

Workforce Center Oversight Committee

Roanoke Valley Workforce Center
1351 Hershberger Road, Roanoke, VA
Friday, August 19, 2011

Minutes

I. Call to Order, Roll call/Introductions

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

Members Present:

Wayne Flippen
Jane Conlin
Paul Paradzinski
Joseph Brinley
Matt Whitcomb

Members Absent:

Tersea Hammond
Joe Brinley
Naomi Powers
John Weaver
Jill Loope

Staff Present:

Doloris Vest, President
Suzanne Luzier, Program Coordinator

Guests:

Joe Annarino, Community Advocate
Mary Ann Gilmer, Goodwill
Linda Matthews, Goodwill
Kim Moore, Goodwill

Mr. Whitcomb introduced himself to the attending committee members and guest.

II. Approval of Minutes

Ms. Conlin made a motion to approve the minutes of the June 17, 2011 meeting, **Mr. Paradzinski** seconded the motion. The **motion passed** on a voice vote.

III. Staff/Operator Report

1. Program Reporting: Ms. Gilmer reported

- a. In-School Youth:** **114** participants will carry over to the new program year, several of these participants will exit to college soon. **Five** participants earned a diploma or credential, and **five** more exited to employment(1) or college(4). Currently there are **35** graduates in job search. Currently there are no new enrollments, and there is no waiting list.
- b. Out-of-School Youth:** **36** participants will carry over to the new program year, there are no exits at this time. Some youth stayed in the program to participate in a summer work experience. There has been **one** new enrollment, **11** have received their GED, other Adult Education, or Internships, and **24** are in job search. Offender issues are currently one of the biggest obstacles with the Out-of-School Youth. Goodwill Industries is working with a prisoner re-entry program to assist these youth.

Mr. Flippen inquired about the funding availability, and whether it would be sufficient enough to allow for goals to be met. **Ms. Gilmer** stated that she and **Ms. Vest** are still working through these numbers. Formulas are based off of historical data to establish budgets and targets. **Ms. Vest** explained that goals are driven by the amount of funding we receive. Programs run the best they can, with the funding received.

- c. **Adult Program:** 82 participants will carry over to new program year. There are 10 participants in training and 69 in job search (of these 69, 25 have already been through training). Currently the focus remains on job placement. There are no new enrollments, and there is no available funding for new training. There is a wait list and applications are being accepted for when funding is available to serve these adults. **Ms. Vest** explained that only 7% of adult funding was awarded for the first quarter of the program year. There was a small amount of carryover from last year, to bring the total amount to 15% of authorized funds. Typically carryover from the previous year is 20%, thus making available funding less than usual. Costs cannot be incurred until more funding has been authorized.
- d. **Dislocated Worker Program:** 279 participants will carry over to the new program year. Current funding available for this program is the Rapid Response funds and formula funding. This program is actively enrolling, with 27 new enrollments in July. There have been 45 exits, with 40 exited to employment. Ms. Amanda Morris, with Goodwill Industries of the Valleys, is currently marketing the "On the Job Training" (OJT) to area businesses. Goodwill Industries is hopeful to write OJT contracts beginning in September. There will be a skills gap analysis performed to assess employers and applicant's needs. **Ms. Vest** further explained the benefit of OJT being that the person is actually hired by a company. **Ms. Gilmer** explained that even if participants have already received training, they can still participate in OJT, except for TRADE participants. Sometimes, the training the participants have received, falls just short of an employer's needs. **Ms. Vest** asked to know who the training providers are to ensure program evaluation.
 - i. **TRADE:** **Ms. Vest** reported that the state is currently listening to the localities about TRADE co-enrollment. Co-enrollment in TRADE may soon be going away.

2. Grants: **Ms. Vest** reported

- a. **Moving On** (commercial drivers' licensing) – **Ms. Luzier** reported. The board's application for next year's funding was submitted in December and the application is still in process. The current program is has used almost all funding. There is a small balance of tuition funds that will be available for a partial tuition payment to one more participant. There have been a total of 35 participants to receive employment as a result of this grant and training.
- b. **Covington Farmers' Market** – Funding issues and budget revision approval from USDA has made moving forward with this program a challenge. Customer and vendor traffic is steadily increasing. Since hiring the new market manager, TerriLynn Carper, this project has been running more smoothly.
- c. **CREATES** (green-energy jobs training) - Program specialist Vincent Randall continues to work with employers to place participants in jobs. The placements that have occurred, have been strong placements. This grant ends in January 2012, although there may be funding available to keep a staff person on for an additional 6 months to assist with further job placement.
- d. **HITE** (healthcare information technology) – Enrollments continue, with enrollments allowed through Summer 2012.
- e. **SHARE** (remote workforce locations) – Training materials are ready and finalize, with the training session scheduled for June 30.
- f. **Proposals and New Grants:**
 - i. **MAXIMUS Foundation** – An application will be made before month's end, for a \$5,000 grant to partner with Junior Achievement on a youth restitution repayment project for youth that are too young for conventional employment.
 - ii. **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 in this field. This is an 18 month grant, ending in December 2012.

