

**Executive Committee
Wednesday, May 9, 2007
Minutes**

I. Call to Order and Roll Call

Chair Wayne Flippen called the meeting to order at 7:30 a.m.

In attendance: **Wayne Flippen**, chair;
Joyce Kessinger, vice chair
Paul Paradzinski, youth council chair
Rob Glenn, former chair

Absent:

Bill Jones, treasurer
Beth Doughty, secretary

Staff present:

Doloris Vest, president
Sherry Dean, accountant

Guests:

Carroll Gentry, board member

A quorum was present.

II. Approval of Minutes

Paul Paradzinski moved to accept the minutes of the March 22, 2007 meeting; Mr. Glenn seconded the motion. The motion passed on a voice vote.

III. Staff Report

A. Training Provider Approval: Ms. Vest requested the committee approve Fast Track Health Care Education Medication Aide Program retroactively to April 1, 2007 through June 30, 2007 in order for WIA participants to be able to start the program the next week. Fast Track received training provider approval, for their CNA program, in February 2007 and has provided an excellent CNA training program whereby everyone taking their CNA course has passed the state licensing exam. The Medication Aide program is an additional certification which allows CNAs to give medications. **Mr. Paradzinski moved to approve Fast Track Health Care Education Medication Aide Program retroactively to April 1, 2007 through June 30, 2007, Ms. Kessinger seconded. The motion passed on a voice vote.**

IV. Unfinished Business

A. PY2007 Budget (programs, workforce center operations): The state will not notify local areas about PY07 allocations until the end of May. Staff prepared an estimated budget based on the allocation reductions the state has received from the DOL. Local areas will only be authorized to spend 20 percent of the total allocation between July 1, 2007 and October 2007. With diminishing funding each year the grant carryforward from the previous year's grant also decreases. The youth programs will fair better for funding due to the incentive grant funds and maintaining a little better grant carryforward in the youth area. Adult and dislocated worker programs will need to be cut. Ms. Vest discussed an alternative: bundle the programs of adult and dislocated worker to provide a contract of interchangeable services because 100 percent of dislocated worker and adult funding can be transferred to the other program. Youth programs, by law, cannot be bundled with adult and dislocated worker.

The committee also discussed the current dislocated worker contract operator. The VEC, mostly uses long-term training providers whereas Goodwill, the adult contract operator, uses more short-term training providers thus saving funds and serving more individuals. The VEC

has not enrolled sufficient participants into the dislocated worker program. Various scenarios were discussed by the group for renewing and bundling the contracts.

Ms. Kessinger moved to recommend to the board

- **extend Goodwill Industries of the Valley's youth program contract July 1, 2007 – June 30, 2008.**
- **designate the Workforce Center Consortium (VEC, VWCC, DRS and Goodwill) as one-stop operator July 1, 2007 – June 30, 2008.**
- **Designate Goodwill Industries of the Valleys program operator for adult and dislocated worker July 1, 2007 – June 30, 2008.**

Mr. Paradzinski seconded. The motion passed on a roll call vote: Yes: Kessinger, Flippen, and Paradzinski. No: none

Ms. Vest will provide a preliminary budget number to the finance committee for their recommendation to the board at the June 1, 2007 meeting.

- B. **Local Area Realignment Strategy:** Ms. Vest will attend the state workforce council meeting in June where local realignment is on the agenda. The CLEO will meet May 30 and will discuss the realignment. The area II, III and VII chairs and directors will meet to discuss realignment tomorrow (May 10).
- C. **Roanoke Center Relocation.** The Roanoke center partners meet today at 2 p.m. today with Aida Pacheco and Bobby Myers from Richmond. They will tour Goodwill's facility to evaluate it as a possible one-stop center.
- D. **Monitoring: Clay Stein** has finished monitoring the program contractors and all went well. There were only a few minor paperwork issues noted and Mr. Stein is working closely with the program operators in order to prevent any problems.
- E. **Nominations for Executive Committee:** No one has been nominated for the secretary and treasurer positions on the executive committee. **Mr. Tim Tobin** is a possibility for treasurer. Ms. Vest has received a commitment from **Wanda Moore** to become a board member.

V. New Business

A. **Youth Council Update: Mr. Paradzinski** reported that the council will use incentive grant funding to pursue developing a yellow page directory for all youth program operators to have available to use when serving youth. The council also is discussing professional youth fairs to be held in the Alleghany, Roanoke, and Franklin county areas in order to bring together youth providers to display their programs to each other and network. Additionally, the Youth Council has provided the venue for the juvenile justice system to network with Goodwill and Goodwill is now planning to serve juveniles coming out of the court system.

B. **Executive Session: Mr. Paradzinski moved to enter Executive Session for the purpose of discussing personnel matters in accordance with Section 2.2 - 3711 (a) (1) Code of Virginia; Ms. Kessinger seconded; the motion passed on a voice vote.**

The Committee met in closed session. The board returned to public session at 9:05 a.m.

Mr. Paradzinski moved to certify that only matters lawfully exempt from public session were discussed in the Executive Session. Ms. Kessinger seconded; the motion passed on a voice vote

Ms. Kessinger motioned to increase the WIB President's salary, for fiscal year 2008, to \$67,600, Mr. Paradzinski seconded and the motion carried on a roll call vote: Yes: Kessinger, Paradzinski, and Flippen. No: none.

C. **Workforce Center Expansion:** Mr. Flippen would like to see at every Goodwill store, a workforce sign, kiosk containing local employment information and a person to help steer

those in need of employment, training or other services provided by the workforce centers. Ms. Vest will look for grant money to help fund this potential project.

- D. **One-Stop Check-off List:** Mr. Flippen attended a state meeting where he obtained a chart created by the state to be used to insure that one-stop centers contain all the partners and functions needed to have a fully-equipped center. Additionally, Mr. Flippen noted that the state wishes to have fully functioning centers but does not want to provide any additional funding to meet the need. **Mr. Gentry** noted that in South Carolina the localities support the workforce centers and have been doing so for years. Ms. Vest reported that one of the things Mr. Stein will be working on next year is resource sharing among the workforce center partners.

VI. Announcements

Next meeting: Thursday, July 19, at 8:30 a.m. in Roanoke Higher Education Center.

VII. Adjournment

The meeting adjourned at 8:45 a.m.

Doloris Vest

President

Date