

# CHIEF LOCAL ELECTED OFFICIALS CONSORTIUM

## MEETING MINUTES

September 16, 2009

A meeting of the Chief Local Elected Officials Consortium (CLEO) was held on September 16, 2009 at the Wytheville Workforce Center. Those in attendance were as follows:

### Council Members

David Hutchins - Chairman  
Dan Campbell  
Bill Brown  
Mike Maynard  
Howard Spencer  
Bucky Sharitz  
Jim Heaney  
Sally Morgan

### Staff

Ronnie Martin  
Marty Holliday

### Guest

Jim Coen – Goodwill of the Valleys

At 9:40AM, CLEO Chairman Hutchins called the meeting to order noting that a quorum was present.

Chairman Hutchins began the meeting by leading the members through an opening prayer and the Pledge of Allegiance.

Chairman Hutchins requested that the members review the minutes from the July 15, 2009 meeting. Mr. Brown made a motion to approve the minutes. Mr. Maynard seconded the motion and the motion passed unanimously

Chairman Hutchins asked for any public comment. There was none.

Mr. Hutchins asked for an update on the CLEO Consortium Agreement. Mr. Martin stated that for monitoring purposes, he needed a copy of each signed agreement to be kept in one book at the WIB office. Bristol, Radford, Carroll, Floyd, have already voted to approve the agreement, Giles would be voting on Sept. 17<sup>th</sup>, Smyth was holding their public hearing,

Chairman Hutchins asked Ms. Holliday to present the Fiscal Agent Report. Ms. Holliday brought the members' attention to the spread sheet listing WIA invoices through July 2009. She then brought the members attention to the Fiscal Agent Report by Program Operator through July 31, 2009. She reminded the members that the Adult program ran a month behind in their invoicing which caused their numbers to be a little lower than would be expected.

Chairman Hutchins asked Mr. Martin to update the Members on the PY 09 Budget. Mr. Martin told the members that it cannot be completed until DLW program is closed out and that we will have more carry-over than expected due to ARRA (and we didn't take the cut we expected). Once the final numbers are in the WIB's One-Stop Committee and Youth Council will make a recommendation to the WIB on how to distribute extra funds. Mr. Maynard asked about disbursement possibilities. Mr. Martin stated that usually any extra funds were given out proportionally, but asked CLEOs for any ideas they might have to divide it up. Mr. Maynard asked if a request could be made for a proposal on something special from operators, asking them to try to solve problems in their area by being more creative. Mr. Martin told the members that he would take that suggestion back to the two groups.

Chairman Hutchins next asked Ms. Holliday to report on Performance by Jurisdiction. Ms. Holliday gave a brief overview of the Cost Comparison per Client sheet in their packet. She then asked the members to review the sheet on Performance Comparisons, stating that this was a first attempt to meet the request made by Mr. Maynard. A brief discussion followed on services to individual jurisdictions, which gets captured in our reporting process and how best to involve economic development. Chairman Hutchins stated that either Mr. Martin or Ms. Holliday needs to begin attending regional Economic Development meetings. Mr. Martin assured the members that once they were notified of a scheduled meeting one of them would attend.

Chairman Hutchins continued with the agenda asking Mr. Coen, the One Stop Operator, 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 stating that since it was early in the Program Year Goodwill was still working through the process of what data to collect and how to access it.

Chairman Hutchins asked Mr. Martin for an update on WIB activities.

Mr. Martin reminded the members that in order to meet the new requirement for WIB membership (25-39 members) they will need to make some decisions in the near future about current vacancies (two Pulaski County Business and one Bland County Business) and to decide about eliminating one of the two WIB positions that are not required in the Law (Dr. Snyder's At Large position and the CLEO Representative position). Mr. Martin gave a brief update on Microsoft Training Vouchers and on Computer Literacy Training. Mr. Martin explained that negotiations for the proposed Wytheville One-Stop Center site have stopped due to landlord's inability to get funding for renovations. The State wants to proceed using the current VEC location by adding on the adjacent office space, plus space from the surplus warehouse (located in the same shopping center). They are willing to remodel based on how the WIB wants it to look. The WIB's Site Selection committee has approved this proposal and now it goes to WIB's Executive Committee for action. Mr. Martin asked the members to review the VA Workforce Council Newsletter article submitted by Rooftop of Virginia.

Chairman Hutchins asked Ms. Holliday to update the members on the Adult Education Task Force. Ms. Holliday explained that the Task Force was created at the request of

WIB Chairperson Samples to develop projects and initiatives to improve educational attainment numbers for WIA 2. Currently in the works is the upcoming GED and Lifelong Learning Week (October 19 through 23, 2009). Ms. Holliday told the members that she has e-mailed out Proclamations to each locality for this week and that the Adult Education providers would be doing special activities in their respective localities. Ms. Holliday told the members that the WIB was participating on grant opportunities that dealt with training (for green jobs and healthcare); but that it would be months before it would be known if any were awarded.

Chairman Hutchins asked if any members had any information about their jurisdiction they'd like to share. Mr. Sharitz stated that District 3 had a program called seniors helping seniors where seniors in high school came out to help teach senior citizen computer skills. Mr. Spencer stated that it was important to notify WIB staff about any layoffs occurring in the jurisdictions. Chairman Hutchins requested that as soon as information is known that members let Mr. Martin or Ms. Holliday know.

Chairman Hutchins explained to the members that he and Ms. Holliday would continue to work towards earlier dissemination of packets and to have less paper at the meetings.

Chairman Hutchins continued with the agenda noting that the next meeting will be held on November 18, 2009 at the Wytheville Workforce Center beginning at 9:30 AM.

With no further business to discuss Mr. Spencer made the motion to adjourn the meeting. Mr. Sharitz seconded the motion and the motion passed unanimously.

The meeting was adjourned at 11:15.

Respectfully Submitted,

Marty Holliday  
Program Planner