

NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT BOARD

MEETING AGENDA

February 24, 2010

CALL TO ORDER & WELCOME – Acting Chair Samples

ROLL CALL

APPROVAL OF THE AGENDA

ORGANIZATIONAL ITEMS:

- A. Approve WIB By-Laws
- B. Elect Officers and Executive Committee Members
- C. PY'09 Committee Assignment
- D. Approve Joint Agreement between Consortium Board and WIB
- E. Re-appoint Youth Council Members – Completion of Current Term

APPROVAL OF MINUTES (Previously Distributed)

PUBLIC COMMENT PERIOD

FISCAL AGENT REPORT

- A. Additional ARRA – DLW Funding

PERFORMANCE REPORT

EXECUTIVE COMMITTEE ACTION TAKEN

CONSORTIUM BOARD UPDATE – David Hutchins, Chair

ONE STOP OPERATOR REPORT – Jim Coen

ONE STOP COMMITTEE REPORT – Martha Samples, Chair

- A. Action to Approve One (1) Year Extension of Existing Contracts
- B. Discuss Funding Action Timeline
- C. Action to Approve Distribution of Additional ARRA-DLW Funds

YOUTH COUNCIL REPORT – Rhonda Roop, Chair

- A. Recommend One (1) Year Extension of Existing Youth Contracts

TRAINING PROVIDER COMMITTEE REPORT – Dave Elmore, Chair

- A. Approve Training Providers for 2010

WYTHEVILLE COMPREHENSIVE ONE STOP CENTER UPDATE

CONFLICT OF INTEREST STATUS

WIB TRAVEL VOUCHER

2010 WIB MEETING SCHEDULE

NEXT SCHEDULED WIB MEETING – **April 28, 2010 – Wytheville Meeting Center – 10:00 a.m.**

ADJOURNMENT

BY-LAWS

OF THE

WORKFORCE

INVESTMENT

BOARD

January 28, 2010

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ARTICLE I

NAME

Section 101.0 The name of this Board shall be the New River/Mount Rogers Workforce Investment Board, hereinafter referenced “**WIB**”, appointed by the New River/Mount Rogers Workforce Investment Area Consortium, hereinafter referenced “**Consortium**”.

ARTICLE II

GOALS

Section 201.0 The goals of the WIB shall be:

Section 201.01 Increase the involvement of the business community in the local Workforce Investment system.

Section 201.02 Increase private sector employment opportunities.

Section 201.03 Form a partnership with the Consortium in the establishment of Workforce Investment systems in the Workforce Investment Area.

Section 201.04 Develop long-range Workforce Development strategies for both area citizens and employers.

Section 201.05 Insure local workforce preparedness for development in the twenty-first century.

ARTICLE III

CONFLICT OF INTEREST, CONFIDENTIALITY

Section 301.0 CONFLICT OF INTERESTS

Section 301.1 29 U.S.C. § 2821f) of the Workforce Investment Act prohibits a member of the WIB from voting on a matter under considerations by the WIB when:

- a. The matter concerns the provision of the services by the Member or by an entity that the Member represents; or
- b. The matter would provide direct financial benefit to the member or the immediate family of the Member; or
- c. The matter concerns any other activity determined by the WIB to constitute a conflict of interest as specified in the Strategic Plan.

Section 301.2 The Virginia Conflict of Interests Act, Va. Code § 2.2-3100 et. seq., prohibits Member from engaging in certain unethical behavior and conflicts of interests. A violation of the Conflict of Interest Act can result in criminal prosecution. All Members are required to read this Act and to be familiar with its restrictions. In addition, each Representative must complete and file a *Financial Disclosure Form*.

Section 301.3 Members are expected to avoid unethical behavior in the course of performing their official duties. The WIB not only expects its Members to avoid impropriety, but also to avoid the appearance of impropriety whether or not any actually exists. Members must avoid:

1. Using their position for private gain;
2. Giving preferential treatment to any person or entity;
3. Losing their independence or impartiality in making decisions; or
4. Acting in any way that might erode public confidence in the integrity of the WIB.

Section 301.4 Members must abstain from voting on issues and matters that will result in a direct or indirect conflict of interest. Abstentions, and the general reasons therefore, should be duly recorded in the minutes of the meeting.

Section 302.0 CONFIDENTIALITY

Section 302.1 All information, whether transmitted orally or in writing, that is of such a nature that is not, at the time, a matter of public record or public knowledge is deemed confidential by the WIB. Representatives shall not disclose confidential information obtained in the course of or by reason of membership on the WIB to any person or entity not directly involved with the business of the WIB.

Section 302.2 No Member shall use confidential information obtained in the course of or by reason of his or her membership on the WIB in any matter with intent to obtain financial gain for the Member, the Member's immediate family or any business with which the Member is associated.

Section 302.3 No Member shall disclose confidential information obtained in the course of or by reason of his or her membership on the WIB in any manner with the intent to obtain financial gain for any other person.

ARTICLE IV
MEMBERSHIP

- Section 401.0** Membership on the WIB shall be no less than twenty -five (25) and no greater than thirty- nine (39).
- Section 402.0** Vacancies on the Board shall be filled in the same manner as original appointments.
- Section 403.0** WIB members will be expected to carry out the following:
- Section 403.1** Attend meetings regularly.
- Section 403.2** Serve on committees as requested.
- Section 403.3** Serve a complete term to coincide with term of appointment.
- Section 403.4** Attend orientation to be conducted following a new Member's appointment to the WIB.
- Section 403.5** Be available to receive inquiries and information from individuals, organizations, business, industry and labor in the Consortium area and make available, as Members of their significant segments, information to and from that segment.
- Section 404.0** The Executive Director shall inform the WIB Chair in any instance when an appointed Member is absent from three (3) consecutive, regularly scheduled meetings of the Board. The WIB Chair shall then call the absences to the attention of the Member in writing.

Section 404.1 If the Member is absent from the next regularly scheduled meeting, after written notice and/or if the WIB determines that a Member fails to execute his or her responsibility the WIB Chair shall recommend to the Consortium Board removal of that person as a Member of the WIB.

Section 404.2 Members of the WIB shall be appointed by the Consortium Board initially, to staggered terms of one - three years. Any and all WIB appointments will be made at such times, so that to the extent possible, one-third of the appointments expire each year. WIB appointments made after 2010 shall be for three year terms, except appointments for vacancies which shall be for the unexpired term. Any Member may be reappointed by the Consortium Board without limitation. If at the end of any term of office a successor thereto shall not have been appointed by the Consortium, then the Member whose term of office shall have expired shall continue to hold office until his/her successor is appointed. The Executive Director shall notify the Consortium Board at least four (4) months prior to the expiration of any Member's term.

Section 404.3 Each member may designate a representative or alternate to attend meetings in his/her absence if the designation is provided in writing to the Chair and represents the same segment of Board composition as does the Member making the designation. The WIB shall approve all alternates prior to such person having the right to act for the Member.

Section 404.4 A Member who has a conflict of interest in regard to a proposal/contract, transaction or matter shall not participate in any way as a WIB Member, including discussions on the issue. The disclosure of the conflict of interest as well as the decision not to participate must be stated on the record and recorded in the minutes.

Section 404.5 Potential Members shall provide with their nomination credentials a list of all committees, boards, etc., of which they are a Member or represent.

Section 404.6 Members will notify the secretary within 90 days of any changes or new appointments they may receive.

ARTICLE V

OFFICERS

Section 501.0 From among the Members representing the business community, a Chair, First Vice-Chair, and Second Vice-Chair shall be elected at the annual meeting in June.

