

**NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT BOARD**

**MEETING AGENDA**

**June 23, 2010**

CALL TO ORDER & WELCOME – Chair Samples

ROLL CALL

APPROVAL OF THE AGENDA

APPROVAL OF MINUTES (Previously Distributed)

PUBLIC COMMENT PERIOD

FISCAL AGENT REPORT

- A. Formula
- B. ARRA

PY' 10 ALLOCATIONS/FUNDING COMPARISON

EXECUTIVE COMMITTEE ACTION TAKEN

CONSORTIUM BOARD UPDATE – David Hutchins, Chair

ONE STOP OPERATOR REPORT – Jim Coen

BUDGET COMMITTEE REPORT – John Overton, Chair

- A. Approve “Draft” PY’ 10 WIB Budget

YOUTH COUNCIL REPORT – Rhonda Roop, Chair

ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE – Dr. Stacy Thomas, Chair

YOUTH COUNCIL RE-APPOINTMENT

WYTHEVILLE COMPREHENSIVE ONE STOP CENTER UPDATE

- A. Approve Funding for Center Layout Drawing - \$600
- B. Approve Funding for Navigator Space - \$7,000 for 1 year

GREEN GRANT UPDATE – Marty Holliday

COMMITTEE SIGN-UP SHEET

WIB TRAVEL VOUCHER

2010 WIB MEETING SCHEDULE

NEXT SCHEDULED WIB MEETING – **August 25, 2010 – Wytheville Meeting Center – 10:00 a.m.**

ADJOURNMENT

# **NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT BOARD**

## **MEETING MINUTES**

**April 28, 2010**

A meeting of the New River/Mount Rogers Workforce Investment Board was held on April 28, 2010 at the Wytheville Meeting Center. Those in attendance were as follows:

### **Board Members**

Martha Samples – Chair  
David Elmore  
Jennifer Jones  
Linda Boggs  
Betty Barker  
Dr. Alan Hawthorne  
Robert Atkins  
Ed Stringer  
Mike Guy  
Dale Clark  
Howard Bartholomay  
Rob Goldsmith

Lynn White  
Steve O'Quinn  
David Hutchins  
John Overton  
Neil Sagebiel  
Terry Smusz  
Dr. Stacy Thomas  
Kimber Simmons (alternate)  
Debbie Williams  
Dr. Bill Snyder  
Ron Dickenson  
Robert Pierce  
Melinda LeLand (alternate)

### **Guest**

Clay Stein  
Jim Coen

### **Staff**

Ronnie Martin  
Marty Holliday  
Mary Ann Gilmer  
Angela Alley

Martha Samples – Chair called the meeting to order at 10:00 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 concurrence with the contents of the agenda. All members present concurred with the agenda as presented.

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. Pierce made a motion to approve the minutes as distributed. Mr. Clark seconded the motion and the motion was passed unanimously.

Chair Samples asked for any public comments. Hearing none, she proceeded with the next order of business.

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 7/01/10 –03/31/2010. All programs are doing well. Mr. Martin reviewed expenditure levels for individual programs. Mr. Martin continued bringing the members' attention to the Fiscal Agent Report for ARRA programs. Mr. Martin reviewed expenditure levels for individual programs.

Chair Samples continued with the agenda asking Mr. Martin to report on additional ARRA Youth funding. Mr. Martin noted that he had been contacted by the State that additional ARRA Youth funding would be available to each LWIA. Each local area would need to respond and indicate their intent to accept the State ARRA funds. Mr. Martin noted that the CLEO Executive Committee had met and approved accepting the additional funds. The WIB would also need to approve the additional funding. Mr. White made a motion the Board accept the additional ARRA funding. Mr. Pierce seconded the motion and the motion was approved unanimously.

Chair Samples continued with the agenda asking Mr. Martin to review the Performance Report. Mr. Martin reviewed the key performance elements of each program by jurisdiction with the group.

Chair Samples continued with the agenda asking Mr. Hutchins, Consortium Board Chair, to provide an update on the Consortium Board activities. Mr. Hutchins gave a detailed report of activities that had occurred and items still being discussed.

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 April 14, 2010. Mr. Coen reviewed the data in detail with the members. Mr. Stein added training for One Stops were underway for safety and programmatic details.

