

Executive Committee
Thursday, November 24, 2009
Minutes

I. Call to Order and Roll Call

Chair Carroll Gentry called the meeting to order at 8:45 a.m.

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

A quorum was present.

II. Approval of Minutes

Mr. Jones moved to accept the minutes from September 24, 2009. Mr. Nicely seconded. The motion passed on a voice vote.

III. Staff Report

- A. **Programs: Ms. Vest** reported operations are mid-way through the second quarter and steps are being taken to improve program enrollment.
- B. **Common Measures:** Ms. Vest reported the state is now operating under Federal Common Measures – eight measures that replace the previous 17. The new measures will offer better tracking of placement, retention and earnings rates. The biggest change under common measures will be to the youth program where there will now be a numeracy and literacy gain measure. Common Measures in Virginia are retroactive to July 1.
- C. **Grant Update: Ms. Williamson** reported on the following grant initiatives:
1. **Awarded: Nonprofit Capacity Grant:** By partnering with the Council of Community Services, the board has been notified of a grant award of \$24,000 to provide guidance to nonprofits seeking workforce development consultation. This grant is through the Department of Health and Human Service.
 2. **Submitted**
 - a. **Career Pathways In Nursing Grant:** The board has partnered with National College, ECPI, Virginia Western Community College and Goodwill Industries to apply for a \$5,000,000 grant to train anyone desiring a career in the nursing field. Training under this grant is flexible taking into account the varied backgrounds of potential nursing candidates.
 - b. **Federal Motor Safety Administration Commercial Drivers License (CDL) Grant:** Staff will be partnering with Dabney S. Lancaster and Virginia Western Community Colleges to apply for a grant that will provide all funding to train individuals for the CDL.
 - c. **Energy Training Grant:** Have not yet heard on the award status of grant.

3. Researching

- a. **STEM Grant:** Cox Communications has created a new foundation to assist youth with selecting a career in the science, technology, engineering and mathematical (STEM) fields. Board staff will be researching grant applications with this new foundation.

Ms. Vest noted board staff are working to identify grants with more flexible participant eligibility. Ms. Vest has been invited to participate on a grant review board with the Department of Labor (DOL). If compensated by the DOL, Ms. Vest will not be on the board's payroll for the time spent assisting the DOL.

Ms. Matthews noted Goodwill Industries has been awarded a Mentoring Grant and Goodwill has selected the Roanoke area to offer the mentoring program to youth.

Mr. Nicely noted the state community college system will be offering Career Pathways grants next year.

IV. Reports

A. Committee Updates and Recommendations

1. Finance Committee:

Ms. Vest reported the committee

- a. reviewed and adjusted the format of the only budget reports.
 - b. Heard an explanation of required reporting and how it is coordinated with City of Roanoke Financial Reporting.
 - c. Discussed options for generating non WIA funding including a recognition event
 - d. **Mr. Nicely presented a recommendation that the \$10,000 PY2007 performance incentive grant funds be used for apprenticeships and related programs. Mr. Anderson seconded. The motion passed on a roll call vote: Yes: Gentry, Anderson, Nicely, Jones, Flippen, Paradzinski. No: None.**
2. **Oversight Committee: Mr. Flippen** reported the committee has been reviewing program participation calculations, training providers, and center policies.
 - a. The committee approved Northern Virginia Community College's Air Dispatcher training program as a Tier II training provider. The committee did not approve DAWN because the occupation for which they provide training (medical transcriptionist) is a declining occupation
 - b. **Recommends the designation of Goodwill Industries of the Valleys Job Campus (2502 Melrose Ave.) Roanoke as a satellite workforce center:** Goodwill Industries of the Valleys' request for its new Jobs Campus to be designated as a Virginia Workforce Network satellite center. Staff review of the site indicates the facility meets the majority of criteria for comprehensive status, offering three of the mandated 13 WIA programs. Job Campus staff make regular referrals to the Roanoke Workforce Center for unemployment insurance, Trade Adjustment Act and Veterans services. Ms Vest noted Area III has two other satellite cents (Covington and Rocky Mount). All centers are reviewed annually prior to rechartering by the board. **Mr. Jones seconded the motion, which passed on a voice vote.** The recommendation will go to the full board for final approval.
 - c. **Youth Program:** Goodwill has renewed its Memorandum of Understanding with TAP effective October 1 to provide assistance to the youth work program through December 1. Additionally, Goodwill did not charge any administrative cost to the stimulus program funding. Mr. Gentry commended Goodwill and TAP on their partnership.

