

**Board of Directors**  
**Virginia Workforce Center, Roanoke, VA**  
**Friday, December 1, 2006**

**Minutes**

**I. Call to Order**

Board Chair **Wayne Flippen** called the meeting to order at 9 a.m.

**Bruce Johannessen** welcomed the board to the Roanoke Workforce One-Stop Center and introduced VEC regional supervisor **Steve O'Quinn**. Mr. O'Quinn introduced **Catherine Holcom** as the new Covington Workforce One-Stop Center manager and reviewed her past experience.

**Ron Brown**, VEC Veterans representative, presented slides from the Second Annual Stand Down held for homeless veterans in November. During the day long event, homeless veterans were transported to a central location and given medical care, food, haircuts, job information and introduced to many services available to them in order to improve their lives and hopefully get them back in mainstream society.

**II. Roll Call**

**Sherry Dean** called the roll.

Members present: **Wayne Flippen**, John C. Nordt; **Kathy Hodges**, Director, Franklin County Workforce Development Consortium; **Paul Paradzinski**, Craig County; **Lew Bishop**, National College of Business & Technology; **Bill Jones**, HomeTown Bank; **Bruce Johannessen**, Virginia Employment Commission, Roanoke; **Janice Agee**, Roanoke County Schools; **Richard Teaff**, Dabney S Lancaster Community College; **Joyce Kessinger**, Boxley Materials Company; **Carroll Gentry**, Virginia Western Community College; **Beth Doughty**, Roanoke Regional Chamber of Commerce; **Barbara Winstead**; Five Star Chef Service; **Tim Tobin**, Alleghany Regional Hospital

Members absent: **Jane Conlin**, Roanoke City Department of Human & Social Services; **Walter L. Harper**, Harper's Plumbing Co; **Robert Glenn**, The Issues Management Group

Staff present: **Doloris Vest**, president; **Sherry Dean**, accountant; **Debbie Hensley**, VEC WIA Division

Visitors present: **Steve O'Quinn**, Virginia Employment Commission; **Ron Brown**, Virginia Employment Commission; **Melanie Younger**, Workforce System Coordinator; **Cathy Holcom**, Virginia Employment Commission, Covington; **Bobby Clark**, Goodwill Industries

A quorum was present.

**III. Approval of Consent Agenda**

**Mr. Bishop** asked that Section 5, Item 4, line 1 of the meeting minutes from the October 6, 2006 meeting be changed to read only "Mr. Bishop noted his concern that such a change be adequately discussed". **Mr. Paradzinski moved to accept the consent agenda with noted change; Mr. Teaff seconded. The motion was passed on a voice vote.**

**IV. Review of Board Bylaws on Conflict of Interest**

Ms. Vest reviewed the board's conflict of interest policy.

**V. Committee Reports**

1. **Workforce Center System: Ms. Younger** presented the new reference guide for local workforce center staff, listing partners, services, and contact information. Ms. Younger will next be working on cross training of the partners.
2. **Youth Council:** Mr. Paradzinski reported on the state's conference for WIA youth program providers in October and a Regional Youth Forum in Roanoke in November. He also noted that the council is seeking a participant's parent to serve.
3. **Training Provider Committee: Ms. Hodges** reported that the training provider ratings had been completed and divided into Tier I and Tier II distinctions. Each provider was rated on priority of occupation training, self sufficient wage at entry level, credential, career ladder-advancement potential, and reasonable cost of program. She explained program participants choose any Tier I provider but must receive a waiver to use Tier II service providers. Ms. Vest noted that dividing providers into these groupings gives case managers more guidance in helping individuals choose providers.

