

NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT AREA
CONSORTIUM BOARD

MEETING AGENDA

September 21, 2011

- I. Call To Order –Chair Hutchins
- II. Prayer/Pledge of Allegiance
- III. Welcome to Bristol Compressors – Jim Heaney
- IV. Roll Call
- V. Consent Agenda
 - A. [Approval of Minutes](#) (Previously Distributed)
 - B. [Approval of Consent Items](#) (Previously Distributed)
 - C. [Approval of Executive Committee Action Taken](#) (Previously Distributed)
- VI. Public Comment Period
- VII. Workforce Investment Board Update – Martha Samples, Chair
- VIII. [Executive Summary](#) – Ronnie Martin
- IX. Informational Items
 - A. [One Stop Operator Report](#) (Previously Distributed)
 - B. Skills Gap Survey Update – Marty Holliday
- X. Discussion Item
 - A. Procurement for PY'12 Service Delivery
- XI. Travel Reimbursement
- XII. 2011 Consortium Board Meeting Schedule
- XIII. Next Meeting Date–**Joint meeting with WIB on December 7, 2011–Wytheville Meeting Center–10:00 a.m.**
- XIV. Adjournment
- XV. Tour of Facility/Lunch

New River/Mount Rogers Workforce Investment Area Consortium Board

MEETING MINUTES

July 20, 2011

A meeting of the NR/MR WIA Consortium Board was held on July 20, 2011 at the Wytheville Meeting Center in Wytheville. Those in attendance were as follows:

Council Members

David Hutchins- Chair
Bill Brown – Montgomery
Ranny Akers - Pulaski
Bruce Brown - Radford
Charlie Clark - Smyth
Odell Owens - Washington
Bucky Sharitz - Wythe

Staff

Ronnie Martin
Marty Holliday

Guest

Martha Samples – WIB Chair
Linda Matthews- Goodwill Ind. of the Valleys
Mary Ann Gilmer – Goodwill Ind. of the Valleys
Carl Mitchell – Virginia Economic Bridge
Jennifer Reedy – Goodwill Ind. of the Valleys
Jim Coen – Goodwill Ind. of the Valleys

At 9:33 AM, Chairman Hutchins called the meeting to order.

The meeting was opened with a prayer and all present recited the Pledge of Allegiance.

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

Dr. Bruce Brown made the motion to approve items on the Consent Agenda. Mr. Sharitz seconded the motion and a called vote was taken:

Carroll – yes, Montgomery - yes, Pulaski –yes, Radford – yes, Smyth – yes,
Washington – yes, Wythe – yes

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

Chairman Hutchins asked the members to review proposed Resolution 2011-01 on the Consortium Board as the grant applicant for Tobacco Commission funds to support a project in Smyth, Washington and Bristol for the proposed SWVA Manufacturing Training Center. Mr. Martin gave a brief overview of the wording in the Consortium Board's Agreement and its ability to give financial obligation protection for non-participating member jurisdictions. After a brief discussion Mr. Owens made the motion

to approve Resolution 2011-01. Mr. Clark seconded the motion and a called vote was taken:

Carroll – yes, Montgomery - yes, Pulaski –yes, Radford – yes, Smyth – yes, Washington – yes, Wythe – yes

Mr. Martin will contact Phyllis Katz on possible adjustments to the wording in the Agreement that would allow the Consortium Board to seek out these types of funding opportunities in the future.

Ms. Samples introduced Mr. Carl Mitchell, Executive Director of Virginia Economic Bridge. Mr. Mitchell gave a presentation on several initiatives that Virginia Economic Bridge is currently involved in.

Chairman Hutchins asked Ms. Samples to give a WIB update. Ms. Samples brought the Board up-to-date on WIB activities and correspondence that had taken place in recent months. A brief discussion followed.

Chairman Hutchins asked Mr. Martin to give an Executive Summary. Mr. Martin gave an overview of program activities, budget and funding issues. A brief discussion followed.