Chair Samples continued providing a report on the One Stop Committee. Ms. Samples drew the members' attention to the Committee recommendations contained within the members' packets detailing Service Delivery and Funding Recommendations for PY'10. Ms. Samples made a motion that the Board approve the Committee recommendations as presented. The motion was approved unanimously with Ms. Williams and Mr. Goldsmith 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 the Youth Council activities. Mr. Martin drew the members' attention to the Youth Council recommendations contained in the members' packets detailing Service Delivery and Funding recommendations as approved by the Youth Council for PY'10. Mr. Martin also reviewed the ARRA Youth Funding recommendations for Summer 2010. Mr. Pierce made a motion that the Board approve both the WIA Youth and ARRA Youth funding recommendations as presented. Mr. O'Quinn seconded the motion and the motion was approved unanimously with Ms. Williams and Mr. Goldsmith abstaining.

Chair Samples continued with the agenda asking Ms. Holliday, Program Planner, for an update on the Strategic Plan. Ms. Holliday stated that a Regional Roundtable had been held to discuss aspects of the Strategic Plan. Ms. Holliday informed members that the plan was now available on the WIB website and encouraged each member to review the plan.

Chair Samples continued with the agenda asking Mr. Martin for an update on the Wytheville Comprehensive One Stop Center. Mr. Martin noted that space allocations and a lease agreement were currently being discussed.

Chair Samples continued with the agenda asking Mr. Martin to provide an update on the Joint OJT Pilot Initiative. Mr. Martin provided details of the initiative to the members.

Chair Samples continued with the agenda noting the appointment of Dr. Stacy Thomas, Chair, Jenny Bolte, Mike Rouse, Carl Mitchell and Steve O'Quinn to the Nomination Committee for election of Board Officers and Executive Committee. The Committee will bring recommendations to the June WIB meeting for action.

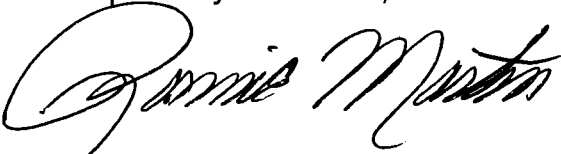
Mr. Martin next discussed the PY' 10 Committee sign-up sheet, current committee roster and committee descriptions that were included in the Board packet.

Chair Samples asked Mr. Martin to review the Travel Voucher with members. Mr. Martin discussed the Travel Voucher that each Board member must complete and sign if they want reimbursement for their travel.

Chair Samples drew the members' attention to the 2010 WIB meeting schedule contained in their packets, noting that the next scheduled meeting would be held June 23, 2010 at the Wytheville Meeting Center, beginning at 10:00 a.m.

With no further business to discuss the meeting was adjourned at 11:20 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Ronnie Martin". The signature is written in a cursive, flowing style.

Ronnie Martin  
Executive Director

## Workforce Investment Board Treasurer's Report

Report Period: 7/01/09 – 4/30/10

<b>WIA Available Administration Funds</b>		<b>\$ 230,366</b>
Obligated	184,505	
Un-obligated	45,861	
<b>Expenditures</b>		<b>\$ 119,342</b>
Board/Fiscal Agent	101,103	
One Stop Operator	18,239	
<b>Balance</b>		<b>\$ 111,024</b>

<b>WIA Available Adult Program Funds</b>		<b>\$ 627,248</b>
Obligated	626,003	
Un-obligated	1,245	
<b>Expenditures</b>		<b>\$ 367,379</b>
Board	46,794	
Operators	320,585	
<b>Balance</b>		<b>\$ 259,869</b>

<b>WIA Available DLW Program Funds</b>		<b>\$ 580,660</b>
Obligated	580,369	
Un-obligated	291	
<b>Expenditures</b>		<b>\$ 519,551</b>
Board	45,508	
Operators	474,043	
<b>Balance</b>		<b>\$ 61,109</b>

## Workforce Investment Board Treasurer's Report

Report Period: 7/01/09 – 4/30/10

<b>WIA Available Youth Program Funds</b>		<b>\$ 661,157</b>
Obligated	<u>660,791</u>	
Un-obligated	<u>366</u>	
<b>Expenditures</b>		<b>\$ 429,772</b>
Board	<u>56,367</u>	
Operators	<u>373,405</u>	
<b>Balance</b>		<b>\$ 231,385</b>