3. Center Reports: **Ms. Moore** reported

- a. **Traffic** – Traffic numbers are consistent with the previous year. When looking at 2009 numbers, it is important to remember the JOBS Campus wasn't even open 6 months of 2009. In Roanoke, the number of services always exceeds the number of customers and the number of visits. Ms. Moore explained that tracking these numbers is a very manual process. Each partner at the center tracks their own numbers, but the center management compiles the numbers on the number of visits. There have been more workshops and activities at the center that have impacted the visits to the center. The numbers at the Roanoke Workforce Center tend to be more accurate because of using VITA, but due to the costs the other centers do not have access to this system. DRS using grant funds, hopes to integrate with the VOS system soon, to see more accurate tracking. It will be better, but not perfect. There are no significant trends, although the resource room numbers are typically higher than unemployment visits.
- b. **Business Use of the Center:** More businesses are utilizing the Roanoke Workforce Center and its services.
 - i. **Freight Car America** has held 2 job fairs at the Roanoke Workforce Center. These job fairs led to 508 on-site interviews, over 100 people were hired, of which 60 are veterans.
 - ii. **US Cellular** has been contacting the center with job leads.
 - iii. **Monthly Job Fairs** are in the works to be held at the center.
- c. The Roanoke Workforce Center is now a Roanoke Regional Chamber member. The board purchased a membership for the center.
- d. **Repairs at the Roanoke Workforce Center:** Currently there is a nationwide lawsuit against K-Mart stores and their landlords concerning an ADA issue. Due to this pending lawsuit, repairs on the center's sidewalks have stopped. The repairs will continue in the near future. Ms. Moore indicated she is also trying to get the uneven floors corrected as well.
- e. **Job Sharing** between the Roanoke Workforce Center, and the Franklin Center has been very beneficial in matching employers with applicants.
- f. **Ms. Moore** announced that she will be resigning her position as Manager of the Roanoke Workforce Center, and will be relocating. An advertisement for a replacement has already been posted. Interviews for this position will consist of a panel of partners and board members.

IV. Old Business

None

V. New Business

- A. **RFP for PY2012 Contract Services:** Ms. Vest reported that at the most recent CLEO meeting, the officials recommended doing a nationwide search and interviews for a program provider, and to begin the RFP process in December. Providers can bid on a portion of, or the entire contract. Ms. Vest is looking at other areas and their RFP's. She will bring samples of these to the September Oversight Committee meeting.
- B. **Training Provider Application:** Ms. Vest will distribute the training provider application for Infinite Solar by email for review and recommendation by the committee members.
- C. **Customer Satisfaction Survey Results:** Ms. Moore reported most feedback and comments were positive. The center will use this information to make improvements at the center. Mr. Flippen would like all committee members to visit each of the workforce centers, and possibly hold future meetings at the other centers.
- D. **Ms. Conlin** expressed interest in establishing a SHARE site at the Department of Social Services offices on Williamson Road. Ms. Luzier will follow up with Ms. Conlin to get this started.

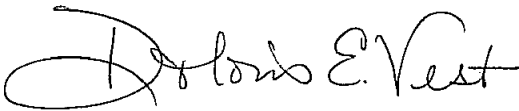
- E. Ms. Vest** reported there will be a new committee formed, the Strategic Planning committee. The committee will meet to determine the future direction of the board and its efforts. This will couple well with the Career Pathways grant that was received by Areas II and III.
- F. Ms. Vest** reported that the Use Agreement for the center has finally been signed for the partners at the center to pay their portion of the rent.
- G. 2nd Annual Workforce Development Awards:** Nominations and sponsorships are still being accepted and requested for the event to take place on Wed., Sept. 28, 2011.

VI. Announcements

- A.** Next meeting: Friday, September 16, 2011
- B.** EAC Meeting, with guest speaker Robert Myers with the Department of Labor, Tuesday, September 20, 2011.
- C.** Board Meeting, Wednesday, September 28, 2011, 3:30pm, Sheraton Roanoke Hotel & Conference Center
- D.** Awards Event, Wednesday, September 28, 2011, 5:30pm, Sheraton Roanoke Hotel & Conference Center

VII. Adjourn

Ms. Vest adjourned the meeting at 11:02a.m.



President

August 31, 2011

Date