

**Executive Committee
Thursday, July 19, 2007
Minutes**

I. Call to Order and Roll Call

Chair Bill Jones called the meeting to order at 8:30 a.m.

In attendance: **Bill Jones**, chair
Joyce Kessinger, vice chair
Paul Paradzinski, youth council chair
Wayne Flippen, former chair
Via conference call: **Tim Tobin**, secretary/treasurer
Staff present: **Doloris Vest**, president
Sherry Dean, accountant
Guests: **Bruce Johannesson**, Virginia Employment Commission

A quorum was present.

II. Approval of Minutes

Mr. Tobin moved to accept the minutes of the May 9, 2007 meeting; Mr. Flippen seconded the motion. The motion passed on a voice vote.

III. Youth Council Report

A. **Youth Council Report: Mr. Paradzinski** reported the Youth Council is planning a fall project, using incentive grant funds, to host three youth professional services fairs. These fairs will bring together youth service providers, from all regions of Area III, to learn about the services provided by each group and network coordination to connect the youth they serve with the services needed. From this fair, a "yellow pages" brochure will be created with contact information on all youth service providers. Three fairs are planned, one in Alleghany County, the Roanoke area and the Franklin County area. **Ms. Vest** noted that between 75 to 100 organizations have been identified and many are cross-functional.

IV. Staff Report

Ms. Vest reported on the following:

- A. **Training Provider Approval:** Roanoke County requested local certification for its welding, GED, English as a second language, and auto mechanic maintenance. All programs were certified last year except the auto mechanic program, a new program which provides a basic skills maintenance class which would allow an individual to go to work as a mechanic's helper. The training provider committee sends their recommendation for approval on all the requested programs. **Mr. Paradzinski moved to approve Roanoke County as a certified Area III training provider, Mr. Flippen seconded and the motion passed on a voice vote.**
- B. **Youth Council Nomination: Wanda Anthony**, from Goodwill's youth and adult programs, has nominated **Kim Moore**, Disability Navigator with Virginia Department of Rehabilitative Services to the youth council. **Ms. Kessinger moved to recommend Kim Moore to the board for youth council membership approval, Mr. Jones seconded and the motion passed on a voice vote.**
- C. **Virginia Workforce Development Professional Certification:** Three Area III contractor case managers have completed and passed the Virginia Workforce Development Professional Certification course pilot program and exam. The thirty-seven pilot program participants, from around the state, agreed to complete the 13 module, 80 hour program, which contains

pre and post tests, in a three-month period. The state has established a normal completion time frame of six months for this program. All Area III participants passed the certification test and Judy Griff of Alleghany County was the only person in the state to receive a score of 100%. The certification is good for three years and is intended for front-line staff at the workforce centers. The state is currently paying for those taking the course and exam and will continue to do so until the spring of 2008. Area III will be sending additional program case managers through this certification process. Ms. Vest would like to provide the Area III individuals with an appropriate certificate for all their work and has placed them on the agenda at the next board meeting to formally recognize them.

- D. **Unspent Contractor Funding:** At June 30, 2007 unspent youth, dislocated worker and workforce center operator funds reverted back to the board. Ms. Vest will recommend the board return unspent youth funding to the youth programs and the unspent dislocated worker funding to the adult program. More than \$30,000 was unspent by the consortium because the coordinator position was not filled for the full year. The consortium is not planning to immediately fill the coordinator position. Program monitor **Clay Stein** will be taking on some of the coordinator duties. The consortium is planning to employ an information specialist, at the front desk, of the Roanoke workforce center, such as the one employed in the Franklin County center which has worked out well. **Mr. Johannessen** noted that the front desk person, at the Roanoke center, is currently being filled, by a SCSEP/Title V individual, and while that person is doing a good job, the center really needs a front desk person who has a stronger knowledge of the center areas and can talk to individuals as they come in the door and direct them, initially, to the most beneficial program and provider based on their needs.
- E. **Department of Labor Bill:** The U.S. House appropriation bill was amended to rescind unspent PY05 WIA funds for other federal programs. There is not any unspent PY05 funding at the local level for Area III. Unspent funding is used to fund the board operations and programs each summer until the state issues new allocations. If this funding were not available, the board would essentially shut down operations in July each year and resume sometime in August when the new year's funding is received. If there is unspent funding at the state level, Danny Lablanc is responsible for that spending. **Mr. Tobin** noted that maybe we should educate our legislatures about the true meaning of the unspent funding.
- F. **Budget As Agenda Item:** As the budget versus actual expenditures report is prepared monthly the executive committee could choose to make the budget an agenda item or leave it, as it currently stands, as a consent agenda item. Consensus from the members was to leave the budget as a consent agenda item.

