

Workforce Center Oversight Committee

Roanoke Workforce Center
Friday, October 21, 2011, 10am

Minutes

I. Call to Order, Roll call/Introductions

Chair Flippen called the meeting to order at 10:03am.

Members Present:

Wayne Flippen
Joseph Brinley
John Weaver
Matt Whitcomb

Members Absent:

Tersea Hammond
Paul Paradzinski
Naomi Powers
Jane Conlin
Jill Loope

Staff Present:

Doloris Vest, President
Suzanne Luzier, Program Coordinator

Guests:

Joe Annarino, Community Advocate
Mary Ann Gilmer, Goodwill
Linda Matthews, Goodwill
Brian Keenum, Goodwill

II. Approval of Minutes

Mr. Brinley made a motion to approve the minutes of the September 16, 2011 meeting, **Mr. Weaver** seconded the motion. The **motion passed** on a voice vote.

III. Staff/Operator Report

- 1. WIA programs:** **Ms. Gilmer** reported that all programs are on target for performance.
 - a. Dislocated Worker Program:** There have been no major layoffs, as well as no Trade Adjustment Act program activity.
 - b. Adult Program:** The Adult program should be able to resume very soon when funding is released. **Ms. Vest** stated spending is allowed against new funds, with the City's authorization. The City will only pay out funds that are on the books for the program.
 - c. In-School Youth:** On target for goals. The youth will participate in a food drive with Food Lion stores. Ms. Gilmer will email details for the event.
 - d. Program Employment Areas:** **Ms. Gilmer** distributed reports indicating the areas of employment for the programs. Youth are getting jobs in the fast food industry. There are a lot of ex-offenders in the Adult category. This is making placement more difficult.
- 2. Center Reports:** **Mr. Keenum** stated he has been settling into his new position as Roanoke Workforce Center Manager, and getting familiar with the center staff.
 - a.** Over the next two months a large focus will be on the Business Services Team, and their efforts to bring more businesses into the center. A focus will be on identifying opportunities for seasonal hiring efforts.
 - b.** Aerotek, UniFirst, and Bluefield Transportation are some businesses to recently use the center to hold job fairs and conduct interviews.
 - c.** Traffic at all centers has remained consistent with no new trends.

IV. Old Business

A. Infinite Solar Training Application: Ms. Vest reported that there are still questions in regards to this application and the credential to be received. Typically the review and approval of training provider applications is not this in depth. Ms. Vest inquired as to whether future applications should be researched and investigated to this extent. This application and future approval process will be tabled until the November meeting.

B. RFP for PY2012 Contract Services: A discussion was held in regards to the pros and cons of the RFP samples that were distributed by Ms. Vest at the last Oversight meeting. **Ms. Vest** asked the committee to speak to items that should be included or excluded from the RFP. The criteria and details agreed upon are listed below:

- The RFP will contain five pieces that can be bid on as a whole or in pieces: Operator, Adult Program, Dislocated Worker Program, In-School Youth, and Out-of-School Youth.
- Each Program Category should have a program description, and how it aligns with the goals of the board
- Program categories should explain expectations, outcomes and measures for each program. This should be specific but not restrictive.
 - Reporting Expectations
 - Performance
 - Financial
 - Cost Per Participant
 - Budget
 - Employment and Retention
 - Each program should be bid on for the full region.
 - Terms and Conditions of the contract to be included, along with a termination clause.
 - Bids should not be restricted to a particular length
 - Scoring System to be included
 - Bid Priorities:
 - Placement and Retention
 - Return on Investment
 - Diplomas and Certifications
 - Training
 - Meeting Business Needs and Address Demand Occupations
 - Advancement
 - Safety and Innovation

Ms. Vest will create a draft for the committee to review. This will be distributed, along with any other materials highlighting the current RFP, via email, with any comments and feedback by the committee to be given by replying to all on the email. Ms. Vest will take all comments and feedback to revise the original draft and re-distribute.

RFP Steps:

- RFP to be open in January 2012
- Advertise Publicly
- Bidders Conference 1-2 weeks after opening up the RFP process to allow time to review by potential bidders
- Open Bid period of 6 weeks
- Technical Review – This will allow for the option to request more information
- Open Presentations/Interviews with bidders
- Present to RFP Committee and Youth Council. Youth Council will vote on the Youth portion of any proposal
- Present to Executive Committee in November
- Present to the Board in December
- Award the contract in April 2012
- Funding Adjustments in June 2012

V. New Business

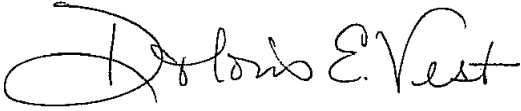
None

VI. Announcements

- A. Board Meeting, Friday, December 2, 2011, 9am, Roanoke Higher Education Center
- B. Youth Council, Thursday, November 10, 2011, 9:00am, Roanoke Workforce Center
- C. Oversight Meeting, Friday, November 18, 2011, Roanoke Workforce Center

VII. Adjourn

Mr. Flippen adjourned the meeting at 11:43 a.m.



President

October 25, 2011

Date