## Workforce Investment Board Treasurer's Report

Report Period: 5/01/09 – 4/30/10

<b>ARRA Available Administration Funds</b>		<b>\$ 211,199</b>
Obligated	88,790	
Un-obligated	<u>122,409</u>	
<b>Expenditures</b>		<b>\$ 73,456</b>
Board	56,541	
One Stop Operator	<u>16,915</u>	
<b>Balance</b>		<b>\$ 137,743</b>

<b>ARRA Available Adult Program Funds</b>		<b>\$ 326,384</b>
Obligated	326,269	
Un-obligated	<u>115</u>	
<b>Expenditures</b>		<b>\$ 210,187</b>
Board	5,840	
Operators	<u>204,347</u>	
<b>Balance</b>		<b>\$ 116,197</b>

<b>ARRA Available DLW Program Funds</b>		<b>\$ 774,152</b>
Obligated	772,960	
Un-obligated	<u>1,192</u>	
<b>Expenditures</b>		<b>\$ 532,710</b>
Board	6,706	
Operators	<u>526,004</u>	
<b>Balance</b>		<b>\$ 241,442</b>

## Workforce Investment Board Treasurer's Report

Report Period: 5/01/09 – 4/30/10

<b>ARRA Available Youth Program Funds</b>		<b>\$ 800,259</b>
Obligated	<u>800,067</u>	
Un-obligated	<u>192</u>	
<b>Expenditures</b>		<b>\$ 797,900</b>
Board	<u>13,476</u>	
Operators	<u>784,424</u>	
<b>Balance</b>		<b>\$ 2,359</b>

## WIA Funding Comparisons

	<u>PY'02</u>	<u>PY'03</u>	<u>PY'04</u>	<u>PY'05</u>	<u>PY'06</u>	<u>PY'07</u>	<u>PY'08</u>	<u>PY'09</u>	<u>PY'10</u>	<u>% Change</u>
Adult	\$1,371,160	\$1,347,336	\$1,203,724	\$1,056,360	\$868,818	\$751,426	\$635,270	\$631,185	\$777,360	+23%
DLW	952,455	827,965	691,575	622,983	552,139	497,582	590,674	580,850	820,104	+41%
Youth	<u>1,987,538</u>	<u>1,429,397</u>	<u>1,297,106</u>	<u>1,165,186</u>	<u>1,165,186</u>	<u>833,404</u>	<u>696,472</u>	<u>691,633</u>	<u>896,550</u>	<u>+30%</u>
Total	\$4,311,153	\$3,604,698	\$3,192,405	\$2,844,529	\$2,368,482	\$2,082,412	\$1,922,416	\$1,903,668	\$2,494,014	+31%

**Ronnie**

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**From:** "Ronnie" <rmartin@nrvdc.org>  
**To:** <mpsamples@radva.com>; "Dave Elmore" <delmore@rohmmaas.com>; "chamber" <chamber@wytheville.org>; "Clark Dale" <Dale.Clark@LPNT.net>; "Jim Topping" <james.topping@nrhcc.org>; "Overton John" <John.Overton@hcahealthcare.com>; <gadkins@Guardian.com>; "Robert Atkins" <ratkins@evatran.com>; <dvhutchins@embarqmail.com>; <wfaulkner@pascoratlantic.com>; "Ed Stringer" <Eds@bomva.com>; "Lynn White" <LWhite@stellarone.com>; "David Wright" <david@dwrightinsurance.com>; "Melinda K. Roberts" <Melinda.Roberts@MascoBCG.com>; <ruocceph@corning.com>; "Neil Sagebiel" <neil@neilsagebiel.com>; "Dickenson, Ronald W" <RDickenson@hubank.com>; "Howard Bartholomay" <howardb@prismafibers.com>; <sdickson@carrollcountyva.org>; "Jim Johnson" <jjohnson@vhcc.edu>; <rew2007@comcast.net>; "Robert Pierce" <rpierce02@aol.com>; "Betty Barker" <mrsbarker5@comcast.net>; <tmsusz@nrcaa.org>; "Carl E. Mitchell" <cmitchell@vebinc.org>; "Alan Hawthorne" <DirectorJIDA@wytheville.org>; "Jenny Bolte" <jbolte@nr.edu>; "Rob Goldsmith" <rgoldsmith@peopleinc.net>; <rick.mitchell@dbvi.virginia.gov>; "Thomas Ketner" <t01m21k49@yahoo.com>; "Debbie Williams" <DWilliams@goodwillvalleys.com>; "Rouse, Mike S." <Mike.Rouse@drs.virginia.gov>; <Linda.Boggs@dss.virginia.gov>; "Steve O'Quinn" <Steve.O'Quinn@vec.virginia.gov>; "Mike Guy" <mguy@smyth.net>; "Stacy E. Thomas" <WCTHOMS@wcc.vccs.edu>; "Howard Spencer" <hspencer@suddenlinkmail.com>; "William Snyder" <WCSNYDW@wcc.vccs.edu>; <abopp@nrvalliance.org>  
**Sent:** Thursday, May 20, 2010 1:31 PM  
**Subject:** Executive Committee Action Taken  
 Good Afternoon,

