

**Western Virginia
Workforce Development Board**

**Virginia Workforce Center, Roanoke
Friday, June 3, 2005 – 9 a.m.**

Minutes

I. Call to Order

Board Chair Rob Glenn called the meeting to order at 9:03 a.m.

Anne Cooney called the roll.

Members present: **John Baker**, Roanoke Redevelopment & Housing Authority; **Jane Conlin**, City of Roanoke Dept. of Social Services; **Roger Dalton**, National College of Business and Technology; **Beth Doughty**, Roanoke Regional Chamber of Commerce; **Wayne Flippen**, John C. Nordt; **Carroll Gentry**, Virginia Western Community College; **Robert Glenn**, The Issues Management Group; **Kathy Hodges**, Director, Franklin County Workforce Development Consortium (ex officio); **Roger Johnson**, Roanoke County Schools; **Bill Jones**, BB&T; **Joyce Kessinger**, Boxley Materials Company; **Paul Paradzinski**; **Tom Richmond**, Altec Industries; **Richard Teaff**, Dabney S. Lancaster Community College

Members absent: **Bruce Johannessen**, Virginia Employment Commission, Roanoke; **Rebecca Johnson**, Mead Westvaco; **Ken Rush**, Didlake; **Debbie Snead**, Mountain Branch Farm

Ms. Cooney noted that a quorum was present.

Staff present: **Doloris Vest**, WIB Coordinator; **Anne Cooney**, administrative assistant; **Sherry Dean**, staff accountant

Visitors present: **Jerry Barnett**, Virginia Employment Commission; **Gloria Charlton**, **Ron Jones**, and **Annette Lewis**, Total Action Against Poverty/This Valley Works; **Judy Griffith**, Covington Workforce Center; **Toni Hamilton**, Roanoke City Dept. of Rehabilitative Services; **Deborah Hensley**, VEC Workforce Investment Consultant; **Linda Matthews**, Goodwill Industries of the Valleys; **Rhonda Perdue**, Virginia Workforce Center; **David Walsh**, TBI Family Services

Doloris Vest introduced members of the Workforce Development Board staff (Anne Cooney, Sherry Dean, Clay Stein (in absentia), and Deborah Hensley).

II. Consent Agenda

Mr. Glenn presented the Consent Agenda as items not requiring extensive discussion. Ms. Vest asked that the training provider item be pulled from the Consent items. **Carroll Gentry moved that the Consent Agenda items – minutes of the April 1, 2005, Board meeting, and Blanket Policy No. 05-100 – be accepted as posted on the website; Paul Paradzinski seconded the motion. The motion passed on a unanimous voice vote.** Mr. Glenn suggested that Agenda Item II.C, Training Provider Certifications, be covered after the last of the Reports (Item IV).

Note: Former Board member Annette Lewis noted errors in two calendar items in the April 1, 2005, minutes. Ms. Cooney corrected these typographical errors on the Workforce Development Board's records of minutes and posted the corrected report to the WDB website.

III. Treasurer's Report

Mr. Jones turned the discussion over to Ms. Vest. Ms. Vest reported that the proposed budget had been posted to the website, but that there were some minor changes which she covered at this meeting.

The budget for the upcoming program year (PY 2005-06) was then discussed. Mr. Dalton pointed out that needs drive expenses; Mr. Gentry said that the Board either pays now or pays later in another situation. Dr. Teaff stated that the Board needs a budget work session; Ms. Vest pointed out that the Board should have a Finance Committee. Mr. Glenn voiced his hope that, through committees and workshops, a lot of the budget process will change. Mr. Johnson expressed concern about budgeting dollar amounts to carry over to the next program year. There is a concern that the perception of setting aside expenses or carrying over dollars looks questionable. Mr. Glenn pointed out that the Board can expect cuts based on Congress's changes to WIA to come. He also pointed out that WIA funding is gap funding, not program funding. Mr. Jones argued in favor of setting aside funds to carry over; there could be something that comes up, some occurrence that could translate into a decrease in demand for WIA services. **Mr. Jones moved that the PY2005-06 budget be accepted as delineated; Ms. Kessinger seconded the motion. The vote was as follows: Aye:** Wayne Flippen, Joyce Kessinger, Bill Jones, Beth Doughty, Tom Richmond, John Baker, Paul Paradzinski, Jane Conlin, Richard Teaff, Carroll Gentry, Roger Johnson, Roger Dalton and Rob Glenn **Nay:** None. **Abstaining:** None.

IV. Reports

Workforce Center: Kathy Hodges, Director of Workforce Consortium in Franklin County, reported that construction of the new workforce center building is underway and should be completed in 18 months. Thompson and Litton of Radford were selected as architects. Ms. Hodges is the only full-time director at the three WIA 3 one-stops; Franklin County is going for its Tier I certification. Mr. Glenn reported that funding for the Virginia Employment Commission is definitely being cut, but no decisions have been made as to the Roanoke and Covington centers. Also, the State Council is pushing for Tier II certification for all one-stops. Tier II entails more active participation from mandated partners and one-stop staff certification. The Tier II topic is on the agenda for next week's Virginia Workforce Council meeting (to be held in Roanoke).

Programs: Performance numbers are looking good (see update on the Western Virginia Workforce Development Board website). Clay Stein monitors the programs and assists contractors with any problems. Ms. Vest reported that the majority of problems found during Mr. Stein's program audits/reviews are paperwork. Ms. Vest also reported that State compliance monitor Marie Hatcher will be in WIA III June 20-24. Some documents need to be prepared and signed in preparation for Ms. Hatcher's compliance visit.

The Board agreed to move Public Comments to this point in the proceedings.

