

NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT BOARD

MEETING AGENDA

June 21, 2011

CALL TO ORDER & WELCOME – 1st Vice Chair Dave Elmore

ROLL CALL

APPROVAL OF THE AGENDA

APPROVAL OF MINUTES (Previously Distributed)

PUBLIC COMMENT PERIOD

FISCAL AGENT REPORT

3rd QUARTER 2010 PERFORMANCE REPORT

PY' 11 ALLOCATIONS/FUNDING COMPARISON

1ST QUARTER AVAILABLE FUNDING PROJECTION FOR ADULT/DLW

RAPID RESPONSE FUNDING APPROVAL

CONSORTIUM BOARD UPDATE – David Hutchins, Chair

BUDGET COMMITTEE REPORT – John Overton, Chair

- A. Approve “Draft” PY' 11 WIB Budget

POLICIES FOR APPROVAL

- A. Unlikely to Return Policy
- B. Confidentiality Policy
- C. Monitoring Policy
- D. LWIB Member Selection Policy

YOUTH COUNCIL REPORT – Rhonda Roop, Chair

YOUTH COUNCIL RE-APPOINTMENT

ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE – Michael Jennings, Committee Member

ONE STOP OPERATOR REPORT – Jim Coen

GRANTS UPDATE – Staff

COMMITTEE SIGN-UP SHEET

FINANCIAL DISCLOSURE STATEMENT

WIB TRAVEL VOUCHER

2011 WIB MEETING SCHEDULE

NEXT SCHEDULED WIB MEETING – **August 24, 2011 – Wytheville Meeting Center – 10:00 a.m.**

ADJOURNMENT

Workforce Investment Board Treasurer's Report

Report Period: 7/01/10 – 4/30/11

WIA Available Administration Funds		\$ 330,088
Obligated	239,073	
Un-obligated	91,015	
Expenditures		\$ 110,299
Board/Fiscal Agent	96,907	
One Stop Operator	13,392	
Balance		\$ 219,789

WIA Available Adult Program Funds		\$ 836,834
Obligated	836,834	
Un-obligated	0	
Expenditures		\$ 554,758
Board	53,299	
Operators	501,459	
Balance		\$ 282,076

WIA Available DLW Program Funds		\$ 745,511
Obligated	745,511	
Un-obligated	0	
Expenditures		\$ 664,870
Board	61,668	
Operators	603,202	
Balance		\$ 80,641

Workforce Investment Board Treasurer's Report

Report Period: 7/01/10 – 4/30/11

WIA Available Youth Program Funds		\$ 901,068
Obligated	<u>901,068</u>	
Un-obligated	<u>0</u>	
Expenditures		\$ 599,455
Board	<u>63,374</u>	
Operators	<u>536,081</u>	
Balance		\$ 301,613

PY 2010 VIRGINIA WIA PERFORMANCE

	Q3-2010		% of		Status	Numerator	Denominator
	State		Negotiated				
	Negotiated Level	Actual	80% Level	Negotiated Level			
Adult Measures							
Adult Entered Employment Rate	74.0	68.9	59.2	93.1%	M	366	531
Adult Employment Retention Rate	82.0	87.0	65.6	106.1%	E	300	345
Adult Average Earnings	\$10,500	\$11,056	\$8,400	105.3%	M	\$3,162,132	286
Dislocated Workers Measures							
Dislocated Worker Entered Employment Rate	79.0	81.1	63.2	102.7%	E	782	964
Dislocated Worker Employment Retention Rate	87.0	93.4	69.6	107.4%	E	499	534
Dislocated Worker Average Earnings	\$ 13,300	\$ 20,386	\$10,640	153.3%	E	\$9,764,665	479
Youth Measures							
Literacy/Numeracy Gains	50.0	28.4	40.0	56.8%	FTM	31	109
Placement in Employment or Education	59.0	40.2	47.2	68.1%	M	218	542
Attainment of Degree or Certificate Rate	51.0	34.9	40.8	68.4%	FTM	153	438

