

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

## **MEETING MINUTES**

**June 22, 2011**

A meeting of the New River/Mount Rogers Workforce Investment Board was held on June 22, 2011 at the Wytheville Meeting Center. Those in attendance were as follows:

### **Board Members**

Dave Elmore, 1 <sup>st</sup> Vice-Chair	John Overton
Virginia Leadbetter-Bolte	David Wright
Jim Topping	Terry Smusz
Lynn White	Dr. Alan Hawthorne
Mike Rouse	Robert Atkins
Wilma Faulkner	Michael Jennings
David Hutchins	Melinda Leland
Mike Ketner	Melinda Roberts
Robbie Wyrick	Tim McVey
Howard Bartholomay	Roger Frye (alternate)
Todd Davis	

### **Guest**

Linda Matthews  
Jim Coen  
Jennifer Reedy  
Margaret Johnston

### **Staff**

Ronnie Martin  
Marty Holliday  
Beverly Burke  
Traci Mitchell

Dave Elmore, 1<sup>st</sup> Vice-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.

1<sup>st</sup> Vice-Chair Elmore next asked members to review the agenda. Mr. Hutchins made a motion to approve the agenda as presented. Mr. White seconded the motion which was unanimously approved.

1<sup>st</sup> Vice Chair Elmore then asked for a motion to approve the minutes of the previous WIB meeting, which had been previously distributed to each member. Mr. Topping made a motion to approve the minutes as distributed. Mr. Wright seconded the motion and the motion was passed unanimously.

1<sup>st</sup> Vice-Chair Elmore asked if anyone in the audience wished to address the Board during it's public comment period. Hearing none, he proceeded with the agenda.

Mr. Martin next reviewed the Fiscal Agent Report for the period of July 1, 2010 to April 30, 2011. Formula funds are being expended in line with projections with DLW funds almost totally expended. Sufficient Adult and Youth funds should be available for carry-over into PY'11.

1<sup>st</sup> Vice-Chair Elmore asked Mr. Martin to review the 3<sup>rd</sup> Quarter 2010 Performance Report. Mr. Martin reviewed the report with Board members highlighting the fact that Area 2 had exceeded all standards except one (1) which we met. Area 2 performance is much better than overall State

wide performance. Dr. Hawthorne and Mr. Atkins had questions concerning the data and our overall database system to which Mr. Martin responded.

1<sup>st</sup> Vice-Chair Elmore continued with the agenda asking Mr. Martin to report on the PY'11 Allocations and funding comparisons. Mr. Martin drew the members' attention to the detailed printouts contained in their packets. Mr. Martin reviewed the data pertaining to the PY'11 Allocations along with a review of the WIA Funding Comparisons from PY'03 thru PY'11. Mr. Martin noted that PY'11 Allocations were less than 1% greater than those for PY'10. Mr. Martin also reviewed with the Board spending limitations imposed on Adult and DLW funds for PY'11. Due to the fact that we ceased new enrollments in March, we should have sufficient available Adult funds to cover our activities until October 1, 2011 when the balance of allocated funds should be available. It is anticipated that new Adult enrollments will occur in July on a limited basis. Requests will be made to the State for Rapid Response funds to meet any shortfall that we encounter with a lack of adequate DLW funding.

Next, 1<sup>st</sup> Vice-Chair Elmore asked Mr. Martin to review the Rapid Response funding approval request. Mr. Martin began by reviewing our DLW spending for this year which was at a very high level. Due to this, our DLW funding has almost been totally spent. Recently a request was made to the State for Rapid Response funding to meet our DLW service needs. Approval has been received for \$103,134 of Rapid Response funds for the period June 1, 2011 to December 31, 2011. Due to the urgency of the need for additional funds to continue service to our DLW population, Mr. Martin requested approval to award these funds to our existing DLW provider, Goodwill Industries of the Valleys, so that services to our existing DLW customers and services to new customers may be continued without interruption. The Elected Officials Executive Committee has approved this action and the WIB needs to also approve it so that a contract for the funds can be put in place immediately. Mr. Atkins made a motion to approve awarding the \$103,134 in Rapid Response funds to Goodwill Industries of the Valleys. Mr. Topping seconded the motion which was unanimously approved.

Mr. Hutchins, Consortium Board Chair, provided the Board with an update on activities of the Consortium Board (Elected Officials). Mr. Hutchins indicated that the Elected Officials were starting to focus more on Workforce needs and solutions as well as grant solicitations and less on the detail aspect of WIA activities. Mr. Hutchins felt that both the Elected Officials and the WIB were working well together.

1<sup>st</sup> Vice-Chair Elmore continued with the agenda asking John Overton, Committee Chair, to report on activities of the Budget Committee. Mr. Overton drew the members attention to the detailed PY'11 Draft WIB Budget contained within the members packets, which had been approved by the Budget and Administration Committee and the Elected Officials Finance Committee and distributed to WIB members for review and comments. Mr. Martin explained the budget process. Dr. Hawthorne made a motion to approve the PY'11 Draft Budget as presented. Mr. White seconded the motion and the motion was approved unanimously.

