

**Workforce Center Oversight Committee**

**Roanoke Valley Workforce Center  
1351 Hershberger Road, Roanoke, VA**

**Friday, January 21, 2011**

**Minutes**

**I. Call to Order, Roll call/Introductions**

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Chair Flippen called the meeting to order at 10:02am.

**Members Present:**

Wayne Flippen  
Jane Conlin  
Paul Paradzinski  
Joseph Brinley  
Bobby Myers  
Teresa Hammond

**Members Absent:**

Naomi Powers

**Staff Present:**

Doloris Vest, President  
Suzanne Luzier, Program Coordinator

**Guests:**

Linda Matthews, Goodwill  
Kim Moore, Roanoke Workforce Center  
Beverly Amburgey, Goodwill

**II. Approval of Minutes**

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Minutes from the October 15, 2010 meeting were distributed. **Mr. Paradzinski** made a motion for approving minutes, **Ms. Conlin** seconded the motion. The **motion passed** on a voice vote.

**III. Staff/Operator Report**

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**A. Board Grants:**

**Ms. Vest** reviewed a few of the current grants:

- 1. Moving On / CDL Training – Ms. Luzier** reported that she has held meetings with both Virginia Western Community College (VWCC) and Dabney S. Lancaster Community College (DSLCC), in the past week. Both colleges have current classes and continue enrollment into their future CDL training classes. Enrollment for the grant has been consistent, as interest in the program continues. Ms. Luzier reported a process change in the enrollment process, but this has not had an impact on the grant.
- 2. Farmers' Market – Ms. Luzier** reported that a selection has been made for the Covington Farmers' Market – Market Manager position. An offer letter will be presented next week, and the individual is expected to start on January 31, 2011. The next steps for the Farmers Market are to order the mobile kitchen and to establish a training class schedule and curriculum. **Ms. Luzier and Ms. Hammond** are sorting through the details for the mobile kitchen purchase.
- 3. CREATES** – The program has enrolled at total of 83 people at Virginia Western in Tiers I and II. The focus now will be on job placement to meet retention goals for the program.
- 4. HITE** – The first class at Virginia Western Community College began this month. The program is three semesters in length. The college is currently looking at the possibility of stand-alone classes for incumbent workers. At the end of the program participants in the program will receive a certification. Employer need is there and placement of participants should not be an issue. Starting wages for the participants at the end of certification will

range from \$18-\$25 per hour. Ms. Zenith Hamilton, program specialist, is still screening for the program. The grant runs through June 30, 2013.

**5. AmeriCorps**

- a. **SHARE Network Program:** Ms. Michelle Manns, AmeriCorps member, is ready to launch the first share site. She continues to make contacts for potential locations.
- b. **Pre-Apprenticeship Program:** Mr. Doug Booth, AmeriCorps member, is prepared to launch the first class around the 3<sup>rd</sup> week of February. The classes will run between 4 and 7 sessions. Currently there are 5 certified instructors on board.

6. **SCSEP** – Currently there two SCSEP participants working at the Board office. They are both part-time, covering reception and administrative duties for the office. The SCSEP program is a no cost program to non-profit organizations that allow senior citizens to learn new skills while transitioning back into the workforce.
7. **Grant Writer** – The Board has hired a new grant writer. Ms. Joy Tucker will join the board office on Monday, January 31<sup>st</sup>.

**B. WIA Programs:**

**Ms. Matthews** and **Ms. Amburgey** reported

1. **Performance Reporting**– 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. **Training Program Reporting** – This new report shows the trend in training participants by program and area of training interest.
3. A discussion was entered into surrounding the states requirements for the CRC (Career Readiness Certificate). Current numbers exceed the state’s requirement of 5% of enrolled participants. **Ms. Amburgey** expressed concerns over the way the state calculates participant numbers. **Ms. Vest** will need to address the state over the number calculations. Further discussion followed on the use of the CRC for participants and employers. Marketing strategies are needed for this purpose.
4. **Ms. Matthews** reported that the Adult, Dislocated Worker and Youth programs are all on target to meet the planned number of participants.
5. **Ms. Amburgey** reported a steady program enrollment rate continues although there was a drop in the month of December. **Ms. Vest** stressed the importance of monitoring the number of participants vs. the amount of funding. There may need to be adjustments made to accommodate a potential increase in the number of plan participants, where there are slow program exit rates. **Ms. Matthews** will be holding an all staff meeting on January 26, 2011, where she will gather data from all of the case managers regarding their individual case loads. Each case manager will provide data including the total number of participants, which program they are in, and when they will exit the program.

**C. Center Operations:**

**Ms. Moore** reported:

1. **Traffic Report:** New graphs have been added
  - a. **1<sup>st</sup> graph** – Shows number of visitors year over year compared by month
  - b. **2<sup>nd</sup> graph** – Indicates the number of visitors by the number of working days per month
  - c. **3<sup>rd</sup> graph** – Indicates the number of visitors vs. the number of services provided. There is a consistent trend indicating more services provided than visitors.
  - d. **4<sup>th</sup> graph** – Shows program traffic numbers by month. Ms. Moore is working to get more categories added for more accurate and detailed reports.
2. With DRS stimulus funding running out, the Roanoke Workforce Center faced the elimination of 2 positions at the center. DRS has agreed to continue funding for the receptionist/phone position until the end of their fiscal year in June.
3. **Ms. Moore** has just received the VEC posting policy. The business services team will meet the week of January 24, 2011, and the policy will be reviewed. She will report at the next Oversight Committee meeting.
4. The Roanoke Workforce Center has received the equipment from Goodwill Industries via the Good Prospects grant. The equipment includes 6 laptops, and an air-card that will allow

remote web hosting for the 6 laptops. This will enable the spread of workforce services to other areas.

5. Progress has been made on the ADA issues at the Roanoke Workforce Center. The landlord has agreed to correct most of the issues discovered by an ADA expert that they sent to the center to inspect the existing issues. The ADA expert identified issues that he will correct himself.
6. **Ms. Moore** reported that there has been a notable increase in employer contact at the center. Several employers are now seeking assistance from the center to employ new workers.

**D. Budget Update:**

1. **Ms. Matthews** reported that outstanding VEC invoices that Goodwill Industries were awaiting payment for have been taken care of. These are no longer an outstanding issue.
2. **Ms. Vest** reported that center rent payments are still being held in escrow. She offered to begin monthly billing for the center rent and will have Ms. Sherry Dean begin billing the center rent on a monthly basis.

**IV. Old Business**

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- A. **Ms. Vest** reported that the Executive Committee will be issuing a neutral recommendation to the board for an RFP.

**V. Announcements**

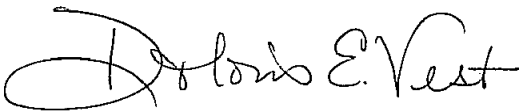
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- A. Oversight Committee: 10:00a.m., Friday, February 18, 2011, Roanoke Valley Workforce Center.

**VI. Adjournment**

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Chair Flippen adjourned the meeting at 11:20a.m.



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President

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February 15, 2011  
Date