Chairman Hutchins reminded the members that the Informational Items had been previously sent out, and would not be presented unless there were any specific questions the members wanted to ask about them.

Ms. Holliday notified the member that no progress had been made on the Mobile One-Stop project as Dana Laney had left People, Inc. and Betty Rowe had not yet taken over that position.

Mr. Martin updated the Board on the NEG- OJT grant. Ms. Holliday updated the Board on the CREATES and HITE grants.

Chairman Hutchins again asked for feedback on the new meeting style. All members present had positive responses. Each member gave a brief update of activities happening in their jurisdiction.

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 will be held on September 21, 2011 at Bristol Compressors beginning at 10:00AM. He told the members that Ms. Holliday would arrange for transportation options and lunch at Heartwood in Abingdon.

With no further business the meeting was adjourned at 11:40AM.

Respectfully Submitted,

Marty Holliday

Marty Holliday
Deputy Executive Director

Ronnie Martin

From: Ronnie Martin [rmartin@nrvc.org]
Sent: Monday, September 12, 2011 11:20 AM
To: 'dvhutchins@embarqmail.com'; 'Bill Brown'; 'Dan Campbell'; 'eworkman@bland.org'; 'Mike Maynard'; 'Howard Spencer'; 'rlakers@pulaskicounty.org'; 'Charlie Clark'; 'Owens, Odell'; 'Wythe B. Sharitz'; 'Jim Heaney'; 'bill3111@comcast.net'; 'Bruce E. Brown'
Cc: 'Martha Samples'; 'Marty Holliday'
Subject: Consent Items for the September 21, 2011 Meeting
Attachments: Final - WIB PY' 11 Budget - September, 2011.pdf; Travel Revision Policy - September, 2011.pdf

Good morning,

Attached are the consent items to be voted on at our September 21, 2011 meeting. Please review the items and let me know if you have any questions. Attached you will find the following:

1. " Final " WIB PY' 11 Budget approved by the WIB
2. Travel Policy Revision reviewed and referred to the full Board by the Executive Committee

These items will not be in the meeting packet that you are provided at the meeting on the 21st. If you desire a copy, please print the attachment and bring with you to the meeting. Be prepared to vote on these items at our meeting. Let me know if you have any questions.

Thanks,
Ronnie

Ronnie Martin, Executive Director
New River/ Mount Rogers Workforce Investment Area Consortium Board
6580 Valley Center Drive, Suite 119
Radford, VA 24141
Phone : 633 - 6764
Fax : 633 - 2502
Cell : 357 - 0761

PY'11 Budget – Summary of Changes

	<u>“Draft”</u>	<u>“Final”</u>	<u>Change</u>
Carry-Over:			
Administration	180,000	199,365	+ 19,365
DLW	10,000	11,030	+ 1,030
Adult	175,000	167,490	- 7,510
Youth	120,000	142,259	+ 22,259
Totals	<u>\$485,000</u>	<u>\$520,144</u>	<u>\$ + 35,144</u>
Unobligated:			
Administration	172,985	192,350	+ 19,365
DLW	175,315	176,345	+ 1,030
Adult	287,037	279,527	- 7,510
Youth	287,115	309,374	+ 22,259
Totals	<u>\$922,452</u>	<u>\$957,596</u>	<u>\$ + 35,144</u>
Total Funding	\$3,189,050	\$3,224,194	\$ + 35,144

"Final" - PY'11 BUDGET

PY'10 Carryover Funds

Formula

Administration \$199,365

Program

DLW \$11,030

Adult \$167,490

Youth \$142,259

Totals \$320,779

Total Carryover Funds \$520,144

PY '11 WIA Allocations

	Admin	Program	Total	PY'10 Allocation
DLW	\$77,813	\$700,319	\$778,132	\$820,104
Adult	\$76,194	\$685,750	\$761,944	\$777,360
Youth	<u>\$96,057</u>	<u>\$864,515</u>	<u>\$960,572</u>	<u>\$896,550</u>
Totals	<u>\$250,064</u>	<u>\$2,250,584</u>	<u>\$2,500,648</u>	<u>\$2,494,014</u>

