

Board of Directors

Franklin County Workforce Development Center, Rocky Mount, VA
Friday, October 6, 2006

Minutes

I. Call to Order

Board Chair **Wayne Flippen** called the meeting to order at 9 a.m. **Kathy Hodges** welcomed the board to the Franklin County Workforce Development Consortium and gave a brief update on the new construction. She noted that construction could be viewed via webcam at www.thefranklincenter.org.

II. Roll Call

Glenda Aker called the roll.

Members present: **Wayne Flippen**, John C. Nordt; **Kathy Hodges**, Director, Franklin County Workforce Development Consortium; **Paul Paradzinski**, Craig County; **Law Bishop**, National College of Business & Technology; **Walter L. Harper**, Harper's Plumbing Co; **Robert Glenn**, The Issues Management Group; **Bill Jones**, HomeTown Bank; **Bruce Johannessen**, Virginia Employment Commission, Roanoke; **Roger Johnson**, Roanoke County Schools; **Richard Teaff**, Dabney S Lancaster Community College; **Joyce Kessinger**, Boxley Materials Company (via telephone)

Members absent: **Jane Conlin**, Roanoke City Department of Human & Social Services; **Carroll Gentry**, Virginia Western Community College; **Beth Doughty**, Roanoke Regional Chamber of Commerce; **Barbara Winstead**, Five Star Chef Service; **Tim Tobin**, Alleghany Regional Hospital

Staff present: **Doloris Vest**, president; **Glenda Aker**, administrative assistant

Visitors present: **Jerry Barnett**, Virginia Employment Commission and Covington Workforce Center; **Linda Matthews**, Goodwill Industries of the Valleys; **Melanie Younger**, Workforce System Coordinator; **Earl Dodrill**, Dabney S Lancaster Community College

A quorum was present.

III. Approval of Consent Agenda

Mr. Paradzinski moved to accept the consent agenda; **Mr. Bishop** seconded. The motion was passed on a voice vote.

IV. Reports

- Compliance Report:** **Ms Vest** reported that WWVDB received the state's annual report with only one finding: The cost allocation procedure used in the administrative office was not a formal Board-approved policy. She presented a draft cost allocation policy and recommended its adoption. **Mr. Jones** motioned that the board to accept **Policy No. 06-124 Cost Allocation** as presented. **Mr. Harper** seconded. The motion passed on a voice vote. **Mr. Glenn** asked **Mr. Flippen** to convey the report to the CLEO.
- Workforce Center Update:** **Melanie Younger** was introduced as the new Workforce System Coordinator, working with all three local workforce centers. She will focus first on cross training among partners and refining the referral system.

3. **Youth Council: Mr. Paradzinski** reported about the Youth Organizations and Services Referral project its final stage of completion. He briefly spoke about the 2-1-1 program run by the Council of Community Services, which makes access to youth-related and other community resources readily available throughout the state.

On behalf of the Youth Council **Mr. Paradzinski presented three nominations for Council membership:** Lisa Meek with Job Corps, Cindy Goldstein with Roanoke City Schools and Barbara Humphries of Franklin County Schools. **Mr. Jones seconded. The motion passed on a voice vote.**

V. New Business

1. **Committees:** The board reviewed committee assignments for the current year. Mr. Glenn asked that each former board member be extended another invitation to participate in board committees as community members.
2. **Budget Adjustment** Ms Vest presented a revised budget to the board and recommended adjustments to the contractor budgets as approved by the Executive Committee:
 - Transfer \$75,000 from dislocated worker funding to adult funding to maintain adult funding at 68.9 percent of previous year funding.
 - Reduce dislocated worker contract from \$362,050 to \$316,000
 - Reduce Workforce Consortium budget from 100,000 to \$79,500
 - Reduce board operating budget by \$4,756
 - Additional adjustments up or down of 5 percent could be made without further board action should final allocations be reduced further than the current expected level.

The budget adjustments are needed to ensure the board has ample funding available to operate programs at the beginning of the next program year prior to authorization of the PY2007 funding stream.