- d. **Job Placement Coordinator:** Ms. Matthews reported Goodwill will use program funding to hire a Job Placement Coordinator to ensure meeting placement rate goals. The position will serve as an advocate to match clients with employers. Mr. Nicely inquired as to the extent of use of the Career Readiness Certificate (CRC).
 - e. Career Readiness Certificate: Tekton and Novazymes worked with VWCC to secure the CRC credential for their employees but most area business are unaware of the CRC or its intent. The CRC is being added to the standard assessments for WIA client, which should increase the general recognition of the credential.
3. **Board Development Committee:** Ms. Vest reported the committee has used the Go To Meeting software for their most recent meeting. Through this software those meeting can speak via conference call and also share and view documents on-line.
- a. **Board Appointments:** Ms. Vest reported the CLEO appointed **Mr. Jim Poythress, Glenn Spangler** and **Shawn Hildebrand** to the board. Nomination forms need to be received for Mr. Spangler and Mr. Hildebrand.
4. **Youth Council: Mr. Paradzinski** reported the council has completed two Reality Stores.
- a. **Reality Store:** Events have been held for 140 students in Craig County High School and, with the partnership of the Salem Roanoke County Chamber of Commerce and Virginia Western Community College, at Glenvar High School in Roanoke County. **Mr. Jones** expressed his appreciation on behalf of the Salem/Roanoke County Chamber of Commerce to the board for sponsoring the Reality Store. Ms. Vest noted the Youth Council did not receive a very high profile for its sponsorship of the event; such publicity assists the board and council with fund raising projects.
 - b. **Youth Council Appointments:** Ms. Vest presented two nominations for appointment to the Council **Ms. Janel Howry** with Job Corp and **Mr. Matt McGraw** Dabney S. Lancaster Community College. **Mr. Anderson moved to appoint Ms. Howry and Mr. McGraw to the Youth Council. Mr. Flippen seconded. The motion passed on a voice vote.**

V. New Business

- A. **Priority of Service Policy:** Ms. Vest reported the board's Priority of Service Policy needs to be amended to include veterans. The federal government requires this. **Mr. Jones moved to revise board policy 03-108 to include veterans. Mr. Anderson seconded. The motion passed on a voice vote.**

VI. Executive Session

- A. **Client Information Security:** Ms. Matthews reported the inadvertent release of 200 O'Neal Steel employee social security numbers during a dislocated Worker program mass enrollment event November. Mr. Clay Stein of Goodwill will write a policy for future mass enrollments to prevent this type of security breach from occurring in the future. Mr. Nicely noted every client in attendance should be notified. Mr. Jones noted clients should be informed of methods they could pursue to protect their information.

Mr. Gentry requested a motion to move to closed executive session to discuss legal matters, "pursuant to 2.2-3711 (A) (1), Code of Virginia (1950) as amended". Mr. Jones 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 9:45 a.m.

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

Mr. Gentry directed Ms. Matthews to have Goodwill's attorney prepare a letter explaining the incident and response efforts; following board staff and attorney approval the letter will

be sent to all those affected and the Virginia Attorney General. Board staff will prepare a statement for release to the media upon request. Ms. Vest will discuss the matter with **Mr. Barnett** so the public is aware this is not a Virginia Employment Commission security breach.

VII. Adjournment

The meeting adjourned at 10:00 a.m.

President

January 21, 2010
Date