

Board of Directors

Lawson Technical Center,
William Fleming High School, Roanoke, VA
Friday, June 1, 2007

Minutes

I. Call to Order

Board Vice Chair **Joyce Kessinger** called the meeting to order at 9 a.m.

II. Roll Call

Sherry Dean called the roll. Members present:

Paul Paradzinski, Craig County
Bruce Johannessen, Virginia Employment Commission, Roanoke
Richard Teaff, Dabney S. Lancaster Community College
Joyce Kessinger, Boxley Materials Company
Carroll Gentry, Virginia Western Community College
Jane Conlin, Roanoke City Department of Human & Social Services
Bill Jones, HomeTown Bank
Barbara Winstead, Five Star Chef Service
Beth Doughty, Roanoke Regional Chamber of Commerce
Lew Bishop, National College of Business & Technology
Tim Tobin, Alleghany Regional Hospital
Melanie Stovall, Roanoke Redevelopment & Housing Authority

Members absent:

Robert Glenn, The Issues Management Group
Wayne Flippen, John C. Nordt
Roger Johnson, Roanoke County Schools
Walter L. Harper, Harper's Plumbing Co
Kathy Hodges, Director, Franklin County Workforce Development Consortium

Staff present:

Doloris Vest, president
Sherry Dean, accountant

Visitors present:

Melanie Younger, Workforce System Coordinator
Linda Matthews, Vice President Goodwill Industries
Marsha Riggins, Goodwill Industries
Jenny Wright, Goodwill Case Manager, Covington
Barbara Driver, Director of Social Services, Covington/Alleghany County
Steve O'Quinn, VEC Regional Director
Kathy Holcomb, Virginia Employment Commission, Covington
Jerry Barnett, Virginia Employment Commission, Roanoke
Clay Stein, Workforce Board Program Monitor

A quorum was present.

Ms. Kessinger announced that Board Chair Wayne Flippen had been called out of town unexpectedly due to a family emergency.

Ms. Kessinger reported that the CLEO had reappointed herself, Walter Harper, Richard Teaff, and Paul Paradzinski to board terms. **Ms. Vest** reported that the CLEO also appointed new board members Joseph Brinley, Melanie Stovall and Rob Leger. Ms. Kessinger recognized Ms. Doughty as an outgoing member and thanked her for her past participation.

Linda Matthews introduced **Marsha Riggins**, a past WIA adult program participant who, through Goodwill's help, has been awarded a position with Goodwill Industries. Ms. Matthews also introduced **Jenny Wright** and **Barbara Driver**. Ms. Driver's 16-year-old son is enrolled in the WIA youth program. She thanked the program for providing her son with opportunities such as education, counseling, and employment which has greatly helped him overcome his disabilities.

Kim Williams, principal of Roanoke Technical Center, welcomed the board to the Lawson Technical Center which provides programs in 10 different career clusters. Ms. Williams offered a tour of the facility following the meeting.

III. Approval of Consent Agenda

Ms. Doughty moved to accept the consent agenda (Minutes from the April 6, 2007 meeting, Rechartering of Workforce Centers, Recertification of Training Providers, and Youth Council Appointments). **Ms. Winstead seconded. The motion was passed on a voice vote.**

IV. Presentation: Year-End Program Reports

1. **Workforce Center Consortium:** Ms. Matthews reported on the following:
 - a. The consortium recently completed a one-day retreat at the Greenfield Training and Education Center. The consortium reviewed all aspects of one-stop operations including roles and responsibilities, what has been accomplished and what needs to be accomplished. **Ms. Younger** is developing a training plan which will include improving the participant referral process, holding partners fiscally responsible for operations either financially or by in-kind donations, training and marketing.
 - b. The adult program is actively recruiting and performing outreach to the economically disadvantaged who don't know about the program. This past year's program participation increased by two over last year despite reduced funding (a total of 177 adults with 85 were new enrollments and a 95 percent placement rate at an average wage rate of \$8.85 per hour.) This was accomplished by reducing the cost per participant.
 - c. The youth program has agreements with Dabney S. Lancaster and Patrick Henry community colleges whereby participants are enrolled in half-day academic enrichment classes and half-day employment where transportation is provided by the community colleges. Additionally a 4-H leadership development camp is planned. By the end of the program year 138 youth are planned to be served with 118 active currently.
2. **Dislocated Worker Services:** **Mr. Johannessen** reported that there has not been a large increase in the participant levels of the program due to low (3 percent) unemployment rate for Area III. **Mr. Barnett** reported estimated cumulative expenditures of \$240,721 of the \$316,000 contract allocation. It is predicted that 85 percent of the contract funds will be spent by the end of June 2007 but these funds are needed to meet the continued obligation to participants currently in the program. The dislocated worker program expects to carryover 127 current participants with 38 new enrollments and 103 total exits for a total served of 268 participants, including those in follow up. Additionally the dislocated worker program has met or exceeded all state performance measures for PY2006. By using last year's performance numbers as indicators, Mr. Barnett acknowledged to over predicting the current year's performance goals. In PY05 there were five plant closings with substantial layoffs and this year there have only been two. Due to the economy improving from 2005 to 2006 estimates for goals were off.

