

**Executive Committee
Thursday, January 28, 2010
Minutes**

I. Call to Order and Roll Call

Chair Carroll Gentry called the meeting to order at 8:35 a.m.

In attendance: **Carroll Gentry**, chair
Steve Anderson, vice chair
Hiawathia Nicely, treasurer
Paul Paradzinski, youth council chair
Bill Jones, immediate past chair
Wayne Flippen, past chair
Joyce Kessinger

Absent: **Naomi Powers**, secretary

Staff present: **Doloris Vest**, president
Sherry Dean, accountant/office administrator

Guests: **Bruce Phipps**, Goodwill Industries of the Valleys
Linda Matthews, Goodwill Industries of the Valleys

A quorum was present.

II. Approval of Minutes

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

III. Staff Report

A. State Monitoring Report: Ms. Vest reported **Ms. Hensley's** monitoring report of the Youth American Recovery and Reinvestment Act (ARRA) summer program has been received and reviewed by board staff. Ms. Hensley reported two findings:

1. The board's contract renewal with Goodwill Industries was renewed for more than allowed under Virginia procurement laws.
2. Services provided by TAP and Labor Local 980 under the Goodwill contract were not properly procured.

Ms. Vest noted that in the report compliance monitor **Deborah Hensely** states the contract, per Virginia Public Procurement Act, could only be increase by 25 % above the original amount for a off \$1,012,000 instead of the \$1,569,887 the board awarded to Goodwill for program year 2009 Ms. Hensley recommended the board cap Goodwill's PY2009 contract at \$1,012,000 and procure a new service contract. The board issued the RFP in January.

The report states the cost of services rendered by TAP and Labor Local #980 will be questioned because they were procured with an MOU rather than competitive bid as required in federal regulations and the WVVDB contract. Those costs total approximately \$34,000 already paid to Goodwill; additional invoicing for approximately \$4,700 is outstanding..

Ms. Vest advised the committee that any additional payment of invoices to Goodwill for services not appropriately procured could also be questioned; she advised the committee to not make any additional payments on the summer employment program until the audit was resolved. Committee members directed Ms. Vest to have all board bills paid and caught up to date. **Mr. Flippen motioned committee members meet with Ms. Hensley to understand the audit findings and implications to the board. Mr. Anderson seconded. The motion passed on a voice vote.** Ms. Vest will draft board's response to Ms. Hensley before meeting.

B. Grants Update: Ms. Vest reported on the following:

1. **Green Energy Training Grant:** By partnering with Virginia Polytechnic Institute (VT) the board **has** been awarded a \$250,000 grant to provide recruitment, tracking and job placement to individuals enrolling in a green energy construction training program with VT, New River Community College and Virginia Western Community College. VT will design the curriculum before the program can start. It is estimated the board will start recruitment sometime during the upcoming summer.
2. **Veteran Stand-down Grant:** As the Area III Virginia Employment Commission (VEC) does not have a grant writer to assist with obtaining grants, the VEC has partnered with the board to apply for a grant to offer a Stand-down event for veterans.
3. **Community Development Block Grant (CDBG):** The board has applied for a CDBG grant, for the City of Roanoke, to provide career training for students at Forest Park.

IV. Reports

A. Committee Updates and Recommendations

1. **Finance Committee:** Ms. Vest reported the committee is focusing on the board's return on investment (i.e. how many people were put to work and how board funding is used). **Mr. Stockwell** requested a "rate of usage" column be added to the board's budget report. The board has been notified by the state of \$178,000 of Rapid Response funds that will be allocated to Area III. The funding was distributed to local areas per the PY2009 state Dislocated Worker Program allocation. This funding will be beneficial to Area III considering two large Trade Act layoffs that will be occurring in the near future. Additionally, Mr. Anderson has offered to provide employment to individuals by utilizing WIA cohort training.
2. **Oversight Committee: Mr. Flippen** reported the committee continues to review center activity reports and it appears the centers are operating as required.
3. **Board Development Committee:**
 - a. Ms. Vest reported **Mr. Hildebrand** declined board nomination as he is involved with another organization whose meeting dates conflict with board meeting dates. Although Mr. Hildebrand cannot accept board nomination at this time, he may be able to accept nomination in a year when his other commitments end.
 - b. **Mr. Anderson** reported with many board members terms expiring in June it would be beneficial to stagger terms so as not to lose a great number of members in any one given year.
 - c. The committee is planning a presentation on board member membership at the next board meeting and plans to offer a presentation, at each board meeting, to educate board members on various aspects of workforce boards. Ms. Vest noted a training cost report will be handed out at the next board meeting.
4. **Youth Council: Mr. Paradzinski** reported the council has completed and has in process over ten Reality Stores in six areas of Area III. The Craig County response was outstanding and would like to have a store in the spring. **Ms. Matthews** noted Goodwill has received additional grant funding to support store events in order not to rely only on board funding.
6. **Roanoke Center Partner Update:** Ms. Matthews reported Goodwill has received a letter from TAP dated January 25 stating they are withdrawing from the Roanoke Valley Workforce Center (RVWC) because they no longer receive CSBG Employment Training funds. Ms. Vest and center partners have been notified. Remaining center partners will have to cover an expected \$13,728 of shared costs this year. Additionally, TAP has not paid invoices for shared costs incurred prior to the notification. Ms. Vest has request assistance from **Mr. Brian Davis** at VCCS who is investigating with the State Department of Human Services. Mr. Gentry noted there should be a way to guard the center's managing partner from being on the hook for unpaid costs and the committee will take up the issue.

7. **Security Breach Update:** Mr. Anderson requested an update on the Goodwill security breach discussed at the last meeting. Ms. Matthews reported client Social Security Numbers are no longer stored within client files and there have not been any responses from clients or the state Attorney General's office on the matter.

V. Old Business

- A. **Job Descriptions:** Mr. Gentry noted job descriptions would be discussed at a future meeting.

VI. New Business

A. **Goodwill Grant Update:** Ms. Matthews reported Goodwill has received a \$300,000 mentoring grant which will be used to assist Workforce Investment Act (WIA) youth clients as WIA funds cannot be used for mentoring and many WIA youth clients could benefit from mentoring. The mentoring program started January 1 and Goodwill has met with Franklin County and Roanoke City Schools to date. Goodwill has also received a \$2,160,000 Title V Older Worker grant to leverage with WIA funding.

B. **Mr. Gentry requested the committee meet in closed executive session to discuss legal matters, "pursuant to 2.2-3711 (A) (1), Code of Virginia (1950) as amended". Mr. Flippen so moved. Mr. Paradzinski seconded. The motion passed on a voice vote.**

Committee entered executive session

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 9:50 a.m.

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

Mr. Nicely moved to direct Ms. Vest to pay all outstanding invoices to Goodwill industries of the Valleys. Mr. Flippen seconded. The motion passed on a roll call vote: Yes: Anderson, Nicely, Paradzinski, Jones, Flippen, Gentry

VII. Adjournment

The meeting adjourned at 10:00 a.m.

Doloris Vest

President

Date