

NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT AREA
CONSORTIUM BOARD

MEETING AGENDA

January 31, 2012

- I. Call To Order –Chair Hutchins
- II. Prayer/Pledge of Allegiance
- III. Introduction of New Board Members
- IV. Roll Call
- V. Consent Agenda
 - A. Approval of Minutes (Previously Distributed)
 - B. Approve WIB Appointment of Kevin Semones, (Previously Distributed)
- VI. Public Comment Period
- VII. Workforce Investment Board Update – Martha Samples, Chair
- VIII. [Executive Summary](#) – Ronnie Martin
- IX. Election of Consortium Board Officers – Jim Heaney, Committee Chair
- X. [Appointment of Committees for 2012](#) – Board Chair
- XI. Informational Items
 - A. RFP Timeline (Previously Distributed)
 - B. WIB Vacancies Update (Previously Distributed)
 - C. Consortium Board Contact List
 - D. Statement of Economic Interest
 - E. One Stop Operator Report (Previously Distributed)
 - F. Grants Update
- XII. Program Operator Presentations
 - A. Goodwill Industries of the Valleys Inc.
 - B. People Inc. of Virginia
- XIII. Discussion Item
 - A. March Meeting Discussion Topics – Congressman Griffith/Dr. Herndon
- XIV. Travel Reimbursement
- XV. 2012 Consortium Board Meeting Schedule
- XVI. Next Meeting Date–**March 21, 2012–Wytheville Meeting Center–10:00 a.m.**
- XVII. Adjournment

**JOINT MEETING OF THE WORKFORCE INVESTMENT BOARD AND
CONSORTIUM BOARD**

MEETING MINUTES

December 7, 2011

A joint meeting of the New River/Mount Rogers Workforce Investment Board and the New River/Mount Rogers Workforce Investment Area Consortium Board was held on December 7, 2011 at the Wytheville Meeting Center. Those in attendance were as follows:

WIB Members

Martha Samples, Chair	Lynn White
Robert Atkins	David Wright
James Topping	Timothy McVey
Ed Stringer	Howard Bartholomay
John Overton	Steve O'Quinn
David Hutchins	Robbie Wyrick
Wilma Faulkner	Robert Pierce
Neil Sagebiel	Robert Goldsmith
Todd Davis	Laura Lincoln
Carl Mitchell	Mike Rouse
Mike Jennings	Mary Ann Gilmer(alternate)

Consortium Members

David Hutchins, Chair
Mike Maynard
Odell Owens
Bucky Sharitz
Ranny Akers
Bill Webb
Jim Heaney

Guests

Betty Rowe
Margaret Johnston
Angie Hall
Jim Coen

Staff

Ronnie Martin	Lynette Dawson
Marty Holliday	Della Meadows
Beverly Burke	Robert Suthers
Rhonda Womble	

WIB Chair Martha Samples and Consortium Board Chair David Hutchins called the joint meeting to order at 10:05 a.m. and welcomed all attendees to the meeting.

Chair Hutchins asked Mr. Sharitz if he would have the prayer and lead the group in the Pledge of Allegiance. Mr. Sharitz had the prayer and all present recited the Pledge of Allegiance.

Chair Samples asked Mr. Martin to introduce our special guest. Mr. Martin introduced Ms. Angie Hall, Field Representative, for Congressman Morgan Griffith and welcomed her to the meeting. Both Chairs also welcomed Ms. Hall and thanked her for her attendance.

Next, Chair Samples asked Mr. Martin to introduce Board staff present at the meeting. Mr. Martin introduced the following staff:

Marty Holliday – Deputy Director
Beverly Burke – WIA Programs Administrator
Della Meadows – P/T Administrative Assistant
Rhonda Womble – CREATES Program Specialist

Lynette Dawson – HITE Program Specialist
Robbie Suthers – P/T Grants Administrative Assistant

Mr. Martin expressed his appreciation of the staff and complimented them on doing a great job.

Next, Chair Hutchins asked Ms. Holliday to call the Consortium Board roll. The roll was called and a quorum was present. Next, Chair Samples asked Ms. Burke to call the WIB roll. The roll was called and a quorum was present.

Chair Samples asked for a motion to approve the agenda on behalf of the WIB. Mr. Goldsmith made a motion to approve the agenda. Mr. Stringer seconded the motion which was unanimously approved. Next, Chair Hutchins asked for a motion to approve the agenda on behalf of the Consortium Board. Mr. Webb made a motion to approve the agenda. Mr. Akers seconded the motion which was unanimously approved.

Next, Chair Samples asked for a motion to approve the minutes of the previous WIB meeting, which had been previously distributed to each member. Mr. Topping made a motion to approve the minutes as distributed. Mr. Wright seconded the motion which was unanimously approved. Chair Hutchins asked for a motion to approve the minutes of the previous Consortium Board meeting which had been previously distributed to each member. Mr. Maynard made a motion to approve the minutes as distributed. Mr. Webb seconded the motion which was unanimously approved.