Section 502.0 In the absence of the Chair, the First Vice-Chair shall preside at meetings and perform such additional duties as are required by the WIB and necessitated by the absence of the Chair. In the event of the absence of both of these officers, the Second Vice-Chair shall serve as the Chair and perform all related duties.

Section 503.0 The Chair, or other officers may represent the WIB at all Consortium Board meetings. The Chair may further be responsible for reporting Consortium Board action to the WIB membership; prepare agenda information for meetings in coordination with the Executive Director; notify Members of regular and specifically called meetings; appoint committees or task groups as required; serve as Chair of the Executive Committee.

ARTICLE VI

MEETINGS

Section 601.0 Meetings of the Board will be held bi-monthly beginning in February each year with notice of the meeting schedule, time and location posted on the WIB website by the Executive Director, notice sent to local news media, and electronically to WIB Members. Written notice of all meetings must be provided to Members at least three (3) business days in advance. If, in the opinion of the Chair and agreed to by the Executive Committee, there is insufficient business to be conducted or there may not be quorum, the Chair may declare that there shall be no Board meeting. Meetings shall be held on a regularly scheduled basis as determined by the WIB. All meetings held in variance with schedule shall be considered special meetings.

Section 602.0 Special meetings (meetings other than those regularly scheduled) may be called by the Chair or may be called at the request of three (3) members.

Section 603.0 A minimum of 51% of the appointed Members shall constitute a quorum to do business, all the decisions must be made by the majority of those present and voting. The Chair shall determine and declare that a quorum is present prior to conducting business at any meeting. Members or alternates of Members are to be counted in the determination of quorums.

Section 604.0 When a quorum is not present at any meeting, those present may meet for the purpose of considering such matters as are on the agenda. Action taken at a meeting where a quorum is lacking shall not be final or official until it has been ratified by a majority vote of a quorum of the entire Board.

Section 605.0 Meetings of the WIB are open to the public. Individuals may be heard by advance notice to the Chair or at the discretion of the Board, and may submit input for the WIB's information and/or for consideration by the WIB. Requests to address the WIB must be made no later than one day prior to the meeting in order to be placed on the agenda. The Chair may use discretion in waiving advance request.

Section 606.0 Closed meetings may be held consistent with the Virginia Freedom of Information Act.

Section 607.0 The Executive Director, or staff so assigned by the Executive Director, is responsible for recording and preparing minutes of all regular and special meetings. The minutes of all meetings shall be forwarded to the WIB membership. All official WIB records and documents will be maintained by the Executive Director.

ARTICLE VII

VOTING

- Section 701.0** Each Member or that Member's designated alternate shall be entitled to one vote.
- Section 702.0** No Member shall cast a vote on any matter which would cause that Member to be in violation of the Virginia Conflict of Interests Act. It shall be the responsibility of a Member when a conflict of interest exists to inform the WIB or committee prior to general discussion on the matter at issue and abstain from all discussion and participation. When any Member is excluded from voting as set forth above, the number of Members needed to constitute a quorum shall be reduced by the number of Members excluded from voting.
- Section 703.0** Matters brought before the Board shall be resolved by a vote of a simple majority of the Members present, provided a quorum exists. On matters involving funding, and on other matters of importance a roll-call vote may be required by the Chair or on motion of any Member.

ARTICLE VIII

COMMITTEES

- Section 801.0** The WIB may create standing committees, designate their duties and membership and authorize the WIB Chair to appoint Members.
- Section 802.0** There shall be an Executive Committee established from the body of the WIB. The Executive Committee shall consist of seven (7) business Members, three of whom shall be the officers. The remaining seats shall be filled by election from the membership to serve a one-year term, coinciding with the Program Year.

Section 802.1 The Executive Committee shall meet at the call of the Chair. Meeting notice shall be given at least three (3) days in advance unless an emergency situation requires immediate action. Notice shall be posted on the WIB website, e-mail notification sent to the news media and electronic or written notice sent to Committee members with copies to the WIB Members no later than three (3) business days prior to the meeting.

Section 802.2 It shall be the purpose of the Executive Committee to make policy recommendations to the full Board and to assist the WIB officers and appointed staff of the Consortium, in the execution of the policies established by the full Board.

Section 802.3 The Executive Committee shall be empowered to act on behalf of the full Board on business that cannot be held until the next regularly scheduled meeting as determined by the Chair, with the affirmative vote of at least a majority of the Members of the Executive Committee. The full Board shall be informed of the action taken by the Executive Committee within five (5) days from the date of the Executive Committee meeting.

Section 802.4 The Executive Committee shall exercise all other functions bestowed upon it in the Agreement between the WIB and the Consortium Board including hearing grievances.

Section 803.0 The Chair may establish other Ad Hoc Committees or specific task forces as maybe necessary.

Section 804.0 Membership of each standing committee shall not exceed seven (7) Members plus additional Consortium Members as appointed.

Section 805.0 All Committee members, with the exception of the Executive Committee, shall be appointed by the Chair from the membership of the WIB.

Section 805.1 Membership on all Committees, except for the Youth Council, shall be composed of WIB and Consortium members only.

Section 806.0 Committee Chairs are named by the Chair.

Section 807.0 Unless otherwise specified by the Chair, committee appointments will commence annually at the beginning of the Program Year.

Section 808.0 Youth Council

Section 808.1 The Youth Council shall consist of at least thirteen (13) and not to exceed seventeen (17) individuals who are interested in furthering the work skills of youth within the Consortium area. Membership on the Youth Council shall be geographically balanced and consist of members from the following groups and interests: WIB, juvenile services and law enforcement agencies, social services agencies, parents of eligible youth, former and present participants and/or their parents, and others with interests in furthering youth training.

The WIB shall recruit and nominate individuals qualified and willing to serve; the nomination shall be confirmed by the Consortium Board. The terms of office shall be three years staggered.

The responsibilities of the Youth Council shall be:

- a. Actively engaged in the planning and managing the youth funds received under the Act;
- b. Build community awareness and demonstrate leadership in addressing key development, education and employment issues affecting youth;
- c. Facilitate coordination of youth activities in the community;
- d. Influence and leverage other community youth funds and services; and
- e. Address the specific needs of youth in the community.

ARTICLE IX

NON-DISCRIMINATION

Section 901.0 The WIB shall not discriminate against any employee, agent or provider of consulting or contract services, or applicant for employment, agency or consulting or contract services on the basis of race, color, region, sex, national origin, disability, marital, citizenship, or veteran status. It shall be the policy and practice of the WIB to comply fully with federal and state laws, regulations and requirements in respect of non-discrimination, affirmative action, equal employment and civil rights.

ARTICLE X

SEVERABILITY

Section 1001.0 If any of the provisions of these By-Laws shall be found void or unenforceable for whatever reason by any court of law or equity, it is expressly intended that such provision(s) be severable and the remainder of the By-Laws shall remain in full force and effect.

ARTICLE XI

STAFF ASSISTANCE

Section 1101.0 Staff support shall be provided by the Consortium Board. The Consortium Board may assist in the work of the WIB and of the Committees.

Section 1102.0 The Executive Director shall act as Secretary to the WIB and serve as its official Custodian of records; such function may be delegated as needed.

ARTICLE XII

TRAVEL COMPENSATION

Section 1201.0 Members or alternates will be compensated for travel expenses to attend WIB meetings and expenses related, to approved out-of-the area travel as well as overnight travel, when required, as a result of WIB membership or to represent the interest of the WIB based on written policies/guidelines established by the Consortium Board.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

Section 1301.0 The rules contained in the most recent edition of Robert's Rules of Order as may be modified by the WIB for small groups shall govern the WIB in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special resolution the WIB may adopt.