PY 2010 WIA PERFORMANCE

	Q3-2010		% of		Status	Numerator	Denominator
	New River/Mt Rogers - 02		Negotiated				
	Negotiated Level	Actual	80% Level	Negotiated Level			
Adult Measures							
Adult Entered Employment Rate	71.0	67.0	56.8	94.4%	M	59	88
Adult Employment Retention Rate	82.0	84.0	65.6	102.4%	E	21	25
Adult Average Earnings	\$8,000	\$8,426	\$6,400	105.3%	E	\$168,522	20
Dislocated Workers Measures							
Dislocated Worker Entered Employment Rate	72.0	76.0	57.6	105.6%	E	79	104
Dislocated Worker Employment Retention Rate	87.0	95.7	69.6	110.0%	E	45	47
Dislocated Worker Average Earnings	\$ 10,500	\$13,299	\$8,400	126.7%	E	\$571,857	43
Youth Measures							
Literacy/Numeracy Gains	50.0	63.6	40.0	127.2%	E	7	11
Placement in Employment or Education	40.0	57.1	32.0	142.8%	E	4	7
Attainment of Degree or Certificate Rate	51.0	57.1	40.8	112.0%	E	4	7

WIA Funding Comparisons

	<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>PY'11</u>	<u>% Change</u>
Adult	\$1,347,336	\$1,203,724	\$1,056,360	\$868,818	\$751,426	\$635,270	\$631,185	\$777,360	\$761,944	-2%
DLW	827,965	691,575	622,983	552,139	497,582	590,674	580,850	820,104	\$778,132	-5%
Youth	<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>\$960,572</u>	<u>+7%</u>
Total	\$3,604,698	\$3,192,405	\$2,844,529	\$2,368,482	\$2,082,412	\$1,922,416	\$1,903,668	\$2,494,014	\$2,500,648	+3%

PY'10/PY'11 Funding Comparison

	PY'10	PY'11	Difference	Available 9/1/11	Available 10/1/11
Adult	777,360	761,944	-15,416	58,212	703,732
Youth	896,550	960,572	+64,022	960,572	0
DLW	820,104	778,132	-41,972	148,856	629,276
	2,494,014	2,500,648	+6,634	1,167,640	1,333,008

Available Funding Projection

Adult

Carry-Over	\$175,000
PY'11 Funding	<u>\$58,212</u>
Total Available	<u>\$233,212</u>

DLW

Carry-Over	\$10,000
PY'11 Funding	<u>\$148,856</u>
Total Available	<u>\$158,856</u>

Distribution

Board	\$18,000
Operators	<u>\$215,212</u>
	<u>\$233,212</u>

Distribution

Board	\$24,000
Operators	<u>\$134,856</u>
	<u>\$158,856</u>

Operator Distribution

People Inc.	\$143,099
Goodwill	\$72,113

Ronnie Martin

From: George Taratsas [gtaratsas@vccs.edu]
Sent: Monday, June 13, 2011 3:59 PM
To: Ronnie Martin
Cc: Jami L. Nosar; Valaryee Mitchell; Elizabeth Creamer; Paula Dehetre
Subject: Area II Rapid Response Funding Request
Attachments: Area II Rapid Response Funding Request.pdf

Good afternoon Ronnie,

I am responding to the Area II request for Rapid Response funds as proposed by the attached document that you submitted. I am pleased to inform you that funding for the following categories has been approved and a Notice of Obligation (NOO) authorization form will be issued this week:

1. Request for Funds to Maintain PY10 Service Delivery (\$42,990) – the services directly impact the Dislocated Worker population,
2. Request for Funds to Maintain Service Delivery for Clients Carried into PY11 (\$60,144)-services directly impact the Dislocated Worker population enrolled during the first quarter of PY11,

The performance period for the above awards will be June 1st, 2011, through December 31, 2011.

Per our discussion today, you will submit a revised proposal for the following categories, to substantiate the services to be provided to the dislocated worker population and clarify the conditions under which On the Job Training funded services will be provided and funds issued to employers:

1. Request for Funds to Enhance PY11 Service Delivery through OJT Activity (\$48,000)-placing 20 clients into On the Job Training (OJT) activities with area employers,
2. Requests for Funds to Enhance PY11 Service Delivery through Short-term Training (\$80,000)-provide short term training opportunities to 20 clients in the areas of Groundsman Electrical Training and in Tractor Trailer Driving,

In order for the above activities to qualify for Rapid Response funds the population served must meet the WIA Dislocated Worker eligibility requirements and OJT funds to employers may reimburse employers for training costs of up to 50% of participants wages.

Let me know if you have any questions.