V. Committee Reports

1. **Youth Council:** Mr. Paradzinski reported the following:

- a. The youth program contractor (Goodwill) has recently been in contact with the Roanoke Regional Juvenile Detention center and has started working to enroll those exiting the facility into the youth programs.
- b. A job fair was held at Franklin County High School in May with 50 employers displaying their career offerings and to make the public aware of services offered at the local workforce center. The fair was open during the morning hours for youth and during the afternoon hours for the public.
- c. Two professional youth fairs are planned for Area III to educate youth program operators on all services available to youth. From these fairs, a "Yellow Pages" of youth program providers will be produced and distributed to all those who attended the youth fair.

VI. Staff Report

Ms. Vest reported on the following:

1. **CLEO Board Nominations:** When the CLEO met this week the following were appointed to the board: Melanie Stovall, HUD representative; Joe Brinley, organized labor representative; and Rob Leger, economic development representative. Another nominee, Wanda Moore of Covington, declined an appointment; the business slot for Covington remains vacant.
2. **Performance Numbers:** Performance is on track for the year. Due to performance calculations based on activity which took place 12 to 18 months ago it is difficult to use the reports as a hand-on management tool. With the state's new computer system the board should have access to more local management reports.
3. **Area III Compliance Monitoring:** VEC/WIA monitor Tab Mines completed his review of Area III's operations and reported no findings. A written report is expected in the fall.
4. **Other Ways to Win Event:** The event was held in April and, because it occurred the day after the Virginia Tech shootings, there was no media coverage requested. More than 60 counselors and educators attended the luncheon. About 100 people attended the evening presentation, which was recorded. A DVD, a copy of Dr. Gray's book, and a listing of businesses willing to speak to students will be distributed in the fall to Area III educators who attended the event. The DVDs and books will be purchased with the remaining donated funds and distributed in the fall of 2007. **Ms. Doughty** noted that this information can also be published on public television.
5. **Local Plan Document:** The local planning document received from the state has been completed and must be reviewed by the board before going out for 30 day public comment in mid-July.

VII. Election of Officers

Mr. Gentry presented the recommendation of the Nominating Committee: **Mr. Jones as board chair Ms. Kessinger as vice chair Mr. Tobin as secretary/treasurer Ms. Doughty seconded and the motion carried.** There were no nominations from the floor. **Mr. Paradzinski motioned to close the nominations Ms. Doughty seconded and the motion carried on a voice vote.**

VIII. Unfinished Business

1. **Workforce Center Relocation:** In May Aida Pacheco from the Governor's Office for Workforce Development and Bobby Myers from the Department of General Services met with Roanoke workforce center partners to discuss the relocation idea. Ms. Vest will visit another possible site (at Crossroads Mall) this afternoon.

IX. New Business

1. **Budget Approval:** As the state has not issued final budget allocations an estimated budget has been prepared based on funding reductions consistent with the funding reductions the state has received from the federal government. Basic changes for FY08 budget include eliminating the administrative assistant position. Ms. Dean has assumed

some of the administrative assistant duties and there is an agreement with Area II to purchase 450 hours of Mr. Stein wages and benefits as he will provide training, monitoring, and technical assistance. Ms. Vest will become more involved with the community, government and business relations aspects of WIA.

Additionally, only 20 percent of allocation awarded as of July 1, 2007, can be spent during the period of July 1, 2007, through October 1, 2007. The 20 percent of allocation is not enough to operate thus carryforward funds from the prior year are used. (In the past year, Goodwill Industries has contributed \$76,000 of in-kind services to WIA programs so that no one would be turned away from service though initially they did have to curtail enrollment.)