ARTICLE XIV

AMENDMENT OF BY-LAWS

Section 1401.0 These By-laws may be amended at any regular meeting of the WIB by a simple majority plus one (1) vote of the membership present, provided that the amendment has been submitted in writing at the previous regular meeting of the WIB and the proposed changes have been provided to all Members at least thirty (30) days in advance.

Section 1402.0 These By-laws and any amendments thereto shall not be in conflict with any applicable State and Federal laws and regulations, the NR/MR Workforce Investment Consortium Agreement and the Joint Agreement between the WIB and Consortium Board.

ARTICLE XV

EFFECTIVE DATE

Section 1501.0 These By-laws and any amendments thereto shall become effective immediately upon adoption by a majority of members and shall remain in continuous effect from that date until otherwise amended.

PY'09 Officers/Executive Committee

Martha Samples, Chair

David Elmore, 1st Vice-Chair

Jennifer Jones, 2nd Vice-Chair

Jim Topping

Lynn White

Ed Stringer

David Wright

PY'09 COMMITTEE ASSIGNMENTS

Strategic Planning Committee

1. Dr. Bill Snyder *
2. Jennifer Jones
3. Dr. Alan Hawthorne
4. Linda Boggs
5. Mike Guy
6. David Hutchins
7. Mike Maynard
8. Howard Spencer
9. Bill Brown

One-Stop Operations & Delivery-System Committee

1. Martha Samples*
2. Dr. Bill Snyder
3. John Overton
4. James Topping
5. Mike Rouse
6. Robbie Wyrick
7. Dr. Stacy Thomas
8. Bucky Sharitz
9. Jim Heaney
10. Bill Brown
11. Ranny Akers

Training Provider/Individual Training Account Committee

1. David Elmore *
2. Martha Samples
3. James Topping
4. Wilma Faulkner
5. Jim Johnson
6. David Wright
7. Vacancy

Employer Development/Linkages Committee

1. Howard Bartholomay *
2. Robert Atkins
3. Carl Mitchell
4. Terry Smusz
5. Melinda Roberts
6. Dale Clark

Youth Council Liaison Committee

1. Ron Dickenson *
2. Mike Ketner
3. Betty Barker
4. Robert Goldsmith
5. Debbie Williams
6. Greg Adkins
7. Sam Dickson

Budget & Administration Committee

1. John Overton *
2. Ed Stringer
3. Dr. Alan Hawthorne
4. Lynn White
5. Steve O'Quinn
6. Dale Clark
7. Melinda Roberts

PY'09 COMMITTEE ASSIGNMENTS

Program Oversight & Performance Committee

1. Lynn White*
2. Ron Dickenson
3. Mike Guy
4. Mike Rouse
5. Jim Johnson
6. Virginia Leadbetter-Bolte
7. Dr. Richard Mitchell

Marketing & Publicity Committee

1. Jennifer Jones*
2. Carl Mitchell
3. Howard Bartholomay
4. Terry Smusz
5. Neil Sagebiel
6. Robert Pierce
7. Debbie Williams

Policies & Procedures Committee

1. Ed Stringer*
2. Steve O'Quinn
3. Mike Ketner
4. Betty Barker
5. Debbie Williams
6. David Hutchins
7. Patrick Ruocco

*** Denotes Chair**

**AGREEMENT BETWEEN THE
NEW RIVER/MOUNT ROGERS
WORKFORCE INVESTMENT CONSORTIUM BOARD
AND THE
NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT BOARD**

This Agreement entered into on this _____ day of _____, 2010 by the New River/Mount Rogers Workforce Investment Consortium Board (the “Consortium Board”) and the New River/Mount Rogers Workforce Investment Board (the “WIB”) is intended to establish general guidelines for operational and organizational responsibilities of the respective Boards and the interrelationship of responsibilities of the two Boards.

This Agreement, and all acts pursuant to it, shall be governed by the following:

1. Workforce Investment Act, P. L. 105-220, Title I, Subtitle B, Chapter 2, Section 117 and its implementing regulations, 29 C.F.R. §652 et. seq. (the “Act”).
2. New River/Mount Rogers Workforce Investment Consortium Agreement (attached) (the “Consortium Agreement”).
3. Virginia Freedom of Information Act (Va. Code §§ 2.2-3700 et. seq.).
4. Virginia Conflicts of Interests Act (Va. Code §§ 2.2-3100 et. seq.).
5. Virginia Public Procurement Act (Va. Code §§ 2.2 – 4300 et. seq.).
6. Other applicable provisions of the Code of Virginia.

STATEMENT OF PURPOSE:

The purpose of the New River/Mount Rogers Workforce Investment Consortium is to plan and implement a workforce investment delivery system that:

1. Will provide workforce investment activities;
2. Increase the employment, retention and earnings of participants;
3. Increase occupational skill attainment of participants;
4. Improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of our local economy;

5. Provide eligible youth seeking assistance in achieving academic and employment success with effective and comprehensive activities which include a variety of options for improving educational and skill competencies; and
6. Provide participants with effective connections to employers.

GOALS OF THE WORKFORCE INVESTMENT CONSORTIUM

The Consortium Board, working with and through the WIB, will strive to achieve the following goals:

1. Ensure continuous improvement in the workforce system by holding education, training and apprenticeship and other providers accountable for measurable outcomes.
2. Create a local culture of lifelong learning.
3. Develop workforce strategies that ensure economic growth and address the needs of local industries.
4. Understand the future needs of employers, workers and job seekers and develop responsive community programs to meet those needs.
5. Identify and address the challenges and opportunities presented by a diverse workforce.
6. Leverage the Internet and information technology to build an integrated service delivery system that is responsive to both workers and employers, in the New River/Mount Rogers workforce area.
7. Develop and implement comprehensive youth programs designed to achieve academic and employment success as well as skills competencies.

ROLE OF THE CONSORTIUM BOARD

The Consortium Board, consisting of the chief elected official or the chief administrative official from each of the thirteen local governments comprising the New River/Mount Rogers Workforce Investment Area shall serve as the policy board for the Consortium.

- A. The Consortium Board's responsibilities which are set forth in the Workforce Investment Act and the Consortium Agreement include but are not limited to:
 1. Solicit nominations from organizations, businesses, and individuals who are interested in furthering regional economic development through workforce

training programs and appointment of all members to the local Workforce Investment Board.

2. Initial development of By-Laws for the WIB.
3. Designation of The Grant Recipient and Fiscal Agent.
4. Ensure appropriate auditing of program funds.
5. Approve the Consortium budget developed by the WIB.
6. Approve all Consortium contracts and agreements (training and other vendor contracts must also be approved by WIB).
7. Disburse all funds under the WIA consistently with State and Federal law and contract assurances.
8. Provide staff to the WIB, youth council and other committees.

B. In partnership, or in agreement, with the WIB perform the following functions:

1. Develop, submit and administer the local 5-year strategic plan.
2. Negotiate local performance standards with the Governor.
3. Solicit nominations from organizations and individuals who want to serve on the Youth Council which shall be subgroup of the WIB.
4. Designate or certify local One-Stop Operators.
5. Develop and negotiate Memoranda of Understanding with One-Stop Partners.
6. Conduct oversight of the One-Stop Delivery System and the Youth Programs.
7. Maintain a list of eligible training providers.
8. Establish the vision and priorities of the Consortium.