Total Available Funding Summary

	Admin	Program	Total
WIA Allocations	\$250,064	\$2,250,584	\$2,500,648
WIA Carryover	\$199,365	\$320,779	\$520,144
CREATES		\$88,656	\$88,656
HITE		\$107,746	\$107,746
NEG-OJT		<u>\$7,000</u>	<u>\$7,000</u>
Total	<u>\$449,429</u>	<u>\$2,774,765</u>	<u>\$3,224,194</u>

"Final" PY'11 WIB BUDGET

Board Expenses

Personnel	\$256,800
Benefits	127,548
Travel	33,000
Office Space	24,000
Communications	6,000
Office Supplies	6,500
Postage	500
Printing	250
Copies	1,500
Media Adv.	1,500
Other	129,000
WIB/CLEO Expenses	\$586,598
Fiscal Agent Services	\$60,000
Board Reserved Funds	\$70,000
Total WIB Budget	\$716,598

Other Detail

Equip. Maint./Rental	\$1,500
Dues/Pubs	500
Training	500
Insurance	500
Capital Outlay	5,000
Contractual Ser.	1,000
Audit Fee	2,500
WIB/CLEO Meeting Expenses	5,000
WIB/CLEO Travel Expenses	5,000
Attorney Fees	2,500
Misc.*	105,000
Total	\$129,000

* Includes \$55,000 for HITE and \$45,000 for CREATES for assessments and supportive services.

Budget Breakdown by Program

Board Expenses

Formula Administration	102,079
Formula Adult Program	73,713
Formula DLW Program	95,004
Formula Youth Program	112,400
WIA Total	<u>\$383,196</u>
CREATES	88,656
HITE	107,746
NEG-OJT	7,000
Non-WIA Total	<u>\$203,402</u>
Grand Total	<u><u>\$586,598</u></u>

**New River/Mount Rogers Workforce Investment Area
Summary of Funding Allocations/Carryover/Distributions
Program Year 2011**

Funding Source	Projected Funding
Formula Administration	\$449,429
Formula Adult Program	\$853,240
Formula DLW Program	\$711,349
Formula Youth Program	\$1,006,774
CREATES	\$88,656
HITE	\$107,746
NEG-OJT	\$7,000
Projected Totals	\$3,224,194

Distribution of Board Expenses

Formula Administration	\$102,079
Formula Programs	\$281,117
CREATES	\$88,656
HITE	\$107,746
NEG-OJT	\$7,000
Total	\$586,598

Fiscal Agent Services **\$60,000**

Board Reserved **\$70,000**

**New River/Mount Rogers Workforce Investment Area
Summary of Funding Allocations/Carryover/Distributions
Program Year 2011**

Distribution to Program Operators

One-Stop Administration		\$25,000
Formula	\$25,000	
Program Costs:		
Formula Adult	\$500,000	
Formula DLW	\$440,000	
Formula Youth	\$585,000	<u>\$1,525,000</u>
Total to Program Operators		<u>\$1,550,000</u>

Un-Obligated Funds

Formula Administration	\$192,350
Formula Adult Program	\$279,527
Formula DLW Program	\$176,345
Formula Youth Program	<u>\$309,374</u>
Total Unobligated	<u>\$957,596</u>

Grand Totals

Board Expenses	\$586,598
Fiscal Agent	\$60,000
Board Reserved	\$70,000
Program Operators	\$1,550,000
Unobligated	<u>\$957,596</u>
Total	<u>\$3,224,194</u>

Consortium Board/WIB Member Travel Policy

All Consortium Board and WIB members will be reimbursed for usage of their personal vehicles to attend meetings and/or other functions necessary to fulfill their Board obligations at the most recently approved IRS reimbursement rate for business usage of a personal vehicle.