Mr. Gentry moved to accept the budget as presented. Mr. Tobin seconded. The motion carried on a roll call vote:

Yes: Mr. Paradzinski, Ms. Kessinger, Mr. Gentry, Mr. Teaff, Mr. Jones, Ms. Winstead, Ms. Doughty, Mr. Bishop, Mr. Tobin, Mr. Johannessen, Ms. Conlin.

No: none

2. **Designation of PY07 Program Operators:** Ms. Vest presented the Executive Committee's recommendations for program operations:

- Renew the contract for WIA Youth Services with Goodwill Industries of the Valleys as provided for in the contract
- Designate Workforce Center Consortium (Virginia Western Community College, Virginia Employment Commission, Virginia Department of Rehabilitative Services and Goodwill Industries of the Valleys) to operate Area III Workforce Centers.
- Designated Goodwill Industries of the Valleys to operate the Adult and Dislocated Worker programs

Ms. Vest explained awarding the dislocated worker program to Goodwill Industries allowed streamline costs, increased presence in Franklin County and leveraged Goodwill's capacity to offer in-kind services and operate the program and low cost per participant. Ms. Vest also relayed concerns that there would be time and effort into bringing about the change and the trade program already residing with the VEC.

Mr. O'Quinn reported that the VEC has met all performance goals and has not had any questionable costs or monitoring review problems. He also noted the dislocated worker program requires a close relationship with unemployment claimants and tracks individuals through the unemployment process back into a working status.

Following extensive discussion by the board, **Mr. Teaff called for the question: The Executive Committee recommended the board award the dislocated worker program contract to Goodwill Industries. Ms. Conlin seconded. The motion failed pass on a roll call vote:**

Yes: Mr. Paradzinski, Ms. Kessinger, Mr. Gentry.

No: Mr. Teaff, Mr. Jones, Ms. Winstead, Ms. Doughty, Mr. Bishop, Mr. Tobin.

Abstain: Mr. Johannessen, Ms. Conlin.

Following additional discussion, **Mr. Tobin moved to renew Goodwill's Youth Services contract and designate Goodwill as the Adult program operator. Mr. Gentry seconded and the motion passed on a roll call vote:**

Yes: Mr. Paradzinski, Mr. Teaff, Ms. Kessinger, Mr. Gentry, Ms. Winstead, Ms. Doughty, Mr. Bishop, Mr. Tobin.

No: None.

Abstain: Mr. Johannessen, Ms. Conlin.

Mr. Gentry moved to designate the Dislocated Worker program to the Virginia Employment Commission provisionally for six months contingent on completion of a written corrective action plan to be reviewed at the December meeting. Mr. Tobin seconded. The motion passed on a roll call vote:

Yes: Mr. Paradzinski, Mr. Teaff, Ms. Kessinger, Mr. Gentry, Ms. Conlin, Ms. Winstead, Ms. Doughty, Mr. Bishop, Mr. Tobin.

No: None.

Abstain: Mr. Johannessen, Ms. Conlin

3. **Executive session: Mr. Teaff moved to meet in executive session** to discuss personnel matters, "pursuant to Section 2.2-3711 (A) (1), Code of Virginia (1950), as amended." **Ms. Doughty seconded. The motion passed on a voice vote.**

Following the executive session, **Mr. Teaff moved to return to open session; Ms. Doughty seconded. The motion passed on a voice vote.**

Ms. Conlin moved to certify only matters lawfully exempt from public session were discussed in the executive session; Mr. Gentry seconded. The motion carried on a voice vote

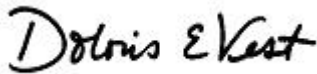
Ms. Kessinger moved to increase the board president's salary by \$3,600. Ms. Doughty seconded. The motion passed on a roll call vote:

Yes: Mr. Paradzinski, Mr. Teaff, Ms. Kessinger, Mr. Gentry, Ms. Conlin, Mr. Jones, Ms. Winstead, Ms. Doughty, Mr. Bishop, Mr. Tobin, Mr. Johannessen.

No: None.

X. Adjournment

The meeting was adjourned at 11:15 a.m.



Doloris Vest, president

July 24, 2007

Date