

**Western Virginia Workforce  
Development Board**

**Youth Council  
Minutes  
March 8, 2005**

**I. Call to Order**

Council Chair Paul Paradzinski called the meeting to order at 9:10 a.m.

**II. Roll Call**

Members present: **Paul Paradzinski**, Chair – Craig County; **Ron Jones**, TAP Youth Programs; **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; **Harriet Woodward**, Alleghany/ Covington Department of Social Services

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; **Marion Vaughn-Howard**, Roanoke Department of Park and Recreation Youth Services Division; **Bill Zimmerman**, Diversion Program

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 February 8, 2005 for approval, as published on the WDB website. **Motion to approve minutes (as published) by Harriet Woodward; second by Jodylee Edsall. Motion passed on unanimously.**

**IV. Contractor Reports**

A. WIB Coordinator Doloris Vest reported the following:

1. Alleghany County "Build a Better Future" program up and running with contract signed.
2. Review from the state – Raymond Cousins and Debbie Hensley reviewed elements from TAP's program and visited the TAP office/Roanoke Higher Ed Center on March 7. Ron Jones stated that TAP and the state were misreading each other's correspondence; when they met Monday, any confusion was cleared up in face-to-face conversation. Mr. Jones said Mr. Cousins and Mrs. Hensley stated that, technically, if elements are not documented, then the assumption is that the elements are not provided. All issues with documentation are now settled.
3. In late May 2005, the state auditor will review WIA3's programs and documentation.
4. Reporting figures from the second quarter were reported, with seven fail-to-meet areas. Ms. Vest noted some goals are not reached until the end of the year because of the nature of some of the programs – e.g., GED programs.

## V. Unfinished Business

- A. **RFPs:** WIA3 is looking at options for continuing contracts for one month, three months, or longer. During reorganization, the Board can continue some (or all) contracts and let the Executive Committee and Board decide on continuance. How does WIA3 fund extending out contracts? Funding would carry over into PY05.
- B. **Job Fair, April 5:** Mr. Paradzinski and Ms. Barnes briefly reviewed the ideas settled on by the Job Fair Subcommittee at its February 22<sup>nd</sup> meeting. The theme for our booth is MY FUTURE ROCKS! We have a booth reserved and will set up the two table-top displays that WIA3 has. Marion Vaughn-Howard is checking with a local department store about our borrowing two mannequins displaying "What to Wear to Work" outfits. Jodylee Edsall brought to this meeting the bookmarks and pocket resumes (free, courtesy of the VEC). Blank business cards will be made for the youth to give their friends: they can fill in their name, phone number, e-mail on these cards, which will carry the WIA3 website (where links to interesting and fun websites will be available). Mr. Paradzinski provided 5 pages of ideas to share with the students: "If you're interested in A, B, C, then you might enjoy working in X, Y, Z." Mr. Jones told the Council that, from 9 a.m. until 11 a.m., only schools will be allowed in the Job Fair. Students are 9<sup>th</sup> to 12<sup>th</sup> graders. Mr. Paradzinski asked that everyone who volunteers to work the Job Fair the morning of April 5 plan to be there the whole two hours. Ms. Vest pointed out that this Job Fair presentation can be used at other functions – school fairs, some of TAP's programs. Mrs. Woodward said there is a Career Day at Alleghany High School on April 20, and this presentation would be terrific for that. The Job Fair will be open to the public from noon until 3:30 p.m.; during that time, Dislocated Worker and Adult programs information will be displayed in WIA3's booth.
- C. **Rob Glenn's White Paper:** Ms. Vest told the Youth Council that the Board of Directors met February 25, held a brief discussion and then broke into work groups to garner ideas. All that information has been compiled, and the ideas will be taken up by the Board's Steering Committee. Ms. Vest pointed out that the U.S. House of Representatives has passed a Workforce Investment Authority Reauthorization bill, blending dislocated workers with the adult worker stream. The requirement for a Youth Council is not there. Ms. Vest suggested that Mr. Paradzinski write a letter stating the assets WIA3's Youth Council offers the board and the area. **Mr. Jones made a motion to draft this letter; Mrs. Woodward seconded the motion; the motion passed unanimously by voice vote.**

## VI. New Business

None.

## VII. Announcements

The Job Fair will be held on Tuesday, April 5, at the Roanoke Civic Center's Exhibition Hall; the Students-Only portion of the Fair will be from 9 a.m. until 11 a.m.

The next Youth Council meeting will be Tuesday, April 12, 2005, at 9 a.m. at the Roanoke Higher Education Center, Room 810.

## VIII. Adjournment

The meeting was adjourned at 10:30 a.m.

Anne M. Cooney

Anne M. Cooney, administrative assistant

3/17/05

Date