WIB Member Travel Reimbursement

I hereby certify that on _____ I traveled to attend a
WIB Meeting scheduled that same date.

I am requesting travel reimbursement as follows:

_____ X \$0.555/mile = \$ _____
Total Miles Reimbursement Requested

Signature

Date

Ronnie Martin

From: Ronnie Martin [rmartin@nrvc.org]
Sent: Wednesday, August 17, 2011 3:32 PM
To: 'dvhutchins@embarqmail.com'; 'Bill Brown'; 'Mike Maynard'; 'Wythe B. Sharitz'; 'Bruce E. Brown'; 'eworkman@bland.org'; 'Dan Campbell'; 'Howard Spencer'; 'rlakers@pulaskicounty.org'; 'Charlie Clark'; 'Owens, Odell'; 'Jim Heaney'; 'bill3111@comcast.net'
Subject: Executive Committee Action Taken

Good Afternoon,

At its meeting today, the Consortium Board Executive Committee took the following action on behalf of the Consortium Board.

1. At the recommendation of the Personnel Committee approved a pay adjustment for Marty Holliday based on increased work duties and responsibilities. This recommendation was made after a review of her job performance by members of the Personnel Committee.
2. Approved a staff recommendation to combine 2 staff positions (Systems Administrator and Compliance Review Officer) into one new position (WIA Programs Administrator) combining job duties. This will yield a savings of approximately \$50,000 per year.
3. Approved \$2,000 of Incentive Funds for a " Services Excellence " training program for WIA Program Operator staff.
4. Approved the " Final " PY' 11 Budget.

Let me know if you have any questions.

Thanks,
Ronnie

Ronnie Martin, Executive Director
New River/ Mount Rogers Workforce Investment Area Consortium Board
6580 Valley Center Drive, Suite 119
Radford, VA 24141
Phone : 633 - 6764
Fax : 633 - 2502
Cell : 357 - 0761

Executive Summary – September 21, 2011

Service Levels:

Thru August 31, 2011 our Program Operators have served the following:

DLW – 407

Adults – 109

Youth – 174

These service levels are the following percentage of planned 1st Quarter PY'11 enrollments:

DLW – 291% of plan

Youth – Goodwill – 165%
People – 92%

Adult – Goodwill – 90%
People – 90%

Performance (Common Measures):

Performance Period: Preliminary PY'10 Performance Data

Adult Measures	Negotiated Level	80% Level	Actual	% of Negotiated Level	Status
Adult Entered Employment Rate	71.0	56.8	69.5	97.9%	M
Adult Employment Retention Rate	82.0	65.6	85.7	104.5%	E
Adult Average Earnings	\$8,000	\$6,400	\$8,587	107.3%	E
Dislocated Workers Measures					
Dislocated Worker Entered Employment Rate	72.0	57.6	89.0	123.6%	E
Dislocated Worker Employment Retention Rate	87.0	69.6	92.2	106.0%	E
Dislocated Worker Average Earnings	\$ 10,500	\$8,400	\$12,383	117.9%	E
Youth Measures					
Literacy/Numeracy Gains	50.0	40.0	40.8	81.6%	M
Placement in Employment or Education	40.0	32.0	61.1	152.8%	E
Attainment of Degree or Certificate Rate	51.0	40.8	84.4	165.5%	E

Note: It is too early into PY'11 to be able to measure local program performance.

Financial

With only two (2) months of expenditures for PY'11, it is too early to evaluate spending levels. Funding for DLW and Adult program activities is very limited until October or November when the balance of allocated funding should be received. While all PY'11 youth funding was available on July 1, 2011, only a small portion of DLW and Adult funds were available. Combining carry-over funds with new funding yielded the following available funding levels through October 31, 2011.