Contractors: Annette Lewis of Total Action Against Poverty (TAP) This Valley Works addressed the Board, noting that TAP is a board partner and an agency that receives federal funding to provide training in the area (as well as WIA money). TAP staff members Ron Jones and Gloria Charlton briefly reviewed the history and purpose of the Project Discovery and Project Discovery KYE/Program Hope programs. The TAP contract covers Roanoke and Franklin County; TAP would like to serve in Alleghany County, too, if the Board permits.

Training Provider Certifications: Ms. Vest presented a list of Training Providers seeking certification for PY 2005. She recommended

- **Full approval of:**
 - Carilion Roanoke Memorial Nursing Education Program
 - Dabney S. Lancaster Community College (*exception below)
 - ecpi Technical College
 - Franklin County Public Schools
 - Jefferson College of Health Sciences
 - Joint Apprenticeship Training Brotherhood of Electrical Workers #26
 - National College of Business and Technology (NCBT) (*exception below)
 - Roanoke City Schools Adult Education
 - Total Action Against Poverty Center for Employment Training
 - Virginia Western Community College
- **Retroactive approval** of CNA and Technology in Education courses at Jackson River Technical Center to meet compliance issue. (JRTC did not apply for recertification for PY2005.)
- **Conditional approval:** – Current enrollees may finish program. No new enrollees allowed due to wage concerns.
 - Bar Palma Beauty Careers Academy
 - Cosmetology Center PTS
 - Dabney S. Lancaster Community College: Nurses Aid certificate
 - National College of Business & Technology: Diplomas programs in Accounting, Business Administration, Computer Office Applications
- **Denial** for TBI Family Services based on program size and viability.

Motion by Carroll Gentry; second by Bill Jones: accept Training Providers as recommended. Discussion led to amended motion to include CNA training at Dabney S. Lancaster because of potential for career advancement. Approved on a roll call vote as follows:

Aye: Wayne Flippen, Joyce Kessinger, Bill Jones, Beth Doughty, Tom Richmond, Paul

Paradzinski, Jane Conlin, Richard Teaff, Roger Johnson, Roger Dalton. (Ex-Officio members Rob Glenn and Kathy Hodges indicated their agreement.) **Nay:** Richard Teaff. **Maybe:** Carroll Gentry. **No vote:** John Baker (left meeting early).

Additionally, the Board:

- asked Ms. Vest to discuss with Mr. David Walsh of TBI Family Services what that provider needs to do to be accepted by the Board as a certified training provider; the Board will revisit TBI Family Services' application at the next Board meeting.
- agreed to form an *ad-hoc* committee, headed by Kathy Hodges, to review the policies surrounding training provider certification, and specify the demand occupations of WIA III.

V. Unfinished Business

Ms. Vest presented financial data regarding the **PY2005 Contracts**. Adult services needed more money in PY2004-05, dislocated workers services used less money than budgeted, and the youth services programs always need more funding. With regard to the WIA III One-Stops, Mr. Glenn stated that the situation is unacceptable. The Virginia Employment Commissioner will grant WIA III technical assistance funds toward program improvements for the three One-Stops. Mr. Glenn sees the One-Stops as the WIA III Board product, and believes improvement on that product is top priority.

With no RFP Committee in place, Ms. Vest proposed temporary roll-overs leading up to the RFP process, with the following timetable: Send out an RFP for youth services in September/October of this year, to be awarded in December 2005/January 2006; send out an RFP for adult services in November/December of this year, to be awarded in February/March of 2006. The present youth contracts would roll over to April 2006, the adult to July 2006. **Wayne Flippen made an amended motion that the Board roll over the current contracts for Goodwill and the VEC, extending the two contracts for one year; Jane. Conlin seconded the motion. The motion passed by unanimous voice vote.**

During discussion of allocation of funds to the contracts, some Board members expressed a desire to hold back some funding to cover unanticipated services, while others questioned the idea of not allocating all funds. Tom Richmond stated his belief that there should be no reservations about or any hold-out on using all funds for youth. After lengthy discussion, **Tom Richmond made the motion that the Board take the PY2005 youth budget to 100%; Paul Paradzinski seconded the motion. A roll-call vote was taken, and the motion passed. The vote was as follows:**
Aye: Wayne Flippen, Joyce Kessinger, Tom Richmond, John Baker, Paul Paradzinski, Jane Conlin, Richard Teaff, Roger Johnson, Roger Dalton. (Ex-Officio members Rob Glenn and Kathy Hodges indicated their agreement.) **Nay:** Bill Jones, Beth Doughty.

VI. New Business

Slate of new officers was presented, as follows: Wayne Flippen, Chair; Joyce Kessinger, Vice Chair; Bill Jones, Treasurer; and Beth Doughty, Secretary. **Carroll Gentry moved that the slate be accepted by acclamation; Tom Richmond seconded the motion. The slate was approved on a unanimous voice vote.**

VII. Executive Session

Executive Session called for the purpose of discussing personnel matters in accordance with Section 2.2 - 3711 (a) (1) Code of Virginia.

**Motion to go into Executive Session by Jane Conlin; second by Joyce Kessinger.
Motion carried unanimously.**

**Motion to return to Open Session by Carroll Gentry; second by Jane Conlin.
Motion carried unanimously.**

**Motion to certify that only matters lawfully exempt from public session were discussed in the Executive Session by Beth Doughty; second by Dick Teaff.
Motion carried unanimously.**

VIII. Announcements

- **Next Meeting:** Friday, August 5, 2005, at 9 a.m. Location TBA
- **Virginia Workforce Council Meeting:** Wednesday, June 8, 2005,
1-4 p.m., Hotel Roanoke

IX. Adjourn

The meeting was adjourned at 11:30 a.m.

Anne M. Cooney

Anne M. Cooney, Administrative Assistant

6/17/05

Date