

Executive Committee

Wednesday, February 3, 2010
Roanoke Higher Education Center

Special Called Meeting Minutes

I. Call to Order, Roll Call

Mr. Gentry called the meeting to order at 10:05 a.m.

Members Present:

Carroll Gentry
Hiawatha Nicely
Paul Paradzinski
Steve Anderson
Wayne Flippen

Members Absent

Naomi Powers

Staff Present

Doloris Vest

Guests Present

Deborah Hensley

II. New Business

Ms. Hensley presented the Preliminary Exit Report –ARRA for Area III. She outlined two findings:

- The contract renewal with Goodwill Industries of the Valleys to provide WIA services July 1, 2009 – June 30, 2010 exceeded the maximum allowed under the grant recipients (City of Roanoke) procurement policy. The city's modification clause limits contract changes to no more than 25 percent of the original amount. The original contract totaled \$810,000 and could only be increased to \$1,012,500.
- A Memorandum of Understanding allowing TAP This Valley Works and Labor Local #980 to provide services as part of the ARRA Summer Employment program under the Goodwill PY2009 WIA Services contract did not comply with competitive requirements. All services not provided directly by Goodwill should have been competitively procured. Payments to TAP and Local #980 totaling \$37,972.77 are questioned.

Ms. Hensley explained the procedure for determining the findings and advised the committee on appropriate action.

Ms. Vest reported that concerning the first finding the board has capped the Goodwill contract at \$1,012,500, issued a request for proposals to provide WIA services for the remainder of the year. The Executive Committee will present a recommendation to the full board on February 5. Ms. Vest also requested technical assistance from Ms. Hensley concerning the new contract prior to the meeting.

Ms. Hensley advised the committee that its response to the state should

- make a case that there was no negligence or fraud involved or intended and that such action will not be repeated.
- Services were delivered as appropriate
- No funds were expended inappropriately.

Ms. Hensley referred staff to TEGL 14-08 on issues of emergency procurement.

The committee instructed Ms. Vest to draft a written response to the report and distribute to committee members for review. The final report is due to the state February 15, 2010.

III. Adjournment

The meeting adjourned at 10:50 a.m.