

JOINT WIB/CONSORTIUM BOARD

MEETING AGENDA

December 7, 2011

CALL TO ORDER & WELCOME – Chair Samples/Chair Hutchins

PLEDGE OF ALLEGIANCE/PRAYER – Chair Hutchins

INTRODUCTION OF SPECIAL GUEST – Ms. Angie Hall, Congressman Griffith’s Office

INTRODUCTION OF BOARD STAFF

ROLL CALL

APPROVAL OF THE AGENDA (Both Boards)

APPROVAL OF MINUTES (Previously Distributed) (Both Boards)

PUBLIC COMMENT PERIOD

FISCAL AGENT REPORT

- A. [Revised PY’11 Adult/DLW Allocations](#)

ACTION ITEMS (Both Boards)

- A. Approval of Consent Agenda Items – Previously Distributed

[EXECUTIVE SUMMARY](#) – Ronnie Martin

[EXECUTIVE COMMITTEE ACTION TAKEN](#)

[ONE STOP OPERATOR REPORT](#)

[APPOINTMENT OF NOMINATIONS COMMITTEE](#) (Consortium Board) – Chair Hutchins

GRANTS UPDATE – Staff

TRAVEL REIMBURSEMENT (Both Boards)

[INCLEMENT WEATHER POLICY](#)

2012 MEETING SCHEDULES (Both Boards)

SPECIAL PRESENTATION

OTHER BUSINESS

ADJOURNMENT/LUNCH

New River/Mount Rogers Workforce Investment Area Consortium Board

MEETING MINUTES

September 21, 2011

A meeting of the NR/MR WIA Consortium Board was held on September 21, 2011 at Bristol Compressors in Bristol, VA. Those in attendance were as follows:

Council Members

David Hutchins- Chair
Jim Heaney – Bristol
Mike Maynard - Grayson
Ranny Akers - Pulaski
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
Clay Stein – Goodwill Ind. of the Valleys
Betty Rowe – People, Inc.
Jim Coen – Goodwill Ind. of the Valleys
Becky Cox – Virginia Community College Sys.

At 10:10AM, Chairman Hutchins called the meeting to order.

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

Mr. Heaney welcomed everyone to Bristol Compressors.

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

Mr. Maynard made the motion to approve items on the Consent Agenda. Mr. Clark seconded the motion and a called vote was taken:

Bristol – yes, Carroll – yes, Grayson - yes, Pulaski –yes, Smyth – yes, Washington – yes, Wythe – yes

Chairman Hutchins opened the floor for public comment. Ms. Matthews thanked Mr. Stein for agreeing to drive the van to bring staff and Board Members down to Bristol.

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 gave a brief update on the proposed Skills Gap Survey project. A discussion followed on the need of the project and how best to proceed. Ms. Holliday will continue to explore the need for this project and possible funding sources.

Mr. Martin gave an overview of the possible need for an RFP to be issued for PY'12 service delivery and the procurement process. A brief discussion followed and it was determined that the Consortium Board will defer to the WIB's One-Stop Committee for a recommendation on how to proceed.

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 reminded the members that the next meeting would be a joint meeting with the WIB on December 7, 2011 beginning 10:00AM with a buffet lunch to follow.

With no further business the meeting was adjourned at 11:12AM. A tour of Bristol Compressors followed the meeting. After the tour, the members, staff and guest went to Heartwood in Abingdon for lunch and a tour of that facility.

Respectfully Submitted,

Marty Holliday

Marty Holliday
Deputy Executive Director

NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT BOARD

MEETING MINUTES

October 26, 2011

A meeting of the New River/Mount Rogers Workforce Investment Board was held on October 26, 2011 at the Wytheville Meeting Center. Those in attendance were as follows:

Board Members

Martha Samples, Chair	Neil Sagebiel
Laura Lincoln	Howard Bartholomay
Mike Rouse	Dr. Alan Hawthorne
Jim Topping	Todd Davis
Robert Atkins	Steve O'Quinn
Tim McVey	Melinda Roberts
Michael Jennings	John Overton
Ed Stringer	Robbie Wyrick
Melinda Leland	Carl Mitchell
Terry Smusz	Shirley Carson (alternate)
Lynn White	Betty Rowe (alternate)
David Wright	Mary Ann Gilmer (alternate)

Guest

Jim Coen
Margaret Johnston

Staff

Ronnie Martin
Marty Holliday
Beverly Burke

Martha Samples – Chair called the meeting to order at 10:05 a.m. and welcomed all WIB members and guests to the meeting.

