

Executive Committee
Thursday, May 20, 2010

I. Call to Order, Roll call

Chair **Carroll Gentry** called the meeting to order at 8:36.

Members Present:

Carroll Gentry
Naomi Powers
Hiawatha Nicely
Bill Jones
Paul Paradzinski

Members Absent:

Steve Anderson
Wayne Flippen

Staff Present:

Doloris Vest, President
Angie Williamson, Program/Grant
Manager

II. Consent Agenda

Ms. Vest asked the committee to remove the Youth Council appointments to later in the agenda. An additional nomination was received after meeting materials were distributed.

Mr. Jones moved to approve the minutes of the March 18, 2010 meeting and the March 31, 2010 budget report. Mr. Nicely seconded and the motion passed by voice vote.

III. Staff Report

A. Annual Plan: Ms. Vest reported she is preparing the board's annual plan for submission to the state. The plan format is question answer and will need full board approval. The plan is due June 1, 2010. Mr. Nicely discussed changes at the state level under the new administration.

B. Grant Update: Ms. Williamson reported

1. The Board received an AmeriCorps grant which will provide five part time volunteers for one year beginning in August. Volunteers will provide direct services to customers, primarily in the workforce centers.
2. The CREATES's program specialist Vincent Randall, formerly of ECPI will begin work on May 24
3. Staff is working with the Virginia Department of Labor and Industry to host three breakfasts explaining the advantages of apprenticeship to workers and employers; remaining funds from the incentive grant will provide apprenticeships-preparation workbooks.
4. Remaining Career Futurist funds will be used to purchase Job Readiness curriculum for WIA the WIA youth program.

C. Monitoring Report: Mr. Gentry composed a letter to state in April; the board received approval of the corrective action plan in May.

IV. Committee Reports

Ms. Vest reported the Finance and Oversight committees and the Youth Council are meeting on a regular basis. The committee asked that committees present all recommendations to the Executive Committee prior to forwarding to the board. and that the committees are in place and in should make recommendations to the full board. the Executive Committee can address and recommendations needing action prior to full board meeting

- A. Finance** – At its last meeting, the committee reviewed the initial PY10/FY11 Budget. Revenue is projected amounts including carryover and expected grant funding. PY2010 WIA formula funding totals 1,039,703.00 and increase over last year. The total budget will decrease because the majority of ARRA funds have been expended.
- B. Oversight** – The programs are running at a steady pace: there should be carry over dislocated worker funds due to influx of state funds in February. The PY2010 RFP process and center charter are pending. is coming up as well as re-chartering of centers; Ms. Williamson will conduct the reviews next week.
- C. Youth** – Mr. Paradzinski reporting the council
 - 1. is expanding to include faith based organizations and more businesses.
 - 2. will host an agency fair August 13 to promote youth services among agencies. The targeted audience includes Judges, probation officers, churches, non profits and other groups
 - 3. Working to expand awareness of the Virginia Wizard, the community college system’s career exploration website.

V. Old Business

A. Board Representatives:

- 1. Two board members (Aletha Bolden, formerly with Roanoke Redevelopment and Housing Authority, and Rob Ledger, formerly with the Roanoke Regional Partnership) have resigned due to employment changes.
- 2. Jill Loope with Roanoke County Economic Development and Curtis Hicks with Salem City Schools have been nominated for board seats.
- 3. The Board still needs representatives from Franklin County and, now, Roanoke Regional Housing Authority. The committee discussed possible business members including Jeff Powell of ModUKraf in Franklin County and Sean Hildebrand with Craig Botetourt Electric in New Castle.

B. Job Descriptions: Ms. Vest will conduct job reviews with Ms. Dean and Ms. Williamson. Mr. Gentry will conduct review for Ms. Vest.

C. Program Funding: Ms. Vest reported that they are spending about 85% on services, 10-12% on administration. Some administration costs are actually more like direct services. Mr. Gentry asked members to review the budgets prior to the June Board meeting.

VI. New Business

Youth Council Nomination: Ms. Vest presented two nominations to the Youth Council.

- Dee Lupiya of Acts 2 Ministry is involved with Youth mentoring programs.
- Jill Barnett – Department of Social Services in Alleghany County – will replace Harriet Woodward upon her retirement.

Mr. Jones moved to accept the two nominations. Mr. Paradzinski seconded and the motion passed on voice vote.

A. Youth Summer Employment: Ms. Vest reported the RFP process is complete one proposal from Goodwill was received. The proposed program will serve 20 individuals in three cohorts: forestry in the Alleghany Highlands, healthcare in Franklin County and Information Technology in the Roanoke Valley. Total funding available is \$51,918.84.

Mr. Nicely made a motion for the Board to move forward with the Summery Youth program, Mr. Jones seconded – upon roll call vote: Yes: Carroll Gentry, Naomi Powers, Hiawatha Nicely, Bill Jones, Paul Paradzinski No: none.

B. PY 2010 WIA Services: on behalf of the Oversight Committee Ms. Vest presented a recommendation to issue an Request for Proposal to provide adult, youth, dislocated worker and workforce center operator services for PY2010. Following a discussion of the logistics involved the committee accepted the recommendation. The full board meeting will be delayed until June 25 so that the results can be voted on then.

VII. Other

- A. Public Awareness:** Mr. Nicely noted failed to acknowledge the board or WIA as the source of funding for several programs presented in its annual report. The committee discussed the importance of such acknowledgement. Mr. Gentry will discuss with issue with Goodwill.
- B. Non-Profit Status:** Mr. Jones inquired about the board's status concerning IRS reporting for 501(c)(3) corporations Ms. Vest assured the committee the necessary paperwork was up to date.
- C. New Board employee.** Ms. Vest reported that the City of Roanoke had declined to handle board funding not associated with WIA. The new program specialist position will not be a City of Roanoke employee as is WIA-funded staff.
- D. Fiscal Audit:** Mr. Jones noted that as the Board receives more grants there will need to be an external independent audit. Mr. Gentry indicated the need to have an AICPA conduct the audit.

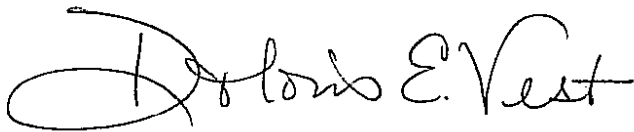
VIII. Announcements

The full Board meeting will be rescheduled for June 25th

The CLEO met April 28th - had all but Covington and Roanoke County.

IX. Adjourn

The meeting was adjourned at 9:28 a.m.



June 2, 2010

President

Date