V. Unfinished Business

- A. **Local Area Realignment Strategy:** Ms. Vest, Ms. Kessinger, and Mr. Jones will be traveling to Richmond Thursday, July 26, for the expected realignment announcement, from Danny Leblanc, Senior Advisor to the Governor for Workforce. Proposals have included:
- reducing from 16 to 7 areas, which would combine Area III with part of Area VII and most of Area II,
 - have one state-wide WIB,
 - put the community college system in charge of the workforce centers.

The state has acknowledged there may be legal implications to realignment and the CLEOs may fight to not have these areas changed.

Mr. Johannessen believes that, if the community college system were used, it would majorly change the VEC, as it would no longer be responsible for the other funding programs it currently manages (Wagner-Peyser, Veterans, Trade Act), and be left with only the unemployment insurance portion of funding to manage. Ms. Vest expects the state to implement the seven-area proposal focused on MSAs (metropolitan statistical areas).

Mr. Flippen noted the board should continue with the committee work started to work with Area II and VII working together.

Ms. Vest has determined there is not a significant amount of overlapping of job duties between Area II and III. Ms. Vest has asked Danny Lablanc if his office has looked at the financial or performance issues to be faced with making these changes and he acknowledged they have not. The CLEO has resolved to meet August 2nd prior to the mayors and chairs meeting and hopefully, by that time, the state will have made some announcement as to which direction they intend to pursue.

VI. New Business

- A. **Strategic Plan:** The strategic plan is complete and Ms. Vest will advertise the 30-day public comment period. The plan may need to be revised if Area III's position changes due to the state's proposed changes. The board will need to formally approve the plan. **Mr. Flippen motioned to recommend the strategic plan to the board for approval, Mr. Paradzinski seconded and the motion passed on a voice vote.**
- B. **Franklin Center Open House:** On August 13 the new workforce center in Franklin County will host an open house. Invitations will be sent out soon. Incentive grant funds will be used to cover part of the hosting expenses of the open house.
- C. **Change to May 9, 2007 Minutes:** **Mr. Jones** noted that his title on the May 9, 2007 minutes should be secretary and Beth Doughty's title should be corrected to treasurer. **The request passed on a voice vote.**
- D. **Workforce Center Relocation:** Ms. Vest reported that the state is still looking to relocate the Roanoke workforce center and the state's real estate company is coming back to look at build out costs on a couple of locations. The Crossroads Mall location needs build out to accommodate all the partner agencies and the Roanoke City social services building has a parking problem. Ms. Vest has stressed to state officials that build out costs should not make a facility too costly for partners or they will not agree to relocate. The state is also pushing for more cross sharing agreements between partners whereas partners provide more labor, supplies and/or space. Mr. Flippen noted that the state should look into build out of the current Roanoke workforce center building as well.
- E. **Goodwill Expansion:** Mr. Flippen requested that research needs to be done to understand the campus that Goodwill is creating in Roanoke since it involves board funding. Ms. Vest will invite Goodwill to the board meeting to provide a presentation of their campus project.
- F. **Workforce Electronic Kiosk Research:** Mr. Stein is researching the possibility of a one-stop kiosk which could be placed in various remote locations and could provide information on workforce programs. These would be similar to machines the Roanoke Times currently has, in the area, to provide job information via remote terminal.
- G. **Remote Council Members:** Ms. Vest reported that, if Area III becomes incorporated into a larger workforce area, it may be necessary to have certain members to be able to attend the meetings via conference call and vote offsite. Mr. Lablanc's staff said they would look into the possibility of offsite conferencing and voting so that individuals would not have to travel so far to attend meetings and vote.

VII. Announcements

Next meeting: Thursday, September 27, at 8:30 a.m. in Roanoke Higher Education Center.

VIII. Adjournment

The meeting adjourned at 9:40 a.m.

Doloris Vest
President

Date