Regards,
George

Ronnie Martin

From: Ronnie Martin [rmartin@nrvc.org]
Sent: Wednesday, June 08, 2011 2:39 PM
To: 'mpsamples@radva.com'; 'Elmore, Dave'; 'ratkins@mtctransformers.com'; 'James Topping'; 'Ed Stringer'; 'John.Overton@hcahealthcare.com'; 'gadkins@Guardian.com'; 'David'; 'wfaulkner@pascoratlantic.com'; 'neil@neilsagebiel.com'; 'Lynn White'; 'David Wright'; 'melinda.roberts@mascobcg.com'; 'Tim Mcvey'; 'Howard Bartholomay'; 'tdavis@darcosouthern.com'; 'Melinda Leland'; 'Jenny Bolte'; 'Robbie'; 'rpierce02@aol.com'; 'Rob Goldsmith'; 'Terry Smusz'; 'Carl E. Mitchell'; 'Alan Hawthorne'; 'Rouse, Mike S. (DRS)'; 'michael.jennings@dss.virginia.gov'; 't01m21k49@yahoo.com'; 'Steve O'Quinn'; 'Aric H. Bopp'; 'dale.clark@lpnt.net'; 'Mitchell, Rick L. (DBVI)'; 'mrsbarker5@comcast.net'
Subject: " Draft " PY ' 11 Budget
Attachments: Draft PY' 11 Budget Approved By Committee.xls

Good Afternoon,

Attached please find the " Draft " PY ' 11 Budget which was approved today by both the WIB Budget Committee and the Elected Officials Finance Committee. This budget will be presented for action at our WIB meeting on June 22, 2011. Please review the budget and provide any comments that you have to either John Overton, Budget Committee Chair, or to me. A final budget will be developed in August or September after carry - over amounts are known.

As a reminder, the **next WIB meeting** is scheduled for **June 22, 2011** at the **Wytheville Meeting Center** beginning at **10:00 AM**. Please make every effort to attend this very important 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

"Draft" - PY'11 BUDGET

PY'10 Carryover Funds

Formula

Administration \$180,000

Program

DLW \$10,000

Adult \$175,000

Youth \$120,000

Totals \$305,000

Total Carryover Funds \$485,000

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	\$180,000	\$305,000	\$485,000
CREATES		\$88,656	\$88,656
HITE		\$107,746	\$107,746
NEG-OJT		<u>\$7,000</u>	<u>\$7,000</u>
Total	<u>\$430,064</u>	<u>\$2,758,986</u>	<u>\$3,189,050</u>

"Draft" 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	\$430,064
Formula Adult Program	\$860,750
Formula DLW Program	\$710,319
Formula Youth Program	\$984,515
CREATES	\$88,656
HITE	\$107,746
NEG-OJT	\$7,000
Projected Totals	\$3,189,050

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		\$1,550,000

Un-Obligated Funds

Formula Administration	\$172,985
Formula Adult Program	\$287,037
Formula DLW Program	\$175,315
Formula Youth Program	<u>\$287,115</u>
Total Unobligated	\$922,452

Grand Totals

Board Expenses	\$586,598
Fiscal Agent	\$60,000
Board Reserved	\$70,000
Program Operators	\$1,550,000
Unobligated	<u>\$922,452</u>
Total	\$3,189,050

Unlikely to Return Policy

By WIA definition, a Category One Dislocated Worker is as follows:

An individual who has been terminated/laid off, or who has received a notice of termination or layoff, from employment; is eligible for or has exhausted entitlement to unemployment compensation; or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and is unlikely to return to a previous industry or occupation.

The intent of this memo is to provide clarification regarding acceptable documentation for the unlikely to return component of the Category One Dislocated Worker definition. In order to prove and document that an individual is unlikely to return to a previous industry or occupation, the Workforce Investment Board is asking that Program Operators use the following documentation.

- Documentation from separating employer indicating that the individual is unlikely to return for a period of at least six months or longer.

and

- The most current Labor Market Information (LMI) from the Virginia Workforce Connection for LWIAII indicating a decline in the occupation. If no LMI is available for LWIA II or if LMI for LWIA II does not indicate a decline in the occupation, LMI for the Commonwealth of Virginia can be used. For purposes of documenting Unlikely to Return to previous industry or occupation, Program Operators should consider the long term (ten years) employment projections for that occupation. LMI that reflects a projected employment outlook that is less than the most recent estimated employment for the occupation will be considered a declining occupation. This data can be obtained from the occupational profile in the labor market services of the Virginia Workforce Connection.

