

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

MEETING MINUTES

December 1, 2010

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 1, 2010 at the Wytheville Meeting Center. Those in attendance were as follows:

<u>WIB Members</u>		<u>Consortium Members</u>	
Martha Samples, Chair	Lynn White	Terry Smusz	David Hutchins, Chair
Dave Elmore	David Wright	Carl Mitchell	Bill Brown
James Topping	Timothy McVey	Dr. Alan Hawthorne	Mike Maynard
Ed Stringer	Howard Bartholomay	Mike Rouse	Dan Campbell
John Overton	Melinda Leland	Mike Jennings	Charlie Clark
David Hutchins	Virginia Bolte	Mike Ketner	Odell Owens
Wilma Faulkner	Robbie Wyrick	Roger Frye(alternate)	Bucky Sharitz
Neil Sagebiel	Robert Pierce		Ranny Akers
Debbie Williams	Robert Goldsmith		

<u>Guests</u>		<u>Staff</u>	
Dr. Jack Lewis	Joanie McCleary	Ronnie Martin	Lynette Dawson
Dr. Mark Rowh	Dana Laney	Marty Holliday	Della Meadows
Ron Chaffin	Jim Coen	Beverly Burke	
Bruce Phipps	Laura Lincoln	Mary Ann Gilmer	
Sally Morgan	Linda Matthews	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. Brown if he would have the prayer and lead the group in the Pledge of Allegiance. Mr. Brown had the prayer and all present recited the Pledge of Allegiance.

Chair Hutchins asked Mr. Martin to introduce some of our guests. Mr. Martin introduced the following guests:

- Ms. Laura Lincoln, Youth Council Vice-Chair
- Mr. Bruce Phipps, President and CEO of Goodwill Industries of the Valleys
- Dr. Jack Lewis, President of New River Community College
- Dr. Mark Rowh, NRCC – Vice President of Workforce Development
- Ron Chaffin, former NRCC – Vice President of Workforce Development

Both Chairs welcomed the guests and thanked them for their attendance.

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

Marty Holliday – Deputy Director
Beverly Burke – System Administrator
Mary Ann Gilmer – Compliance Monitor
Rhonda Womble – CREATES Program Specialist
Lynette Dawson – HITE Program Specialist
Della Meadows – Administrative Assistant

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

The WIB roll was called and it was established that a quorum of WIB members was present. Next, Chair Hutchins asked Ms. Holliday to call the Consortium Board roll. The roll call was completed and a quorum was present.

Chair Samples asked for a motion to approve the agenda on behalf of the WIB. Mr. Rouse made a motion to approve the agenda. Mr. Pierce 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. Brown 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. Ms. Williams made a motion to approve the minutes as distributed. Mr. Goldsmith seconded the motion which was unanimously approved. Chair Hutchins asked for a motion to approve the minutes of the previous Consortium Board meeting, Mr. Sharitz made a motion to approve the minutes as distributed. Mr. Brown seconded the motion which was unanimously approved.

Chair Samples opened the floor for public comments. Hearing none, she proceeded with the agenda.

Chair Hutchins next asked to move the NRCC presentation to the next item on the agenda. Both groups were agreeable with this change. Dr. Jack Lewis, President of New River Community College, gave a power point presentation on the college and workforce issues in his service area. He discussed current economic factors and possible solutions to our economic concerns. A question and answer period followed the presentation. Both Chair Samples and Chair Hutchins thanked Dr. Lewis and staff for their attendance and the very informative presentation.

Chair Samples asked Mr. Martin to present the Fiscal Agent Report. Mr. Martin brought the members attention to two (2) reports contained in their meeting packet. The first report was the WIB Financial Report which focused on overall funding and expenditures by funding stream. The second report, which is provided to the Consortium Board, focuses on individual Program Operator contract expenditures by program. Mr. Martin reviewed both reports, which covered the period 7/01/10 – 10/31/10 for Formula funds and 3/1/09 – 10/31/10 for ARRA funds, with Board members and responded to questions. Also, Mr. Martin discussed the receipt of the balance of PY'10 DLW and Adult funding effective 10/1/10. With this additional funding, Area 2 now has access to all approved PY'10 funding.

Next, Chair Samples asked Mr. Martin to review additional DLW and Adult funding available for distribution. Mr. Martin gave an overview of the funding distribution process and explained why we have available funds at this time. Mr. Martin reviewed possible options for distribution of the available funds to include distributing all funds to current Program Operators, reserving all of the funds for future distribution or a combination of both. At the last WIB meeting, current