The floor was opened for public comments. Hearing none Chair Samples asked Mr. Martin to proceed with the agenda.

Mr. Martin next presented the Fiscal Agent Report through October 31, 2011. Mr. Martin indicated that available funds had been updated to reflect the receipt of additional Adult/DLW funds as well as the transfer of Youth administrative funds to program funds that occurred recently. Mr. Martin discussed the Fiscal Agent report as well as the Notice of Obligation for additional PY' 11 Adult/DLW funds received. Questions were asked to which Mr. Martin responded.

Next, Mr. Martin discussed the consent agenda action items that had been previously distributed to both Boards. Chair Samples asked for a motion to approve the WIB consent agenda action item previously distributed. Mr. White made a motion to approve the consent agenda action item. Mr. Wyrick seconded the motion which was unanimously approved. Chair Hutchins asked for a motion to approve the Consortium Board consent agenda action items previously distributed. Mr. Akers made a motion to approve the consent agenda action items. Mr. Webb seconded the motion which was unanimously approved.

Mr. Martin next presented his Executive Summary. Mr. Martin gave an overview of program service levels, performance, financial review and an update on PY' 12 funding for WIA. A brief discussion followed concerning performance measures and how they are being reported. Mr. Maynard suggested that if WIA funds are going to be cut in PY' 12 that both Boards consider passing a resolution that more flexibility be allowed at the local level. Discussion occurred among Board members concerning this suggestion. No action occurred at this time.

Next, Mr. Martin reviewed recent Executive Committee action taken by both Boards. Since all items were included in the consent agenda action items previously approved by both Boards, no additional action was required. Chair Hutchins updated the group on competitive procurement

for PY'12 service delivery. Mr. Martin discussed the RFP process, bidders conference and procurement timeline. He also discussed our participation in a joint grant proposal with Areas 3 and 4.

Mr. Coen presented the One Stop Operator report and gave an update on an upcoming layoff at Bristol Compressors effecting 240 employees. Ms. Gilmer gave an update on a local success story that Goodwill had through their "Do It Yourself" training at Crossroads in Galax.

Next, Chair Hutchins appointed a Nominations Committee consisting of Jim Heaney, Chair, Dan Campbell and Bill Webb to bring back nominations for Chair and Vice-Chair of the Consortium Board to their next meeting to be held on January 31, 2012 at the Wytheville Meeting Center beginning at 10 a.m.

Mr. Martin and Ms. Holliday gave both Boards an update on current grants activities.

Chair Samples asked Mr. Martin to proceed with the agenda. Mr. Martin reviewed with Board members the travel reimbursement request, the inclement weather policy and 2012 meeting schedules. Chairs Hutchins and Samples presented Mr. Sharitz with a plaque and certificate of appreciation for his many years of service to both the Consortium Board and WIB. Mr. Sharitz will be leaving effective December 31, 2011. Chair Hutchins invited all to stay for a buffet lunch. Board staff passed out yearly planners and pens to all in attendance.

With no further business to discuss the joint meeting of both Boards was adjourned at 11:40 a.m.

Respectfully Submitted,

Ronnie Martin
Executive Director

**Commonwealth of Virginia
Workforce Investment Act**



**NOMINATION FORM A
Local Workforce Investment Board**

1-Name (First, MI, Last) Kevin C. Semones		2-LWIA #	3-Date 12/06/11
4-Street Address		13-Nominee Characteristics	
5-City 141 Emory Road	6-County Carroll	Gender: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	
7-State Virginia	8-ZIP 24343	Race:	
9-Home Phone (include area code) (276) 728-2113	10-Work Phone (include area code) (276) 728-5540	White <input checked="" type="checkbox"/> Black <input type="checkbox"/>	
11-FAX (276) 728-5236	12-E-Mail ksemones@carrollcountyva.org	Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/>	
15-LWIA Name		Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/>	
16-CBO Representative		Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
<i>Title</i> _____	<i>Organization</i> _____	14-Recommended for (see section number)	
17-Private Sector (Business) Representative		16-Community-Based Organization (CBO) <input type="checkbox"/>	
<i>Title</i> <u>Farmer's Market Manager</u>		17-Private Sector (Business) <input checked="" type="checkbox"/>	
<i>Business</i> <u>SWVA Farmer's Market</u>		18-Education <input type="checkbox"/>	
<i>Type of Business</i> <u>Retail - Wholesale Produce</u>		19-Economic Development <input type="checkbox"/>	
		20-Organized Labor <input type="checkbox"/>	
		21-One-Stop Partner <input type="checkbox"/>	
		22-Other <input type="checkbox"/>	
18-Education Representative		20-Organized Labor Representative	
<i>Title</i> _____		<i>Title</i> _____	
<i>Institution</i> _____		<i>Affiliation</i> _____	
Local Ed. <input type="checkbox"/> Post-Secondary <input type="checkbox"/> Voc. Ed. <input type="checkbox"/>			
19-Economic Development Representative		21-One-Stop Partner Representative	
<i>Title</i> _____		<i>Title</i> _____	
		<i>Partner/Entity</i> _____	
23-Nominator		22-Other Representative	
<i>I hereby recommend the above-named person for membership on the Local Workforce Investment Board.</i>		<i>Title</i> _____	
<i>Signature</i> <u>Gary Larrowe</u>	<i>Date</i> <u>1-16-12</u>	<i>Agency</i> _____	
<i>Printed/Typed Name & Title of Nominator</i> <u>Gary Larrowe / County Administrator</u>		24-Action by Chief Local Elected Official	
<i>Nominator Organization</i> <u>Carroll County</u>		Subject to certification required by Section 117 of the Workforce Investment Act of 1998 and Policy 99-2 of the Virginia Workforce Council, the person nominated herein has been duly appointed to the Local Workforce Investment Board by the Chief Elected Officials.	
<i>Phone</i> <u>276-730-3001</u>	<i>FAX</i> <u>276-730-3004</u>	Term of Appointment: From _____ To _____	
<i>E-Mail</i> <u>carrolladmin@carrollcountyva.org</u>		<i>Signature of Chief Local Elected Official</i> _____	
		<i>Date</i> _____	