Program Operators should make every attempt possible to obtain documentation from the separating employer indicating that the individual is unlikely to return for a period of at least six months or longer; however, if the Program Operator is unlikely to obtain this verification, a separation notice including the Individual's name along with applicable LMI will be accepted.

Confidentiality Policy

Purpose

To define and communicate the New River/Mount Rogers Workforce Investment Area Consortium Board's commitment to protect the confidentiality of Workforce Investment Act customers.

Policy

It is the policy of the New River/Mount Rogers Workforce Investment Area Consortium Board to protect the confidentiality of all Workforce Investment Act customer information.

Maintenance and Release of Data: Program Operators must collect data in order to document eligibility and provide services for Workforce Investment Act programs. The New River/Mount Rogers Workforce Investment Area Consortium Board, Program Operators, and subcontractors will make every effort to collect and store data in a manner that ensures it will not be accessible to anyone without authorized access. Data collected will only be used to document eligibility or provide a WIA service. Any other use of customer data will require written consent from the customer or customer's parent/legal guardian. Upon request, data can be released to the subject of the information.

Access to Data: Upon request, Program Operators shall make available to the Virginia Community College System and its designated agents, as well as to government authorities and its designated agents, access to all documents and working papers. Access includes the right of designated agents to obtain copies of working documents, as is reasonable and necessary to determine compliance with and ensure enforcement of the provisions of the Workforce Investment Act.

Disclosure of Individual Identity: The identity of any individual who furnishes information relating to an investigation, compliance review, or customer satisfaction survey, including the identity of any individual who files a complaint, must be kept confidential to the extent possible, consistent with a fair determination of the issue. If it is deemed necessary to disclose an individual's identity, this individual must be protected from retaliation.

By signing below, I acknowledge that I have explained this policy to the WIA customer.

WIA Staff Signature: _____ Date: _____

By signing below, I acknowledge that I have read and understand this policy. WIA Staff have explained this policy and have answered any questions I may have had.

Client Signature: _____ Date: _____

Monitoring Policy

Purpose

To establish a monitoring system which contains acceptable standards for ensuring accountability, provides technical assistance as necessary and appropriate, and defines the criteria that will be used to monitor sub-recipients and contractors in the New River/ Mount Rogers Workforce Investment Area.

Policy

Through regular oversight and monitoring of WIA sub-recipients and contractors, the New River/Mount Rogers Workforce Investment Area Consortium Board will assess compliance with regulations and policies established by the Workforce Investment Act (WIA), Virginia Community College System (VCCS), New River/Mount Rogers Workforce Investment Area Consortium Board, as well as compliance with the terms and conditions of contracts between New River/Mount Rogers Workforce Investment Area Consortium Board and Program Operators. Monitoring activities will be conducted at least once per year, and appropriate corrective action will be administered when evidence indicates a possible violation of one of the aforementioned regulations or policies. The major systems of compliance review include, but are not limited to: administrative, financial, and program.

Compliance monitoring will be conducted by reviewing records and documents maintained by the New River/Mount Rogers Workforce Investment Area Consortium Board administrative office on each program or contract, conducting onsite reviews and desk reviews of procedures, records, and documents maintained by the contractor or program operations staff, and by submission of written reports of findings, including corrective action recommendations if appropriate.

General Monitoring Procedure

- A written monitoring checklist is utilized to ensure all acceptable standards of accountability are reviewed.
- Compliance monitoring activities are scheduled in advance with each Program Operator.
- Reports, records, and documents maintained by the New River/Mount Rogers Workforce Investment Area Consortium Board on each contract or program are reviewed for completeness, accuracy, and timeliness of submission. Such reports, records, and documents include but are not limited to: the approved contract and modifications thereto and/or program specifications, correspondence and reports maintained by the contracting officer in the contract file, transmittal of individual participant records, previous monitoring reports, and applicable corrective plans.
- Each contract or program is monitored at the site of operation. On-site monitoring may include but is not limited to: an entry interview with the Program Operator's designated representative, a review of applicable written policies and procedures, staff and participant interviews, a review of participant records, a review of financial procedures/records/documentation, a review of performance and follow up procedures/records/documentation, and an exit interview with the Program Operator's designated representative. Technical assistance may also be provided in order to ensure continuous improvement.
- A written monitoring report is completed on each monitored contract or program and submitted to the Executive Director, who subsequently will distribute the report to the Program Operator. The written report includes but is not limited to: Findings and recommendations on identified deficiencies as well as administrative concerns regarding program operations. The Executive Director will request a response from Program

Operators. Program Operators will respond with all corrections by the date established by the Executive Director.

