

**Workforce Development Board of Directors
Franklin County Workforce Development Consortium
June 11, 2004 9 a.m.
MINUTES**

I. Call to Order Roger Dalton

Roger Dalton called the meeting to order at 9:00 AM.

II. Roll Call Kathy Page

Kathy Page called the roll.

Business Members Present: **Kathy Harrison** for Brucie Boggs, **Roger Dalton, Will Davis, Lisa Link** for Beth Doughty, **Wayne Flippen, Robert Glenn, Bill Jones, Kathy Page, Tom Richmond**

Partner Members Present: **Steve Aukward, John Baker, Francie Cumby, Allen Downey, Toni Hamilton, Bruce Johannessen, Roger Johnson, Annette Lewis, John Mulvey, Paul Paradzinski, Carroll Gentry** for Dr. Robert Sandel, Dr. **Crystal Taylor**, Dr. **Richard Teaff, Linda Matthews** for Debbie Williams, **Susan Williams, Harriet Woodward**

Guests Present: **Jackie Scruggs** for Ferrum College, **Ron Coleman** for Virginia Western Community College, **Luke Larocca** for VEC Roanoke, **Rhonda Perdue** for VEC Roanoke, **Judy Griffith** for VEC Covington, **Debbie Hensley** VEC-WIA Unit Consultant, **Ron Jones** for TAP This Valley Works; **Rick Huff**, Franklin County Administrator

Staff Present: **Bruce Wood**, Executive Director
Karen Colgrove, Administrative Assistant
Clay Stein, Program Monitor

III. Approval of Minutes

The April 2, 2004 Minutes and the April 29, 2004 minutes were approved as posted on the WDB website.

IV. Treasurer Report Bruce Wood

A. Bruce Wood presented the PY2004-2005 budget. After discussion, Rob Glenn moved the PY2004-2005 budget be approved; the motion was seconded and unanimously approved.

B. Bruce Wood presented the report of PY2002-2003 funds and PY2003-2004 funds.

V. Executive Director Report Bruce Wood

A. Bruce Wood provided a detailed written report. Bruce reported that the City of Roanoke will continue as the WDB's fiscal agent.

- B. Angela Tillery is awaiting further information to complete her WIA Compliance Report. Ms. Tillery will conduct a review of her preliminary report with the Executive Director.
- C. Bruce distributed a CLEO list of appointments to the Board noting three spots still needed to be filled: two from Franklin County and one from Roanoke County. New appointees for the private sector are **Bob Hedrick**, Advance Auto; **Joyce Kessinger**, Boxley Company; and **John Conner**, Valcom. Those renewing for the private sector are **Bruce Boggs**, Carilion; **Beth Doughty**, Roanoke Regional Chamber of Commerce; and **Lutheria Smith**, Optical Cable Company. Those renewing for the partner sector are **Annette Lewis**, TAP/This Valley Works; **Dr. Richard Teaff**, Dabney S. Lancaster Community College; and **Paul Paradzinski**, Craig County Community Leader.

VI. Committee Reports

- A. **Executive Committee** Roger Dalton
Roger Dalton stated that all items reviewed by the Executive Committee were on the Board Agenda and therefore no report was needed.
- B. **Youth Council** Paul Paradzinski
The Council reviewed youth goals in the WDB Strategic Plan. The committee reported to the Strategic Planning Committee that the youth goals were still appropriate but changed the order of importance. Goodwill recognized the graduation of 16 youth program participants with a dinner highlighted by a keynote address by Miss Wheelchair Virginia.
- C. **One Stop Operator Consortium** Jerry Barnett
Recommended purchase of Careerscope: Bruce Wood distributed a sole source proposal to purchase Careerscope for around \$11,000. After discussion it was decided to obtain further information regarding the availability of other comparable products.
- D. **Roanoke Workforce Center Certification.** It is recommended to certify Roanoke Workforce Development Center Certification. Linda Matthews moved to certify the Roanoke Workforce Development Center; the motion was seconded and unanimously approved.
- E. **One Stop Consortium Renewal for PY2004.** After discussion, Rob Glenn moved to approve the One Stop Consortium Renewal for PY2004; the motion was seconded and unanimously approved.