At it's meeting this morning, the WIB Executive Committee took the following action on behalf of the full WIB.

1. Approved the PY' 10 Strategic Plan. Martha will sign for the WIB.
2. Approved a request from People Inc. for \$ 3,346 of Incentive Funds to partially fund the cost of a Technology Camp for WIA Youth this Summer to be provided by Virginia Highlands Community College.

Let me know if you have any questions.

Thanks,

Ronnie Martin, Executive Director  
 New River/Mount Rogers Workforce Investment Area Consortium  
 6580 Valley Center Drive - Suite 119  
 Radford, VA 24141  
 Phone ( 540 ) 633 - 6766  
 Fax ( 540 ) 633 - 2502  
 Cell ( 540 ) 357 - 0761

**NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT AREA  
ONE-STOP OPERATOR REPORT TO THE CONSORTIUM OF CHIEF LOCAL ELECTED OFFICIALS  
JUNE 23, 2010**

**WYTHEVILLE COMPREHENSIVE WORKFORCE CENTER UPDATE**

Department of Rehabilitative Services is relocating non-integrated staff and facilities. Re-design of floor plan is in process. Impact upon Center design and service delivery is minimal.

**ONE-STOP CENTER ACTIVITY**

Bristol May	Bristol Year-to-Date	Galax May	Galax Year-to-Date	Radford May	Radford Year-to-Date	Wythe May	Wythe Year-to-Date	Marion May	Marion Year-to-Date	Area Total May	Area Total Year to Date
871	7918	2384	21315	2484	18879	1058	11880	1462	12718	<b>8259</b>	<b>72710</b>

**RAPID RESPONSE**

\* Volvo (Dublin); \* TMD Friction (Dublin); \* Findlay Industries (Dublin); \* Federal Mogul (Blacksburg);  
\* Nautilus (Independence); \* Accument Global Technologies (Wytheville); \* Rotometrics (Meadows of Dan)  
\* Consolidated Glass (Galax); \* Graceway Pharmaceuticals LLC (Bristol TN); \* Coffman Stairs (Marion)  
\* Giles Public Schools; \* Pulaski Public Schools

**GOODWILL PROGRAM ACTIVITY – MONTH ENDING MAY 31, 2010**

**Dislocated Worker Program**

Formula Funds: 325 Participants YTD; 44 closures/36 employed (84%); 281 Current; 29 trained/21 credentials  
ARRA Funds: 561 Participants YTD; 120 closures/94 employed (78%); 441 Current; 101 trained/79 credentials

**Adult Program**

Formula Funds: 66 Participants YTD; 19 closures/18 employed (95%); 47 Current; 12 credentials  
ARRA Funds: 30 Participants YTD; 6 closures/5 employed (83%); 24 Current; 2 trained/2 credentials

**Older Youth Program**

46 Participants YTD; 3 closures/1 employed (33%); 43 Current

**Younger Youth Program**

59 Participants YTD; 10 closures/10 positive (100%); 48 Current; 83 attained skill goals; 9 attained diploma

**CUSTOMER SERVICE PROCESS**

The customer service story begins when an individual enters a one-stop center seeking assistance. The process continues until the customer is satisfied that he or she has received all the benefits available, resulting in employment, or whatever goal the customer has in mind.

All partner programs are accessible, based upon need and/or eligibility. The intake and referral process captures information required to facilitate referrals to Center partners. Services and outcomes vary from partner to partner. Customers may be referred to service providers throughout the region to receive a variety of support, often from organizations not directly related to workforce development.