- Verbal reports may be made to the Executive Director when apparent deficiencies are identified which may need immediate action. Such deficiencies include but are not limited to: Inaccurate or insufficient financial management procedures, inaccurate or insufficient participant eligibility determinations, child labor law violations, or non-compliance with the terms and conditions of the contract or other applicable federal, state, board, or WIA requirements.
- The Compliance Review Officer will review Program Operator's responses to the monitoring report and will determine if action taken by the Program Operator is sufficient to satisfy the recommendations contained in the monitoring report. Additional information may be requested if deemed necessary by New River/Mount Rogers Workforce Investment Area Consortium Board staff and staff may conduct follow up monitoring reviews/visits to ensure corrective action has been initiated, is on-going, or has been completed. Once it has been determined that deficiencies have been corrected, the Program Operator will be notified that no additional action is necessary.

Desk Reviews

Desk reviews are conducted by New River/Mount Rogers Workforce Investment Area Board staff to ensure that the performance objectives of Workforce Investment Area are attained within reasonable limits. These performance reviews are used to determine whether program design is adequate to meet the needs of the eligible population and whether program design is adequate to attain planned objectives. Performance reviews are conducted at regular intervals on each contract or program. Participant and financial status reports completed and submitted monthly by Program Operators are reviewed on the basis of actual cumulative data versus planned data, actual performance rates versus planned rates, and actual performance relative to performance standards criteria. In addition, reports generated from the Virginia Workforce Connection are used to monitor program performance. New River/Mount Rogers Workforce Investment Area Consortium Board staff may request performance reports or information from Program Operators for the purpose of analyzing performance data or to respond to performance related inquiries.

Special Investigations

Special investigations are conducted when information is received which indicates possible fraud, abuse or alleged criminal activity. The investigation is designed to provide the New River/Mount Rogers Workforce Investment Area Consortium Board with sufficient information to justify a decision to notify the following authorities:

- New River/Mount Rogers Workforce Investment Area Consortium Board Chair
- New River/Mount Rogers Workforce Investment Board Chair
- Virginia Community College System
- Department of Labor.

LWIB Member Selection Policy

Purpose

The LWIB members are appointed by the Chief Local Elected Officials (CLEO) in accordance with State criteria established under WIA § 117(b) and is certified by the Governor every two years in accordance with WIA § 117(c)(2).

Policy

- A. **Nomination for Membership:** The CLEO Consortium appoints members to the WIB. Nominations are solicited from various sources (local government, chambers of commerce, local business organizations, partner agencies, public at large, etc.) in order to fill LWIB vacancies and to add new representation. Nominations are submitted to the CLEO Consortium for consideration and action.
- B. **Membership Categories and Appointment:** The WIB shall have a majority of members who have no financial interest in funds governed by WIA. The CLEO Consortium shall appoint a WIB consisting of:
1. Representatives of the private sector (minimum of one with a maximum of two per political jurisdiction), who shall constitute a majority (minimum 51%) of the membership of the WIB. Representatives of the private sector should be in positions which include policy making and hiring authority.
 2. Representatives of mandatory members as established by legislation and Virginia policy include:
 - Local Educational Entities, including Adult Education and Literacy and Postsecondary Institutions
 - Labor Organizations
 - Community-Based Organizations
 - Economic Development Agencies
 - One-Stop Partners not represented in other categories
- C. **Terms of Appointment:** A member's initial term of appointment shall be for three years. After the initial term, reappointment of members for a subsequent three-year term shall be at the sole discretion of the CLEO Consortium. A member appointed to fill the vacated position of a LWIB member shall assume the term of the LWIB member. There is no maximum number of terms that a LWIB member may remain on the LWIB.

Youth Council Re-appointments

Re-Appointment to the Youth Council effective 7/1/11 for a three (3) year term.