WIB Update – January 31, 2012

1. Procurement Update

RFP for service delivery for PY'12 was issued on January 13, 2012 with a proposal receipt due date of March 16, 2012.

Proposals will be reviewed, evaluated and scored by a panel of One Stop Committee members (DLW/Adult) and a panel of Youth Council members (Youth) with a funding recommendation coming to the WIB on April 25, 2012 and Elected Officials on May 16, 2012.

2. PY'12 Funding

Early projections indicate that PY'12 funding levels will be slightly less than PY'11 levels. Due to a slight increase in PY'11 funding as well as the conversion of \$89,655 of Youth Administration funds to program funds, carry-over funding should be very good for this year. The extra carry-over funds will help to insure adequate funding for PY'12.

3. WIA Reauthorization

With several bills currently being considered by both the House and Senate, efforts are on going to pass reauthorization legislation which could reshape our current programs. Considering that the House and Senate have many pressing issues such as the budget deficit and increasing the debt ceiling, they may not actually pass any reauthorization legislation this year.

Executive Summary – January 31, 2012

Service Levels:

Thru December 31, 2011 (1/2 of Program Year Completed), our Program Operators have served the following:

DLW – 422
Adults – 153
Youth – 208

These service levels are the following percentage of planned PY'11 enrollments for the 2nd quarter of the program year:

DLW – 260% of plan
Adult – Goodwill – 107%
 People – 106%
Youth – Goodwill – 163%
 People – 102%

Performance:

Thru December 31, 2011 (1/2 of program year completed), Program Operators have achieved the following performance levels:

DLW – Placement Rate – 83%
Average Wage at Placement - \$12.81

Adults:

Goodwill Industries of the Valleys

Placement Rate – 86.7%
Average Wage at Placement - \$9.80

People, Inc. of Virginia

Placement Rate – 63%

Average Wage at Placement - \$11.40

Youth:

Goodwill Industries of the Valleys

Placement Rate – 70.5%

Literacy/Numeracy Gains – 50%

Attained a Degree or Certificate – 86%

People Inc. of Virginia

Placement Rate – 79%

Literacy/Numeracy Gains – 50%

Attained a Degree or Certificate – 77%

Operator performance is in line with contract planned performance goals as well as negotiated Common Measures.

PY' 10 Common Measures

After the State completed its review of Literacy/Numeracy Gains for Youth, our PY'10 Performance increased from 40.8% to 55.6%. This resulted in Area 2 exceeding all Common Measures Standards for PY'10. Also, the 55.6% attainment was the highest in the State.

Financial

Thru December 31, 2011 (1/2 of program year completed), our Operators have expended an average of 48% of available program funds. Direct to client expenditures average 35% of total expenditures. Overall, for all programs, our Direct to Client expenditures are good, however, the DLW program has only expended 21.39% to Direct to Clients which is very low. The DLW Program Operator indicated that the low Direct to Client percentage was due to the fact that a lot of Direct to Client expenditures had been paid using Rapid Response funds. A review of Rapid Response expenditures indicated that \$66,135 or 64% of Rapid Response funds have been expended on Direct to Client activities. Additionally, the DLW Operator indicated that approximately \$80,000 would be

expended in February for tuition costs for Bristol Compressor displaced workers. The overall percentage of expenditures for Direct to Client activities should increase significantly in upcoming months. New approved additional funding was obligated effective January 1, 2012. Currently we have \$189,862 of Adult funds and \$90,946 of DLW funds which are unobligated.

