

**Executive Committee
Thursday, March 30, 2006
Minutes**

I. Call to Order

Chair Wayne Flippen called the meeting to order at 8:32 a.m.

II. Roll Call

In attendance: **Wayne Flippen**, chair; **Beth Doughty**, secretary; **Bill Jones**, treasurer; **Joyce Kessinger**, vice chair; **Rob Glenn**, former chair, Board of Directors
Absent: **Paul Paradzinski**, Youth Council chair
Guests: None
Staff present: **Doloris Vest**, president; **Anne Cooney**, administrative assistant

A quorum was present.

III. Minutes

Mr. Glenn moved to accept the minutes of the January 26, 2006 meeting; Mr. Jones seconded. The motion passed on a voice vote.

IV. Staff Report

Ms. Vest reported the following:

- City Employee Agreement: Carolyn Glover (City Human Resources) will present the employment agreement to the Roanoke City Council on April 3 or 24 for approval.
- Tax-Exempt Status: The IRS has granted the WDB federal tax-exempt status, effective March 14, 2006. Ms. Vest praised the work WDB bookkeeper Sherry Dean did on preparing the documentation. The IRS notification was received several weeks earlier than anticipated. With the charitable organization designation, the board is eligible for federal grants and will no longer pay sales tax.
- The CLEO Consortium is scheduled to meet April 14 at 11 a.m., prior to the Mayors and Chairs bimonthly meeting. Ms. Vest will present a report to the mayors and chairs during their meeting.
- The Virginia Workforce Council has asked that all areas submit a new business plan by June 1, rather than a revised plan as indicated in previous correspondence. The new plan would require both CLEO and the Board approval as well as a public comment period. The Executive Committee asked Ms. Vest to notify the Council that the Board would begin work on a new plan but would not be able to complete it by June 1. The board also needs to submit a revised action plan by June 1.
- The Nominating Committee met by phone conference March 15 to discuss a slate of officers for Program Year 2006 and new board members for vacancies in Alleghany County and Covington and a partner vacancy. Mr. Glenn, committee chair, said the main emphasis is on continuity.
- Ms. Vest expects to receive a draft of the Workforce Centers assessment report on March 31; information will be presented at the April 7 Board meeting.
- New hires for Workforce Centers: To date, 47 applications have been received for the positions of Workforce System Director (Roanoke) and Information & Referral Specialists (Roanoke and Rocky Mount locations). Résumés will be reviewed by Workforce Center Consortium members and Ms. Vest.

- The Workforce Center Consortium struggles to find time to meet. Ms. Vest mentioned the importance of keeping the momentum of change going. Mr. Glenn pointed out this is a great opportunity to establish parity among the three workforce centers in Area III.
- The performance measures celebration on March 22 was a success.
- The board received a request from Virginia Workforce Council to explain why the adult credentialing measure was not met in two consecutive program years: 2003 and 2004. All boards were asked to explain recurring performance failures. Ms. Vest reported the measurement period in question began in 2002 and reflected problems prior to Goodwill Industries of the Valleys assuming operations in 2003. She and monitor Clay Stein will prepare a response for Mr. Flippen's signature.
- The U.S. Department of Labor will announce a partial allocation of WIA state funds in late April/early May. Area III is guaranteed 90 percent of its current youth and adult funds for next year; there is no guaranteed funding level for dislocated worker funds. Budget preparation will begin as soon as allocations are announced.
- Other discussion items:
 - Ms. Vest completed JobsEQ training in March; the software is helpful, but offers limited local tools.
 - Local Workforce Areas IV (Shenandoah Valley) and V (Northern Shenandoah Valley) have merged following the resignation of the Area V executive director.
 - The State Council is conducting local board and workforce system assessments later this year.
 - Area III's Workforce Center Operations will have a kick-off to re-inaugurate the workforce centers, especially to businesses.
 - The Executive Committee agreed that it would be beneficial to have the new Workforce Center Consortium members attend the April 7 Board meeting.
 - Board bylaws need to reflect that ex-officio members of the Western Virginia Workforce Development Board of Directors are non-voting Board members.
 - Goodwill is shifting its youth-program focus toward older youth in response to performance measure changes pending reauthorization.

V. New Business

Ms. Vest reviewed some policy changes that were presented at last week's case managers' meeting. Some of the changes were recommended by Mr. Stein after his review of program files. Changes include clarity about appropriate disbursement of supportive-services and needs-related funds, the establishment of a cap on weekly mileage reimbursement, and the allowance of waivers in certain circumstances with staff or board approval.

Mr. Jones moved the Executive Committee present these recommendations at the April 7 Board meeting; Ms. Kessinger seconded the motion. The motion passed unanimously.

VI. Announcements

The Executive Committee agreed to change its meeting time from 9 a.m. to 8:30 a.m.

Next meeting: Thursday, April 27, at 8:30 a.m., Roanoke Higher Ed Center, Room 402.

VII. Adjourn

The meeting was adjourned at 9:45 a.m.

Anne M. Cooney
Administrative Assistant

5/4/06
Date