1. Rhonda Roop – Education
2. Dr. Mark Burnette – Education
3. Mary Critzer – Youth Services

Nomination Committee Recommendations

Chair – Martha Samples

1st Vice Chair – Ed Stringer

2nd Vice Chair – Lynn White

Executive Director

All Officers:

Business – James Topping
David Wright
Howard Bartholomay
Todd Davis

**NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT AREA
ONE-STOP OPERATOR REPORT TO THE WORKFORCE INVESTMENT BOARD
JUNE 22, 2011**

WYTHEVILLE COMPREHENSIVE WORKFORCE CENTER UPDATE

Discussions continue over cost-allocations, physical plant layout, and customer-service processes. Consultant Camille Miller is assisting the WIB has refined the cost allocation plan and a draft MOU defining partner responsibilities has been created.

ONE-STOP CENTER ACTIVITY – MONTH ENDING MAY 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
474	6696	2296	26526	378	14775	876	9684	57681

GOODWILL PROGRAM ACTIVITY – PY2010 PERIOD ENDING MAY 31, 2011

Dislocated Worker Program (ARRA clients have been moved into DLW)

Formula Funds: 808 Participants YTD, 242 Closures/213 Employed/5 Neutral(90%), 566 Current, 122 Trained/83 Cred.

Adult Program

Formula Funds: 82 Participants YTD, 31 Closures/22 Employed/5 Neutral(84.6%), 51 Current, 12 Credentials

ARRA Funds: 31 Participants YTD, 24 Closures/22 Employed/1 Neutral(96%), 7 Current, 12 Trained/11 Credentials

Youth Program (Formula)

138 Participants YTD, 32 Closures/26 Employ./Educ./3 Neutral(89.7%), 106 Current, 19 Credentials, 16 Lit./Num. Gains

PEOPLE, INC. PROGRAM ACTIVITY – PY2010 PERIOD ENDING MAY 31, 2011

Adult Program NOTE: The operator has put a freeze on new Adult enrollments for the remainder of the program year.

Formula Funds: 155 Participants YTD, 55 Closures, 38 Employed/4 Neutral (50%), 100 Current, 25 Credentials

ARRA: 31 Participants YTD, 24 Closures, 22 Employment/1 Neutral (72.7%), 18 Current, 30 Credentials

Youth Program

Formula Funds: 110 Participants YTD, 33 Closures, 25 Employment/Education (54%), 77 Current, 27 Credentials, 14 Literacy/Numeracy Gains

EMPLOYER ACTIVITY

- ABB in Bland is hiring 15-17 positions
- James Hardie in Pulaski is hiring approximately 15 positions
- Mellow Mushroom Restaurant is building a facility in Bristol and will hire approximately 75 employees
- Morning Dove Steel Cabins will open a distribution center and assembly plant in Bristol and will hire 300 employees
- Gatorade in Wythe County is hiring 10+ positions
- Bucyrus International is hiring over 20 positions
- Celanese in Giles County is hiring approximately 20 positions
- Kangaroo stores in Wytheville will add 15 positions
- Utility Trailer in Glade Spring will be calling back 150 workers displaced by the tornado.
- Appalachian Plastics in Smyth County was destroyed by the tornado, but will rebuild; 45 laid off 6-9 months
- Gates Corporation in Smyth County will close due to tornado damage; 89 workers impacted
- Piccadilly Restaurant at the Bristol Mall closed affecting 35 employees.
- Ryans Restaurant in Bristol, VA closed affecting 26 employees
- Brightpoint, formerly Touchstone Wireless, will close, laying off 600 workers between July and September
- These workers will likely be recalled by June 13.
- Alliant Tech will not layoff as anticipated; they have been acquired by another
- Federal Mogul, Weiman Furniture, James Hardee and Valley Staffing in the NRV are currently hiring.
- Consolidated Glass in Grayson County will add 14 workers.
- Royal Mouldings is hiring experienced machine operators.

DISABILITY PROGRAM NAVIGATOR

Jim Coen and Ronnie Martin participated in a meeting with the Department of Rehabilitative Services to outline the functions of the Disability Program Navigator (DPN) within the one-stop system. This DPN works through the four Workforce Centers to facilitate and coordinate partner services available to customers with disabilities and provides outreach to employers to explain assistive technology and services available to employers and employees with disabilities. The One-Stop Operator will assist the DPN to understand the structure and service-delivery within the Workforce Centers and will facilitate integration into the four centers by working with managers and program staff.

CUSTOMER SUCCESS STORY

For 42 years...all my life...I KNEW in my heart I wanted to be a nurse. Well, 42 years is NOT too long to wait. Thanks to the Workforce Development Program and Ashley Prater with Goodwill Industries of the Roanoke Valley, my lifelong dream has come true.