JOINT DECISION MAKING

- A. For all actions requiring joint approval of the Consortium Board and the WIB, a majority vote of a quorum of each board is necessary subject to the following limitation: The Consortium Board may withhold approval of any costs regardless of a majority vote of the WIB if sufficient funds are not available to the support the request or if the requested expenditure is not authorized by law.
- B. Votes by the Consortium Board on those matters in Article IV, Section 5, of the Consortium Agreement, require the affirmative vote of three (3) members the New River Planning District and four (4) members from the Mount Rogers Planning District.

- C. When there are matters that require the joint action of the Consortium Board and WIB, the two boards as a whole or the Executive Committee or other joint committee of each shall meet jointly to ensure that all decisions requiring joint action can be made timely and in an open manner. When there is a joint meeting, each board shall provide public notice of the meeting, shall record the minutes of the meeting in their records, and record the vote of each respective board separately.
- D. Strategic planning on workforce issues is critical to the success of the Workforce Investment programs. To better achieve this goal, the Consortium Board and the WIB will have at least one joint meeting per year devoted to strategic issues.

ROLE OF THE WORKFORCE INVESTMENT BOARD

- A. The WIB shall be a full partner in the development of and have concurrent authority in the approval of the 5-year strategic plan, in accordance with the Act. This partnership will result in increased involvement of the business community in the Workforce Investment System and in increased private sector employment opportunities for eligible participants.
- B. At least once a year, the Consortium Board and the WIB will meet jointly for strategic planning purposes.
- C. The WIB membership shall not exceed 39 voting members, composed of a majority of private business, and industry leaders as set forth in Article VI, Section 1 of the Consortium Agreement. The WIB shall be composed of representatives from each of the political jurisdictions served. The WIB members will be appointed by the Consortium Board for staggered, fixed terms.
- D. The WIB's responsibilities which are set forth in Article VI, Section 2 of the Consortium Agreement include, but are not limited to:
 - 1. Conduct business surveys to determine employer training needs and hiring plans.
 - 2. Select providers for youth training services on the recommendation of the Youth Council.
 - 3. Identify eligible providers of intensive services
 - 4. Direct disbursement of funds for workforce investment activities.
 - 5. Appoint the Youth Council.
 - 6. Coordinate workforce investment activities with local economic development strategies and develop employer linkages.
 - 7. Conduct oversight of the One-Stop Delivery System.
 - 8. Conduct long-range needs assessment.

9. Function in an oversight and visionary capacity for local workforce investment activities.
10. Develop procurement processes consistent with the Virginia Public Procurement Act and serve as the procurement officer for all goods and services procured with Consortium and WIA funds. The Consortium Board shall approve all contracts so procured and agreements negotiated with One-Stop Operators and other public entities.

GRIEVANCES

- A. The Executive Committee of the Consortium Board and the Executive Committee of the WIB shall appoint two members from each Board to serve on a grievance committee to hear and resolve written complaints brought by participants, vendors, and other interested parties. Grievances brought under this provision shall be heard promptly, but no later than thirty work days after receipt of the grievance.
- B. Employees of the Consortium shall have the right to grieve the following personnel actions: terminations, suspensions without pay, discrimination, and retaliation for reporting a suspected violation of the law (local, state and federal). Such grievances must be brought in writing and shall be promptly investigated (within twenty work days) by the Executive Committee of the WIB which promptly shall report its findings to the Consortium Board for resolution or a final determination.

NON-DISCRIMINATION

The Consortium Board, WIB, Youth Council, and all committees thereof shall not discriminate against any employee, agent or provider of consulting or contract services, or applicant for employment, agency or consulting or contract services on the basis of race, color, region, sex, national origin, disability, or citizenship, marital, or veteran status. It shall be the policy and practice of the Consortium Board to comply fully with federal and state laws, regulations and requirements in respect of non-discrimination, affirmative action, equal employment and civil rights.

EXECUTIVE AND ADMINISTRATIVE STAFF

The executive and administrative staff shall be employees of the Consortium and shall provide all executive and administrative duties required of them by the Consortium Board and the WIB, including providing staff support to all subcommittees of each Board and the Youth Council.

The Executive Director shall be the chief administrative officer for all programs administered by the Consortium and shall have the authority to supervise all staff employed to work under him or her. The management of staff and programs shall be a critical component of the Executive Director's position description.

Recognizing the key relationship that the WIB has with respect to the programmatic operations of the Consortium, the WIB Executive Committee, or its officers, shall be responsible for the following personnel functions:

1. Develop the position description and evaluation measures for the Executive Director;
2. When there is a vacancy in the position, recruit applicants, screen applications, conduct preliminary interviews, and refer at least two or more qualified applicants for interviews by the Interview Panel;
3. Participate in the Interview Panel with the Consortium Board's Executive Committee, or its officers, to select the Executive Director and make a recommendation to the Consortium Board.
4. Participate in the evaluation of the Executive Director's performance.
5. Have meaningful input prior to any action being taken by the Consortium Board on any decision to change the status, remove duties, discipline, or discharge the Executive Director. When the contemplated action involves the discharge or disciplinary suspension of the Executive Director, the Consortium Board shall provide the WIB Executive Committee with notice of its intended action and allow the WIB Executive Committee at least five (5) work days to advise the Consortium Board on the merits of the proposed action. ~~The prior advice and counsel of the WIB Executive Committee shall be waived when there is evidence of willful and gross misconduct, illegal activity, or other cause that justifies the immediate removal of duties.~~ When there is direct or firsthand evidence of willful and gross misconduct or probable illegal activity that would justify an immediate suspension of duties, the Officers of the Consortium Board's Executive Committee and WIB's Executive Committee will confer within twenty four (24) hours of the discovery of the infraction to weigh the appropriate management action.

6. All actions taken by the WIB with respect to personnel shall be subject to the approval of the Consortium Board.

SEVERABILITY

If any of the provisions of this Agreement shall be found void or unenforceable for whatever reason by any court of law or equity, it is expressly intended that such provision(s) be severable and the remainder of the Agreement shall remain in full force and effect.

DURATION AND AMENDMENTS OF AGREEMENT

This agreement may be amended in writing by mutual agreement by both parties. This agreement may be terminated at any time by either party giving to the other at least 120 days prior written notice.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the ____ day of _____, 2010.

NEW RIVER/MOUNT ROGERS
WORKFORCE INVESTMENT AREA
CONSORTIUM BOARD

NEW RIVER/MOUNT ROGERS
WORKFORCE INVESTMENT
BOARD

BY: _____

BY: _____

_____, Chairman

_____, Chairman

DATE: _____

DATE: _____

Current Youth Council Roster

<u>Name</u>	<u>Representing</u>
Rhonda Roop	Secondary Education
Karen LaPlante	DSS Comprehensive Services
Laura Lincoln	Job Corps
Greg Adkins	WIB/Business
Stephanie Pennington	DRS
Linda Midgett	Youth Service
Shiela Wambolt	HUD
Deborah Padron	Parent of an Eligible Youth
Mary Critzer	Youth Services
Tabitha Sawyers	Former WIA Participant
Dr. Mark Burnette	Secondary Education
Virginia Leadbetter-Bolte	WIB/Education
Juvenile Justice Vacancy	

Workforce Investment Board Treasurer's Report

Report Period: 7/01/09 – 12/31/09

WIA Available Administration Funds		\$ 230,366
Obligated	<u>184,505</u>	
Un-obligated	<u>45,861</u>	
Expenditures		\$ 63,631
Board/Fiscal Agent	<u>53,291</u>	
One Stop Operator	<u>10,340</u>	
Balance		\$ 166,735