PY'11/PY'12 Funding

PY'12 funding for WIA remains an uncertainty at this time. In December the House passed an appropriations bill for the Department of Labor which would provide funding for PY'12 at a slightly lower level than PY'11. The Senate had previously passed legislation that would level fund WIA programs for PY'12. Within the next few months, both the House and Senate must approve PY'12 funding which, projections indicate, will probably be slightly less than PY'11. Currently there are three (3) WIA reauthorization bills in the House and Senate. With other pressing issues at the federal level, it is not projected that reauthorization will occur this year.

2011 Consortium Board Committees

Executive Committee

David Hutchins, Chair
Bill Brown, Vice-Chair
Bucky Sharitz
Mike Maynard
Bruce Brown

Finance Committee

Mike Maynard, Chair
Jim Heaney
Ranny Akers
Dan Campbell

Nominating Committee

Bruce Brown, Chair
Charlie Clark
Bill Webb
Odell Owens
Eric Workman

Strategic Planning (Joint with WIB)

David Hutchins
Mike Maynard
Bill Brown
Howard Spencer

One Stop (Joint with WIB)

Bucky Sharitz
Jim Heaney
Bill Brown
Ranny Akers

PY'12 PROCUREMENT TIMELINE

<u>Activity</u>	<u>Completion Period</u>
Develop RFP	December 8 – 31, 2011
Send Out Notice to Bidders	December 16, 2011
Approved by Committee	January 1 – 6, 2012
Run Ad in Paper – 3 Days	January 9 – 11, 2012
Bidders Conference	January 13, 2012
RFP Packet Issued	January 13, 2012
Proposals Due Back	March 16, 2012
Proposals Reviewed/Evaluated/Scored	March 19 – 31, 2012
Evaluation Team Prepares a Funding Recommendation	April 2 – 6, 2012
CLEO Executive Committee to review Evaluation Team Recommendation	April 18, 2012
One Stop Committee Meets to Approve Funding Recommendation	April 19 – 20, 2012
Youth Council Takes Action	April 19, 2012
WIB Approves Initial Funding	April 25, 2012
CLEO Review WIB Action	May 16, 2012
CLEO/WIB Funding Resolution	May 17, 2012 – June 22, 2012
WIB Final Funding Action	June 27, 2012
PY'12 Contracts Begin	July 1, 2012

Current WIB Vacancies – January 31, 2012

Business Representative

Wythe County

Consortium Board Contact List

Jurisdiction	Representative	Mailing Address	Phone Number	E-mail Address
Bland County	Eric Workman	P.O. Box 510 Bland, VA 24315	(276) 688-4622	eworkman@bland.org
Carroll County	David Hutchins	147 Mallard Dr. Galax, VA 24333	(276) 233-4405	dvhutchins@embarqmail.com
Floyd County	Dan Campbell	P.O. Box 218 Floyd, VA 24091	(540) 745-9300	dcampbell@floydcova.org
Giles County				
Grayson County	Mike Maynard	550 Little Wilson Rd. Mouth of Wilson, VA 24363	(276) 579-9442 (276) 768-7735	mmaynard@graysoncountyva.com
Montgomery County	Bill Brown	1766 Daisy Rd. Blacksburg, VA 24060	(540) 951-3391	brownwh@montgomerycountyvirginia.gov
Pulaski County	Andy McCready	4801 Wurno Rd. Pulaski, VA 24301	(540) 980-8700 (W) (540) 230-3725 (C)	amc@pulaskicounty.org
Smyth County				
Washington County	Odell Owens	6471 Gate City Highway Bristol, VA 24202	(276) 669-6881 (H)	oowens@washcova.com
Wythe County	Dr. Gary Houseman	129 Fawn Lane Wytheville, VA 24382	(276) 686-4604	gary.houseman@wytheco.org
Bristol City	James Heaney	50 Hilltop Dr. Bristol, VA 24202	(276) 645-8368 (W) (276) 669-8648 (H)	jim.heaney@bristolcompressors.com
Galax City	John Garner			jgarner@galaxva.com
Radford City	Dr. Bruce Brown	504 Denby St. Radford, VA 24141	(540) 633-2976 (H) (540) 392-3972 (C)	brownbe@radford.va.us

Commonwealth of Virginia/Secretary of the Commonwealth

STATEMENT OF ECONOMIC INTERESTS

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Instructions

Pursuant to Sections 2.2-3114 and 2.2-3115 of the *Code of Virginia*, employees of state agencies who have been designated by the Governor or the General Assembly, and employees of local governments designated to file by the *Code of Virginia* or by their governing ordinance, are required to file this "Statement of Economic Interests" form.

Members of certain boards of state and local government are also required to file this form. Please note that within this form, the use of the words "office" and "officer" also apply to appointed board members.

In addition, candidates for state and local offices are required to file this form pursuant to Section 24.2-502 of the *Code of Virginia*.

This filing is a condition of assuming office or employment and thereafter on or before January 15th of each year.

Schedules A through I are to be completed ONLY if you answer "Yes" to any of items 1 through 10 on the Statement of Economic Interests.

