

New River/Mount Rogers Workforce Investment Area Consortium Board Executive Committee

MEETING MINUTES

February 4, 2010

A meeting of the NR/MR WIA Consortium Board's Executive Committee was held on February 4, 2010 at the Wytheville Workforce Center. Those in attendance were as follows:

Council Members

David Hutchins – Chairman
Bill Brown
Bruce Brown
Mike Maynard
Bucky Sharitz

Staff

Ronnie Martin
Marty Holliday

Guest

Martha Samples – WIB Chair
Kevin Byrd – NRV PDC

At 8:45AM, Chairman Hutchins called the meeting to order. Mr. Bill Brown opened with a prayer.

Chairman Hutchins explained that the agenda would be rearranged to accommodate Mr. Bruce Brown's need to leave for another meeting.

Mr. Martin gave a brief overview of the of the Nominating Committee's charge. A long discussion followed on the size and make-up of the current Workforce Investment Board (business vs. non-business members, number of acting committees, jurisdictional representation and nominating process, etc) and possible future changes. It was determined that Mr. Martin would continue to support the Nominating Committee and their effort to align the WIB's membership with the Consortium Board's Charter and all changes would be effective July 1, 2010.

A discussion took place on the changes to the CLEO/WIB Joint Agreement (based on input from the WIB's Executive Committee). It was the consensus of the members to send the document out to the Consortium Board members, giving them 10 days to respond with any comments and then the Agreement would be sent to the full WIB. The WIB would need to approve the document at their February 24, 2010 meeting. The Consortium Board would need to approve it at their March 17, 2010 meeting. Chairman Hutchins noted that since the Consortium Board was to be the employer of record an HR Manual would need to be developed. Both Ms. Samples and Mr. Bruce Brown were asked for their assistance with this project. Ms. Holliday was asked to request a copy of

local jurisdiction's HR manuals to use as guides, which would save the Board the cost of legal fees.

Mr. Martin gave the Committee the background on the WIB, Grant Recipient and Fiscal Agent. A lengthy discussion took place on the options available to the Consortium Board and the terms "employee" and "employer." Mr. Byrd answered questions about the current process and how it might work in the future with the NRV PDC to continue as fiscal agent. At the end of the discussion it was determined that Mr. Martin and Mr. Byrd would discuss options with Phyllis Katz, the attorney and that Mr. Byrd would bring back a proposal at the May meeting.

Mr. Martin gave a brief overview of the Finance Committee's charge. A brief discussion took place on current contracts and upcoming budgets. Chairman Hutchins asked that all contracts be forwarded to Phyllis Katz for review.

A brief discussion took place on scheduling regular meetings. It was determined that the Consortium Board's Executive Committee would have a standing scheduled meeting on the third Wednesday of alternating months (even months like the WIB meetings). If a meeting was not needed then the Committee would be notified.

With no further business to discuss the meeting was adjourned at 10:40AM.

Respectfully Submitted,

Marty Holliday
Program Planner