WIA Available Adult Program Funds		\$ 627,248
Obligated	<u>626,003</u>	
Un-obligated	<u>1,245</u>	
Expenditures		\$ 204,671
Board	<u>25,593</u>	
Operators	<u>179,078</u>	
Balance		\$ 422,577

WIA Available DLW Program Funds		\$ 580,660
Obligated	<u>580,369</u>	
Un-obligated	<u>291</u>	
Expenditures		\$ 273,854
Board	<u>25,605</u>	
Operators	<u>248,249</u>	
Balance		\$ 306,806

Workforce Investment Board Treasurer's Report

Report Period: 7/01/09 – 12/31/09

WIA Available Youth Program Funds		\$ 661,157
Obligated	<u>660,791</u>	
Un-obligated	<u>366</u>	
Expenditures		\$ 241,096
Board	<u>32,332</u>	
Operators	<u>208,764</u>	
Balance		\$ 420,061

Workforce Investment Board Treasurer's Report

Report Period: 5/01/09 – 12/31/09

ARRA Available Administration Funds		\$ 185,900
Obligated	63,790	
Un-obligated	122,110	
Expenditures		\$ 38,182
Board	29,029	
One Stop Operator	9,153	
Balance		\$ 147,718

ARRA Available Adult Program Funds		\$ 326,384
Obligated	326,269	
Un-obligated	115	
Expenditures		\$ 124,274
Board	5,209	
Operators	119,065	
Balance		\$ 202,110

ARRA Available DLW Program Funds		\$ 546,461
Obligated	545,269	
Un-obligated	1,192	
Expenditures		\$ 355,822
Board	3,624	
Operators	352,198	
Balance		\$ 190,639

Workforce Investment Board Treasurer's Report

Report Period: 5/01/09 – 12/31/09

ARRA Available Youth Program Funds		\$ 800,258
Obligated	<u>800,067</u>	
Un-obligated	<u>191</u>	
Expenditures		\$ 793,916
Board	<u>12,205</u>	
Operators	<u>781,711</u>	
Balance		\$ 6,342

VIRGINIA COMMUNITY COLLEGE SYSTEM

James Monroe Building
101 North Fourteenth Street
Richmond, Virginia 23219

AMERICAN RECOVERY & REINVESTMENT ACT WORKFORCE INVESTMENT ACT FUNDING

NOTICE OF OBLIGATION

To: Pulaski County

NOO No.: LWA ARRA-02-02
Program Code: 1200

Award Period: February 17, 2009 - June 30, 2011

<u>CFDA</u>	<u>Fund Type</u>	<u>Prior</u> <u>Level</u>	<u>CHANGE</u>	<u>New</u> <u>Level</u>
17.258	Adult Programs	\$ 362,649	\$ 0	\$ 362,649
17.259	Youth Programs	\$ 889,176	\$ 0	\$ 889,176
17.260	Dislocated Worker Programs	\$ 607,178	\$ 252,991	\$ 860,169
	Total All Programs	\$ <u>1,859,003</u>	\$ <u>252,991</u>	\$ <u>2,111,994</u>

*Note: Administrative costs are limited to 10% of the funds allocated.

Approved by: _____


George Taratsas
Resource Administrator
(804) 819-5387

Date: _____

2/12/2010

cc: New River Planning District Commission
New River/Mount Rogers Workforce Investment Board

Quarter of Data: 7/1/2009 - 12/31/2009

Dislocated Worker Program Services Received by Jurisdiction

Jurisdiction Served	Client Numbers					Services Received							
	Number Served	Number Active	Number Exited	Number Placed	Case Management	Job Search	Out-of-Area Job Search	Expense	Adult ED	Out	Occupational Skills Training	Job Readiness	Supportive Services
Floyd County	9	9	0	0	9	9					6		3
Montgomery County	15	15	0	0	15	15					11		1
Pulaski County	99	95	4	2	99	99					41		5
Radford City	15	15	0	0	15	15					11		
Giles County	14	14	0	0	14	14					4		
Carroll County	15	14	1	0	15	15					7		3
Grayson County	14	14	0	0	14	14					11		9
Galax City	9	9	0	0	9	9					7		6
Smyth County	16	11	5	4	16	16					11		
Wythe County	29	26	3	2	29	29					15		5
Bland County	6	6	0	0	6	6					2		2
Washington County	16	13	3	3	16	16					11		2
Bristol City	10	7	3	3	10	10					3		
Other	5	5	0	0	5	5					2		
Out-of-State	2	0	0	0									
Totals	272	253	19	14	272	272					142		36

Quarter of Data: 7/1/2009 - 12/31/2009

Adult Services Received by Jurisdiction

Jurisdiction Served	Client Numbers					Services Received							
	Number Served	Number Active	Number Exited	Number Placed	Case Management	Job Search	Work Experiences/ Internships	Adult ED	OJT	Occupational Skills Training	Job Readiness	Supportive Services	
Floyd County	5	4	1	1	5	5				1			
Montgomery County	1	1	0	0	1	1							
Pulaski County	24	15	9	8	24	24		1		10		4	
Radford City	8	8	0	0	8	8				6		3	
Giles County	7	3	4	4	7	7	3			2		3	
Carroll County	16	13	3	2	16	16	1			9		6	
Grayson County	12	9	3	1	12	12	1			4		4	
Galax City	8	5	3	2	8	8	1			3		2	
Smyth County	20	8	12	7	20	20		1		19		13	
Wythe County	14	10	4	3	14	14				12		8	
Bland County	1	1	0	0	1	1				1		1	
Washington County	23	13	10	6	23	23				22		10	
Bristol City	6	4	2	2	6	6				6		2	
Out-of-State/Area	3	3	0	0	3	3				3		2	
Totals	148	97	51	36	148	148	6	2		98		58	

Quarter of Data: 7/1/2009 - 12/31/2009

Younger Youth (Age 14 - 18) Services Received by Jurisdiction

Jurisdiction Served	Client Numbers					Services Received									
	Number Served	Number Active	Number Exited	Number Placed	Case Management	Tutoring/ Mentoring	Leadership Development	Alternative Sec. School	Work Readiness	Work Experience/ Internship	Occupational Skills Training	Job Shadowing	Supportive Services		
Floyd County	7	7	0	0	7		7			7			1		
Montgomery County	7	7	0	0	7		7			6					
Pulaski County	17	14	3	1	17	5	16			13			2		
Radford City	15	12	3	1	15		6	1		6			3		
Giles County	9	8	1	1	9	2	9	3		5	2		1		
Carroll County	4	3	1	0	4		2		2	3	1		1		
Grayson County	6	5	1	2	6	1	4	1	5	3	2		2		
Galax City	3	3	0	0	3	1	3		3	2	2		1		
Smyth County	14	12	2	0	14		13		12	10	1		1		
Wythe County	11	9	2	1	11	3	11		10	5	3	2	1		
Bland County	2	1	1	0	2	1	2		2	1		1			
Washington County	7	6	1	1	7	2	7		7	3	3	1	4		
Bristol City	16	14	2	1	16	1	16		16	10	11		6		
Totals	118	101	17	8	118	16	103	5	57	74	25	4	23		

