

**Executive Committee**  
**Friday, May 26, 2006**  
**Minutes**  
**DRAFT**

**I. Call to Order**

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

**II. Roll Call**

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In attendance: **Wayne Flippen**, chair; **Beth Doughty**, secretary; **Bill Jones**, treasurer;  
**Paul Paradzinski**, Youth Council chair; **Rob Glenn**, former chair, Board of  
Directors

Absent: **Joyce Kessinger**, vice chair

Guests: None

Staff present: **Doloris Vest**, president; **Anne Cooney**, administrative assistant

A quorum was present.

**III. Minutes**

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**Mr. Paradzinski moved to accept the minutes of the March 30, 2006 meeting; Mr. Jones seconded. The motion passed on a voice vote.**

**IV. Staff Report**

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Ms. Vest reported the following:

- Action and Business Plans are revised and will be submitted in draft form to the Virginia Workforce Council. Full board will vote on approval at June 2 meeting.
- MOUs: Program Year 2006 partner MOUs continue to be received. Several others still in negotiation, including the agreement with the local VEC. Ms. Vest noted each partner received a draft MOU based on the state template developed by the VEC; however, the VEC central office has mandated all local offices use a new format.
- Board-VEC relationship. Ms. Vest expressed a concern that local VEC management misunderstands its office's functions within the local area. Significant issues have been identified during local monitoring and the proposed VEC-Board partner MOU contained unrelated elements of workforce center and program operator duties.

The Executive Committee agreed that the WDB expects Area III program operators to clearly understand the need to adhere to program regulations and meet the expectations of the WDB. VEC/WIA Consultant Deborah Hensley, VEC Compliance Monitor Clay Stein, and Ms. Vest have proposed meeting in June with VEC/Roanoke staff to review the Board's expectations regarding implementation of the dislocated worker program, as well as federal and state regulations and measures in that regard.

The Executive Committee recommended the Board award Dislocated Worker Services funding on a conditional basis until all local monitoring concerns are met. Full approval depends on resolution by VEC/Roanoke of specific concerns, and on its meeting rules and measures required at the local, state and federal levels.

- After discussion, Mr. Flippen suggested the establishment of a committee to look for alternative Roanoke workforce center locations. A committee will be appointed at the June 2 Board meeting.

**V. Unfinished Business – Workforce Center Operations**

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- The Workforce Center Consortium held its initial meeting on May 10. Linda Matthews (Goodwill) was elected chair. The Consortium will meet the second Tuesday of each month, at Goodwill's corporate offices.

- The new Workforce System Director resigned after 2½ days, citing insufficient compensation. The position has been offered to the Consortium's second choice; Ms. Vest expects his reply today.

**VI. New Business**

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**1. Training Provider Certification:**

- a. The Training Provider Committee has submitted recommendations for PY2006. The Executive committee agreed to submit the recommendations to the Board for approval at its June 2 meeting.
- b. Ms. Vest recommended further refining the Board's focus and philosophy regarding training providers. Committee and Board members will be encouraged to look at approval of training providers for PY2007 in terms of where WDB wants to commit its continually-decreasing funding.

**2. PY2006 Allocation and Budget (copy attached)**

- a. WIA budget allocation for PY2006 is 11.2 percent less than for the current year. Only 20 percent of adult and dislocated worker funding will be available July 1 with the balance expected after October 1. A notice of obligation for 100 percent of Youth funding has been received.
- b. Ms. Vest recommends that \$350,000 each be allocated to the adult and dislocated worker programs. **Mr. Jones moved to accept the recommendation; Ms. Doughty seconded it. The motion passed on a roll call vote:**  
**Yes:** Wayne Flippen, Beth Doughty, Bill Jones, treasurer, Paul Paradzinski, Rob Glenn.  
**No:** None

**VII. Executive Session – Board President’s Annual Evaluation**

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**Mr. Flippen requested that the Executive Committee meet in closed executive session** to discuss the board president’s annual evaluation, “pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.” **Ms Doughty so moved; Mr. Jones seconded. The motion carried on a voice vote.**

**A motion was made and seconded to return to open session; the motion carried on a voice vote.** The board returned to public session at 9:20 a.m.

**Mr. Jones moved to certify that only matters lawfully exempt from public session were discussed in the executive session; Mr. Paradzinski seconded. The motion carried by voice vote.**

**VIII. Announcements**

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**Reminder:** The **next Western Virginia Workforce Development Board meeting** will be held Friday, June 2, at 11:30 a.m. at the Charles P. Jones Memorial Library, Covington.

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

**IX. Adjourn**

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The meeting was adjourned at 9:35 a.m.

Anne M. Cooney  
 Administrative Assistant

5/26/06  
 Date