

Executive Committee
Thursday, November 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
 Hiawatha Nicely, vice chair
 Bill Jones, immediate past chair
 Paul Paradzinski, youth council
 Wayne Flippen, past chair (via phone)
 Steve Anderson, treasurer (via phone)

Absent: **Naomi Powers**, secretary

Staff present: **Doloris Vest**, president
 Sherry Dean, accountant/office administrator
 Suzanne Luzier, program coordinator
 Vincent Randall, program specialist

Guests present: **Linda Matthews**, Goodwill
 Lori Stahlana, Goodwill
 Bobby Buck, Infobuck.com

A quorum was present.

II. Approval of Minutes

Mr. Jones moved to accept the consent agenda (November 18, 2010) and Mr. Nicely seconded. The motion passed on a voice vote.

III. Staff Report

A. FY2011 Budget Quarter 2: Ms. Vest and Ms. Dean presented and reviewed the budget report through December 31, 2010.

Mr. Nicely moved to accept the budget. Mr. Paradzinski seconded the motion, and passed on a voice vote.

B. Staff Update: Ms. Vest reported that the new grant writer has been hired. Ms. Joy Tucker will begin working at the board office on Monday, January 31, 2011. Prior to her start date Ms. Tucker will review the Board's grant information.

C. Grants Update:

1. Farmers' Market: Ms. Luzier reported the individual has been selected for the Covington Farmers Market, Market Manager Position. This individual will report to Ms. Luzier, and is expected to begin work on Monday, January 31, 2011. An offer letter still needs to be extended. The Market Manager will oversee market operations on Wednesdays and Saturdays, and will be organizing and facilitating training sessions.

2. CREATES: Mr. Randall reported that more than 115 participants have completed training. There will be a job fair for recruitment efforts held in April 2011. There has been growing interest from employers. Various advertisements have generated a lot of

interest in the program. The participants in the CREATES program will receive certifications in their area of study.

3. Pre-Apprenticeship: Ms. Vest reported that pre-apprenticeship classes will begin in February. These courses will run for 4 to 7 sessions. Upon completion of the class(es), the students will receive a national certification.

4. Moving On: Ms. Luzier reported that recruitment and enrollment continues for the grant. Dabney S. Lancaster Community College has begun its second class on January 15, and Virginia Western Community College is scheduled to complete its first class on January 28, 2011, and begin its second class on January 31, 2011.

D. Reports

1. Performance Report: Ms. Matthews reported performance measures for the state were re-evaluated. It was previously reported that three performance measures monitored by the state had all been failed. This is a result of 2 of the measures being failed, the third (earnings) is automatically failed. The staff of Goodwill Industries did some research and were able to prove to the state the numbers were inaccurate and get a passing grade on the 2 measures. The state will not go back and re-evaluate the numbers on the Earnings measure and therefore they were not able to pass this performance measure.

2. Program Reports: Ms. Matthews reported all programs are on target and doing well. All job placements have yielded higher than expected average starting wages.

E. Mr. Bobby Buck of Infobuck.com addressed the executive committee. He extended his thanks for the invitation to the meeting and discussed how he first started working with the Workforce Centers. He passed out a copy of the Center Activity Report that Ms. Doloris Vest had given him. He said he had previously met with Ms. Vest and at that time thought he had become a partner of the board. He offered Ms. Vest a plan to offer others the opportunity to work for him. Mr. Buck stated that Ms. Vest had told him he could not pass out his flyers in the Workforce Centers due to government regulations. Mr. Buck then distributed his flyers to those present at the meeting. Mr. Buck continued on to explain how his program works. He stated in contrast to how traditional job searches and interviews go, his process allows others to sign up on the internet, and they will know immediately if they are accepted in his program. His opinion is this method is better because the applicant knows immediately if they are accepted instead of going through the interview process that can create frustrations from being turned down, and thus create higher unemployment rates. Mr. Buck felt there were limitations with current processes, and filed a complaint with the Department of Labor. He received a letter back stating that he is allowed to post his flyers and recruit for his intern training program.

Mr. Anderson asked if Mr. Buck had a specific request of the committee.

Mr. Buck stated that he offered his services as a grant writer to the board. He explained that he did not want to be an employee of the board, he wanted to be a contractor. Mr. Buck feels an employee would not be as productive as the services that he can provide. He feels his service with interns doing grant writing, he would be able to grab all opportunities available to the board. He stated he has sent a list of grants to Ms. Vest.