**CUSTOMER SUCCESS STORY**

Introduction of former Adult client Deborah Lambert

## “Draft” PY’10 Budget Executive Summary

- A. Only ARRA Carry-over funds are available for PY’10. No new ARRA funding.
- B. Green Grant funding of \$117,000 for PY’10.
- C. “Draft” Budget included the following:
  - 1. Personnel, Benefits and Travel expenses increased due to staff pay increases and the addition of one (1) new staff member to staff the Green Grant program. All costs for this position will be covered by Green Grant funds.
  - 2. Consortium Board expenses included in budget to include attorney fees, independent audit, meeting expenses and travel expenses previously paid out of reserve funds.
  - 3. Miscellaneous expenses of \$50,000 for Green Grant client costs which will be paid fully using Green Grant funds.

## WIB BUDGET COMPARISON

### Board Expenses

	<u>PY'09</u>	<u>PY'10</u>	<u>Difference</u>
Personnel	\$179,150	\$226,565	\$47,415
Benefits	73,750	94,650	20,900
Travel	25,000	40,000	15,000
Office Space	23,000	23,000	0
Communications	1,500	6,000	4,500
Office Supplies	5,000	5,500	500
Postage	500	500	0
Printing	250	250	0
Copies	100	100	0
Media Adv.	500	500	0
Other	21,000	90,500	69,500
<b>WIB/CLEO Expenses</b>	<b>\$329,750</b>	<b>\$487,565</b>	<b>\$157,815</b>
<b>Fiscal Agent Services</b>	<b>\$40,000</b>	<b>\$60,000</b>	<b>\$20,000</b>
<b>Board Reserved Funds</b>	<b>\$60,000</b>	<b>\$70,000</b>	<b>\$10,000</b>
<b>Total WIB Budget</b>	<b><u>\$429,750</u></b>	<b><u>\$617,565</u></b>	<b><u>\$187,815</u></b>

### Other Detail

Equip. Maint./Rental	\$5,500	\$2,500	-\$3,000
Dues/Pubs	500	500	0
Training	500	500	0
Insurance	1,000	1,000	0
Capital Outlay	5,500	5,000	-500
Contractual Ser.	1,000	1,000	0
Audit Fee (Independent)	2,000	5,000	3,000
WIB/CLEO Meeting Expenses	0	5,000	5,000
WIB/CLEO Travel Expenses	0	10,000	10,000
Attorney Fees	0	5,000	5,000
Misc.*	5,000	55,000*	50,000
<b>Total</b>	<b><u>\$21,000</u></b>	<b><u>\$90,500</u></b>	<b><u>\$69,500</u></b>

\* Includes \$50,000 for Green Client Costs to include outreach, assessments and supportive services

# "Draft" - PY'10 BUDGET

## Projected PY'09 Carryover Funds

	<u>Formula</u>	<u>ARRA</u>
Administration	\$90,000	\$110,000
 <u>Program</u>		
DLW	\$25,000	\$200,000
Adult	\$50,000	\$50,000
Youth	\$75,000	\$30,000
 Totals	 <u>\$150,000</u>	 <u>\$280,000</u>
 Total Carryover Funds	 \$240,000	 \$390,000

## PY '10 WIA Allocations

	Admin	Program	Total	PY'09 Allocation
DLW	\$82,010	\$738,094	\$820,104	\$580,850
Adult	\$77,736	\$699,624	\$777,360	\$631,185
Youth	\$89,655	\$806,895	\$896,550	\$691,633
Totals	<u>\$249,401</u>	<u>\$2,244,613</u>	<u>\$2,494,014</u>	<u>\$1,903,668</u>
 Green Grant	 \$117,000			

## Total Available Funding Summary

	Admin	Program	Total
WIA Allocations	\$249,401	\$2,244,613	\$2,494,014
WIA Carryover	\$90,000	\$150,000	\$240,000
ARRA Carryover	\$110,000	\$280,000	\$390,000
Green Grant	\$0	\$117,000	\$117,000
Grand Totals	<u>\$449,401</u>	<u>\$2,791,613</u>	<u>\$3,241,014</u>

