

**Executive Committee
Tuesday, November 22, 2005
Minutes**

I. Call to Order

The meeting was called to order at 9:05 a.m.

II. Roll Call

In attendance: **Wayne Flippen**, chair; **Beth Doughty**, secretary; **Bill Jones**, treasurer; **Paul Paradzinski**, Youth Council chair
Absent: **Joyce Kessinger**, vice chair; **Rob Glenn**, former chair, Board of Directors
Guests: **Roger Johnson**, Roanoke County Schools; **Debbie Hensley**, VEC-WIA
Staff present: **Doloris Vest**, president; **Anne Cooney**, administrative assistant

A quorum was present.

III. Consent Agenda

Ms. Doughty moved to accept the minutes of the October 27 meeting; Mr. Jones seconded. The motion passed unanimously.

IV. Committee Report

RFP Committee: Mr. Paradzinski **presented a recommendation to approve Goodwill Industries of the Valleys to provide youth program services for Program Year 2006.** Mr. Paradzinski reviewed the process for selection which included an opportunity for Youth Council input.

**Roll call vote: Yes: Wayne Flippen, Bill Jones, Beth Doughty, Paul Paradzinski.
No: None**

The recommendation will be presented at the December 2 Board of Directors meeting.

V. Unfinished Business

- a. Workforce Centers/Program Services Restructuring:** The committee reviewed concerns about the One-Stop Operators Consortium's management of the Roanoke Workforce Center. Ms. Vest delineated options available and will present additional information at the December Executive Committee meeting. Mr. Flippen asked Ms. Vest to contact Mr. Steve O'Quinn, Regional Manager for the VEC, and invite him to attend the December Executive Committee meeting, to be held the week of December 12.
- b. Employee Benefits:** The committee discussed the unexpected delay in obtaining health care and other benefits for the Board's administrative employees. **Mr. Jones moved to provide full-time employees a 27 percent wage increase as benefits compensation, retroactive to July 1, 2005; Mr. Paradzinski seconded the motion.**
**Roll call vote: Yes: Wayne Flippen, Bill Jones, Beth Doughty, Paul Paradzinski.
No: None**

The Executive Committee will forward the recommendation to the Board of Directors for consideration at its December 2 meeting.

- c. Bylaws Revision:** The Committee reviewed additional changes to the bylaws, specifically the addition of Section 7 to Article IV, and discussed the possible addition to the bylaws of the need for both the President and the Treasurer to open and maintain a bank account. The question was raised whether this would be a policy rather than an addition to the bylaws.
- d. CLEO-Board Agreement:** Mr. Flippen asked Mr. Jones to chair an *ad hoc* committee to review the draft of the CLEO-Board agreement, and asked Ms. Vest to continue her work on the agreement.

e. Demand Plan: Ms. Vest reported on data gathering in preparation for the board's demand plan. Data will include:

- hiring plans data from the Roanoke Regional Chamber of Commerce's annual employer survey
- demand occupation data prepared by Chmura Economics Associates as part of a project arranged by Mr. Glenn.

VI. New Business

None

VII. Announcements

Board of Directors meeting Friday, Dec. 2, at the Roanoke Higher Education Center.

VIII. Adjournment

The meeting adjourned at 10:50 a.m.

Anne M. Cooney

Administrative Assistant

12/12/05

Date