Quarter of Data: 7/1/2009 - 12/31/2009

Older Youth (Age 19-21) Services Received by Jurisdiction

Jurisdiction Served	Client Numbers				Services Received									
	Number Served	Number Active	Number Exited	Number Placed	Case Management	Job Search	Tutoring/ Mentoring	Leadership Development	Alternate Sec. School	Work Readiness	Work Experience/ Internship	Occupational Skills Training	Supportive Services	
Floyd County	4	4	0	0	4			1			2			
Montgomery County	8	7	1	1	8				1			2	2	
Pulaski County	14	13	1	0	14			2			7	6	5	
Radford City	3	3	0	0	3			1						
Giles County	7	7	0	0	7			3	3		3		3	
Carroll County	1	1	0	0	1	1								
Grayson County	0	0	0	0										
Galax City	2	2	0	0	2	2		2		1	2	2	2	
Smyth County	4	4	0	0	4			4		4	1	4		
Wythe County	10	7	3	1	10		3	8	1	10	2	7	5	
Bland County	0	0	0	0										
Washington County	2	2	0	0	2			2		2	1	2	1	
Bristol City	1	1	0	0	1	1		1	1	1	1		1	
Totals	56	51	5	2	56	4	3	24	6	18	19	23	19	

Quarter of Data: 5/1/2009 -12/31/2009

ARRA Dislocated Worker Program Services Received by Jurisdiction

Jurisdiction Served	Client Numbers					Services Received							
	Number Served	Number Active	Number Exited	Number Placed	Case Management	Job Search	Out-of-Area Job Search	Expense	Adult ED	Out	Occupational Skills Training	Job Readiness	Supportive Services
Floyd County	8	7	1	1	8	8					8		4
Montgomery County	28	22	6	4	28	28					23		6
Pulaski County	69	60	9	7	69	69					60		9
Radford City	10	8	2	2	10	10					10		
Giles County	11	10	1	1	11	11					10		
Carroll County	58	41	17	13	58	58					56		38
Grayson County	19	18	1	1	19	19					19		17
Galax City	38	35	3	2	38	38					38		20
Smyth County	10	1	9	9	10	10					8		1
Wythe County	39	32	7	3	39	39					32		13
Bland County	3	2	1	1	3	3					3		2
Washington County	35	23	12	8	35	35					18		17
Bristol City	19	8	11	11	19	19					12		9
Other	15	12	3	3	15	15					13		6
Out-of-State	11	11	0	0	11	11					3		1
Totals	373	290	83	66	373	373					313		143

Quarter of Data: 5/1/2009 - 12/31/2009

ARRA Adult Services Received by Jurisdiction

Jurisdiction Served	Client Numbers				Services Received							
	Number Served	Number Active	Number Exited	Number Placed	Case Management	Job Search	Work Experiences/ Internships	Adult ED	Out	Occupational Skills Training	Job Readiness	Supportive Services
Floyd County	0	0	0	0								
Montgomery County	2	2	0	0	2	2				1		
Pulaski County	9	9	0	0	9	9	1			4		
Radford City	4	3	1	1	4	4				2		1
Giles County	5	2	3	2	5	5	4					2
Carroll County	10	6	4	2	10	10	6			3		3
Grayson County	6	6	0	0	6	6	3			1		
Galax City	5	4	1	1	5	5	3					
Smyth County	9	3	6	6	9	9				9		2
Wythe County	5	3	2	2	5	5				5		4
Bland County	0	0	0	0								
Washington County	7	5	2	2	7	7				5		4
Bristol City	6	4	2	2	6	6				3		2
Out-of-State/Area	0	0	0	0								
Totals	68	47	21	18	68	68	17			33		18

Quarter of Data: 5/1/2009 - 12/31/2009

ARRA Younger Youth (Age 14 - 18) Services Received by Jurisdiction

Jurisdiction Served	Client Numbers				Services Received								
	Number Served	Number Active	Number Exited	Number Placed	Case Management	Tutoring/ Mentoring	Leadership Development	Alternative Sec. School	Work Readiness	Work Experience/ Internship	Occupational Skills Training	Job Shadowing	Supportive Services
Floyd County	13	0	13	0	13				13	13			
Montgomery County	8	0	8	0	8				8	8			
Pulaski County	20	0	20	2	20				20	20			
Radford City	25	0	25	0	25				25	25			1
Giles County	14	0	14	2	14				14	14			1
Carroll County	20	1	19	0	20				20	20			20
Grayson County	19	2	17	0	19				19	19			19
Galax City	23	0	23	0	23				23	23			23
Smyth County	35	4	31	0	35				35	35			
Wythe County	8	3	5	0	8				8	8			
Bland County	2	1	1	0	2				2	2			
Washington County	31	0	31	0	31				31	31			16
Bristol City	9	1	8	0	9				9	9			8
Totals	227	12	215	4	227				227	227			88

Quarter of Data: 5/1/2009 - 12/31/2009

ARRA Older Youth (Age 19-24) Services Received by Jurisdiction

Jurisdiction Served	Client Numbers				Services Received									
	Number Served	Number Active	Number Exited	Number Placed	Case Management	Job Search	Tutoring/ Mentoring	Leadership Development	Alternate Sec. School	Work Readiness	Work Experience/ Internship	Occupational Skills Training	Supportive Services	
Floyd County	9	0	9	2	9					9	9			
Montgomery County	5	0	5	1	5					5	5			
Pulaski County	10	0	10	2	10					10	10			
Radford City	6	0	6	2	6					6	6			
Giles County	8	0	8	2	8					8	8		2	
Carroll County	10	1	9	1	10					10	10		10	
Grayson County	12	3	9	0	12					12	12		12	
Galax City	11	1	10	1	11					11	11		11	
Smyth County	17	9	8	0	17					17	17		3	
Wythe County	3	3	0	0	3					3	3			
Bland County	0	0	0	0										
Washington County	4	1	3	0	4					4	4		1	
Bristol City	10	5	5	0	10					10	10		3	
Totals	105	23	82	11	105					105	105		42	

Ronnie

From: "Ronnie" <rmartin@nrvc.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@mtctransformers.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>; <ruoccoph@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>; <tsmusz@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: Friday, January 29, 2010 9:50 AM
Attach: WIB By-Laws 1 28 10.doc
Subject: WIB By-Laws
 Good Morning,

Attached please find the WIB By-Laws with amendments that were approved by the Elected Officials Consortium Board at their meeting on 1/27/10. These By-Laws are being referred to the WIB for approval. This action is necessary since the Elected Officials have formed a new legal entity " Consortium Board " and this requires reappointment of WIB members and the development and approval of WIB By-Laws. The WIB Executive Committee meet yesterday and approved the By-Laws as amended and are recommending that the full WIB approve them at the WIB meeting on February 24, 2010. Please review the document and send me any comments that you might have. Be prepared to discuss and take action on approving this document at our February meeting.

Let me know if you have any questions.

Thanks,
 Ronnie

Ronnie

From: "Ronnie" <rmartin@nrvc.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@mtctransformers.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>; <ruoccoph@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>
Cc: "Katz, Phyllis C." <pkatz@sandsanderson.com>
Sent: Monday, February 01, 2010 10:53 AM
Attach: Joint Agreement Approved by WIB Executive Committee 1 28 10.doc
Subject: Consortium Board-WIB Joint Agreement
 Good Morning,

The Workforce Investment Act requires that a Joint Agreement be in place between the Elected Officials and the WIB. Since the Elected Officials have formed a legal entity, "New River/Mount Rogers Workforce Investment Area Consortium", effective 1/27/10, a new Joint Agreement must be developed and approved. Attached please find the Joint Agreement that was approved by the Consortium Board on the 27th with the proposed change, item # 5 on page 6, approved by the WIB Executive Committee on the 28th. This amended Joint Agreement will be presented for approval at the WIB meeting on February 24. Please review this document and be prepared to take action to approve the document at the next WIB meeting.

