

**Western Virginia Workforce  
Development Board**

**Youth Council  
Minutes  
February 8, 2005**

**I. Call to Order**

Council Chair Paul Paradzinski called the meeting to order at 9:05 a.m.

**II. Roll Call**

Members present: **Paul Paradzinski**, Chair – Craig County; **Ron Jones**, TAP Youth Programs; **Bill Zimmerman**, Diversion Program; **Wayne Flippen**, Vice-Chair/WDB, John C. Nordt Co.; **Jodylee Edsall**, Roanoke County Schools; **Jeri Barnes**, Old Dominion Job Corps Center; **Xavier Hairston**, Roanoke County Life Skills Mentoring Program

Members not present: **Lethia Hammond**, Alleghany County; **Alan Huffman**, Virginia Department of Rehabilitative Services; **Russ Merritt**, Franklin County YMCA; **Jennifer Unroe**, 4-H Youth Development; **Joann Hayden**, Roanoke City Schools; **Stephen Aukward**, Virginia Department for the Blind and Visually Impaired; **Harriet Woodward**, Alleghany/Covington Department of Social Services; **Marion Vaughn-Howard**, Roanoke Department of Park and Recreation Youth Services Division

Guests present: **N/A**

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

**III. Approval of Minutes:**

Chair Paul Paradzinski presented the minutes of January 11, 2005 for approval, as published on the WDB website. **Motion to approve minutes (as published) by Bill Zimmerman; second by Ron Jones. Motion passed on unanimously.**

**IV. Contractor Reports**

A. WIB Coordinator Doloris Vest reported, for the end of December 2004, the following:

1. 37 participants in TAP Youth programs (see Item 4. below)
2. Older youth/Goodwill = 16 (160% of goal)
3. Younger youth/Goodwill = 57 (285% of goal)
4. TAP details from Ron Jones as follows: figures through January show participation at 110% of goal, with 43 participants (3 are new). TAP conducted 4 tutoring sessions, 10 home tutorings; intern started tutoring football players; TAP hired a new tutor. On April 1-2, 36 kids (and 15 chaperones) are traveling to Washington, D.C. TAP will participate in the Job Fair on April 5<sup>th</sup>. Trips for Job Corps, some industries, are also planned.
5. Ms. Vest noted that expenditure report is posted on website. Monthly dollar average for Youth Out is \$1,200 (high because of tuition); for Youth In, monthly average runs \$317. Spent \$350,000 for both Youth groups, YTD. \$360,000 have not yet been allocated. To be sure no funds go back to state, 80% of the 2004 money has to be promised.
6. Clay Stein and Ms. Vest met with Tammy Stephenson and Rick Hall about Alleghany County's "Build a Better Future" and WIA's involvement in the program. They now have their own credential for the program.

**V. Unfinished Business**

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- A. **RFPs:** The Board will review proposals and send the proposals that are in compliance to the appropriate committees. Youth Council's role is to review the RFPs and make its recommendations to the Board of Directors. Ms. Vest is collecting information from other WIB areas about what are good proposals. Interested parties will have 3-4 weeks to reply (legally, 10 days are required).
- B. **Year of the Youth 2006:** Lengthy discussion about commitment to and feasibility of staffing and funding a large-scale event brought the Council to support an activity on a smaller scale. The Council decided unanimously to participate in the April 5<sup>th</sup> Job Fair at Roanoke Civic Center. Booth costs can come from existing WDB Marketing funds. Youth Council members will man the booth. Various ideas were suggested: getting VEC Pocket Resume bookmarks; giving each booth visitor an Employment Passport; having lots of graphics to catch visitors' attention – "Ask me about the 5 Ways to Lose a Job" – having food, balloons, work wardrobe "Do & Don't" pictures. Council members Ms. Barnes, Ms. Vaughn-Howard, and Messrs. Paradzinski, Hairston, Zimmerman, and Jones volunteered to form the subcommittee to prepare for the Job Fair.

**VI. New Business**

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The newly-formed Job Fair subcommittee will meet on Wednesday, February 23<sup>rd</sup>, at 9 a.m., in the Roanoke Higher Education Center, Room 810.

**VII. Announcements**

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The next Youth Council meeting will be Tuesday, March 8, 2005, at 9 a.m. at the Roanoke Higher Education Center, Room 810.

**VIII. Adjournment**

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The meeting was adjourned at 10:25 a.m.

Anne M. Cooney

Anne M. Cooney, administrative assistant

2/23/05

Date