

**Executive Committee
Thursday, March 22, 2007
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**, treasurer; **Beth Doughty**, secretary;
Absent: **Paul Paradzinski**, Youth Council chair; **Rob Glenn**, former chair
Staff present: **Doloris Vest**, president; **Sherry Dean**, accountant
Guests: **Harriett Woodward**, youth council; **Carroll Gentry**, youth council

A quorum was present.

II. Approval of Minutes

Beth Doughty moved to accept the minutes of the January 18, 2007 meeting; Ms. Kessinger seconded the motion. The motion passed on a voice vote.

III. Staff Report

A. New board members update:

1. Of five board members with expiring terms three have agreed to stand for reappointment: Joyce Kessinger, Paul Paradzinski and Richard Teaff. Beth Doughty has declined to be reappointed and made several suggestions for possible members. Walter Harper has not yet indicated his intentions.
2. Melanie Stovall, RRHA director of self sufficiency, has been nominated as HUD representative.
3. Covington businessperson Wanda Moore has indicated an interest in serving on the board, but has not yet submitted a nomination form
4. Joe Brinley, instructor for the IBEW JATC, has been nominated to serve as union representative.

B. Randall Funding: Board staff as employees of the City of Roanoke may access services of Randal Funding and Development, an organization under contract to the city to provide grant writing and research purposes at no additional cost to the city or the board.

C. Dislocated Worker program annual compliance report: The report prepared by Clay Stein, part-time program monitor, was handed out. Adult and youth reports will be completed this week. Ms. Vest noted that the VEC's performance as program operator continued to improve.

D. Virginia Workforce Council update: At its March 21 meeting, The council is creating a steering committee to consider realigning Virginia's local workforce areas. Ms. Vest handed distributed the Council for Virginia's Future map indicating eight local areas and consolidating parts of the current Areas II, III and VII to form a West Central area (the counties of Amherst, Appomattox, Bedford, Botetourt, Campbell, Craig, Franklin, Giles, Montgomery, Pulaski, Roanoke, Rockbridge, and the cities of Bedford, Buena Vista, Lexington Lynchburg, Radford, Roanoke and Salem.) Mr. Flippen and Ms. Vest will meet with Area II and VII chairs and executive directors on March 27 to discuss the implications of realignment. Ms. Vest noted that the Urban Institute study that conducted last year, which contained many errors, was used as the basis behind the state decision to realign. Youth Council member Harriett Woodard believes realignment as described will devastate the Covington City/Alleghany County workforce development partnership which has taken years to form. The workforce council acknowledged

that the CLEO, by law, must determine the workforce regions. The workforce council is looking for people to serve on the planning committee. Ms. Vest noted that, former chair, Rob Glenn, would be a good candidate to serve. Beth Doughty commented that she will consider serving.

- E. **Strategic Plan:** Ms. Vest has received detailed instructions regarding the strategic plan and is currently completing the informational sections. The Strategic planning committee will then meet to decide next steps.
- F. **Franklin County Workforce Center:** Construction should be finished in June and it is hoped the October board meeting can be held in the new facility.

IV. Unfinished Business

- A. **Incentive Grant Proposed Budget:** Ms. Vest handed out a revised budget per the discussions at the February 2, 2007, board meeting. Per the board's request, the revised budget allows for marketing activities and increased youth program activities as well as open houses mentioned in the current strategic plan. The Committee asked that Goodwill address the full board concerning how to use incentive funds for the youth program. **Ms. Kessinger moved to recommend the revised incentive grant budget to the full board, Ms. Doughty seconded. The motion passed on a roll call vote. Yes: Flippen, Doughty, Jones, Kessinger; No: none.**
- B. **Operator Contracts** The Committee discussed options for future program and workforce center operations including
 1. continuing current operators by exercising renewal clauses in current agreements
 2. designate new providers
 3. issuing new requests for proposals for each program and the center operation

V. New Business

- A. **Workforce Center relocation:** Aida Pacheco, Program Administration Specialist, from the office of Senior Advisor to the Governor for Workforce, will meet with Ms. Vest on March 23 to discuss the state's desire to relocate the One-Stop center, from the Valley View area, to the old Atlantic Mutual building located in Roanoke County on U.S. Route 419. The state leasing group also would like to relocate the Department of Rehabilitative Services from their current Brambleton Ave. location to the 419 location also. Ms. Vest reported that current Workforce Center customers are concentrated in northwest Roanoke City and north Roanoke County.

The committee discussed

- The appropriateness of the facility and its location specifically as it relates to transportation. Valley Metro currently travels only as far as Lewis-Gale Medical Center across the highway from the facility.
- The likelihood that other partners would collocate, subsequent cost of relocation and ongoing financial obligations.
- The role of the board in designating the center. According to federal law, the local board is responsible for selecting the workforce center location based on such criteria as commuting patterns, location of service population and infrastructure.

The committee asked Ms. Vest, prior to the April 6 board meeting, to gather additional information on the state's plan for relocation. Mr. Gentry will also attend the March 23, 2007 meeting with the state.

- B. **Training Provider Approval for Generation Solutions:** Generation Solutions which provides CNA training would like to be added to the list of locally approved training providers for Area III. Mr. Flippen directed Ms. Vest to notify the training provider committee that they need to recommend this company for approval to the board at the next board meeting.
- C. **Economic Development Coalition:** Coalition member Beth Doughty asked Ms. Vest to join that organization; she believes that Ms. Vest would be an asset to the group.

VI. Announcements

- Next meeting: Thursday, May 24, at 8:30 a.m. in Roanoke Higher Education Center.
- Board of Directors meeting, Friday, April 6, 9 a.m. Natural Science Building, Virginia Western Community College
- **Other Ways To Win:** Ms. Vest handed out the information on the Other Ways To Win event Tuesday, April 17. She noted board members would be invited to a private reception from 5:30 to 6:30 p.m. at Virginia Western prior to the event. Ms. Kessinger asked that extension agents be notified of this event due to the high parental turnout for 4-H events.

VII. Adjournment

The meeting adjourned at 9:45 a.m.

Doloris Vest

President

Date