Let me know if you have any questions.

Thanks,
 Ronnie

Ronnie

From: "Ronnie" <rmartin@nrvc.org>
To: <mpsamples@radva.com>; "Dave Elmore" <delmore@rohmhaas.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@mtctransformers.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>; <ruoccoph@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: Tuesday, February 16, 2010 9:53 AM
Attach: Joint Agreement Approved by WIB Executive Committee 1 28 10 Rev 1.doc
Subject: Joint Agreement
 Good Morning,

Previously I sent out the Joint Agreement that had been approved by the WIB Executive Committee for your review. After that, our attorney, in conjunction with Martha, developed the language contained on the attached document on page 6, item # 5. This latest revision has been reviewed by our attorney, has been approved by both the WIB Executive Committee and Consortium Board Executive Committee as well as being sent to the elected officials for comments. It looks like this revision is acceptable to all parties involved. Please review this change as the WIB must take action to approve or dis-approve this document at our meeting on the 24th. Please disregard the previous document that I sent to you.

As always, please let me know if you have any questions.

Thanks,
 Ronnie

**ONE-STOP OPERATOR REPORT
NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT AREA
FEBRUARY 10, 2010**

WYTHEVILLE COMPREHENSIVE WORKFORCE CENTER UPDATE

When the WIB has completed the One-Stop Center floor plan and lease, the One-Stop Operator will commence team meetings to facilitate implementation of the internal operational components.

ONE-STOP CENTER ACTIVITY REPORT

ONE-STOP CENTER CUSTOMER ACTIVITY - PROGRAM YEAR 2009												
	Bristol Self Served	Staff Assisted	Galax Self Served	Staff Assisted	Radford Self Served	Staff Assisted	Wytheville Self Served	Staff Assisted	Marion Self Served	Staff Assisted	Year to Date Self Served	Year to Date Staff Assisted
July 2009	591	447	714	1496	1414	2017	961	935	449	586	4129	5481
August 2009	606	572	665	1462	1488	1432	884	1416	371	555	8143	10918
September 2009	674	571	781	1602	1625	1525	993	1060	462	838	12678	16514
October 2009	735	620	696	1203	1439	3186	910	1250	1571	1092	18029	23865
November 2009	612	330	1062	616	1330	2170	897	817	1454	1063	23384	28861
December 2009	961	771	985	1766	901	1508	754	994	2854	1469	29839	35369
January 2010	1303	925	866	2168	1335	1272	877	1185	1755	1159	35975	42078
February 2010	0	0	0	0	0	0	0	0	0	0		
March 2020	0	0	0	0	0	0	0	0	0	0		
April 2010	0	0	0	0	0	0	0	0	0	0		
May 2010	0	0	0	0	0	0	0	0	0	0		
June 2010	0	0	0	0	0	0	0	0	0	0		

Note: numbers represent individuals receiving services; some may have received multiple services
Source: Virginia Workforce Connection

RAPID RESPONSE ACTIVITY

The One-Stop Operator works with the Rapid Response Coordinator to facilitate partner agency participation at Rapid Response informational meetings to provide information on services available to individuals impacted by plant closures and layoffs. Rapid Response services are available for layoffs impacting 25 or more employees.

Rapid Response activity for PY09:

TMD Friction (Dublin) – closure, May, 140 employees

Findlay Industries (Dublin) – closure, May, 125 employees

Nautilus (Independence/Elk Creek) – reduction, 173 employees

New River Foundry (Radford) – closure, December 12, 76 employees

Volvo (Dublin) – reduction in staff; separation will occur between July 9, 2008 and December 4, 2011, approximately 475 employees have received letters from VEC; as many as 1,000 may be impacted.

WIA CUSTOMER SUCCESS STORIES

A participant in the Goodwill Older Youth Program, a 24-year-old single mother of three young children, resides in subsidized housing and receives food stamps. She has struggled to find and keep a job, but has had difficulties due to child care and transportation issues. This has led to long-term welfare dependency and continued assistance from family and friends. Through the Youth Program, she was placed in a position as a Teacher's Assistant at the Radford Child Care Center. Her successful work experience led to an offer of a permanent position at the center starting September 1, 2009. Not only has the Youth Program resulted in a job for her, but she will also receive free daycare for her three children and the Child Care Center is within walking distance of her home. This young woman has learned the skills for a new job, but more importantly, she has learned the value of self-confidence and assuredness.

PY'09 Contracts to be Extended for One (1) Year

ARRA (5/4/09-6/30/10)

<u>Operator</u>	<u>Contract Number</u>
People Inc. of Virginia	AA-301
Rooftop of VA CAP	AA-302
Goodwill Industries of the Valleys	AA-401
Goodwill Industries of the Valleys	ARRA-DLW 1

Formula (7/1/09-6/30/10)

<u>Operator</u>	<u>Contract Number</u>
People Inc. of Virginia	9Y-301
Goodwill Industries of the Valleys	9Y-401
People Inc. of Virginia	9A-301
Goodwill Industries of the Valleys	9A-401
Goodwill Industries of the Valleys	OSO-901

PY'10 Funding Process/Timeline

Committee Recommends Contract Extension – 2/17/10

WIB Approve One (1) Year Contract Extension – 2/24/10

Consortium Board Notified of Contract Extension Approval – 3/17/10

One Stop Committee/Youth Council Recommends Contract Funding – 3/18-4/27/10

WIB Approves Funding Recommendation – 4/28/10

Consortium Board Approves Funding Recommendation – 5/19/10

New Contracts Effective – 7/1/10

Distribution of Additional ARRA-DLW Funds

Additional Funds \$252,991

Administration	\$25,299
Program	\$227,692

Proposed Funding Distribution:

Goodwill Industries of the Valleys

Contract Number – ARRA-DLW1

Current Funding - \$537,000

Proposed Addition - \$227,692

Revised Funding - \$764,692

Effective Date: April 4, 2010

New River/Mt Rogers WIA 2010 Approved Provider List

Community Colleges

Forsyth Tech Community College

2100 Silas Creek Parkway, Winston Salem, NC 27103 (336) 734-7391 Ms. Tammy Jessup
Radiography

Mt. Empire Community College

3441 Mt. Empire Rd, Big Stone Gap, VA 24219 (276) 523-2400 Dr. Terrance Suarez
Courses in Catalog

New River Community College

Routes 100 & 11, Dublin, VA 24084 (540) 382-4595 Dr. Jack Lewis
Courses in Catalog

Virginia Highlands Community College

State Route 372, off Route 140, Abingdon, VA 24212 (276) 739-2430 Ms. Melinda Leland
Courses in Catalog Fast-Track Phlebotomy Technician

Wytheville Community College

1000 East Main Street, Wytheville, VA 24382 (276) 223-4700 Dr. Charles White
Courses in Catalog

Computer Training

Bailey Computing Technologies

110 KLM Drive, Suite 8, Gray, TN 37605 (423) 283-0543 Ms. Frances Sams
A+ Cisco Certified Network Associate
Network+ Microsoft Certified Professional
Microsoft Office Specialist Microsoft Certified Systems
Microsoft Certified Systems Engineer Cisco Certified Network Professional
Certified Novell Engineer Microsoft Office Specialist-Project
Microsoft Certified Solutions Developer Misc. Computer Application Programs
Certified Novell Administrator