NOTE: The "Affirmation by all Filers" on the Statement of Economic Interests MUST be completed by a Notary Public.

REMEMBER: The ANNUAL filing deadline is January 15th of each year.

For the annual filing:

State employees and board members should return completed forms to the agency's COI liaison officer.

Local employees and board members should return the completed forms to the Clerk of the appropriate governing body.

DEFINITIONS AND EXPLANATORY MATERIAL

This statement constitutes a report of economic interests and activities for the calendar year beginning January 1 and ending December 31. The information required on this statement must be provided on the basis of the best knowledge, information and belief of the individual filing the statement as of the date of this report unless otherwise stated. This statement of Economic Interests is open for public inspection.

“Advisory agency” means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

”Business” means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

“Close financial association” means an association in which the person filing shares significant financial involvement with an individual and the filer would reasonably be expected to be aware of the individual's business activities and would have access to the necessary records either directly or through the individual. “Close financial association” does not mean an association based on (i) the receipt of retirement benefits or deferred compensation from a business by which the person filing this statement is no longer employed or (ii) compensation for work performed by the person filing as an independent contractor of a business that represents an entity before any state governmental agency when the person filing has had no communications with the state governmental agency..

“Contingent liability” means a liability that is not presently fixed or determined, but may become fixed or determined in the future with the occurrence of some certain event.

“Contract” means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency which involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision thereof. “Contract” includes a subcontract only when the contract of which it is a part is with the officer's or employee's own governmental agency.

“Dependent” means a son, daughter, father, mother, brother, sister or other person, whether or not related by blood or marriage, if such person receives from the officer or employee, or provides to the officer or employee, more than one-half of his financial support.

“Employee” means all persons employed by a governmental or advisory agency, unless otherwise limited by the context of its use.

“Financial institution” means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in §13.1-501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

“Gift,” means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. “Gift” shall not include any offer of a ticket or other admission or pass unless the ticket, admission, or pass is used. “Gift” shall not include honorary degrees and presents from relatives. For the purpose of this definition, “relative” means the donee's spouse, child, uncle, aunt, niece, or nephew; a person to whom the donee is engaged to be married; the donee's or his spouse's parent, grandparent, grandchild, brother, or sister; or the donee's brother's or sister's spouse.

“Governmental agency” means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are “governmental agencies” for purposes of this chapter.

“Immediate family” means (i) a spouse and (ii) any other person residing in the same household as the officer or employee, who is a dependent of the officer or employee or of whom the officer or employee is a dependent.

“Officer” means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office. Unless the context requires otherwise, “officer” includes members of the judiciary.

“Personal interest” means a financial benefit or liability accruing to an officer or employee or to a member of his immediate family. Such interest shall exist by reason of (i) ownership in a business if the ownership interest exceeds three percent of the total equity of the business; (ii) annual income that exceeds, or may reasonably be anticipated to exceed, \$10,000 from ownership in real or personal property or a business; (iii) salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business that exceeds, or may reasonably be anticipated to exceed, \$10,000 annually; (iv) ownership of real or personal property if the interest exceeds \$10,000 in value and excluding ownership in a business, income, or salary, other compensation, fringe benefits or benefits from the use of property; or (v) personal liability incurred or assumed on behalf of a business

if the liability exceeds three percent of the asset value of the business.

“Personal interest in a contract” means a personal interest which an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business which is a party to the contract.

“Personal interest in a transaction” means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business, or represents any individual or business and such property, business or represented individual or business (i) is the subject of the transaction or (ii) may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction. Notwithstanding the above, such personal interest in a transaction shall not be deemed to exist where an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity.

“State and local government officers and employees” shall not include members of the General Assembly.

“Transaction” means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

TRUST. If you or your immediate family, separately or together, are the only beneficiaries of a trust, treat the trust's assets as if you own them directly. If you or your immediate family has a proportional interest in a trust, treat that proportion of the trust's assets as if you own them directly. For example, if you and your immediate family have a one-third interest in a trust, complete your Statement as if you own one-third of each of the trust's assets. If you or a member of your immediate family created a trust and can revoke it without the beneficiaries' consent, treat its assets as if you own them directly.

STATEMENT OF ECONOMIC INTERESTS

Revised Form as of 10/6/2009

NAME		Candidate for Election to this office? ____ YES ____ NO	
OFFICE OR POSITION HELD OR SOUGHT			
AGENCY/BUSINESS NAME		PHONE	
AGENCY/BUSINESS ADDRESS			
CITY		STATE	ZIP
NAMES OF MEMBERS OF IMMEDIATE FAMILY			

COMPLETE ITEMS 1 THROUGH 10. REFER TO SCHEDULES ONLY IF DIRECTED.

