

Executive Committee
Thursday, November 15, 2007
Minutes

I. Call to Order and Roll Call

Chair Bill Jones called the meeting to order at 8:30 a.m.

In attendance: **Bill Jones**, chair
Joyce Kessinger, vice chair
Wayne Flippen, former chair
Tim Tobin, secretary/treasurer
Paul Paradzinski, youth council chair

Absent: **None**

Staff present: **Doloris Vest**, president
Sherry Dean, accountant/office administrator

Guests: **Bruce Johannessen**, Virginia Employment Commission
Kathy Baske-Young, executive coach

A quorum was present.

II. Approval of Consent Agenda

Ms. Kessinger moved to accept the consent agenda (minutes of the September 27, 2007 meeting, budget report as of October 31, 2007); Mr. Flippen seconded the motion. The motion passed on a voice vote.

III. Youth Council Report

A. **Youth Council Report:** With the \$5,000 of incentive grant funds the board allocated to the Youth Council, three youth provider summits have been planned for Area III with each event receiving one-third of the allocated funding. One will take place in the Franklin County area, one in the Alleghany/Highlands area and the Roanoke event will include Botetourt County, Craig County, City of Salem, Roanoke County and Roanoke City. **Ms. Vest** reported on the following youth council youth provider summit activities:

- **Franklin County** - The Franklin County youth summit was held November 13. Ms. Moore, Ms. Anthony and Ms. Humphreys of the Youth Council spearheaded the event. Ms. Woodward spoke to attendees on forming a career council, as was done in the Alleghany/Highlands area. The Chief Executive Officer of Franklin Memorial spoke on hospital careers. The event, publicity, refreshments and informational notebooks given out at the event were all covered by the board's incentive grant funding allocation.
- **Alleghany/Highlands** – This event will be held November 19 at Dabney S. Lancaster Community College. As an afternoon event, there will first be peer-to-peer networking, opening later to high school students and concluding the evening by being open to parents and the public.
- **Roanoke** – This morning event is planned for December and will be held at the Roanoke Civic Center in conjunction with the Roanoke City VOYCE initiative. The format is a miniature trade show with a speaker from Carilion Health System.

IV. Staff Report

A. **Workforce Center Open Houses:** **Mr. Johannessen** reported there were 375 in attendance at the Roanoke center open house which was held from 2 p.m. until 7 p.m. He commended Ms. Vest for doing an excellent job with the newspaper ad for the event. Additionally, the workforce center is open late twice a month and has a job fair the first Thursday of each month. Ms. Vest reported that the Franklin Center had an open house as part of their grand opening and the Covington open house was held October 23.

- B. **Staffing Changes:** Ms. Vest noted that Program Monitor Clay Stein's last day will be November 30 and that Sherry Dean has been training with Mr. Stein in order to be able to pick up the program monitoring duties for Area III.

V. Unfinished Business

- A. **Dislocated Worker Program Operations:** Mr. Johannessen reported, during the first four months of the current year the program is at 60 percent of enrollment and 87 percent of participation for the year. Ms. Vest noted the board will need to decide if the Virginia Employment Commission (VEC) will be allowed to continue operation of the contract until June 30, 2008 or if another provider should be found. **Ms. Kessinger moved to recommend to the board to continue the current dislocated worker contract with the VEC until June 30, 2008 and start the request for proposal process in the spring to determine the program operator for the year starting July 1, 2008. Mr. Tobin seconded and the motion passed on a roll call vote: Yes: Jones, Kessinger, Tobin, Flippen, Paradzinski. No: None.**
- B. **New State Computer System:** Ms. Vest reported the new state system went live on November 13 and contains Wagner-Peyser and Workforce Investment Act client files. Trade Adjustment client information will eventually be included but it is not known if unemployment information will ever be included. The new system will allow individuals to post resumes and job search and employers will be able to search for employees and review resumes also. Mr. Johannessen will present the new system to employers at the next Employer Advisory Committee meeting. Ms. Vest, on behalf of Area III, rejected the data on Area III participants supplied by the state in the new system. Less than ten percent of the data was correct.