The roll was then called and it was established that a quorum was present.

Chair Samples asked for a motion to approve the agenda. Mr. Mitchell made a motion that the agenda be approved as presented. Mr. Overton seconded the motion which was unanimously approved.

Chair Samples then asked for a motion to approve the minutes of the previous WIB meeting, which had been previously distributed to each member. Mr. White made a motion to approve the minutes as distributed. Mr. Wright seconded the motion and the motion was passed unanimously.

Chair Samples asked for any public comments. Hearing none, she proceeded with the agenda.

Chair Samples asked Mr. Martin to present the Fiscal Agent Report. Mr. Martin brought the members attention to the Fiscal Agent Report for the period 7/01/11 – 8/31/11. Mr. Martin indicated that it was too early in the program year to draw any conclusions concerning expenditure levels. He did, however, elaborate on usage of some PY'10 Administrative funds to fund youth service delivery as well as additional Adult/DLW PY'11 funding that will be forthcoming in November, 2011. He indicated that additional Adult/DLW funds would be awarded due to the elimination of the State's 10% discretionary funding.

Chair Samples next asked Mr. Martin to present the PY'10 WIA Performance Report. Mr. Martin brought members attention to performance information contained in their meeting packet. For PY'10, Area 2 exceed eight (8) standards and met one (1). This is far better than the State as a whole and tied Area 2 with Area 8 for the 2nd best performance in the State. Mr. Martin gave all of the credit to our Program Operators for a job well done. Chair Samples also complimented our Program Operators for their excellent performance in PY'10. Several performance questions were asked to which Mr. Martin responded. Ms. Leland asked Mr. Martin if he had definitions for the Common Measures Performance Standards. Mr. Martin indicated that he did and would e-mail the definitions to WIB members once he returned to his office.

Next, since Consortium Board Chair David Hutchins was unable to attend today's WIB meeting, Chair Samples asked Mr. Martin for an update on Consortium Board activities. Mr. Martin indicated that the Consortium Board was very interested in pursuing initiatives and grant opportunities to meet Workforce needs in this area. Mr. Martin elaborated on some of these initiatives, such as the skills gap analysis, with Board members. The Consortium Board is interested in having a meeting with Dr. Craig Herndon, with VCCS, concerning how VCCS can assist the localities in addressing local Workforce issues. Chair Hutchins has also requested staff to see if Congressman Griffith or a member of his staff will be able to attend the Joint meeting on December 7.

Chair Samples next asked Mr. White, One Stop Committee Chair, to give the Committee Report to the Board. Mr. White indicated that the One Stop Committee met on October 11, 2011 to discuss distribution of unobligated Adult and Dislocated Worker funds. Mr. White asked Mr. Martin to review the information with Board members. Mr. Martin reviewed the available unobligated Adult and Dislocated Worker funding with WIB members as well as discussing the distribution methodology and final funding recommendation. Mr. Martin also discussed the funding approval process and timeline with Board members. Mr. White made a motion to approve the One Stop Committee's recommendation as presented. Mr. Topping seconded the motion which was unanimously approved with Ms. Rowe and Ms. Gilmer abstaining.