1. **Offices and Directorships.**
Are you or a member of your immediate family a paid officer or paid director of a business? YES NO
If yes, complete Schedule A

2. **Personal Liabilities.**
Do you or a member of your immediate family owe more than \$10,000 to any one creditor including contingent liabilities? (Exclude debts to any government and loans secured by recorded liens on property at least equal in value to the loan.) YES NO
If yes, complete Schedule B

3. **Securities.**
Do you or a member of your immediate family, directly or indirectly, separately or together, own securities valued in excess of \$10,000 invested in one business? Account for mutual funds, limited partnerships and trusts. YES NO
If yes, complete Schedule C

4. **Payment for Talks, Meetings, and Publications.**
During the past 12 months did you receive lodging, transportation, money, or anything else of value with a combined value exceeding \$200 for a single talk, meeting, or published work in your capacity as an officer or employee of your agency? YES NO
If yes, complete Schedule D

5. **Gifts.**
During the past 12 months did a business, government, or individual other than a relative or personal friend (i) furnish you with any gift or entertainment at a single event, and the value received by you exceeded \$50 in value or (ii) furnish you with gifts or entertainment in any combination and the value received by you exceeded \$100 in total value; and for which you neither paid nor rendered services in exchange? Account for entertainment events only if the average value per person attending the event exceeded \$50 in value. Account for all business entertainment (except if related to your private profession or occupation) even if unrelated to your official duties. YES NO
If yes, complete Schedule E

6. **Salary and Wages.**
List each employer that pays you or a member of your immediate family salary or wages in excess of \$10,000 annually. (Exclude state or local government or advisory agencies.) If no reportable salary or wages, check here

7. **Business Interests.** Do you or a member of your immediate family, separately or together, operate your own business, or own or control an interest in excess of \$10,000 in a business? YES NO
If yes, complete Schedule F
8. **Payments for Representation and Other Services.**
- 8A. Did you represent, excluding activity defined as lobbying in § 2.2-419, any businesses before any state governmental agencies, excluding courts or judges, for which you received total compensation during the past 12 months in excess of \$1,000, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers? (Officers and employees of local governmental and advisory agencies do NOT need to answer this question or complete Schedule G-1.) YES NO
If yes, complete Schedule G-1
- 8B. Subject to the same exceptions as in 8A, did persons with whom you have a close financial association (partners, associates or others) represent, excluding activity defined as lobbying in § 2.2-419, any businesses before any state governmental agency for which total compensation was received during the past 12 months in excess of \$1,000? (Officers and employees of local governmental and advisory agencies do NOT need to answer this question or complete Schedule G-2.) YES NO
If yes, complete Schedule G-2
- 8C. Did you or persons with whom you have a close financial association furnish services to businesses operating in Virginia pursuant to an agreement between you and such businesses, or between persons with whom you have a close financial association and such businesses for which total compensation in excess of \$1,000 was received during the past 12 months? YES NO
If yes, complete Schedule G-3
9. **Real Estate.**
- 9A. **State Officers and Employees.** Do you or a member of your immediate family hold an interest, including a partnership interest, valued at \$10,000 or more in real property (other than your principal residence) for which you have not already listed the full address on Schedule F? Account for real estate held in trust. YES NO
If yes, complete Schedule H-1
- 9B. **Local Officers and Employees.** Do you or a member of your immediate family hold an interest, including a partnership interest, or option, easement, or land contract, valued at \$10,000 or more in real property (other than your principal residence) for which you have not already listed the full address on Schedule F? Account for real estate held in trust. YES NO
If yes, complete Schedule H-2
10. **Real Estate Contracts with Governmental Agencies** Do you or a member of your immediate family hold an interest valued at more than \$10,000 in real estate, including a corporate, partnership, or trust interest, option, easement, or land contract, which real estate is the subject of a contract, whether pending or completed within the past 12 months, with a governmental agency? If the real estate contract provides for the leasing of the property to a governmental agency, do you or a member of your immediate family hold an interest in the real estate valued at more than \$1,000? Account for all such contracts whether or not your interest is reported in Schedule F, H-1, or H-2. This requirement to disclose an interest in a lease does not apply to an interest derived through an ownership interest in a business unless the ownership exceeds three percent of the total equity of the business. YES NO
If yes, complete Schedule I

Statements of Economic Interests are open for public inspection.

NOTE: You MUST acknowledge your signature below before a Notary Public and complete the acknowledgment portion of the "Affirmation By All Filers."

AFFIRMATION BY ALL FILERS.

I swear or affirm that the foregoing information is full, true and correct to the best of my knowledge.

SIGNATURE OF FILER

DATE

COMMONWEALTH OF VIRGINIA

city/county of _____ to wit:

The foregoing disclosure form was acknowledged before me this _____ day _____, 20 _____

by _____
NAME OF FILER

My commission expires _____
NOTARY PUBLIC

SCHEDULE B

PERSONAL LIABILITIES

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

Report personal liability by checking each category. Report only debts in excess of \$10,000. Do not report debts to any government. Do not report loans secured by recorded liens on property at least equal in value to the loan. Report contingent liabilities below and indicate which debts are contingent.