## "Draft" PY'10 WIB BUDGET

### **Board Expenses**

Personnel	\$226,565
Benefits	94,650
Travel	40,000
Office Space	23,000
Communications	6,000
Office Supplies	5,500
Postage	500
Printing	250
Copies	100
Media Adv.	500
Other	90,500
<b>WIB/CLEO Expenses</b>	<b>\$487,565</b>
<b>Fiscal Agent Services</b>	<b>\$60,000</b>
<b>Board Reserved Funds</b>	<b>\$70,000</b>
<b>Total WIB Budget</b>	<b>\$617,565</b>

### **Other Detail**

Equip. Maint./Rental	\$2,500
Dues/Pubs	500
Training	500
Insurance	1,000
Capital Outlay	5,000
Contractual Ser.	1,000
Audit Fee (Independent)	5,000
WIB/CLEO Meeting Expenses	5,000
WIB/CLEO Travel Expenses	10,000
Attorney Fees	5,000
Misc.*	55,000
<b>Total</b>	<b>\$90,500</b>

\* Includes \$50,000 for Green Client Costs to include outreach, assessments and supportive services

**New River/Mount Rogers Workforce Investment Area  
Summary of Funding Allocations/Carryover/Distributions  
Program Year 2010**

<b>Funding Source</b>	<b>Projected Funding</b>
Formula Administration	\$339,401
Formula Adult Program	\$749,624
Formula DLW Program	\$763,094
Formula Youth Program	\$881,895
ARRA Administration	\$110,000
ARRA Adult Program	\$50,000
ARRA DLW Program	\$200,000
ARRA Youth Program	\$30,000
Green Grant	\$117,000
<b>Projected Totals</b>	<b>\$3,241,014</b>

**Distribution of Board Expenses**

Formula Administration	\$94,073
Formula Programs	\$238,617
ARRA Administration	\$30,000
ARRA Programs	\$7,875
Green Grant	\$117,000
<b>Total</b>	<b>\$487,565</b>

**Fiscal Agent Services**

Formula Administration	\$50,000
ARRA Administration	\$10,000
<b>Total</b>	<b>\$60,000</b>

**Board Reserved**

Formula Administration	<b>\$70,000</b>
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May 1, 2010

**New River/Mount Rogers Workforce Investment Area  
Summary of Funding Allocations/Carryover/Distributions  
Program Year 2009**

**Distribution to Program Operators**

One-Stop Administration		\$37,500
Formula	\$25,000	
ARRA	\$12,500	
Program Costs:		
Formula Adult	\$575,000	
Formula DLW	\$525,000	
Formula Youth	\$600,000	
ARRA Adult	\$47,450	
ARRA DLW	\$196,775	
ARRA Youth	\$27,900	<u>\$1,972,125</u>
<b>Total to Program Operators</b>		<b><u>\$2,009,625</u></b>

**Un-Obligated Funds**

Formula Administration	\$100,328
Formula Adult Program	\$103,614
Formula DLW Program	\$157,144
Formula Youth Program	\$195,238
ARRA Admin. to Program	\$57,500
Total Unobligated	<u><b>\$613,824</b></u>

**Grand Totals**

Board	\$487,565
Fiscal Agent	\$60,000
Board Reserved	\$70,000
Program Operators	\$2,009,625
Unobligated	\$613,824
<b>Total</b>	<b><u>\$3,241,014</u></b>

## Nomination Committee Recommendations

Chair – Martha Samples

1<sup>st</sup> Vice Chair – Dave Elmore

2<sup>nd</sup> Vice Chair – Ed Stringer

## Executive Director

All Officers:

Business – James Topping

David Wright

Lynn White

Howard Bartholomay

## Youth Council Re-appointments

Re-Appointment to the Youth Council effective 7/1/10 for a three (3) year term.

1. Stephanie Pennington – DRS
2. Tabitha Sawyers – Former Participant
3. Shiela Wambolt – HUD



June 18, 2010

Mr. Rob Goldsmith  
People Incorporated of Virginia  
1173 West Main Street  
Abingdon, Virginia 24210

Re: Proposal for Architecture Services  
**Wytheville One Stop**

Dear Rob:

Thank you for the opportunity to prepare this proposal to provide architectural services for the renovation of an existing building in Wytheville, Virginia.

Based on the above project description, our discussions with you and our experience with similar projects, we propose the following scope of services:

1. Visit the site and measure the existing condition.
2. Prepare existing and proposed floor plans based on the sketched drawings you provided.
3. Dimension the floor plan.

We will perform the above scope of services for a fixed fee of \$600.

