

**Executive Committee
Tuesday, November 21, 2006
Minutes**

I. Call to Order and Roll Call

Chair Wayne Flippen called the meeting to order at 8:30 a.m.

In attendance: **Wayne Flippen**, chair; **Joyce Kessinger**, vice chair; **Bill Jones**, secretary;
Paul Paradzinski, Youth Council chair

Absent: **Beth Doughty**, treasurer; **Rob Glenn**, former chair

Staff present: **Doloris Vest**, president; **Sherry Dean**, accountant

A quorum was present.

II. Approval of Minutes

Ms. Kessinger moved to accept the minutes of the September 28, 2006 meeting; Mr. Paradzinski seconded the motion. The motion passed on a voice vote.

III. Staff Report

Ms. Vest reported on the following:

PY 2005 compliance report: WVVWDB has received the state compliance report from state auditor Tab Mines. The group had discussed the finding regarding a board-approved cost allocation policy at its previous meeting and the policy was approved at the full board meeting on October 6. Administrative concerns included:

- The Youth Council needed a Job Corp representative and a parent of a current or former participant on the board. Lisa Meek of Job Corp was appointed at the October board meeting. Youth Council members will help locate a parent of a participant for nomination to the council.
- The board needs a union representative. A local union representative has been identified for possible membership.
- The board did not have permission to reorganize and downsize. State policy does not require such permission and board membership meets state requirements. Mr. Flippen stated that there was no reason to pursue state permission, for the board reorganization, based on Ms. Vest's research.

Ms. Vest also noted that the Roanoke Redevelopment and Housing Authority position on the board was vacant.

Performance Report: The WVVWDB exceeded 14, met 2, and failed 1 performance measures for the first quarter of PY2006. The performance measure failed was on earnings change for older youth. Ms. Vest noted performance measure changes have been made to move to common measures.

Budget Update: The WVVWDB has received a final PY2006 WIA grant allocation, from the state, bringing the total allocation for PY2006 at just over 1 million dollars. Mr. Flippen asked Ms. Vest to bring the final revised budget before the board at its next meeting.

IV. Unfinished Business

Training Providers-New Applicant: Future Truckers of America applied for certification as a locally approved training provider. Mr. Flippen advised Ms. Vest to bring the Future Truckers of America up for vote at the next WVVWDB meeting.

Training Providers-Two Tier Approval: Ms. Vest reported on the Training Provider Committees Tier I and II recommendations for the two-tier system rating training providers based demand occupations, quality and other factors. Tier I providers can be chosen by all qualified individuals meeting WIA requirements. Tier II providers require a waiver, based on individual circumstances. The Training provider committee will present the information for vote at the December 1 board meeting.

Strategic Planning: Ms. Vest reported that WVVDB will receive guidance, from the state, in February 2007, for completing a new strategic plan and the plan will be due to the state September 1, 2007. Ms. Vest also provided a copy of the 2006-2011 U.S. Department of Labor strategic plan. Mr. Flippen noted that WVVDB will continue to focus on developing its own strategic goals related to our region.

V. New Business

Ms. Vest reported:

WVVDB has received a \$50,000 **incentive grant**, from the state, for making/exceeding goals in the previous year. Spending guidance will be forthcoming. Ms. Vest would like to use the money to benefit all programs since it took all programs meeting their numbers in order to receive the grant.

WVVDB is working with a number of local organizations to bring the author Ken Grey to the area to speak to youth on alternatives to college education and suggested the event be one use of the incentive funds. Mr. Flippen requested that Ms. Vest include this grant as part of the budget under the uncommitted funds section, to be voted on, during the next WVVDB meeting.

Workforce System Coordinator: Melanie Younger has been working on a quick reference sheet, to be used by each local workforce center, to aid staff in referring individuals to all partners and the services they offer. Ms. Younger also discovered that the Franklin County one-stop did not have a relationship with a Job Corp representative as required under WIA.

WVVDB Staff Change and possible CSEP person: Administrative assistant, Glenda Akers is no longer with the board. Board accountant Sherry Dean is assisting in the office operations as well as continuing to handle her regular accounting duties. Staff is investigating the availability of a SCEP participant who would assist in the office at no charge to the board to gain office experience.

Ex-Offender Information Session: Ms. Vest conducted a Workforce Center Information session at the Roanoke City Jail for soon-to-be released inmates. The attendees were very interested in the one-stop programs and appreciated the information provided.

Bonding: Mr. Flippen asked Ms. Vest to review the need of bonding for the office staff of WVVDB.

Youth Council meeting participation: Paul Paradzinski reported he attended two state the Virginia Youth Provider conference at Hotel Roanoke and a Youth Forum sponsored by the VEC's WIA unit. Ms. Vest noted that WVVDB is going to try to coordinate this new youth forum into its current youth council.

VI. Announcements

Next meeting: Thursday, January 25, at 8:30 a.m. in Roanoke Higher Education Center.

VII. Adjournment

The meeting adjourned at 9:50 a.m.

Sherry Dean
Accountant

11/21/06
Date