In December 2009, I was laid off. Losing one's job is devastating and, I feel, a TRUE test of faith and endurance. I searched for a job for several months without success...but soon heard of a program offered to displaced workers that could help me return to school. A few calls later, a meeting was set up with Ashley Prater, my case worker. Ashley gave excellent guidance and got me started in the right direction (and kept me there for the duration!) There were tests given to see what type of jobs I would be good at and were a fit for me. Needless to say, NURSING was one of them. (Luckily, because accounting was the other...YUK!) I soon applied and was accepted into the LPN program at Tennessee Technology Center in Elizabethton and began in May, 2010. The program was awesome, with skilled and caring instructors.

I must say, the road to nursing is not an easy one. There is a lot to learn, 5 a.m. clinicals, many late nights of studying, many missed functions with friends and family, a lot of sandwiches for dinner instead of home-cooked meals. Luckily I have wonderful family and friends who understood and supported me all the way. And with Ashley always willing to help, financial aid and things I needed for school were not things that, as for most students, I had to worry with or let take the place of what I needed to concentrate on. I cannot express how thankful I am for that and how much not having that worry helped me through school.

Fast forward (and yes, it seemed that fast) to one year later...I GRADUATED! On April 19, a beautiful ceremony was held at Bristol Regional Medical Center. My mother and father were there. My son, Liam, was there. My two sisters and my boyfriend (who is now in the nursing program as well!) were there. And, once again, as she had been all year, Ashley Prater was there. I do believe receiving that nursing pin and diploma was one of the proudest moments of my life. I worked hard for this.

So, what now? I have been offered, and have accepted, a position in clinical research! I am also considering working on an as-needed basis on weekends - perhaps in assisted living or nursing home. I also plan on being the BEST nurse I can be for my family and friends - the greatest reward that will come from my new career.

PY'11 COMMITTEE SIGN-UP SHEET

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

Name

Strategic Planning Committee	
One-Stop Operations and Delivery-System Committee	
Training Provider/Individual Training Account Committee	
Budget and Administration Committee	
Marketing and Publicity Committee	
Policies and Procedures Committee	

PY'11 WIB Financial Disclosure Statement

<u>Name</u>	<u>Received</u>
Robert Atkins	
Melinda Roberts	
Virginia L. Leadbetter-Bolte	
Terry Smusz	



SECRETARY OF THE COMMONWEALTH

FINANCIAL DISCLOSURE STATEMENT

Members of certain boards of state and local government are required to file this Financial Disclosure Statement as a condition of assuming office and, then, annually while serving as an officeholder.

You must complete this form. Attached additional pages when necessary. **You must sign and date this form upon completion.**

The annual filing deadline is January 15th.

For State Board Members: If you have recently been appointed, you must file this form with the Secretary of the Commonwealth prior to attending your first meeting.

For Local Board Members: If you have recently been appointed, you must file this form with the Clerk of the appropriate governing body prior to attending your first meeting.

As an annual filing, this form constitutes a report of financial interests for the calendar year beginning January 1 and ending December 31. As a condition for assuming an office, this form constitutes a report of financial interests at the time of filing.

The information required on this form must be provided on the basis of the best knowledge, information and belief of the individual filing the form as of the date of this report unless otherwise stated.

This Financial Disclosure Statement is open for public inspection.

§ 2.2-3118. Disclosure form; certain citizen members.

A. The financial disclosure form to be used for filings required pursuant to subsection B of § 2.2-3114 and subsection B of § 2.2-3115 shall be substantially as follows:

DEFINITIONS AND EXPLANATORY MATERIAL.

"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) the receipt of 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 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.

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

"Dependent" means any person, whether or not related by blood or marriage, who receives from the filer, or provides to the filer, more than one-half of his financial support.

"Personal interest" means, for the purposes of this form only, a personal and financial benefit or liability accruing to a filer or a member of his immediate family. Such interest shall exist by reason of (i) ownership in real or personal property, tangible or intangible; (ii) ownership in a business; (iii) income from a business; or (iv) personal liability on behalf of a business; however, unless the ownership interest in a business exceeds three percent of the total equity of the business, or the liability on behalf of a business exceeds three percent of the total assets of the business, or the annual income, and/or property or use of such property, from the business exceeds \$10,000 or may reasonably be anticipated to exceed \$10,000, such interest shall not constitute a "personal interest."