Mr. Gentry asked Mr. Buck for a copy of the letter from the Department of Labor, and a copy of his written proposal. Mr. Gentry advised that the board would take his proposal under advisement.

Mr. Buck then made a claim of discrimination from the board towards him. Mr. Buck mentioned that the predominately white board was not giving him a fair opportunity, and if he was not given a fair opportunity he would be forced to file a letter claiming discrimination.

Mr. Gentry then asked Mr. Buck if he was threatening the board. Mr. Gentry informed Mr. Buck that the board would not be threatened, and that the board had already stated they would again review his proposal and take it under advisement. Mr. Buck wanted to continue

speaking, and Mr. Gentry made it known that there were other items on the agenda, and the meeting needed to move on to address these areas of business.

- F. Roanoke Workforce Center: Ms. Vest** reported the ADA issues at the Roanoke Workforce Center are moving forward.
- G. Youth Council: Mr. Paradzinski** reported on the Youth Council. He stated Reality Stores are doing really well. There are efforts being made to involve other community partners from localities such as Botetourt County. Mr. Paradzinski also indicated that there is a list that was compiled from the last youth council meeting, that highlights all of the projects the Youth Council has been successful in completing. He stated the list is quite impressive.
- H. Oversight Committee: Mr. Flippen** reported all programs are performing well. He also stated the Oversight Committee was neutral on a recommendation to the board in regards to the RFP Process. Mr. Gentry expressed concerns over allowing sufficient time for partners to go through an RFP process.

IV. Old Business

- A. Goodwill Contract/Budget: Ms. Vest** reported that she received a letter from Ms. Matthews of Goodwill Industries on December 30, 2010 ensuring that the terms of the contract would be followed and what processes will change to enforce the terms. **Ms. Dean** reported all Goodwill Industries invoices have been paid.

A discussion followed over concerns with not following the budget as outlined in the contractual agreement. It is crucial that the Board and Goodwill Industries work together, and with the priority being to ensure the end goal is met. Ms. Matthews indicated that there will be no line item exceeded unless Ms. Vest or the Board gives the permission first. Mr. Gentry expressed the budget and spending need to conform to state and federal laws and regulations.

Mr. Anderson moved to accept Goodwill's response to the inquiry and authorize payment of the outstanding invoices. Mr. Nicely seconded it, and it passed on a roll call vote: Yes: Gentry, Nicely, Jones, Paradzinski, Flippen, Anderson. No: None.

- B. Goodwill DLW Contract Funds: Ms. Matthews** stated that she submitted a request to change line items retroactive to November 1, 2010. When the stimulus money was received she was told all Adult ARRA and stimulus money was to be spent before June. She had held these funds back to allow transition for continuing to service the people in DLW. In October she was told to transfer to stimulus program funds. November 17, 2010 a revision was sent to Ms. Vest. Ms. Vest approved the revision on January 3, 2011. In October Goodwill exceeded its training budget. **Mr. Nicely** inquired about rapid response funds. **Ms. Vest** advised the board that she has applied for \$200K with an emphasis on training. Ms. Vest does not want to make any budget revisions at this time.

C. Mr. Bobby Buck

Mr. Gentry wanted to address what has transpired with Mr. Bobby Buck. **Ms. Vest** stated that Mr. Bobby Buck as started an application on Grants.gov with the Boards name on it. Ms. Vest also stated that Mr. Bobby Buck did submit a training provider application but it was incomplete with all questions answered with an "N/A".

Mr. Nicely suggested having our attorney send Mr. Bobby Buck a letter with a formal response from the board while also citing that he has had his proposal reviewed, and denied by the Board. The letter should also state that Mr. Buck can hand his flyers out on the outside of the Workforce Centers, but not inside. Mr. Nicely also suggested that we have security at any future board meetings, and to notify the attorney that the staff feels threatened as well.

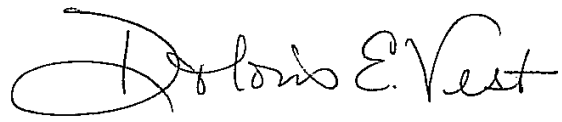
V. New Business

Mr. Gentry asked that the future Board Funding section be skipped until the next meeting.

VI. Announcements

Board Meeting, February 4, 2011, Room 409 at the Roanoke Higher Education Center.

The meeting was adjourned at 10:42 a.m.

A handwritten signature in cursive script that reads "Donald E. Vest". The signature is written in black ink and is positioned above a horizontal line.

President

March 11, 2011
Date