Next, Chair Samples asked Mr. White to discuss the procurement options for PY'12. Mr. White indicated that the One Stop Committee had reviewed procurement options in great detail during its meeting on the 11th. Mr. White asked Mr. Martin if he would provide more details on available procurement options. Mr. Martin indicated that the last competitive procurement was conducted for PY'09. During PY'10 and PY'11, the allowable one (1) year contract extension option was exercised by the WIB and Consortium Board. Mr. Martin also discussed the current People Inc./Rooftop subcontract arrangement as well as the current Rooftop legal situation. People Inc. CEO, Rob Goldsmith, has indicated that he does not desire to continue the subcontract arrangement with Rooftop for PY'12. This change will require a competitive procurement be conducted for the Mount Rogers Area for service delivery in PY'12. Also, the New River Valley will exhaust its contract extensions in PY'12 and would require the issuance of a competitive procurement for PY'13. After discussing all procurement options for PY'12, the One Stop Committee unanimously approved conducting a competitive procurement for all service delivery for all programs in Area 2 for PY'12. The Youth Council, at its meeting on October 20, 2011, unanimously approved this process for youth service delivery in PY'12. Mr. Martin also discussed the approval process and timeline with WIB members and reviewed the "Draft" RFP timeline contained in members meeting packet. After some discussion, Mr. White made a motion to approve the One Stop Committee's procurement recommendation as presented. Mr. Wright seconded the motion which was unanimously approved with Ms. Rowe and Ms. Gilmer abstaining.

Chair Samples continued with the agenda asking Mr. Martin, in the absence of Rhonda Roop, Chair of the Youth Council, for a report on Youth Council activities. Mr. Martin indicated that the Youth Council had reviewed possible distribution options for the additional available PY'11 youth funds and is recommending that all funds be distributed to current Operators as presented. Dr. Hawthorne made a motion to approve the Youth Council's recommendation. Mr. Bartholomay seconded the motion which was unanimously approved with Ms. Rowe and Ms. Gilmer abstaining.

Chair Samples continued with the agenda asking Jim Coen to present the One Stop Operator Report. Mr. Coen drew the members attention to a report contained in their packets detailing the One Stop Operator activities and service delivery thru September 30, 2011. Mr. Coen noted an error on the report, Rowe Furniture is located in Elliston, not Radford, and responded to questions from WIB members. Mr. Jennings asked Mr. Coen about the new company coming to Galax. Mr. Coen noted that this new company will be housed in the old Vaughan Furniture building and recruiting will be starting soon. He also elaborated about a new company, Back Country, coming soon to Montgomery County.

Next staff provided updates to the Board on the following initiatives and grants:

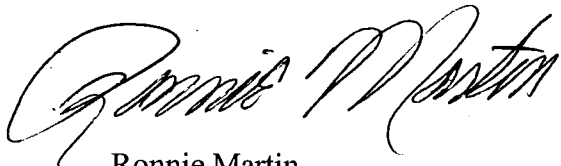
1. Statewide OJT Grant
2. CREATES Grant (Green Grant)
3. HITE Grant
4. Regional Workforce Training Center for Smyth County, Washington County and Bristol City
5. Skills Gap Analysis Survey

Mr. Martin discussed the Travel Voucher that each Board member must complete and sign if they want reimbursement for their travel.

Mr. Martin drew the members attention to the 2011 WIB meeting schedule contained in their packets, noting that the next scheduled meeting will be a joint meeting on December 7, 2011 with the Consortium Board (CLEO) beginning at 10:00 a.m. with a buffet lunch provided.

With no further business to discuss the meeting was adjourned at 11:15 a.m.

Respectfully Submitted,



Ronnie Martin
Executive Director

Workforce Investment Board Treasurer's Report

Report Period: 7/01/11 – 10/31/11

WIA Available Administration Funds		\$ 375,902
Obligated	<u>257,079</u>	
Un-obligated	<u>118,823</u>	
Expenditures		\$ 58,883
Board/Fiscal Agent	<u>50,017</u>	
One Stop Operator	<u>8,866</u>	
Balance		\$ 317,019

WIA Available Adult Program Funds		\$ 923,575
Obligated	<u>573,713</u>	
Un-obligated	<u>349,862</u>	
Expenditures		\$ 147,165
Board	<u>16,114</u>	
Operators	<u>131,051</u>	
Balance		\$ 776,410