VI. New Business

- A. **Roanoke Workforce Center Relocation:** Ms. Vest has been notified by Mr. Leblanc, of the governor's office, that the state intends to relocate the local state agencies (Department of Rehabilitative Services, VEC, Blind/Visually/Hearing Impaired) to the old Goody's location at Crossroads Mall. Mr. Leblanc wants the board to sign a resolution in support of the decision and has asked that the Chief Locally Elected Officials (CLEO) Consortium also support the idea. Ms. Vest handed out an outline of the process received from the state which contained the following steps:

1. board support of resolution
2. all partners to map out space
3. commitment from partners
4. gather information
5. submit space analysis

In Charlottesville, the state has opened the first of these centers and the square footage cost quadrupled from 6 dollars a square foot to 24 dollars a square foot. Ms. Vest has told the state that partners will not relocate if costs are too high. Ms. Vest has spoken to Mr. Palmquist with the Charlottesville VEC and he informed her that the process and building design really needs to be figured out at the local level or the area will not receive the center they desire. In Charlottesville the partners formed a planning team in order to make the building be exactly what the partners and area needed. **Mr. Flippen** believes the CLEO needs to be informed of what is taking place. Ms. Vest reported she has spoken to certain CLEO members unofficially. **Mr. Jones** believes the concept is a good idea as it would have more partners located under one roof and therefore provide better access to the public. The executive committee directed Ms. Vest to draft a resolution, to be voted on by the executive committee prior to being presented at the board meeting. Mr. Jones recommended using the phrasing that the concept is an "intriguing idea with promise if it is economically feasible". The executive committee members also directed Ms. Vest to include in the resolution the need for the local VEC management and mandated partners be involved in the creation and design of the Goody's location.

- B. **Program Allocations:** Ms. Vest reported that final WIA grant allocations have been received, from the state, as expected and there is \$60,000 of unallocated dislocated worker funding that needs to be contracted out for Area III to meet the 20 percent carryover at the

end of the year. Ms. Vest suggested the funding be moved to the adult program as that is where there is the most need and funding was cut the worst in the last couple of years. Mr. Johannessen noted there is not a waiting list for dislocated worker funding currently. Ms. Vest noted that in case there was a major layoff a Rapid Response grant could be applied for to assist dislocated workers. **Mr. Paradzinski motioned to recommend to the board to allocate \$60,000 of PY07 dislocated worker funding to the adult program. Mr. Tobin seconded. The motion passed on a roll call vote: Yes: Jones, Kessinger, Tobin, Flippen, Paradzinski. No: None.**

C. **Retreat Plans With Kathy Baske-Young:** Ms. Baske-Young stated the goal of the board retreat would be to get critical issues on the table and clarify what direction the board wants to take and determine action items the board wants to act upon. Ms. Baske-Young has been informed by Ms. Vest that the following three items are potential issues the board would like to pursue:

1. promotion of career technical opportunities
2. working with economic development more closely
3. planned efforts to address expected funding reductions

Ms. Baske-Young also reported the issues from the 2005 board retreat should be reviewed to determine:

1. where the board is currently
2. what the desired outcome was to be
3. what the direction should have been or will be
4. a volunteer to chair committee that could be populated by individuals who are not members of the board

At the end of the process, Ms. Baske-Young noted the board should be able to determine a desired outcome, create resolutions and recommend a dated plan to accomplish the desired results. Ms. Baske-Young suggested three executive committee members present background information on each of the issues and Ms. Baske-Young can facilitate discussion and bring to closure. Mr. Flippen noted that newer board members who have economic development and trade backgrounds would be good candidates to discuss those topics. Ms. Vest noted that Kathy Hodges, Franklin County Workforce Investment Consortium, would be a good candidate to speak about funding streams with the opening of the Franklin Center using various funding sources.

Ms. Vest reported the format for the retreat on December 7 would be as follows:

- 8:30 a.m. – 9:00 a.m. - Networking Breakfast
- 8:30 a.m. – 12:00 p.m. – Executive Coaching with Kathy Baske-Young
- 12:00 p.m. – 1:00 p.m. – Recognition Luncheon for Program Operators and Case Managers
- 1:00 p.m. – 2:30 p.m. – Board Meeting

D. **Franklin County Youth Provider Summit:** Ms. Vest made sure the board received recognition for youth programs as they relate to workforce development and the overlap between the missions even though funding was minimal. There are three youth workforce issues in Franklin County which are transportation, child care and need for a career council to be formed.

VII. Announcements

Next meeting: Thursday, January 24, at 8:30 a.m. in Roanoke Higher Education Center.

VIII. Adjournment

The meeting adjourned at 10:10 a.m.

Doloris Vest

President

December 18, 2007

Date