but placement percentages thus far have been good.

**Ms. Vest** gave updates on the existing grants:

1. **Moving On:** Enrollment into the program has begun as of November 15, 2010.
2. **Farmers' Market: Ms. Vest** attended training in Washington, D.C. on the grant. The first meeting between partners on the grant was held in Covington this week. The first tasks to be handled are hiring the Market Manager, and requesting funds to pay manager and acquire the mobile kitchen.
3. **HITE:** Enrollment has begun on the 3 semester program to begin in January 2011 at Virginia Western Community College. The program has had huge interest. This is a 3 year grant.
4. **CREATES:** This grant expires in January 2012. The program has been running very smooth, and has had its first job placement this week.
5. **AmeriCorps:**
  - a. **Apprenticeship Program:** Doug Boothe is planning a pre-apprenticeship class on Construction/OSHA Safety that will provide a nation certification.
  - b. **SHARE:** Michelle Manns is working with the SHARE network. With the increase in traffic at the Workforce Board office, she is looking at placing a Kiosk outside of the office doors to provide another resource center for career and education connections.

**E. Awards Event: Ms. Vest** reported on the Awards event held on September 30, 2010. For the first attempt at such an event, Ms. Vest was comfortable with the results. It was a successful event with the state recognition and media coverage. Ms. Vest noted there were lessons learned, and areas of improvement as listed below:

1. Budget needs to be closely adhered to.
2. The Board needs to assist in solicitation of attendees and contributions.
3. Awards Groups need to be more clearly defined.

**F. Roanoke Workforce Center Contract:** The lease is still in the Attorney General's office to ensure the verbage is correct.

**G. State's Program Audit: Ms. Dean** reported that the A133 audit may not be needed. This would have a positive impact on expenses for FY2011.

**H. Credit Line: Mr. Gentry** reported he is currently reviewing the process of using the line of credit, as well as other options to provide operating funds. **Mr. Gentry** suggested that **Ms. Vest** have spending limits available for review at the next Board meeting.

**I. Income Opportunities: Mr. Gentry** suggested the Finance Committee create a long-term plan on cash flow/income opportunities.

## **IV. Reports**

---

### **A. Committee Updates and Recommendations**

1. **Oversight Committee: Mr. Flippen** provided an update:

- a. There have been positive improvements in reporting.
- b. There is still the ADA issue with the front entrance and hallways at the Roanoke Workforce Center. **Mr. Jones** suggested **Mr. Gentry** send a letter to the landlord

addressing the issue. The Governor's Workforce Board, Bob Lieber, and Department of General Services should be copied on this letter.

**2. Youth Council: Mr. Paradzinski** provided an update:

- a. Reality Stores:** Virginia Tech has performed surveys from participants in the program. These surveys reflect positive changes in repeat participants between the years.
  - i. Participants are displaying better decision making.
  - ii. The participants are now more education focused.
  - iii. Fewer participants are finishing the program without money.
- b.** There will be a video conference at the next Youth Council meeting between the Roanoke Youth Council and those in Charlottesville.
- c. Mentors:** We mentor each other through collaborative efforts.

**V. New Business**

- A. Corporate Funding: Mr. Nicely** stated that all workforce budgets are being reviewed. He stressed the need to ensure all WIA funds are being committed/utilized to avoid losing this funding.
- B. RFP Process: Mr. Phipps** expressed his hopes that all concerns being addressed or resolved. He reported that he feels the staff's performance and professionalism has improved. Mr. Phipps also expressed that he is against going through another RFP process so soon due to the distribution of the staff's time and efforts. **Mr. Gentry** stated there will be a review of the RFP Process at the Board meeting.

**VI. Announcements**

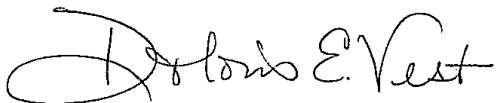
**Board Meeting,** December 3, 2010, Room 409 at the Roanoke Higher Education Center.

**Youth Council,** December 14, 2010, Roanoke Workforce Center

**Executive Committee,** January 20, 2011, Workforce Board Office

**VII. Announcements**

The meeting was adjourned at 10:42 a.m.



\_\_\_\_\_  
President

\_\_\_\_\_  
November 17, 2010  
Date