Adult

Carry-Over	\$167,490
PY'11 Funding	\$64,507
Total	<u>\$231,997</u>

DLW

Carry-Over	\$11,030
PY'11 Funding	\$168,298
Total	<u>\$179,328</u>

Distribution

Board	\$18,000
Operator	\$213,997
	<u>\$231,997</u>

Distribution

Board	\$24,000
Operator	\$155,328
	<u>\$179,328</u>

Operator Distribution

People Inc.	\$142,291
Goodwill	\$71,706

**NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT AREA
ONE-STOP OPERATOR REPORT TO THE CONSORTIUM BOARD
SEPTEMBER 21, 2011**

ONE-STOP CENTER ACTIVITY – MONTH ENDING AUGUST 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
1122	994	786	2895	1026	1755	842	982	6626

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

August 2010 5,434 served

August 2011 3,090 served Net reduction 2,344 (43%)

GOODWILL PROGRAM ACTIVITY – PY2011 PERIOD ENDING AUGUST 31, 2011

Dislocated Worker Program (Formula)

407 Participants, 3 Closures/3 Employed/0 Neutral(100%), 404 Current, 1 Trained/1 Credential

Adult Program (Formula)

47 Participants, 0 Closures, 0 Employment/Education/0 Neutral(0%), 47 Current, 0 Credentials

Youth Program (Formula)

91 Participants, 0 Closures, 0 Employ./Educ./0 Neutral(0%), 91 Current, 0 Credentials, 0 Lit./Num. Gains

PEOPLE, INC. PROGRAM ACTIVITY – PY2011 PERIOD ENDING AUGUST 31, 2011

Adult Program (Formula)

62 Participants, 0 Closures, 0 Employed/0 Neutral (0%), 62 Current, 0 Credentials

Youth Program (Formula)

83 Participants, 1 Closures, 0 Employ./Educ./0 Neutral (0%), 82 Current, 0 Credentials, 1 Lit./Num. Gains

REGIONAL ACTIVITY

- Manpower is hiring for 45 positions for Gatorade in Wytheville
- Phoenix Packaging is preparing for another round of hiring.
- Woodgrain Millworks in Atkins is adding machine operator positions.
- Utility Trailer is hiring 200 workers to repair trailers damaged in the tornado and also hiring 20 mig/tig welders.
- A new Cheddars Restaurant and a new Chick-Fil-A are coming to Bristol this Fall
- Pepsi in Wytheville is hiring for production workers.
- ATK in Radford will lay off 70 workers in the next month. No specific date has been received yet.
- Galax Workforce Center held a job fair August 4 for the Virginia State Police
- Wytheville Workforce Center held a job fair for Denny's on July 13-14
- Wytheville Workforce Center held a job fair for Xaloy on July 21 to hire CNC, Machining, and Milling operators.
- Radford Workforce Center held a job fair for Corning August 17
- Virginia Highlands Community College hosted a job fair on June 30. to reach out to those dislocated due to tornado damage. Over 60 employers were present.

CUSTOMER SUCCESS STORY

A seventeen-year-old youth was referred to Workforce Development by New River Community College where he was working on his GED. The youth was waiting for court dates for several juvenile offenses and living with a guardian because he was no longer welcome in his home. His barriers made him eligible for the Workforce Development program and he was enrolled as an in-school youth. After completing counseling and assessment testing, the case manager felt that the youth would benefit greatly from a Work Experience, as he had no prior work history. Due to transportation issues, he was placed in a Work Experience at NRCC where he was able to work and continue with his GED classes. He successfully completed and passed all requirements to receive his GED on 03/15/2011. He finished his Work Experience on May 16, 2011, successfully completing the hours that were assigned to him. He has used the incentive monies he earned to help with housing and transportation and is now living independently. He is currently enrolled at NRCC pursuing a degree in Computer Aided Drafting and Design.