

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

## **MEETING MINUTES**

**October 28, 2009**

A meeting of the New River/Mount Rogers Workforce Investment Board was held on October 28, 2009 at the Wytheville Meeting Center. Those in attendance were as follows:

### **Board Members**

Martha Samples – Chair  
Dave Elmore  
Ed Stringer  
Robbie Wyrick  
Betty Barker  
Dr. Alan Hawthorne  
Greg Adkins  
Howard Bartholomay  
Dale Clark  
Mike Rouse  
Mike Ketner  
Rob Goldsmith  
Carl Mitchell  
Jennifer Jones

Lynn White  
Terry Smusz  
Robert Atkins  
Melinda Roberts  
David Wright  
James Topping  
Angie Lawson (alternate)  
Neil Sagebiel  
Debbie Williams  
Virginia Leadbetter-Bolte  
Sam Dickson  
Ron Dickenson  
Dr. Stacy Thomas  
Robert Pierce  
Melinda Leland (alternate)

### **Guest**

Bruce Phipps  
Jim Coen  
Stephanie Surrent  
Missy Bray  
Linda LaMona

### **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. Ms. Williams 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 1<sup>st</sup> three months of PY 09. 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 review the Performance Report. Mr. Martin reviewed the key performance elements of each program by jurisdiction with the group. Mr. Martin continued reviewing the key performance elements of each ARRA program.

Chair Samples continued with the agenda asking Mr. Martin to report on the final ARRA summer activity report. Mr. Martin drew the members' attention to the detailed breakdown per Operator for the final ARRA Summer report expenditures and activities as well as the overall report submitted to the State.

Chair Samples continued asking Mr. Martin to report on action taken by the Executive Committee. Mr. Martin stated that the Executive Committee had met and the following action had been taken by the Executive Committee:

1. Approved \$2,600 of Incentive funds for Adult Education programs for GED and Lifelong Learning Week.
2. Approved \$1,000 of Incentive funds for Promotional Initiatives for GED and Lifelong Learning Week.
3. Approved \$400 of Incentive Funds to pay for lunches during the Youth Transition Forum meeting.

Chair Samples next asked Mr. Martin to review the "Revised" PY'09 Budget. Mr. Martin drew the members' attention to the detailed printouts of the revised PY'09 Budget contained within their packets. Mr. Martin explained the changes in detail to the members. Mr. Martin reviewed changes from the previous budget with Board members. Dr. Hawthorne made a motion the Board approve the revised budget as presented. Mr. Stringer seconded the motion and the motion was approved unanimously.

Chair Samples continued with the agenda asking Jim Coen for 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 October 14, 2009. Mr. Coen reviewed the data in detail with the members.

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. \$55,000 DLW funding to the One Stop Operator, and \$135,000 Adult funding distributed to current Operators by the most recent 6 month U.I. average per jurisdiction. Ms. Samples discussed details of the committees' recommendations with the Board. Ms. Samples made a motion that the Board approve the committee recommendations as presented. Mr. Mitchell seconded the motion and the motion was approved unanimously with Ms. Williams and Mr. Goldsmith abstaining.

Chair Samples continued asking Mr. Martin to review the Operational options for PY'10. Mr. Martin discussed in detail the operational options including RFP, Consortium, Contract Extension and/or a combination of the options for the upcoming program year. A brief discussion was held on the matter. Mr. Martin noted that all comments concerning the Operational options should be addressed before the December WIB meeting. The One Stop Committee will meet on December 3<sup>rd</sup> to evaluate information received and to prepare a recommendation for the Board.

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 detailed printout of the PY'09 Youth funding recommendations contained within their packets. Mr. Martin reviewed the funding levels in detail with the members. Mr. Atkins made a motion that the Board approve the Youth funding recommendations as presented. Ms. Smusz seconded the motion and the motion was approved unanimously with Ms. Williams and Mr. Goldsmith abstaining.

Chair Samples continued with the agenda asking Mr. Martin for an update on the Wytheville Comprehensive One Stop Center. Mr. Martin noted a new location for the Wytheville Comprehensive One Stop Center had been selected and the Center would be located directly beside the Wytheville VEC. Office space questionnaires were currently being completed for review.

Chair Samples continued with the agenda asking Marty Holliday, Program Planner, to provide an update on the Strategic Plan Process. Ms. Holliday noted the deadline for submitting an update to the Strategic Plan had been extended until to June 2010, however an ARRA Implementation Strategy is due by November 30, 2009.

Chair Samples continued with the agenda asking Marty Holliday, Program Planner, to provide an update on the GED Task Force. Ms. Holliday provided details of the GED task force activities as well as GED Day/Week activities that occurred locally.

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 next drew the members' attention to the informational sheet in their packets that listed unemployment changes by jurisdiction for the area and Virginia as a whole. A brief discussion was held concerning unemployment changes in various jurisdictions.

Chair Samples drew the members' attention to the 2009 WIB meeting schedule contained in their packets, noting that the next scheduled meeting would be held December 16, 2009 at the Wytheville Meeting Center, beginning at 10:00 a.m.

With no further business to discuss the meeting was adjourned at 11:35 a.m.

Respectfully Submitted,

Ronnie Martin  
Executive Director