DLW and Adult Program Operators were asked to prepare a summary on how they would utilize the additional funds if awarded. Ms. Matthews gave an overview of how Goodwill Industries of the Valleys would utilize additional DLW and Adult funds. Ms. Laney gave an overview of the summary submitted by People, Inc. of Virginia for usage of additional Adult funds in the Mount Rogers area. Both representatives entertained questions from members present. After the presentations concluded, Mr. White made a motion to distribute all available DLW and Adult funds to our current Program Operators. Prior to a second to the motion, Mr. Elmore requested that consideration be given to distributing 80% while reserving 20% for any special requests that may be forthcoming. He further clarified that all reserved funds unexpended by March 1, 2011 would be distributed to our current Program Operators. Since we had a motion on the floor without a second, Mr. White withdrew his motion. Mr. Elmore made a motion to distribute 80% of the available DLW/Adult funds while reserving 20% for special requests with the stipulation that all reserved funds unexpended by March 1, 2011 would be distributed to our current Program Operators. Mr. White seconded the motion which was approved unanimously with Ms. Williams and Mr. Goldsmith abstaining. Next, Chair Hutchins asked that the Consortium Board consider the action taken by the WIB since Consortium Board approval is required. Mr. Maynard commented about the progress being made by our Program Operators but was still concerned about the process for new creative ideas. Mr. Akers agreed with Mr. Maynard and felt that this 20% reserve might be the motivation for creativity. Chair Hutchins requested a motion to approve the WIB funding distribution action taken. Mr. Akers made a motion to approve the WIB funding action. Mr. Brown seconded the motion and a called vote was taken:

Carroll – yes, Floyd – yes, Grayson – yes, Montgomery – yes, Pulaski – yes, Smyth – yes, Washington – yes, Wythe – yes.

Next, Mr. Martin discussed distribution of available Youth funds. Mr. Martin explained the process for distributing youth funds which requires a funding recommendation approved by the Youth Council which must then be approved by the WIB and finally the Consortium Board. The Youth Council approved and recommended to the WIB that all available funds be distributed to our current Youth Program Operators. This recommendation was approved by the WIB at their October meeting. Action is now required by the Consortium Board. Ms. Lincoln, Youth Council 1st Vice-Chair, gave a brief overview of the Youth Council and their efforts to meet the needs of our area youth. Chair Hutchins asked for a motion to approve the WIB action to distribute available youth funds. Mr. Maynard made a motion to approve the WIB action to distribute available youth funds. Mr. Brown seconded the motion and a called vote was taken:

Carroll – yes, Floyd – yes, Grayson – yes, Montgomery – yes, Pulaski – yes, Smyth – yes, Washington – yes, Wythe – yes.

Chair Hutchins next asked for a motion from Consortium Board members to ratify action taken by the Executive Committee on October 27, 2010 on behalf of the Consortium Board which was distributed to Board members on October 28, 2010. Mr. Akers made a motion to approve action taken by the Executive Committee. Mr. Owens seconded the motion and a called vote was taken:

Carroll – yes, Floyd – yes, Grayson – yes, Montgomery – yes, Pulaski – yes, Smyth – yes, Washington – yes, Wythe – yes.

Mr. Martin, next introduced Mr. Bruce Phipps, President and CEO of Goodwill Industries of the Valleys. Mr. Phipps gave a brief statement to the Boards. Ms. Matthews presented the One Stop Operator Report and emphasized the success story of Charles Bartlett, DLW client, who had been trained in the Groundsman program at the Crossroads Institute in Galax. Additionally, Ms. Matthews indicated that Goodwill and People would be working together on a prisoner release program.

Next, Ms. Matthews updated both Board on her plan of service utilizing the NEG/OJT funding received to develop OJT sites and training opportunities for prolonged unemployed (excess of 27 weeks) Dislocated Workers. The OJT Case Manager has been hired to start within the next few days. The primary emphasis initially will be marketing the program to the business community. The Case Manager will be housed in Wytheville and will serve all of Area 2.

Ms. Holliday and Ms. Womble gave a detailed update on the CREATES and HITE grants and responded to questions.

Next, Chair Hutchins indicated that it was time for the Consortium Board to elect a Chair and Vice-Chair for 2011. At this time, Chair Hutchins turned the meeting over to Mr. Martin. Mr. Martin asked Mr. Campbell (Election of Officers Nominating Committee Member) in the absence of Mr. Heaney, Committee Chair, to present the Committee's recommendation. Mr. Campbell indicated that the Committee wished to nominate David Hutchins for Chair and Bill Brown for Vice-Chair for next year. Mr. Martin asked Mr. Campbell if this was in the form of a motion to which Mr. Campbell responded "yes". Mr. Martin asked for a seconded to the motion. Mr. Sharitz seconded the motion. Mr. Martin then asked if there were any additional nominations from Consortium Board members. Hearing none, he asked Ms. Holliday to do a roll call vote:

Carroll – abstain, Floyd – yes, Grayson – yes, Montgomery – abstain, Pulaski – yes, Smyth – yes, Washington – yes, Wythe – yes.

Mr. Martin then turned the meeting over to Chair Hutchins.

Chair Samples asked Mr. Martin to proceed with the agenda. Mr. Martin reviewed with Board members the travel reimbursement request, the inclement weather policy, 2011 meeting schedules, One Stop Committee information and announced a meeting of the Training Provider Committee at 1:00 p.m. 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 12:05 PM.

Respectfully Submitted,

Ronnie Martin
Executive Director