WIA Available DLW Program Funds		\$ 802,295
Obligated	<u>535,004</u>	
Un-obligated	<u>267,291</u>	
Expenditures		\$ 141,817
Board	<u>26,389</u>	
Operators	<u>115,428</u>	
Balance		\$ 660,478

Workforce Investment Board Treasurer's Report

Report Period: 7/01/11 – 10/31/11

WIA Available Youth Program Funds		\$ 1,096,429
Obligated	787,055	
Un-obligated	<u>309,374</u>	
Expenditures		\$ 257,239
Board	33,812	
Operators	<u>223,427</u>	
Balance		\$ 839,190

Rapid Response Available Funds		\$ 103,134
Expenditures		\$ 103,132
Operator	<u>103,132</u>	
Balance		\$ 2

PY'11 Revised Allocations Effective October 1, 2011

	Initial Allocation	Revised Allocation	Change
Adult	\$761,944	\$832,279	+\$70,335
DLW	\$778,132	\$869,078	+\$90,946
Youth	\$960,572	\$960,572	\$0
Total	\$2,500,648	\$2,661,929	+\$161,281

VIRGINIA COMMUNITY COLLEGE SYSTEM

James Monroe Building
101 North Fourteenth Street
Richmond, Virginia 23219

WORKFORCE INVESTMENT ACT

NOTICE OF OBLIGATION

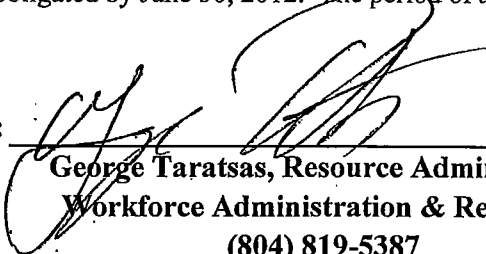
To: Pulaski County

NOO No.: LWA 2-11-03
Effective Date: October 1, 2011
Program Code: 1200

<u>CFDA</u>	<u>Fund Type</u>	<u>Prior Level</u>	<u>CHANGE</u>	<u>New Level</u>
17.258	Adult Programs	\$ 64,507	\$ 767,772	\$ 832,279
17.259	Youth Programs	\$ 960,572	\$ 0	\$ 960,572
17.278	Dislocated Worker Programs	\$ 168,298	\$ 700,780	\$ 869,078
	Total All Programs	\$ 1,193,377	\$ 1,468,552	\$ 2,661,929

Note: Administrative costs are limited to 10% of the funds allocated and 80% of the funds must be obligated by June 30, 2012. The period of availability expires June 30, 2013.

Approved by: _____


George Taratsas, Resource Administrator
Workforce Administration & Resources
(804) 819-5387

Date: 11/16/11

cc: New River Planning District Commission
New River/Mount Rogers Workforce Investment Board

Ronnie Martin

From: Ronnie Martin [rmartin@nrfdc.org]
Sent: Monday, November 21, 2011 10:36 AM
To: 'David V. Hutchins'; 'William H. Brown'; 'maynarm'; 'Bucky Sharitz'; 'Bruce E. Brown'; 'Eric Workman'; 'Dan Campbell'; 'Howard Spencer'; 'rlakers@pulaskicounty.org'; 'Charlie Clark'; 'Owens, Odell'; 'Jim Heaney'; 'bill3111@comcast.net'
Cc: 'Martha Samples'; 'Marty Holliday'
Subject: Consent Items for the December 7 Joint Meeting
Attachments: Montgomery County WIB Nomination on Michael Miller.pdf; PY' 12 Competitive Procurement (RFP) Timeline.pdf; Additional PY' 11 funding for current Program Operators.pdf; Joint Proposal with Areas 3 and 4.pdf

Good morning,

Attached are the consent items to be voted on at our December 7 Joint meeting with the WIB. Please review the items and let me know if you have any questions. Attached you will find the following:

1. Nomination of Michael Miller as Montgomery County business representative on the WIB ; (Approved by the Elected Officials Nominating Committee)
2. Approve conducting a Competitive Procurement (RFP) for PY' 12 Service Delivery; (Approved by WIB and Elected Officials Executive Committee)
3. Approve distribution of additional PY' 11 funding to our current Program Operators; (Approved by the WIB and Elected Officials Executive Committee) and
4. Approve participating with Areas 3 and 4 in a joint proposal. (Approved by both Executive Committees)

These items will not be in the meeting packet that you are provided at the meeting on the 7th. 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 and have a very Happy Thanksgiving.

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

Ronnie Martin

From: Ronnie Martin [rmartin@nrvc.org]
Sent: Monday, November 21, 2011 10:46 AM
To: 'Martha Samples'; 'Ed Stringer'; 'Lynn White'; 'Bob Atkins'; 'James Topping'; 'John.Overton@hcahealthcare.com'; 'gadkins@Guardian.com'; 'wfaulkner@pascoratlantic.com'; 'neil@neilsagebiel.com'; 'David V. Hutchins'; 'David Wright'; 'Tim Mcvey'; 'melinda.roberts@mascobcg.com'; 'Howard Bartholomay'; 'Todd Davis'; 'Melinda Leland'; 'Jenny Bolte'; 'Robbie Wyrick'; 'rpierce02@aol.com'; 'Rob Goldsmith'; 'Terry Smusz (tasmusz@nrcaa.org)'; 'Carl E. Mitchell'; 'Alan Hawthorne'; 'Rouse, Mike S. (DRS)'; 'Jennings, Michael (VDSS)'; 'Laura Lincoln'; 'Steve O'Quinn'; 'Linda Matthews'; 'abopp@nrvalliance.org'; 'dale.clark@lpnt.net'; 'Mitchell, Rick L. (DBVI)'; 'mrsbarker5@comcast.net'
Cc: 'Marty Holliday'
Subject: Consent Item for the December 7 Meeting
Attachments: Joint Proposal with Areas 3 and 4.pdf

Good Morning,

Attached you will find a consent agenda item to be voted on at our December 7 Joint meeting with the Elected Officials. Please review the attached information and let me know if you have any questions.

Attached you will find the following:

1. Approve participating with Areas 3 and 4 in a joint proposal (Approved by both Executive Committees).

This item will not be included in the meeting packet that you are provided at the meeting on the 7th. If you desire a copy, please print the attachment and bring with you to the meeting. Be prepared to vote on this item at our meeting.

Thanks and have a very Happy Thanksgiving.

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 – December 7, 2011

Service Levels:

Thru October 31, 2011 (1/3 of Program Year Completed), our Program Operators have served the following:

DLW – 415
Adults – 121
Youth – 185

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

DLW – 256% of plan
Youth – Goodwill – 156%
 People – 88%
Adult – Goodwill – 89%
 People – 86%

Performance:

Thru October 31, 2011 (1/3 of program year completed), Program Operators have achieved the following performance levels:

DLW – Placement Rate – 83%
Average Wage at Placement - \$13.36

Adults:

Goodwill Industries of the Valleys

Placement Rate – 78%
Average Wage at Placement - \$10.77

People, Inc. of Virginia

Placement Rate – 81%

Average Wage at Placement - \$9.06

Youth:

Goodwill Industries of the Valleys

Placement Rate – 63%

Literacy/Numeracy Gains – 38%

Attained a Degree of Certificate – 94%

People Inc. of Virginia

Placement Rate – 81%

Literacy/Numeracy Gains – 25%

Attained a Degree of Certificate – 263%

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

Financial

Thru October 31, 2011 (1/3 of program year completed), our Operators have expended an average of 30% of available program funds. Direct to client expenditures average 35% of total expenditures. Direct to client expenditures should increase in the following months. All of our Rapid Response funding has been expended as of October 31, 2011. With new funding being obligated effective January 1, 2012, expenditure levels will change on future reports.

