

New River/Mount Rogers Workforce Investment Area Consortium Board

MEETING MINUTES

September 15, 2010

A meeting of the NR/MR WIA Consortium Board was held on September 15, 2010 at Wytheville Meeting Center in Wytheville. Those in attendance were as follows:

Council Members

David Hutchins- Chair
Howard Spencer - Giles
Mike Maynard - Grayson
Bill Brown – Montgomery
Ranny Akers - Pulaski
Charlie Clark – Smyth
Bucky Sharitz – Wythe
Odell Owens - Washington
James Heaney - Bristol
Bill Webb – Galax
Bruce Brown - Radford

Staff

Ronnie Martin
Marty Holliday
Rhonda Womble
Della Meadows

Guest

Martha Samples – WIB Chair
Linda Matthews- Goodwill Ind. of the Valleys
Dr. Charlie White – Wytheville Community Coll.
Joe Bybee – Wytheville Community College
Rob Goldsmith – People Inc. of Virginia
Dana Laney – People, Inc. of Virginia
Steve Hackler – Rooftop of Virginia
Gray Parks – Rooftop of Virginia

At 9:35AM, Chairman Hutchins called the meeting to order. He opened the meeting with a prayer and all present recited the Pledge of Allegiance.

Chairman Hutchins asked Ms. Holliday to call the roll. A quorum was present.

Chairman Hutchins asked for any changes to or approval of the July 19, 2010 meeting minutes. Mr. Clark made the motion to accept the minutes as written. Mr. Heaney seconded the motion. The motion passed unanimously:

Chairman Hutchins opened the floor for public comment. There were none.

Mr. Martin introduced Rhonda Womble, the Program Specialist II for the CREATES and HITE grants. Ms. Womble addressed the members and explained her work duties and responsibilities.

Chairman Hutchins introduced Dr. Charlie White, President of Wytheville Community College (WCC) and explained how he had invited Dr. White to come and talk with the Board about the community's needs and how WCC might be of help. Dr. White introduced Joe Bybee, Interim Director of Workforce at WCC. They share with the Board Workforce activities that WCC was involved in. A question and answer period followed.

Mr. Martin told the Board that Angela Alley, WIA System Administrator, had turned in her resignation and her last day had been August 30, 2010. He explained that the job had been posted on the Virginia Workforce Network and that resumes were being collected. Mr. Martin said he would keep the Board updated as things progressed.

Mr. Martin gave an overview of the Executive Committee Action taken at their August 18, 2010 meeting.

1. Approved Employee Handbook recommendations by the Personnel Committee
2. Approved acceptance of \$88,793 of WIA DLW Rapid Response funds
3. Requested a proposal from DLW Operator for utilization of additional DLW Rapid Response funds
4. Declined participation in the Disability Employment Initiative grant

Mr. Webb made the motion to approve the action taken by the Executive Committee. Mr. Clark seconded the motion and called vote was taken:

Bristol – yes, Carroll – yes, Galax – yes, Giles – yes, Grayson – yes, Montgomery – yes, Pulaski – yes, Radford – yes, Smyth – yes, Washington – yes, Wythe – yes

Mr. Martin gave an overview of the action taken at WIB's August 25, 2010 meeting.

1. Approved \$5,000 of Incentive Funds to be used for a GED Week Project
2. Approved the "Final" PY 10 Budget

Mr. Akers made the motion to approve the action taken by the WIB. Mr. Bill Brown seconded the motion and the motion passed unanimously.

Chairman Hutchins asked for a separate called vote on the PY 10 Budget. After a brief discussion, Mr. Sharitz made the motion to approve the "final" PY 10 Budget. Mr. Maynard seconded the motion and a called vote was taken:

Bristol – yes, Carroll – yes, Galax – yes, Giles – yes, Grayson – yes, Montgomery – yes, Pulaski – yes, Radford – yes, Smyth – yes, Washington – yes, Wythe – yes

Mr. Martin brought the members attention to the information on the additional DLW Rapid Response funds included in their packets and briefly gave some background information on how Rapid Response funds are used.

Ms. Matthews outlined Goodwill Industry of the Valleys proposal, called DIY (Do It Yourself), to use the additional DLW Rapid Response funds previously approved. After a brief discussion, Mr. Akers made the motion to approve the proposal. Mr. Sharitz seconded the motion and a called vote was taken:

Bristol – yes, Carroll – yes, Galax – yes, Giles - left, Grayson – yes, Montgomery – yes, Pulaski – yes, Radford – yes, Smyth – yes, Washington – yes, Wythe – yes

Chairman Hutchins continued with the agenda asking for Committee reports.

Mr. Martin drew the member's attention to the nomination form for Ms. Melinda Leland in their packet. After a brief discussion Mr. Bruce Brown explained that it was the Nominating Committee's desire to accept the nomination for Ms. Leland to represent Education and Post-Secondary Education on the WIB. Mr. Webb seconded the motion and the motion passed unanimously

Ms. Samples told the members that the Personnel Committee was still working on the Employee Handbook. She explained that although the Executive Committee had approved all recommendations previously made to the Handbook, legal council had requested an Affirmative Action Plan. She told the Board that she and Mr. Martin would be working on this piece of the Handbook together.

Chairman Hutchins asked Mr. Martin to present the Fiscal Agent Report. He explained the Vendor List that had previously been requested. Mr. Martin brought the members' attention to the spread sheet listing WIA expenditures through July 31, 2010. A brief discussion was held on various expenses. Mr. Martin then brought the members attention to the Fiscal Agent Report by Program Operator through July 31, 2010. He discussed how the programs had performed through PY 09.

Chairman Hutchins asked Ms. Matthews to give an update as the One-Stop Operator. Ms. Matthews gave an overview on various activities that Goodwill Industries of the Valleys was participating in.

Mr. Martin Introduced Steve Hackler and Gray Parks of Rooftop of Virginia. Mr. Parks gave a presentation on the Youth Program and Mr. Hackler gave a presentation on the Adult program.

Mr. Martin gave an update to the On the Job Training grant that he is working on. Ms. Holliday gave an overview of the status of the CREATE and HITE grants.

During the "Members Time" a discussion took place on how best to determine the training needs of the region. It was suggested that the other two community college presidents be invited to a meeting as well as business leaders. Mr. Martin was asked to invite the President of NRCC or VHCC to the next meeting.

Chairman Hutchins told the members that at their next meeting it would be time for elections of officers. Chairman Hutchins appointed a committee to bring nominations for Chair and Vice Chair to the next meeting. Mr. Heaney will chair the committee with Bill Webb and Dan Campbell also appointed.

Mr. Martin reminded the members about the Travel Reimbursement request form to be completed and signed if members wanted to get reimbursed for their travel to the meeting.

Chairman Hutchins continued with the agenda noting that the next meeting would be a joint meeting with the WIB on Dec. 1, 2010 at the Wytheville Meeting Center beginning at 10AM. Lunch would follow the meeting.

With no further business to discuss Mr. Clark made the motion to adjourn the meeting. Mr. Bruce Brown seconded the motion and the motion passed unanimously.

The meeting was adjourned at 12:15 PM.

Respectfully Submitted,

Marty Holliday
Deputy Executive Director