

# CHIEF LOCAL ELECTED OFFICIALS CONSORTIUM

## MEETING MINUTES

May 20, 2009

A meeting of the Chief Local Elected Officials Consortium (CLEO) was held on May 20, 2009 at the Virginia Workforce Center in Wytheville, VA. Those in attendance were as follows:

### Council Members

David Hutchins - Chairman  
Bruce Brown  
Bill Brown  
Ken Reynolds  
Jim Heaney  
Bucky Sharitz  
Bill Webb  
Shawn Utt  
Howard Spencer

### Staff

Marty Holliday

### Attendees

Nikki Shank – Carroll County  
Jim Coen - VEC

At 9:30 AM, CLEO Chairman Hutchins called the meeting to order noting that a quorum was present.

Chairman Hutchins requested that the members review the minutes from the March 18, 2009 and April 29, 2009 meetings. Mr. Webb made a motion to approve the minutes. Mr. Bill Brown seconded the motion and a called vote was taken:

Mr. Heaney – yes, Mr. Sharitz – yes, Mr. Bruce Brown – yes, Mr. Utt – yes, Mr. Spencer – yes, Mr. Webb – yes, Mr. Bill Brown – yes, Mr. Reynolds – yes, Mr. Hutchins - yes

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

Mr. Hutchins gave the recommendations from the CLEO Executive Committee, stating that the committee had reviewed the draft CLEO Consortium Agreement and made some changes. That document had been sent out to all CLEO members for their review and comments. After a brief discussion on the Consortium Agreement and CLEO By-Laws, Mr. Webb made the motion that the CLEO Executive Committee review all comments and suggestions from the localities and finalize the document to be sent out to each of the local boards. Mr. Heaney seconded the motion and a called vote was taken:

Mr. Heaney – yes, Mr. Sharitz – yes, Mr. Bruce Brown – yes, Mr. Utt – yes, Mr. Spencer – yes, Mr. Webb – yes, Mr. Bill Brown – yes, Mr. Reynolds – yes, Mr. Hutchins - yes

Mr. Bill Brown suggested that a “white-paper” be developed with information that would help explain the agreement and the WIA law to other board members. The members present agreed that this would be useful.

Chairman Hutchins asked Ms. Shank to update the CLEOs on her review of the WIB and Fiscal Agent’s financials. Ms. Shank told the committee that she had reviewed the WIB’s financials and the PDC’s audit reports for the two previous years and the current year. It was in her professional opinion that everything looked good. Mr. Bill Brown thanked Ms. Shanks for her time and expertise.

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 March 2009 and asked if this was the kind of information that the CLEO wanted. All members present approved the use of this document at future CLEO meetings. Ms. Holliday then brought the members attention to the Fiscal Agent Report for PY ‘08 by Program Operator through March 31, 2009. Ms. Holliday told the members that the Adult program ran a month behind in reporting and that Giles was a little high due to their low funding amount.

Ms. Holliday asked the members to note the copy of the letter from Shirl Quesenberry of the NRVPDC to Mr. Don Lamont of the Division of Risk Management of the State of Virginia requesting the addition of the WIB, CLEO and Youth Council members to be added to the PDCs liability insurance. Ms. Holliday told the members that the liability coverage went into effect immediately.

Chairman Hutchins next asked Ms. Holliday to report on Performance by Jurisdiction. Ms. Holliday told members that all programs and operators were doing well through the third quarter of the year. She asked the members to take the totals for the DLW program and add them to the totals of the Rapid Response program to see the full impact for all DLW clients being served. She reminded the members that the current Rapid Response Contract was to end June 30, 2009, but an extension had been granted to close out the contract through September 30, 2009.

Chairman Hutchins continued with the agenda asking Mr. Coen, the One Stop Operator representative, 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 May 12, 2009. Mr. Coen then reviewed and updated the members on the close-out process and progress as Goodwill Industries of the Valleys would take over as One-Stop Operator effective July 1, 2009.

Chairman Hutchins next asked Ms. Holliday to report on the PY’09 Service Delivery that was approved by the WIB at their April 22<sup>nd</sup> meeting. Ms. Holliday gave an overview of

the procurement process and the proposals received for the One-Stop Operator, DLW Program Operator and Adult Program Operators. A brief discussion followed on the concern over a single entity being able to serve all of the area for Dislocated Workers. Chairman Hutchins suggested that the program be reevaluated in November. A vote was called to approve the One-stop Operator and DLW and Adult Service Deliver Operators for PY 09 as approved by the WIB:

Mr. Heaney – yes, Mr. Sharitz – yes, Mr. Bruce Brown – yes, Mr. Utt – yes, Mr. Webb – yes, Mr. Bill Brown – yes, Mr. Reynolds – yes, Mr. Hutchins – yes, Mr. Spencer abstained as Giles County Partnership for Excellence has an agreement with Goodwill Industries of the Valleys for program delivery in Giles County.