Name

Office or position held or to be held

Address

I. Financial Interests

My personal interests and those of my immediate family are as follows: Include all forms of personal interests held at the time of filing: real estate, stocks, bonds, equity interests in proprietorships and partnerships. You may exclude: 1. Deposits and interest bearing accounts in banks, savings institutions and other institutions accepting such deposits or accounts; 2. Interests in any business, other than a news medium, representing less than three percent of the total equity value of the business; 3. Liability on behalf of any business representing less than three percent of the total assets of such business; and 4. Income (other than from salary) less than \$10,000 annually from any business. You need not state the value of any interest. You must state the name or principal business activity of each business in which you have a personal interest.

A. My personal interests are:

1. Residence, address, or, if no address, location.

2. Other real estate, address, or, if no address, location.

3. Name or principal business activity of each business in which stock, bond or equity interests is held

.....

B. The personal interests of my immediate family are:

1. Real estate, address, or, if no address, location,
 2. Name or principal business activity of each business in which stock, bond or equity interests is held
-

II. Offices, Directorships and Salaried Employments

The paid offices, paid directorships and salaried employments which I hold or which members of my immediate family hold and the businesses from which I or members of my immediate family receive retirement benefits are as follows:
(You need not state any dollar amounts.)

A. My paid offices, paid directorships and salaried employments are:

Position held	Name of business
.....
.....

B. The paid offices, paid directorships and salaried employments of members my immediate family are:

Position held	Name of business
.....
.....

III. Businesses to Which Services Were Furnished

A. The businesses I have represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, for which I have received total compensation in excess of \$1,000 during the preceding year, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers, are as follows:

Identify businesses by name and name the state governmental agencies before which you appeared on behalf of such businesses.

Name of business	Name of governmental agency
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B. The businesses that, to my knowledge, have been represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, by persons with whom I have a close financial association and who received total compensation in excess of \$1,000 during the preceding year, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers, are as follows:

Identify businesses by type and name the state governmental agencies before which such person appeared on behalf of such businesses.

Type of business	Name of state governmental agency
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C. All other businesses listed below that operate in Virginia to which services were furnished pursuant to an agreement between you and such businesses and for which total compensation in excess of \$1000 was received during the preceding year:

Check each category of business to which services were furnished.

Electric utilities	<input type="checkbox"/>	Banks	<input type="checkbox"/>	Retail companies	<input type="checkbox"/>
Gas utilities	<input type="checkbox"/>	Savings institutions	<input type="checkbox"/>	Beer, wine or liquor companies or distributors	<input type="checkbox"/>
Telephone utilities	<input type="checkbox"/>	Loan or finance companies	<input type="checkbox"/>	Trade associations	<input type="checkbox"/>
Water utilities	<input type="checkbox"/>	Manufacturing companies (state type of product, e.g., textile, furnitures, etc.)	<input type="checkbox"/>	Professional associations	<input type="checkbox"/>
Cable television companies	<input type="checkbox"/>	Mining companies	<input type="checkbox"/>	Associations of public employees or officials	<input type="checkbox"/>
Intrastate transportation companies	<input type="checkbox"/>	Life insurance companies	<input type="checkbox"/>	Counties, cities or towns	<input type="checkbox"/>
Interstate transportation companies	<input type="checkbox"/>	Casualty insurance companies	<input type="checkbox"/>	Labor organizations	<input type="checkbox"/>
Oil or gas retail companies	<input type="checkbox"/>	Other insurance companies	<input type="checkbox"/>		<input type="checkbox"/>

IV. COMPENSATION FOR EXPENSES

The persons, associations, or other sources other than my governmental agency from which I or a member of my immediate family received remuneration in excess of \$200 during the preceding year, in cash or otherwise, as honorariums or payment of expenses in connection with my attendance at any meeting or other function to which I was invited in my official capacity are as follows:

Name of Source	Description of occasion	Amount of remuneration for each occasion
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B. The provisions of Part III A and B of the disclosure form prescribed by this section shall not be applicable to officers and employees of local governmental and local advisory agencies.

C. Except for real estate located within the county, city or town in which the officer or employee serves or a county, city or town contiguous to the county, city or town in which the officer or employee serves, officers and employees of local governmental or advisory agencies shall not be required to disclose under Part I of the form any other interests in real estate.

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

Signature _____ Date _____