

**Western Virginia Workforce
Development Board**

**Youth Council
Minutes
November, 16, 2004**

I. Call to Order

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

II. Roll Call

Doloris Vest called the roll:

Members present: **Paul Paradzinski**, Chair – Craig County; **Ron Jones**, TAP Youth Programs; **Harriet Woodward**; Alleghany/Covington Department of Social Services; **Bill Zimmerman**; Diversion Program; **Xavier Hairston**; Roanoke County Life Skills Mentoring Program; **Wayne Flippen**, Vice-Chair/WDB, John C. Nordt Co.

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; **Jeri Barnes** - Old Dominion Job Corps Center; **Marion Vaughn-Howard**, Roanoke Department of Park and Recreation Youth Services Division; **Jodylee Edsall**; Roanoke County Schools;

Guests present: **Linda Matthews**, Goodwill Industries of the Valleys

Staff present: **Bruce Wood**, WDB executive director; **Doloris Vest**, administrative assistant

III. Approval of Minutes: October 12, 2004

As there was not a quorum present, approval of minutes of the October 12, 2004, meeting was deferred until the next meeting.

IV. Contractor Reports

A. WDB Executive Director Bruce Wood reported for Alleghany County:

1. Monitoring is complete; the county is responding to questions from the monitor.
2. Invoices for PY 2003 have been processed.
3. The board is awaiting signatures on the PY2004 contract.

B. Linda Matthews reported for Goodwill Industries of the Valleys:

1. Currently 106 (or 200 percent of contract) participants enrolled in Younger Youth Program and 14 (or 64 percent of contract) enrolled in the Older Youth program. Youth performance is at 71 percent retention, which exceeds the standard. Skills goals attainment is at 60 percent; diploma rate is at 60 Percent.
2. Contract is at 50 percent of total annual funding; because of heavy expenditure in the summer program, there are fewer current internship and work experience placements.
3. Mrs. Matthews discussed the importance of the nine-month post-program retention, which is defined as the participant being in school, working or pursuing post secondary education.

4. Mrs. Matthews relayed a success story from the Goodwill program: A youth program participant who has been with the program several years recently was placed in a position at the Roanoke Wyndam Hotel to pursue his goal of becoming a chef. The youth lives with his elderly grandparents; both parents are incarcerated. He has performed outstandingly during the program and recently made a presentation to the Goodwill Board of Directors.
 5. Goodwill continues its interest in bringing a drug resistance awareness presentation to area youth and is pursuing leads on possible financial support.
- C. Ron Jones presented TAP's report:
1. TAP has hired a new coordinator, Gloria Charlton; she has met with guidance counselors at both city high schools and is revamping the after-school tutorial program to increase attendance. He noted an anonymous donor recently provided a meal for tutored students prior to their session.
 2. Roanoke Credit Union is accepting two interns for next summer and will cover wages for one of those positions.
 3. TAP is presenting a workshop on "Budgeting, Credit and Checking" for students.
 4. Program enrollment is at 41, just over the contract number of 40; additionally school guidance counselors have identified additional students who would like to participate and are maintaining a waiting list.
 5. TAP staff attended the VWN software training in Richmond earlier this month and would like additional hands-on training. Executive Director Bruce Wood reported that the system is still under scrutiny on the state level because of the apparent limitations in the reporting function. Subsequent discussion reiterated the importance of hard-copy documentation for program results.

V. Unfinished Business

- A. RFP Committee will meet November 23 to begin the contract process for next year. Council members may submit ideas or suggestions to the WDB office or any committee member prior to the meeting.
- B. Mr. Wood discussed the Richmond area's "Summer Career Advance Program," which could serve as a model for a similar program in Roanoke. Key to the program's success was the support of the Richmond mayor and the participation of a wide number of local businesses. Following a discussion of some of the particular challenges in establishing a summer program, Paul Paradzinski agreed to begin efforts to emulate the program in Roanoke: He will discuss the ideas with members of the WDB and report at the next meeting.
- C. Mr. Wood reported the Area II CLEO was scheduled to discuss the merger suggestion at its meeting on Wednesday, Nov. 17. Following that discussion and a subsequent meeting later that day by the Area III CLEO, a determination of the "next steps" for Area III would be considered.

VI. Announcements

The next Youth Council meeting will be Thursday, Dec. 9 at 9 a.m. at the Roanoke Higher Education Center

VII. Adjournment

The meeting was adjourned at 10:35 a.m.

Doloris E Vest

Doloris E. Vest, administrative assistant

November 22, 2004
Date