

**Executive Committee  
Thursday, July 21, 2011  
Minutes**

**I. Call to Order and Roll Call**

Chair Hiawatha Nicely called the meeting to order at 8:30 a.m.

In attendance:       **Hiawatha Nicely**, chair  
                              **Joyce Kessinger**, vice chair  
                              **Bill Jones**, treasurer  
                              **Paul Paradzinski**, youth council chair  
                              **Carroll Gentry**, immediate past chair  
                              **Wayne Flippen**, past chair (via phone)

Absent:                 **Naomi Powers**, secretary

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

Guests present:     **Jenny Wright**, Goodwill Industries of the Valleys  
                              **Linda Matthews**, Goodwill Industries of the Valleys  
                              **Mary Ann Gilmer**, Goodwill Industries of the Valleys

A quorum was present.

**II. Approval of Minutes**

**Wayne Flippen moved to accept the minutes from the July 21, 2011 meeting. Carroll Gentry seconded. The motion passed on a voice vote.**

**III. Staff Report**

**A. Operations: Ms. Vest reported**

- 1. CREATES:** The program should complete in January 2012. Community Housing Partners may be able to get an extension on the grant to utilize the balance of funds to employ a part-time person to assist with job placement, for an additional 6-12 months.
- 2. HITE:** The program has reached full enrollment. Program Specialist, Ms. Zenith Hamilton, has been referring interested parties to other funding streams.
- 3. Moving On** (commercial drivers' licensing) –The board's application for next year's funding was submitted in December and the application is still in process. The current program has exhausted all funds.
- 4. Covington Farmers' Market:** This program is going well. Currently the steering committee is looking at Holiday Hours for the market to accommodate craft vendors, and those wanting to use the space to sell Christmas trees.
- 5. Allstate (FRESH):** Ms. Rashaan Vaughn has agreed to conduct the training sessions at the domestic violence shelters. Ms. Vaughn is a current AmeriCorps member, and will begin this program after her AmeriCorps term ends in October.
- 6. AmeriCorps:** This grant will end in October 2011.

**7. Career Pathways** – The board has received this grant, which will allow for a skills gap analysis to be done on a local industry, and to establish a career ladder, and toolkit in this field. This is an 18-month grant, ending in December 2012.

**8. Proposals and New Grants:**

**a. MAXIMUS Foundation:** The Board will act as fiscal agent for this program, which will allow younger youth (who aren't able to obtain employment) to receive a work experience at a local non-profit and receive a stipend in return. This grant will also provide for these youth to go through Junior Achievement's "Be Entrepreneurial" program. The goal of this program will be to offer a means for youth offenders to repay court ordered restitution.

**b. Veterans:** The VEC runs the Veterans Stand Down each year. The VEC does not have a way to accept funding for this. The board will act as fiscal agent on this grant.

**c. Virginia Tech Partnership Grant:** This grant will analyze the effectiveness of TRADE through a control group. It will also provide Career Coaching support.

**9. Awards Event:** This event will be held on Wednesday, September 28, 2011, at the Sheraton Hotel & Conference Center in Roanoke. Most details have been finalized, and it appears the board will make money from this event this year. Final numbers will be reported after the event's conclusion, and all figures can be calculated.

**B. WIA Reports: Ms. Gilmer** reported there is a new reporting format. This format will now include financial data. Unfortunately, at this time the financial data is not accurate for August due to timing of financial reports.

**1. Dislocated Worker (DLW):** There have been 18 exits from this program in August. So far for the program year, there have been 28 exits to employment.

**2. Adult:** There have been 10 exits from t

**3. Youth:**

**a. Exits** - A large number of Older Youth have exited to employment; the program will focus more closely on ex-offender issues in the coming year. In-school youth have is focused on summer work experiences; a number will exit at the end of the summer to community and four-year colleges.

**b.** Youth performance measures are being reviewed with the state; initial reports from the state did not match local calculations.

**4. Return on Investment Analysis: Ms. Vest** expressed the need to see where training was performed and which field(s) employment was obtained in. **Mr. Nicely** agreed that it is very important to see this type of reporting.

**5. Ms. Gilmer** introduced **Ms. Jenny Wright** as the new WIA Director for Goodwill Industries of the Valleys. Ms. Wright will be in charge of Staff Development and Case Manager Supervision.

**IV. Committee Reports**

**A. Oversight Committee:** No report; committee did not meet in June or July.

**B. Finance Committee:** The group discussed appropriate structure of the committee. **Mr. Nicely** proposed appointing someone other than the treasure as committee chair due to the requirements of the position. **Mr. Gentry** agreed to continue to review these items in the upcoming year and allow **Mr. Jones** to continue to serve as Chair of the Finance Committee.

**C. Strategic Planning Committee: Mr. Nicely** suggested the board take a more strategic approach to the direction of the board and its efforts. He would like to see a Strategic Planning Committee formed, and have **Ms. Kessinger** head up this group. **Ms. Kessinger** agreed to this role.

**Mr. Flippen moved to form this committee with Ms. Kessinger as the chair. Mr. Gentry seconded this motion. The motion passed on a voice vote.**

**D. Board Development Committee: Ms. Powers** agreed to chair the committee, with the assistance of someone to aid in her understanding of the committee focus on member education and recruitment. Three local media representatives were suggested as possible members: Joy Sutton with Lewis-Gale, or Hollani Davis with WDBJ-7 or Heidi Underwood with the Virginia Department of Transportation.

**E. Board Orientation: Mr. Nicely** suggested the upcoming new-member orientation also serve as a refresher for existing board members.

**V. Old Business**

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**Rapid Response Funding: Ms. Vest** reported that the board has received the authorizations for all funding. She is seeking an extension to allow for billing of first quarter expenditures. Total Rapid Response funding was issues at \$204,000 with \$50,000 allocated to the Adult program in the first quarter.

**VI. New Business**

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**A. CLEO Recommendations: Ms. Vest** presented a recommendation from the CLEO to begin program year 2012 WIA services procurement by December with wider outreach focusing on "cutting edge and best practices." **Mr. Nicely will make a recommendation at the next board meeting, to form the RFP committee with representation from each of the existing committees.** CLEO also recommended narrowing the focus of training to yield a greater economic impact on our area.

**VII. Announcements**

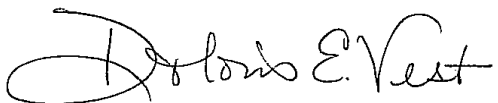
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- **Board Meeting**, Friday, August 5, 2011, 9 a.m., Room 409, Roanoke Higher Education Center
- **Youth Council**, Thursday, August 11, 2011, 9 a.m., Roanoke Workforce Center
- **Executive Committee**, Thursday, Sept. 15, 2011, 8:30 a.m., Suite 509, Roanoke Higher Education Center
- **Workforce Awards Event**, Wednesday, September 28, 5:30pm, Sheraton Roanoke Hotel & Conference Center

**VIII. Adjournment**

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The meeting was adjourned at 10:12 a.m.



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President

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October 25, 2011  
Date