PY'11/PY'12 Funding

Due to the recent continuing resolution passed by Congress, PY'11 funding will be increasing by \$161,281 for a revised PY'11 allocation of \$2,661,929. This adjustment in funding effects only Adult/DLW funds and not Youth. For PY'12, uncertainty remains at the Federal level as both the House and Senate are working through Appropriations Committees to approve PY'12 funding for

Department of Labor programs. Most recently the House has proposed a 75% cut in WIA funding while the President and Senate are proposing funding at PY'11 levels. It is not clear at this time what impact the Super Committee's action or lack of action will have on PY'12 WIA funding levels. Overall projections is that WIA will experience an overall cut around 15% but this is only speculation as no actual funding legislation has been approved.

NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT AREA
ONE-STOP OPERATOR REPORT TO THE WORKFORCE INVESTMENT BOARD AND CONSORTIUM BOARD
DECEMBER 7, 2011

ONE-STOP CENTER ACTIVITY – PY2011 MONTH ENDING OCTOBER 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
507	2033	1541	5634	681	2922	530	1945	12534

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

October 2010 4,186 served

October 2011 3,259 served Net reduction 927 (22%)

NOTE: September comparisons were reported incorrectly on the previous report

Year-to-Date Comparison Data

July-October 2010 19,762 served

July-October 2011 12,534 served Net reduction 7,228 (37%)

GOODWILL PROGRAM ACTIVITY – PY2011 MONTH ENDING OCTOBER 31, 2011

Dislocated Worker Program

415 Participants, 76 Closures/63 Employed/0 Neutral(83%), 339 Current, 42 Trained/31 Credential

Adult Program

51 Participants, 9 Closures/7 Employed/0 Neutral(78%), 42 Current, 3 Credentials

Youth Program

97 Participants, 36 Closures, 22 Employ./Educ./1 Neutral(63%), 61 Current, 33 Credentials, 2 Lit./Num. Gains

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

Adult Program

70 Participants, 28 Closures, 18 Employed/0 Neutral (61%), 42 Current, 17 Credentials

Youth Program

88 Participants, 27 Closures, 21 Employ./Educ./1 Neutral (78%), 61 Current, 21 Credentials, 2 Lit./Num. Gains

REGIONAL ACTIVITY

- Volvo in Dublin is hiring 25 additional employees.
- Coperion in Wythe County plans a \$1.5 Million expansion for a new line; WCC will customize the training.
- Dove Windows in Dublin will begin hiring again after the first of the year.
- Marion Youth Services issued a WARN notice for closure January 8, 2012, 108 employees permanent layoff.
- Hanes Brands in Mt. Airy is laying off 80 employees. A small number may be served by the Galax Center
- Guardian Ambulance Service in Wytheville laid off ten employees.
- Dish Network held a job fair at the Radford Workforce Center on 11/21 and 11/28
- Mar-bal of Dublin held a job fair on 11/19

CUSTOMER SUCCESS STORY

Presented by Mary Ann Gilmer

WIB/Consortium Board Inclement Weather Policy

If Wytheville Community College is closed the WIB/Consortium Board meeting will be cancelled. If Wytheville Community College is on a delayed schedule, the WIB/Consortium Board meeting will be held as scheduled.

2012 Consortium Board Meeting Schedule

January 31, 2012

March 21, 2012

May 16, 2012

July 18, 2012

September 19, 2012

December 5, 2012 (Joint with WIB – 10 a.m.)

All meetings will be held on the **third Wednesday** of **alternating months** at the **Wytheville Meeting Center** beginning at **9:30 a.m.**

2012 Workforce Investment Board Meeting Schedule

February 22, 2012

April 25, 2012

June 27, 2012

August 22, 2012

October 24, 2012

December 5, 2012 (Joint with Elected Officials)

All meetings will be held on the **fourth Wednesday** of **alternating months** at the **Wytheville Meeting Center** (behind Wytheville Community College) beginning at **10:00 a.m.**