Ms. Hodges reported that the **Future Truckers of America** is on the state's approved list of training providers and they wish to be added to the Area III locally approved list. Truck drivers are in high demand. **Ms. Hodges presented the committee's recommendation that Future Truckers of America be approved as a certified training provider. The motion carried on a voice vote.**

**Ms. Hodges presented the committee's recommendation for assigning previously approved providers to the Tier I and II categories as presented. The motion was carried on a voice vote.**

## **VI. Staff Report**

---

Ms. Vest reported on the following:

1. **PY2005 Compliance Report** had been received. In addition to the finding concerning a cost allocation policy (which was adopted at the October meeting) the report included several administrative concerns:
  - The Youth Council did not have (at the time of the review in June) a Job Corp representative. The board appointed Lisa Meet to the Council in October.
  - The need for a union labor representative to reside on the board. A possible candidate has been identified and will be contacted. Additional vacancies still exist: representatives from the Covington business community and Roanoke Redevelopment and Housing Authority.
2. **Performance First Quarter PY2006:** The Board had exceeded 14, met 2 and failed 1 performance measure. The failed measure was for older youth earnings change but because it is a cumulative measure, is expected to be met by the end of the year. Ms. Vest noted the good performance report was due to the hard work of the case managers at Goodwill and the VEC.
3. **Incentive Grant:** Ms. Vest reported on the \$50,000 incentive grant the Western Virginia Workforce Development Board has received from the state for meeting the performance measures in PY2005. Guidance has not yet been received from the state on how the money can be used. It is thought the money can be used to provide some sort of educational function to benefit a wide range of individuals; similar to the function that is planned for April 2007, with speaker Ken Gray, author of the book *Other Ways To Win*. The event will showcase, for area youth, parents, and school guidance counselors other ways to receive career training rather than attending a traditional 4 year college.

## **VII. Unfinished Business**

---

1. **Revised Budget:** The final budget allocations have been announced. A revised budget incorporating the final \$1,004,235 allocation and the \$50,000 incentive grant was presented for approval. **Mr Jones moved to accept the budget Mr. Johannessen seconded. The budget was approved on a roll call vote. Yes:** Flippen, Kessinger, Jones, Doughty, Tobin, Winstead, Paradzinski, Teaff, Gentry, and Bishop. **No:** none

**VIII. Announcements**

---

1. **Other Ways To Win:** The board and other partner groups will host author Ken Gray for a Program in April focused on encouraging parents and youth to consider choices other than traditional four-year college education. The event planning group will meet at 8 a.m. December 19 at the Workforce Center in Roanoke.
2. **Incentive Grant Funds:** Ms. Hodges would also like to see the information referral specialist positions at the one-stops that were only funded for 15 months, to continue because it has been very valuable to have these individuals available to help individuals with resumes and on-line job searches. Mr. Teaff noted an idea of having a DVD made to show in the elementary schools. Ms. Vest reported that Virginia Western Community College has offered their auditorium at no cost for Ken Gray’s speech. Mr. Paradzinski brought up an educational program he had worked on previously which described education as a “wagon wheel to keep society rolling” and for children used an airplane as the idea for “where are you heading to”. Mr. Flippen advised everyone to send their ideas to Mr. Johannessen or Ms. Vest. Ms. Vest reported that the planning committee for the Ken Gray event would be meeting on December 19<sup>th</sup> at 8 a.m. if anyone would like to be involved.
3. **Strategic Plan:** Ms. Vest reported the new strategic plan would be due September 1, 2007 and the state would be issuing guidance in February 2007. There is a strategic plan committee but more can be involved.
4. **Mr. Teaff** would like to see a breakdown of projects and how the money was spent. Ms. Vest noted the information is not tracked in that format but can provide him information by participant level.
5. **Computer Literacy Course:** Bobby Clark reported on the computer class offered jointly by Goodwill and the VEC on Thursday nights. The program is in its fourth six-week cycle and is very effective.
6. **WDB Office Changes:** Ms. Vest noted that due to staffing changes the board administrative office may not always be open. She encouraged board members to leave a voice message, send an email, or call her WDB cell phone as necessary.

**VIII. Adjournment**

The meeting was adjourned at 10:26 a.m.

Doloris E. Vest  
Doloris Vest, president

12/07/2006  
Date