Ms. Holliday gave an overview of the procurement process and the proposals received for the Youth Program Operators for PY 09. After a brief discussion a vote was called to approve the Youth Service Delivery Operators for PY 09 as approved by the WIB:

Mr. Heaney – yes, Mr. Sharitz – yes, Mr. Bruce Brown – yes, Mr. Utt – yes, Mr. Webb – yes, Mr. Bill Brown – yes, Mr. Reynolds – yes, Mr. Hutchins – yes, Mr. Spencer abstained as Giles County Partnership for Excellence has an agreement with Goodwill Industries of the Valleys for program delivery in Giles County.

Ms. Holliday gave an overview of the procurement process and the proposals received for the ARRA. After a brief discussion a vote was called to approve the Service Delivery Operators for ARRA as approved by the WIB:

Mr. Heaney – yes, Mr. Sharitz – yes, Mr. Bruce Brown – yes, Mr. Utt – yes, Mr. Webb – yes, Mr. Bill Brown – yes, Mr. Reynolds – yes, Mr. Hutchins – yes, Mr. Spencer abstained as Giles County Partnership for Excellence has an agreement with Goodwill Industries of the Valleys for program delivery in Giles County.

Chairman Hutchins asked for an update on WIB vacancies for Pulaski County Business and HUD. Ms. Holliday told the members that Pulaski had a nomination in, but that their nominee was being transferred and would no longer be able to serve. She told the members that the HUD vacancy had been open for quite awhile. After a brief discussion the members present decided not to fill this position until a decision had been made on the size and composition of the WIB.

Chairman Hutchins asked Ms. Holliday to update the members on the Wytheville Comprehensive One Stop Center. Ms. Holliday gave a brief overview of the Comprehensive One-Stop Center making note of the final layout changes. She told the members that a lease had not yet been signed, but that it was in process as well as the cost allocation. She would keep the members updated.

Chairman Hutchins asked Ms. Holliday to update the Members on the Fiscal Agent Agreement. Ms. Holliday asked the Members to review the PY '09 Fiscal Agent

Agreement with the New River Valley Planning District Commission. After a brief discussion, Mr. Webb made the motion to approve Pulaski County as the Grant recipient and the NRVPDC as the fiscal agent. Mr. Sharitz seconded the motion and a vote was called:

Mr. Heaney – yes, Mr. Sharitz – yes, Mr. Bruce Brown – yes, Mr. Utt – yes, Mr. Spencer – yes, Mr. Webb – yes, Mr. Bill Brown – yes, Mr. Reynolds – yes, Mr. Hutchins - yes

Ms. Holliday next drew the members' attention to the informational sheet in their packet that listed unemployment changes by jurisdiction for the area and Virginia as a whole, unemployment changes for the last four months and the local key economic indicators. A brief discussion was held on this matter.

Chairman Hutchins asked if there was anything that the members would like to discuss. Ms. Holliday told the members that the VEC was going to continue to be the One-Stop Center in Bristol, Galax, Radford and Wytheville. Mr. Webb stated that he was currently working on a one-year MOU for the VEC with the WIB on the centers. Ms. Holliday reminded the members about the Reaching Higher forum.

Chairman Hutchins turned the meeting over to Ms. Holliday for the election of officers and Executive Committee. After a brief discussion Mr. Webb nominated Mr. Hutchins as Chairman and Mr. Spencer as Vice-Chairman. With no further nominations, Mr. Sharitz made the motion to close the nominations. Mr. Utt seconded the motion. A vote was called on the nomination of officers:

Mr. Heaney – yes, Mr. Sharitz – yes, Mr. Bruce Brown – yes, Mr. Utt – yes, Mr. Spencer – yes, Mr. Webb – yes, Mr. Bill Brown – yes, Mr. Reynolds – yes, Mr. Hutchins - yes

Ms. Holliday called for nomination of the Executive Committee. A brief discussion was held about nominating a jurisdiction's representative to sit on the Committee rather than a named person. Mr. Webb made the motion that the representatives from the Counties of Wythe, Montgomery and Grayson make up the remaining membership of the Executive Committee. Mr. Reynolds seconded the motion. Mr. Utt made the motion to close the nominations. Mr. Bruce Brown seconded the motion. A vote was called on the remaining membership of the Executive Committee:

Mr. Heaney – yes, Mr. Sharitz – yes, Mr. Bruce Brown – yes, Mr. Utt – yes, Mr. Spencer – yes, Mr. Webb – yes, Mr. Bill Brown – yes, Mr. Reynolds – yes, Mr. Hutchins - yes

Ms. Holliday continued with the agenda, drawing member's attention to the 2009 CLEO meeting schedule in their packets, noting that the next meeting will be held on July 15, 2009 at the Wytheville Workforce Center beginning at 9:30 AM.

With no further business to discuss Mr. Utt made the motion to adjourn the meeting. Mr. Bill Brown seconded the motion. A called vote was taken:

Mr. Heaney – yes, Mr. Sharitz – yes, Mr. Bruce Brown – yes, Mr. Utt – yes, Mr. Spencer – yes, Mr. Webb – yes, Mr. Bill Brown – yes, Mr. Reynolds – yes, Mr. Hutchins - yes

The meeting was adjourned at 11:15.

Respectfully Submitted,

Marty Holliday  
Program Planner