VII. Workforce Center Reports

- A. **Allegheny Highlands** Allen Downey
During the One Stop Week in May, the Covington Workforce Center capitalized on the opportunity to highlight the workforce development resources/partners available to Allegheny Highlands citizens. The local governments passed a resolution commending the important role the Covington Workforce Center plays in the economic well-being of the Allegheny Highlands. The Virginian Review reported one of the Covington Center's success stories regarding Susan Klein in a newspaper article. It was suggested the article be sent to Dr. Barbara Bolin in Richmond. Staff also will post the stories to the web site.
- B. **Franklin County** Francie Cumby
The Franklin County Workforce Center reported graduation of 39 adults and 43 GEDs. Together with the Franklin County community, the Workforce Center awarded scholarships – 40 CNAs, 6 LPNs and 50 Certifications Scholarships. The center, together with the County, local businesses and employers, gathered \$22,000 to enhance training. Franklin County has acquired new property and is ready to begin the planning and designing phase for a new Workforce Center facility.
- C. **Roanoke** Jerry Barnett
Mr. Barnett reviewed the Roanoke Workforce Center's budget, noting they have spent

more non-WIA monies than WIA monies. Remodeling of the Roanoke Workforce Center should begin the end of June and completed by September.

VIII. Program Reports

A. **WIA Adult & Youth Programs** – Alleghany County: Unavailable

B. **WIA Adult & Youth Programs** – Goodwill Linda Matthews
Goodwill has completed an MOU with the Roanoke Redevelopment and Housing Authority. A case manager will be hired to help residents achieve self sufficiency by determining whether potential participants need job training, occupational training or a job internship. Goodwill is on track with their numbers.

C. **WIA Dislocated Worker Program** – VEC Jerry Barnett
The VEC has exceeded PY03 contract goals with 192 active participants.

D. **WIA Youth Program** – TAP Ron Jones
Tap has served 47 participants with 27 currently enrolled in the System; 6 are scheduled for interviews and 6 are awaiting final paperwork for enrollment. 16 of the currently enrolled participants are Roanoke residents and 11 are Franklin County residents. Average cost per participant: \$1438. TAP would appreciate the opportunity to provide a full-year program with the \$80,000 recommended and the carryover from this program year's funds already obligated to TAP/This Valley Works.

IX. New Business

A. Approval of Renegotiated PY2004 Contracts

1. Adult Contract: Alleghany County Building a Better Future
2. Adult Contract: Goodwill Industries of the Valleys, Inc.
3. Dislocated Worker Contract: Virginia Employment Commission
4. Youth Contract: Alleghany County Build a Better Future
5. Youth Contract: Goodwill Industries of the Valleys, Inc.
6. Youth Contract: Total Action Against Poverty: Project Discovery

Dr. Teaff commended that the Board should consider the need to have a bid process as it relates to the overall responsibilities of the Board. After discussion, John Mulvey moved that the board approve renegotiated PY2004 contracts as submitted and RFPs be issued for the operation of Area III programs in PY2005.

Roll-call vote. Contracts approved for one year. A committee chair will be appointed for RVP review and it was noted that the bid process should begin earlier than in the past.

X. Election of Officers

A. A motion was made by Carroll Gentry to vote as a whole on the slate of officers as follows:

Chair	Rob Glenn	Secretary	John Mulvey
Vice-Chair	Wayne Flippen	Treasurer	Bill Jones

A motion was made from the floor for Wayne Flippen as chair. Mr. Flippen declined. The above officers were unanimously approved.

Rob Glenn thanked the board for their vote of confidence. He requested input from board members in helping him determine the amount of reporting they would like between board meetings on important issues that the Executive Committee deals with on an ongoing basis. He stated he was recommending a change in the bylaws to include

an officer slot for to allow the immediate past chair to continue to serve on the executive committee. He also stated the important role the strategic plan will have as we move forward. Rob will work on enhancing the effectiveness of the CLEO. He informed the board of clients with relationships with the WIB who are served by The Issues Management Group and advised that he discussed this matter with Debbie Hensley and Virginia Secretary of Commerce and Trade Michael Schewel to determine if there were any concerns regarding conflict of interest. Both individuals assured him there were none.

B. Approval of Three-Year Strategic Plan

Tom Richmond requested approval of the draft plan so that we could open the public comment period. John Baker inquired if the plan follows state guidelines. After discussion, the board voted to approve the draft plan.

C. Recertification of Training Programs

1. BarPalma Beauty Career Academy (formerly ATI Hollywood)
2. Dabney S. Lancaster Community College
3. Carilion Roanoke Memorial Hospital
4. Franklin County Public Schools
5. Jefferson College of Health Sciences
6. National College of Business & Technology
7. Roanoke Area JATC
8. Roanoke City Public Schools
9. Virginia Western Community College

After discussion, it was moved to recertify the above programs, seconded and unanimously approved.

D. Roger Dalton was thanked for his service of two years and presented with a gavel.

XI. Announcements

Next Meeting: 9:00 AM Friday, August 6, 2004
Roanoke College

Roger Dalton, chair

Date

Kathy Page, secretary

Date