Next, 1<sup>st</sup> Vice-Chair Elmore asked Mr. Martin to review the policies that were being presented for approval. Mr. Martin began by indicating that the State recently sent out a list of local policies that all Workforce Area must have in place. The four (4) policies were developed and submitted to the Policies and Procedures Committee for review and approval for Area 2 to be in compliance with this new requirement. Mr. Martin discussed each policy with Board members.

Mr. White made a motion to approve the policies as presented, Mr. Jennings seconded the motion. At this time Mr. Topping questioned the wording on the LWIB Member Selection Policy. Both he and Mr. Hutchins felt that the following phrase should be changed to add “/or” after “and” as follows:

Under (B)(1), changed to read as follows:

“Representatives of the private sector should be in positions which include policy making and/or hiring authority”

Mr. White amended his motion to include the change. Mr. Jennings concurred with the change. A vote was taken and the motion was unanimously approved.

1<sup>st</sup> Vice-Chair Elmore 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 gave details of current Youth Council activities to the Board.

Mr. Martin next presented to the Board the slate of current Youth Council members whose current term on the Council was scheduled to expire on June 30, 2011. Each has indicated their desire to remain on the Youth Council and to be re-appointed for an additional three (3) year term which will expire on June 30, 2014. Mr. Topping made a motion to approve the re-appointment to the Youth Council for Rhonda Roop, Dr. Mark Burnette and Mary Critzer. Ms. Bolte seconded the motion which was unanimously approved.

1<sup>st</sup> Vice-Chair Elmore continued with the agenda asking Mr. Jennings, in the absence of Rob Goldsmith, Chairman of the Nomination Committee, to report on the Election of Officers and Executive Committee members. Mr. Jennings drew the members’ attention to the slate of candidates contained within their packets. A brief discussion was held on the Committee recommendations. Mr. Jennings made a motion that the Board approve the slate of Officers and Executive Committee members as presented. Mr. Hutchins seconded the motion and the Board unanimously approved the Nomination Committee recommendations as presented.

1<sup>st</sup> Vice-Chair Elmore next asked Mr. Coen to present the One Stop Operator report. Mr. Coen presented the report which covered the period July 1, 2010 to May 31, 2011 and asked for questions. Mr. Jennings had a question concerning Alliant Tech to which Mr. Martin responded. Ms. Matthews thanked New River Community College for providing academic enrichment for youth in the New River Valley. Jim Butler and Mary Ann Gilmer submitted a story about a veteran in the Bristol area. This story was published in the Goodwill international publications honoring veterans.

Mr. Martin next introduced Ms. Jennifer Reedy, NEG-OJT Case Manager, who gave an update on program activities. Ms. Holliday updated the Board on current CREATES and HITE activities as well as ongoing new grant initiatives.

The Committee signup sheet was discussed. WIB members were requested to complete the Committee signup sheet and return it to Mr. Martin prior to August 1, 2011. PY’11 Committee assignments will be made at the August WIB meeting.

Mr. Martin next reviewed with Board members the legal requirements of having a Financial Disclosure Statement filed annually prior to June 30, 2011. He encouraged the Board members who had not completed the form to complete and return the form to him no later than June 30, 2011.

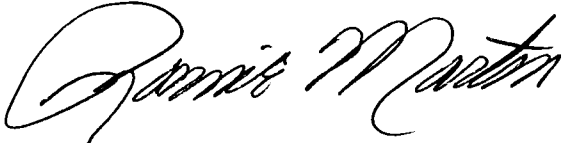
Mr. Martin reviewed the WIB travel voucher with Board members. He requested that they complete the form if they desired to get reimbursed for their travel to the WIB meeting.

The 2011 WIB meeting schedule was reviewed with Board members noting that the next WIB meeting is scheduled for August 24, 2011 at the Wytheville Meeting Center beginning at 10:00 AM. Mr. Hutchins commented on the December 14<sup>th</sup> meeting date. In 2010, a joint meeting of the Elected Officials and WIB was held in early December. Mr. Hutchins felt that this meeting was very successful and was wondering if we wanted to do a similar meeting in December, 2011. He suggested having the meeting on December 7<sup>th</sup> with a buffet lunch to follow. This suggestion was acceptable to the Board and staff will make the necessary arrangements.

Mr. Martin informed the Board that this would be the last meeting for both Mr. Ketner and Mr. Elmore. On behalf of the WIB Chair Martha Samples, Mr. Martin thanked both for their many hours of faithful and dedicated service not only to the WIB but to the citizens of our area.

With no further business to discuss, the meeting was adjourned by 1<sup>st</sup> Vice-Chair Elmore at 11:20 AM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Ronnie Martin". The signature is written in black ink and is positioned above the printed name and title.

Ronnie Martin  
Executive Director