

**Executive Committee  
Thursday, March 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  
**Steve Anderson**, vice chair  
**Bill Jones**, immediate past chair  
**Hiawathia Nicely**, treasurer  
**Paul Paradzinski**, youth council chair

Absent: **Wayne Flippen**, past chair  
**Naomi Powers**, secretary

Staff present: **Doloris Vest**, president  
**Sherry Dean**, accountant/office administrator  
**Angie Williamson**, program manager/grant writer

Guests: **Bruce Phipps**, Goodwill Industries of the Valleys  
**Beverly Amburgey**, Goodwill Industries of the Valleys

A quorum was present.

**II. Consent Agenda**

**Mr. Jones moved to accept the consent agenda (minutes January 28, 2010 and February 5, 2010, budget report February 28, 2010 and youth council nomination of Keith Robinson). Mr. Paradzinski seconded. The motion passed on a voice vote.**

**III. Staff Report**

- A. **Strategic Planning: Ms. Vest** reported the board's Strategic Plan consists of a state questionnaire due to the state in June and a plan the board creates which will be presented at the June board meeting.
- B. **Board Survey:** Ms. Vest noted 50 percent of board members have responded to a board survey and a majority **are** concerned with board member retention rates.
- C. **Program Performance:** Ms. Vest reported performance goals for second quarter are on track . Older Youth Wage Income is low due to low numbers in participation rates within that group. Dislocated Worker Program spending appears to be behind in spending due to the state's infusion of cash in January. The state has projected through until the end of the year Area III will meet all performance goals. Last year 17 performance measures were in effect, this year the state has moved to Common Measures.
- D. **Grants Update: Ms. Williamson** reported on the following
1. **Apprenticeship Grant:** The incentive grant funding received for last year will be used to recruit businesses that have and have not worked with apprenticeship programs in the past in order to facilitate bringing businesses together to form a network of opportunity for individuals seeking apprenticeship training/work programs. Additionally, two other grants have been applied for to assist with building an apprenticeship network:
    - a) **Local Coordination Grant:** To provide a part-time Apprenticeship Specialist to work 16 hours a week at the Roanoke Valley Workforce Center to educate job seekers and businesses on apprenticeship opportunities.

- b) **Regional Coordination Grant:** To partner with Area II to create a database of employers and individuals (pre-screened).

Ms. Vest noted it is hoped these programs will create pilot programs other board's can replicate.

2. **Healthcare Grant:** The local consortium, including Area III, did not receive the healthcare grant. Only three percent of the 1,400 organizations who applied were awarded a grant. The plan is to repackage the contents of this grant and apply for a community Based Jobs Training Grant.
3. **Community Development Block Grant:** Waiting to hear from the City of Roanoke on this grant.
4. **Federal Motor Carrier Safety Administration Grant:** Waiting to hear on grant application made for commercial vehicle license training.
5. **Americorp Grant:** Have applied for funding to staff workforce centers and assist board staff.
6. **Green Training Grant:** Applicants will be interviewed next week.
7. **General Grant Funding:** Ms. Vest reported Roanoke City reluctant to serve as the board's fiscal agent for the grant. The Finance Committee has requested the board's attorney send a letter to the city. **Mr. Nicely** noted a long-term approach to operating capital is needed. Board staff will also investigate line of credit opportunities with banks.
8. **Summer Youth Employment Funding:** In the jobs bills signed by Congress yesterday there is not any funding for summer youth employment programs this year. Also the board has not heard from the state on WIA funding levels for next year.

#### IV. Reports

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- A. **Finance Committee:** Mr. Gentry reported there have been three new lines added to the board's budget (Stimulus Funding \$178K, Green Training Grant \$254K and Council of Community Services Grant \$24K) which total \$457K of additional funding for board. Ms. Vest noted portions of this funding will carryover into next year.
- B. **Oversight Committee:** Ms. **Vest** reported the committee has been focusing on the following:
1. Center Operations
  2. Program Enrollments
  3. Common Measures
- Common Measures requires fewer measures to be attained but the numeracy and literacy measures are concerning as there are not an models which exist for administering goal attainment. Technical assistance is needed from the state and **Brian Davis** with the state is working on training for the local board's.
- Ms. Amburgey** noted Common Measures will benefit the Adult and Dislocated Worker Programs as they do away with the credential requirement and On The Job Training (OJT) can now be used. Goodwill is currently working with Fleetwood on OJT positions as they increase production they may hire 30 or more individuals this summer.
- C. **Youth Council:** Mr. Paradzinski and Ms. Vest reported on the following:
1. **Model General Assembly:** The council sponsored youth attending the Model General Assembly. Youth participants had to be sponsored by a non-profit and form a team. The young people raised funds for the trip and had the board distribute the funding to the Model General Assembly project. At the Model General Assembly youth will introduce a bill and argue its points.

2. **Mentoring Program:** Mr. Robinson with Goodwill is working with a mentoring program to recruit businesses and individuals to sponsor mentors.
3. **Strategic Plan:** The council is deciding the direction of its Strategic Plan. The old plan was reviewed, accomplishments were determined and the future is being planned. The council would like to present its accomplishments to the board. The Youth Council needs more business members as it only has one currently, Joe Annarino who has been very active.

**V. Old Business**

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- A. **Job Descriptions:** Mr. Gentry reported this item would be skipped. Ms. Vest will work with Mr. Gentry on these.
- B. **Program Funding:** Ms. Vest reported the state usually notifies boards sometime after April 1 as to the level of funding to be received for the next year. It is projected funding will be around \$1 million with programs to be about the same size excluding stimulus funding. The current program contract is good until June 30 at just over \$700,000. The board has the option to renew for up to \$875,000 or the option to do a full Request for Proposal. Mr. Gentry noted the Oversight Committee would take care of making this decision.

**VI. New Business**

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- A. **Monitoring Report:** Mr. Gentry noted another audit report response to the state is needed. Mr. Anderson noted the state's second response read as if the board disputed the first response and also noted he did not read, in the board's first response, that the board was disputing any item. Mr. Gentry noted the board did not dispute the state's finding but did not include enough of a corrective action plan in its response. Ms. Vest noted a draft response will be sent to Executive Committee before it is sent to the state. Mr. Phipps noted the board should be informed of the response to the state. Ms. Vest noted it has been a struggle to get from the state the entire process for responses. The new response will include a step-by-step layout of the board's procurement process.
- B. **Nominating Committee:** Ms. Vest reported at the April board meeting a nominating committee needs to be appointed to nominate officer's for the coming year.

**VII. Adjournment**

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The meeting was adjourned at 9:10 a.m.

**VIII. Announcements**

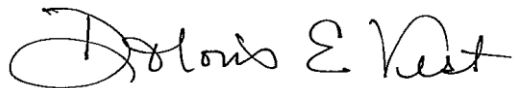
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**Board of Directors**, Friday, April 2, 2010, Roanoke Higher Education Center

**Youth Council**, Thursday, April 8, 2010, Roanoke Valley Workforce Center

**CLEO Consortium**, Thursday, April 28, 2010, Roanoke Higher Education Center

**Executive Committee**, Thursday, May 20, 2010



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President

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May 5, 2010  
Date