Cosmetology

A Step Ahead Academy

455 Porterfield Highway, Ste B, Abingdon, VA 24210

Nail Technician

(276) 628-7458

Ms. Rebecca Dunn

Cosmetology

Bristol School of Hair Design

805 Commonwealth Avenue, Bristol VA 24203

Barber

Cosmetology

(276) 669-2112

Ms. Ann West

Cosmetology Instructor

Nail Technician

Starr's Esthetic Training; A Time to Heal

18519 Westinghouse Rd Abingdon, VA 24210

Esthetics

(276) 698-8623

Ms. Julie Starr

Summit School of Cosmetology

140 S. First Street, Wytheville, VA 24382

Cosmetology

(276) 228-4688

Ms. Connie J. Muncy

Nail Technician

Four-Year University

Bluefield State College

219 Rock Street, Bluefield, WV 24701

Courses in Catalog

(800) 654-7798

Ms. Deidi Rose

East Tennessee University

Johnson City, TN 37614

Courses in Catalog

(423) 439-4213

Admissions Office

Old Dominion University

2022 Webb Center North, Norfolk, VA 23529

Courses in Catalog

(757) 683-4388

Mr. Tom Wunderlick

Radford University

East Main Street, Radford, VA 24142

Courses in Catalog

(540) 831-5419

Mr. Gary Tilley

Tusculum College

60 Shiloh Rd, Greenville, TN 37743

Professional Studies-Organizational

(423) 636-7330

Mr. Pat Shannon

University of Virginia at Wise

One College Avenue, Wise, VA 24293

Courses in Catalog

(276) 328-0139

Mr. Bill Wendle

Virginia Polytechnic Institute & State University

150 Henderson Hall, Blacksburg, VA 24061

(540) 231-3788

Dr.. Jane Warner

Courses in Catalog

Law Enforcement

New River Criminal Justice Training Academy

Draper VA

(540) 980-8104

Mr. Martin R. Alford

Basic Law Enforcement

Entry Level Jail Officer

Southwest Law Enforcement Academy

330 Bonham Road, Bristol, VA 24201

(276) 645-3700

Mr. Doug Cooley

Pre-employment Law Enforcement

Medical Training

Blue Ridge School of Massage & Yoga

2001 S. Main St, Blacksburg, VA 24060

(540) 552-2177

Ms. Nancy Mignone

Massage Therapy

Fast Track Health Care Education

105 Poplar Avenue, Suite B, Salem, VA 24153

(540) 387-4933

David & Teresa Jones

Nurse Aide Refresher Course

Medication Aid Training

Phlebotomy Technician

Nurse Aid

Radford City Schools

1612 Wadsworth Street, Radford, VA 24141

(540) 633-9390

Ms. Carol Cochran -

Practical Nursing

Riverview Nursing Home

120 Virginia Ave, Rich Creek, VA 24147

(540) 726-2328

Mr. James Topping

Nursing Home Aide Ed. Program

Russell County Career & Technology Center

1 Vocational School Road, Lebanon, VA 24266

(276) 889-6550

Ms. Cathy Gent

Practical Nursing

William N. Neff Vocational Center

255 Stanley St, Abingdon, VA 24210

(276) 628-1870

Ms. Connie Kinder

Nurses Aid Program

Practical Nursing

Misc. Training

Appalachian Institute of Healing Arts

380 East Main Street, Abingdon, VA 24210

(276) 698-3160

Dr. Kim Wells

Therapeutic Massage Program

Casey & Son Horseshoeing School

14013 East Hwy 136, LaFayette, GA 30728

(706) 397-8909

Ralph & Ginger

Horseshoeing III

Horseshoeing II

Danny Ward Horseshoeing School

51 Ward Rd, Martinsville, VA 24112

(276) 638-7908

Mr. Danny Ward

Horseshoeing Level 2

Nanhall School of Grooming

123 Manley Ave, Greensboro, NC 27407

(336) 852-9867

Ms. Haley Keyes

Pet Stylist

Southeast Culinary & Hospitality College

100 Piedmont Avenue, Bristol, VA 24201

(276) 591-5699

Richard Erskine

Baking & Pastry Arts

Culinary Arts

Restaurant Management

Culinary Arts - Certificate

TCR Management

96 Charger Lane, Galax, VA 24333

(276) 238-1259

Eddie Reavis

Groundsman Training

Western VA. Public Education Consortium

6226 University Park Dr. #1200, Radford, VA 24142

(540) 831-6414

Mr. James Sellers

Career Switcher

Multi-Training Facility

Giles County Technology Center

1827 Wenonah Avenue, Pearisburg, VA 24134

(540) 921-1166

Mr. Forest Fowler

A+ Certification

Licensed Practical Nursing

Nursing Assistant

Medical Billing & Coding

NCBT - Bristol

1328 Hwy 11 W, Bristol, TN 37620

(423) 878-4440

Ms. Rebecca Custer

Courses in Catalog

Smyth Career Technology Center

147 Fox Valley Rd, Marion, VA 24354

(276) 646-8117

Mr. Sam McKinney

Building Trades

Welding Technology

Automotive Technology

Cosmetology

Machine Technology

Nurses Aid

CAD Design

Practical Nurse

Electricity & Electronics Technology

Auto Body Repair I

Computer Systems Technology

Tennessee Technology Center at Elizabethton

426 Highway 91, Elizabethton, TN 37643

(423) 543-0070

Mr. Mike Cole

Practical Nursing

Washington County Skill Center

848 Thompson Drive, Abingdon, VA 24210

(276) 676-1948

Mr. Kenneth Litton

Medical Assistant

Dental Assistant

Industrial Welding

Administrative Support Specialist

CNC/Conventional Machinist

Diesel Truck Technician

Real Estate Training

Moseley-Dickinson Academy of Real Estate

1727 Peters Creek Road, Roanoke, VA 24017

(540) 562-2575

Ms. Dawn C. Moses

Principles of Real Estate

Truck Driving Training

Alliance Tractor-Trailer Training

100 Nye Road, Wytheville, VA 24382

(276) 228-6101

Mr. Robert Albin

Tractor-Trailer Truck Driver

Future Truckers of America

1095A West Dixie Drive, Asheboro, NC 27203

(800) 610-3777

Mr. Randy Batts

Truck Driver Training

Tri-County Driving Academy

Route 19, Lebanon, VA 24266

(276) 794-7660

Mr. Carter

Commercial Truck Driving Training

Heavy Equipment Operator

WIB Conflict of Interest Received

<u>Name</u>	<u>Received</u>
Martha P. Samples	
John T. Overton	
David Elmore	
Gregory Adkins	
Jennifer Jones	
Robert Atkins	Yes
Dale Clark	
David Hutchins	
James Topping	
Wilma Faulkner	Yes
Ed Stringer	
Neil Sagebiel	
Lynn White	
Ronald W. Dickenson	
David Wright	
Howard Bartholomay	
Melinda Roberts	
Sam Dickson	
Patrick Ruocco	Yes
Jim S. Johnson	Yes
Robbie Wyrick	Yes
Robert Pierce	
Betty Barker	
Terry Smusz	
Carl E. Mitchell	
Dr. Alan Hawthorne	
Virginia L. Leadbetter-Bolte	Yes
Michael Rouse	
Robert Goldsmith	Yes
Linda Boggs	
Dr. Richard Mitchell	Yes
Steve O'Quinn	
Mike Ketner	
Mike Guy	Yes
Debbie B. Williams	
Dr. Stacy E. Thomas	
Howard Spencer	
Dr. Bill Snyder	

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.**