

# 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  
Laura Lincoln  
Mike Rouse  
Jim Topping  
Robert Atkins  
Tim McVey  
Michael Jennings  
Ed Stringer  
Melinda Leland  
Terry Smusz  
Lynn White  
David Wright

Neil Sagebiel  
Howard Bartholomay  
Dr. Alan Hawthorne  
Todd Davis  
Steve O'Quinn  
Melinda Roberts  
John Overton  
Robbie Wyrick  
Carl Mitchell  
Shirley Carson (alternate)  
Betty Rowe (alternate)  
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 2<sup>nd</sup> 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 11<sup>th</sup>. 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:

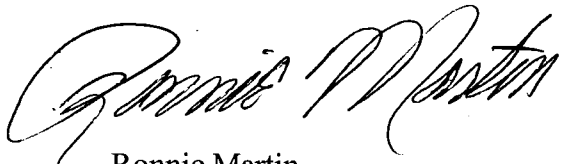
1. Statewide OJT Grant
2. CREATES Grant (Green Grant)
3. HITE Grant
4. Regional Workforce Training Center for Smyth County, Washington County and Bristol City
5. Skills Gap Analysis Survey

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