

**Western Virginia Workforce
Development Board**

**Executive Committee
Thursday, September 29, 2005
Minutes**

DRAFT

I. Call to Order

The meeting was called to order at 9:10 a.m.

II. Roll Call

In attendance: **Wayne Flippen**, chair; **Joyce Kessinger**, vice chair; **Beth Doughty**, secretary; **Rob Glenn**, Board Development Committee chair; **Roger Johnson**, Career & Technical Education Committee chair

Absent: **Bill Jones**, treasurer; **Kathy Hodges**, Training Provider Committee chair; **Paul Paradzinski**, Youth Council /RFP Committee chair

Guests: **Bruce Johannessen**, VEC/Roanoke; **Debbie Hensley**, VEC/WIA

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

A quorum was present.

III. Consent Agenda

Ms. Kessinger moved to approve the August 25, 2005 minutes; Ms. Doughty seconded the motion. The minutes were approved unanimously.

The committee discussed the appropriateness of using e-mail votes to conduct official business. Ms. Hensley noted that when voting on appropriating funds, the action requires a quorum of board member present. Ms. Vest will pursue a definitive answer from VEC-WIA and then write a policy for the Board's consideration.

IV. Committee Reports

1. RFP Committee: The RFPs have been issued. Mr. Paradzinski has enlisted a new member for the committee, a person who has non-profits experience, to serve as a financial reviewer and as a disinterested party. Deadline for receiving proposals is October 21. Staff technical review should be completed by October 27, followed by RFP Committee review. Youth Council also will review youth proposals, and the Workforce Oversight Committee the workforce center operator proposals.

Six organizations - VEC, TAP, Goodwill, STEP, Franklin County Workforce Development Consortium, and Training & Development Corp. - participated in a bidders' conference Sept. 13. Staff mailed the RFP announcement to eight additional organizations who had expressed interest in receiving information.

2. Youth Council: The Council is planning to replicate the Alleghany County "Career Brunch" in other jurisdictions. The Committee discussed coordinating with similar programs already in existence:

- a. Roanoke Regional Chamber of Commerce runs a business dinner program.
- b. Roanoke City Schools' "Career Explosion," businesses talking to students.

Mr. Johnson noted that all the school divisions would be interested in Youth Council's ideas, because it's a problem for everybody.

3. Workforce Center Oversight Committee: Ms. Kessinger reported that the committee had its initial meeting on September 21. Copies of the Memorandum of Agreement, Tier I Certification checklist, and Tier II requirements were provided. Discussion about the goals and objectives ended with the committee's decision led to the decision to write a proposal to

present to the Executive Committee. Since the Oversight Committee meeting, Ms. Vest received a proposal from the One-Stop Operator Consortium concerning staffing at each of the centers. (Copies of both proposals are attached to these minutes.)

The Oversight Committee's proposal is to hire an employee, reporting to the Board through Ms. Vest, who would work with the Consortium, the partners, and the workforce centers, and address commitments in the MOA and state certification.

The Consortium's proposal asked for funding for an information and referral specialist for each of the workforce centers.

Mr. Flippen added that, while recognizing there are budget constraints, Area III needs to focus on its general approach towards the workforce centers and determine how to put that approach into action. Ms. Doughty pointed out that the Board is ultimately responsible for these outcomes and should guide its steps by what is best for the Board as the overseer and the responsible party. Ms. Hensley told the committee that other Virginia workforce areas have been successful with a consortium arrangement with the workforce center operator designated as the lead partner under a contract.

Following the discussion the Executive Committee agreed to:

1. Postpone the October 7 Board of Directors meeting until November 4 to gather additional information;
2. Obtain more information about the possibilities for change at the workforce centers and prepare that information for presentation at the November Board of Directors meeting;
3. Ask Willie Blanton, Dee Esser, and Shelby Robinson from VEC-WIA/Richmond to attend a meeting with the Executive Committee, prior to the November Board meeting.

The meeting adjourned at 10:45 a.m.

Anne M. Cooney
Administrative Assistant

10/7/05
Date