1. My personal debts are as follows:

CHECK APPROPRIATE CATEGORIES:	CHECK ONE	
	\$10,001 TO \$50,000	MORE THAN \$50,000
Banks	<input type="checkbox"/>	<input type="checkbox"/>
Savings institutions	<input type="checkbox"/>	<input type="checkbox"/>
Other loan or finance companies	<input type="checkbox"/>	<input type="checkbox"/>
Insurance companies	<input type="checkbox"/>	<input type="checkbox"/>
Stock, commodity or other brokerage companies	<input type="checkbox"/>	<input type="checkbox"/>
Other businesses: (State principal business activity for each creditor.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Individual creditors: (State principal business or occupation for each creditor.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

2. The personal debts of the members of my immediate family are as follows:

CHECK APPROPRIATE CATEGORIES:	CHECK ONE	
	\$10,001 TO \$50,000	MORE THAN \$50,000
Banks	<input type="checkbox"/>	<input type="checkbox"/>
Savings institutions	<input type="checkbox"/>	<input type="checkbox"/>
Other loan or finance companies	<input type="checkbox"/>	<input type="checkbox"/>
Insurance companies	<input type="checkbox"/>	<input type="checkbox"/>
Stock, commodity or other brokerage companies	<input type="checkbox"/>	<input type="checkbox"/>
Other businesses: (State principal business activity for each creditor.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Individual creditors: (State principal business or occupation for each creditor.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

SCHEDULE G-1

PAYMENTS FOR REPRESENTATION BY YOU

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

List the businesses you represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, for which you received total compensation during the past 12 months in excess of \$1,000, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers filed by you.

Identify each business, the nature of the representation and the amount received by dollar category from each such business. You may state the type, rather than name, of the business if you are required by law not to reveal the name of the business represented by you.

Only STATE officers and employees should complete this Schedule.

NAME OF BUSINESS	TYPE OF BUSINESS	PURPOSE OF REPRESENTATION	NAME OF AGENCY	AMOUNT RECEIVED				
				\$1001 To \$10,000	\$10,001 To \$50,000	\$50,001 To \$100,000	\$100,001 To \$250,000	\$250,001 And Over
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have received \$250,001 or more from a single business within the reporting period, indicate the amount received, rounded to the nearest \$10,000. Amount Received: _____.

SCHEDULE G-3

PAYMENTS FOR REPRESENTATION GENERALLY

NAME: _____

OFFICE OR POSITION HELD OR SOUGHT: _____

Indicate below types of businesses that operate in Virginia to which services were furnished by you or persons with whom you have a close financial association pursuant to an agreement between you and such businesses, or between persons with whom you have a close financial association and such businesses and for which total compensation in excess of \$1,000 was received during the past 12 months.

Identify opposite each category of businesses listed below (i) the type of business, (ii) the type of service rendered and (iii) the value by dollar category of the compensation received for all businesses falling within each category.

BUSINESS CATEGORY	CHECK IF SERVICES WERE RENDERED	TYPE OF SERVICE RENDERED	VALUE OF COMPENSATION				
			\$1,001 TO \$10,000	\$10,001 TO \$50,000	\$50,001 TO \$100,000	\$100,001 TO \$250,000	\$250,001 AND OVER
Electric Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cable Television Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interstate Transportation Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intrastate Transportation Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil or Gas Retail Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Banks	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Savings Institutions	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan or Finance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturing Companies (state type of product, e.g., textile, furniture, etc.)	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mining Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casualty Insurance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Insurance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retail Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beer, Wine or Liquor Companies or Distributors	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Associations	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Associations	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associations of Public Employees or Officials	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counties, Cities or Towns	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labor Organizations	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCHEDULE I

REAL ESTATE CONTRACTS WITH GOVERNMENT AGENCIES

NAME:

OFFICE OR POSITION HELD OR SOUGHT:

List all contracts, whether pending or completed within the past 12 months, with a governmental agency for the sale or exchange of real estate in which you or a member of your immediate family holds an interest, including a corporate, partnership or trust interest, option, easement, or land contract, valued at \$10,000 or more. List all contracts with a governmental agency for the lease of real estate in which you or a member of your immediate family holds such an interest valued at \$1,000 or more. This requirement to disclose an interest in a lease does not apply to an interest derived through an ownership interest in a business unless the ownership interest exceeds three percent of the total equity of the business.

State officers and employees report contracts with state agencies.

Local officers and employees report contracts with local agencies.

List your real estate interest and the person or entity including the type of entity, which is party to the contract. Describe any management role and the percentage ownership interest you or your immediate family member has in the real estate or entity.

List each state and the governmental agency which is party to the contract and indicate the county or city where the real estate is located.

State the annual income from the contract, and the amount, if any, of income you or any immediate family member derives annually from the ownership interest you contact.

**NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT AREA
ONE-STOP OPERATOR REPORT TO THE WORKFORCE CONSORTIUM BOARD
JANUARY 31, 2012**

ONE-STOP CENTER ACTIVITY – PY2011 MONTH ENDING DECEMBER 31, 2011

Bristol Current Month	Bristol Year to Date	Galax Current Month	Galax Year to Date	Radford Current Month	Radford Year to Date	Wytheville Current Month	Wytheville Year to Date	TOTAL YEAR TO DATE
439	2944	1796	9282	922	4646	784	3265	20137

Annual Comparison Data

July 1, 2009 - June 30, 2010 (Program Year 2009) 66,536 served

July 1, 2010 - June 30, 2011 (Program Year 2010) 60,898 served Net reduction 5,638 (8.5%)

One-Month Comparison Data

December 2010 6,211 served

December 2011 3,941 served Net reduction 2,270 (37%)

Year-to-Date Comparison Data

July-December 2010 30,440 served

July-December 2011 20,137 served Net reduction 10,303 (34%)

GOODWILL PROGRAM ACTIVITY – PY2011 MONTH ENDING DECEMBER 31, 2011

Dislocated Worker Program

422 Participants, 141 Closures/113 Employed/5 Neutral(83%), 281 Current, 77 Trained/52 Credential

Adult Program

61 Participants, 16 Closures/13 Employed/1 Neutral(87%), 45 Current, 6 Credentials

Youth Program

101 Participants, 46 Closures, 31 Employ./Educ./ 2 Neutral(70%), 55 Current, 38 Credentials, 6 Lit./Num. Gains

PEOPLE, INC. PROGRAM ACTIVITY – PY2011 MONTH ENDING DECEMBER 31, 2011

Adult Program

92 Participants, 40 Closures, 25 Employed/0 Neutral (63%), 53 Current, 25 Credentials

Youth Program

107 Participants, 36 Closures, 29 Employ./Educ./1 Neutral (83%), 71 Current, 29 Credentials, 4 Lit./Num. Gains

REGIONAL ACTIVITY

- DLW case manager Ashley Prater attended three Rapid Response sessions for approximately 40 individuals at the Marion Youth Center. Most being laid off have licenses, degrees or certificates or are close to attaining them.
- Results Global in Galax is hiring 30 Sales Representatives \$8.00- \$13.50 per hr.
- Royal Mouldings held a job fair on Monday, December 5, at the Marion VEC. They are hiring production operators.
- Dish Network held a job fair on Friday, 12/09/2011, at the Wytheville Workforce Center. They are hiring Customer Care Specialists for their Bluefield Call Center.
- DLW OJT Coordinator Jennifer Reedy met with new company American Century in Bristol. They make burial vaults and nuclear waste holders. They are hiring 60 welders and machine operators and want OJTs.
- Bristol Compressors has laid off 238 employees permanently plus 750 temporary layoffs for the first week of January, or longer. The DLW program is contacting the permanent layoffs to make them aware they are eligible for services. A new DLW case manager is being added in Bristol to meet the additional demand for services.
- Caterpillar (Hillsville and Pulaski) will be hiring about 80 positions.
- Istabol (a Bristol company manufacturing car wash equipment) plans to hire 20 assemblers in January.
- TRW (Atkins) is adding a 3rd shift and increasing 2nd shift for assembly positions.

CUSTOMER SUCCESS STORY

In June 2007, Melissa, a 26 year old Bland County resident, walked into the Wytheville Workforce Center. As the young mother of a seven-week-old infant and a recipient of public assistance, she was determined to build a future for her son and herself, but she was unsure how. Melissa was enrolled in the Adult Program operated by People Incorporated and began the process to transition into employment and self-sufficiency. First, vocational assessments were administered to determine a suitable career path based upon her interests and aptitudes. It was determined that Melissa would need occupational skills training to secure her employment goals. Melissa and her case manager created an individual employment plan consisting of training and employment goals for high wage careers. People Incorporated staff then assisted Melissa in securing federal student aid, including a PELL grant, to finance the tuition, fees, and books required to pursue Radiologic Technology training at Wytheville Community College. During a routine review and update of client's training progress, it was discovered that Melissa had exhausted her Temporary Assistance for Needy Families (TANF) assistance, which had funded her living expenses during training and it appeared that she might be unable to complete training and transition into gainful employment. Melissa was heart-broken and thought her dream of self-sufficiency might no longer be possible. People Incorporated staff worked with Melissa and other partner agencies to access community resources to assist her with living expenses and also determined that Melissa was eligible to receive supportive services in the form of transportation assistance to assist with her commute to the training site. Through this assistance, Melissa was able to continue training at WCC. In May 2011, Melissa graduated from Wytheville Community College with an Associate of Applied Science Degree in Radiologic Technology and successfully passed the National Registry of Radiologic Technologists in September 2011. Melissa obtained employment at Princeton Community Hospital on October 1, 2011 as a Radiology Technologist and is earning a wage of \$17.28 per hour with benefits.