Invoices for this project shall be prepared on a monthly basis in accordance with a percentage of the work completed to date. Payment is due immediately and invoices not paid within 30 days will be subject to 1.5% per month interest.

We are pleased to be of service on this matter and look forward to working with you for a successful completion of this project.

Very truly yours,

Matthew T. Bundy, P.E.  
Vice President

**Ronnie**

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**From:** "Ronnie" <rmartin@nrvdc.org>  
**To:** <mpsamples@radva.com>; "Dave Elmore" <delmore@rohmmaas.com>; "chamber" <chamber@wytheville.org>; "Clark Dale" <Dale.Clark@LPNT.net>; "Jim Topping" <james.topping@nrhcc.org>; "Overton John" <John.Overton@hcahealthcare.com>; <gadkins@Guardian.com>; "Robert Atkins" <ratkins@evatran.com>; <dvhutchins@embarqmail.com>; <wfaulkner@pascoratlantic.com>; "Ed Stringer" <Eds@bomva.com>; "Lynn White" <LWhite@stellarone.com>; "David Wright" <david@dwrightinsurance.com>; "Melinda K. Roberts" <Melinda.Roberts@MascoBCG.com>; <ruocceph@corning.com>; "Neil Sagebiel" <neil@neilsagebiel.com>; "Dickenson, Ronald W" <RDickenson@hubank.com>; "Howard Bartholomay" <howardb@prismafibers.com>; <sdickson@carrollcountyva.org>; "Jim Johnson" <jjohnson@vhcc.edu>; <rew2007@comcast.net>; "Robert Pierce" <rpierce02@aol.com>; "Betty Barker" <mrsbarker5@comcast.net>; <tmsusz@nrca.org>; "Carl E. Mitchell" <cmitchell@vebinc.org>; "Alan Hawthorne" <DirectorJIDA@wytheville.org>; "Jenny Bolte" <jbolte@nr.edu>; "Rob Goldsmith" <rgoldsmith@peopleinc.net>; <rick.mitchell@dbvi.virginia.gov>; "Thomas Ketner" <t01m21k49@yahoo.com>; "Debbie Williams" <DWilliams@goodwillvalleys.com>; "Rouse, Mike S." <Mike.Rouse@drs.virginia.gov>; <Linda.Boggs@dss.virginia.gov>; "Steve O'Quinn" <Steve.O'Quinn@vec.virginia.gov>; "Mike Guy" <mguy@smyth.net>; "Stacy E. Thomas" <WCTHOMS@wcc.vccs.edu>; "Howard Spencer" <hspencer@suddenlinkmail.com>; "William Snyder" <WCSNYDW@wcc.vccs.edu>; <abopp@nrvalliance.org>  
**Sent:** Thursday, May 20, 2010 1:31 PM  
**Subject:** Executive Committee Action Taken  
 Good Afternoon,

At it's meeting this morning, the WIB Executive Committee took the following action on behalf of the full WIB.

1. Approved the PY' 10 Strategic Plan. Martha will sign for the WIB.
2. Approved a request from People Inc. for \$ 3,346 of Incentive Funds to partially fund the cost of a Technology Camp for WIA Youth this Summer to be provided by Virginia Highlands Community College.

Let me know if you have any questions.

Thanks,

Ronnie Martin, Executive Director  
 New River/Mount Rogers Workforce Investment Area Consortium  
 6580 Valley Center Drive - Suite 119  
 Radford, VA 24141  
 Phone ( 540 ) 633 - 6766  
 Fax ( 540 ) 633 - 2502  
 Cell ( 540 ) 357 - 0761

## PY'10 COMMITTEE SIGN-UP SHEET

Please check the appropriate box for any committee that you would be interested in serving on.

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Name

Strategic Planning Committee	
One-Stop Operations and Delivery-System Committee	
Training Provider/Individual Training Account Committee	
Employer Development/Linkage Committee	
Youth Council Liaison Committee	
Budget and Administration Committee	
Program Oversight and Performance Committee	
Marketing and Publicity Committee	
Policies and Procedures Committee	

## 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 \$0.42/mile = \$ \_\_\_\_\_  
Total Miles Reimbursement Requested

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **2010 Workforce Investment Board Meeting Schedule**

February 24, 2010

April 28, 2010

June 23, 2010

August 25, 2010

October 27, 2010

December 15, 2010

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.**