Ms. Vest noted that the board had been notified that previously announced PY2006 allocations were not, in fact, final. All three funding streams could see additional adjustments. The state did not give a timeline for when the numbers would be final.

Prior to a motion on the recommendations, the board moved to a discussion of the next two items because of the potential impact on the budget.

3. **Policy Revisions.** Ms. Vest presented a number of policies revision recommendations to the board to provide program operators guidance on operating under reduced budgets:

No.	Title	Changes
03-106	Individual Training Accounts	<ul style="list-style-type: none"> • Establishes Priority Occupations • Limits selection of training provider to locally approved Tier I providers only unless a waiver is obtained • Limitation on training expenditures • Limits overall support levels to \$6,000 • Limits training to 24 months
03-109	Self Sufficiency and Adult Eligibility	<ul style="list-style-type: none"> • Edits to training services section on page 3
03-112	Training Provider Certification	<ul style="list-style-type: none"> • Establishes two-tier provision with priority given to programs • Allows for exceptions when applicable
03-114	Needs-related Payments	<ul style="list-style-type: none"> • Limits payments to \$100 per week • Limits overall support levels to \$6,000

03-116	Supportive Services	<ul style="list-style-type: none"> • Changes "will be provided" to "may be provided" • Emphasizes that support services are temporary in nature • Reduces travel allowance to \$50 per week; maximum of \$2000 in a calendar year • Limits child care payments to only days when participant is in training; maximum of \$2000 in calendar year • Limits overall support to \$6,000
06-123	Providing Core, Intensive and Training Services	<ul style="list-style-type: none"> • Limits training to priority occupations • Eliminates funding degrees higher than associates

4. **Training providers:** Ms. Vest presented a recommendation to assign currently locally certified training providers to one of two tiers per the proposed revisions to the training provider policy. Training providers would be assigned to Tier I, Tier II or non occupational classification based on the following criteria.
- o **Credentials**
 - o Lead to a **priority occupation**
 - o Offering a **living wage**
 - o **Career ladder**
 - o **Reasonable cost**

Mr. Bishop noted his concern that such a change be adequately discussed. **Mr. Bishop moved to table the discussion until the December meeting; Mr. Harper seconded the motion.** Members discussed the elements of the criteria and how they would further the objectives of the board. Mr. Glenn commented on the "great job" the private-sector providers were doing in meeting the demand for training. Mr. Bishop reiterated that because the change in status of providers was a significant change that the board should be given more time to digest the material. **Mr. Bishop amended his motion to approve the budget adjustments and policy revisions and to refer training provider assignments to the Training Provider Committee. Mr. Harper agreed to the revision and seconded the amended motion. The motion was approved on a roll call vote: Yes:** Flippen, Jones, Harper, Paradzinski, Johnson, and Bishop; **No:** None (Ms. Kessinger was not present for voting)

5. **Training provider certification.** Ms. Vest presented a recommendation to approve Roanoke County Schools as a certified training provider offering General Education Development Review (GED) classes, English as a second language, and Welding. The provider meets the board's criteria for certification as outlined in policy No. 03-112. **Mr. Johannessen moved to accept the recommendation; Mr. Bishop seconded; the motion carried on a voice vote. Mr. Johnson abstained.**

Mr. Glenn commended the board on a highly productive meeting. He noted that the board's action on a variety of matters indicated its commitment to act locally to meet its objectives.

VI. Announcements

1. The next meeting will be Friday, December 1, 2006 at the Virginia Workforce Center in Roanoke.
2. The Workforce Board, the Virginia Employment Commission and other partners are making plans to host a visit by Dr. Kenneth Gray, author of Other Ways to Win in April 2007.
3. Mr. Johnson noted the General Assembly made \$800,000 available statewide to reimburse career and technical education programs for equipment and certification testing. A bill requiring students not pursuing an advanced studies diploma to complete at least one CTE sequence prior to graduation was introduced in the previous general and was carried forward to the 2007 session.

VII. Adjournment

The meeting was adjourned at 10:50 a.m.

Doloris E. Vest

Doloris Vest, president

11/21/2006

Date