

# NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT BOARD

## MEETING MINUTES

February 24, 2010

A meeting of the New River/Mount Rogers Workforce Investment Board was held on February 24, 2010 at the Wytheville Meeting Center. Those in attendance were as follows:

### Board Members

Martha Samples – Chair  
Jennifer Jones  
Howard Bartholomay  
Wilma Faulkner  
Betty Barker  
Dr. Alan Hawthorne  
Robert Atkins  
Dale Clark  
Mike Guy  
Mike Rouse  
Mike Ketner  
Chris Fields (alternate)

Lynn White  
Roger Frye (alternate)  
David Hutchins  
Jim Johnson  
David Wright  
James Topping  
Dr. Stacy Thomas  
Kimber Simmons (alternate)  
Debbie Williams  
Virginia Leadbetter-Bolte  
Ron Dickenson  
Robert Pierce

### Guest

Sally Morgan  
Jim Coen  
Ken Mcfadyen  
Margaret Johnston  
Linda Matthews  
Brenda Rigney

### Staff

Ronnie Martin  
Marty Holliday  
Mary Ann Gilmer  
Angela Alley

Martha Samples – Acting 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.

Acting Chair Samples asked for concurrence with the contents of the agenda. All members present concurred with the agenda as presented.

Acting Chair Samples continued reporting on Organizational Items and actions that needed to be taken.

- A. 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 approved the By-Laws as amended and are

recommending that the full WIB approve them. Ms. Jones made a motion that the WIB approve the amended By-Laws as recommended. Mr. White seconded the motion and the motion passed unanimously.

- B. Elect Officers and Executive Committee Members. Dr. Hawthorne made a motion that the board approve the current PY'09 Officers and Executive Committee through June 30, 2010. Mr. Pierce seconded the motion and the motion passed unanimously.
- C. PY'09 Committee Assignments will remain unchanged until August. New assignments for Committees will include WIB and CLEO members.
- D. The Workforce Investment Act requires that a Joint Agreement be in place between the Elected Officials and the WIB. The amended Joint Agreement previously distributed to Board members has been approved by both the WIB Executive Committee and Consortium Board Executive Committee and action needs to be taken by the full Board to approve this agreement. Mr. Atkins made a motion that the WIB approve the amended Joint Agreement as presented. Mr. Johnson seconded the motion and the motion was approved unanimously.
- E. The next action item was to re-appoint the current Youth Council members for completion of their current term of service. Mr. Rouse made a motion that the WIB approve the re-appointment of Youth Council Members as presented. Ms. Williams seconded the motion and the motion was approved unanimously.

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. Wright made a motion to approve the minutes as distributed. Ms. Williams seconded the motion and the motion was unanimously approved.

Chair Samples asked for any public comments. Margaret Johnston presented information on her program and talked about OJT with TAA and DLW.

Chair Samples asked Mr. Martin to present the Fiscal Agent Report. Mr. Martin brought the members' attention to the Fiscal Agent Report for the period 7/01/09 – 12/31/2009. 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. Mr. Martin noted an additional \$252,991 ARRA - DLW funding had been received for the DLW Program.

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.

Chair Samples next asked Mr. Martin to review recent action taken by the Executive Committee. Mr. Martin referred Board members' to copies of e-mails that had been distributed detailing Executive Committee action taken approving the amended WIB By-Laws and the amended Joint Agreement which had been presented for full Board action previously in this meeting.

Chair Samples continued with the agenda asking Mr. Hutchins, Consortium Board Chair, to provide an update on the Consortium Board activities. Mr. Hutchins gave a detailed report of activities that had occurred. A brief discussion was held on the matter.

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 February 10, 2010. 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;

- A. Action to Approve One (1) year Extension of Existing Contracts. Dr. Hawthorne made a motion that the WIB approve the extensions as presented. Mr. Atkins seconded the motion and the motion was unanimously approved with Ms. Williams and Mr. Fields abstaining.
- B. Discuss Funding Action Timeline.
- C. Action to Approve Distribution of Additional ARRA-DLW Funds. Mr. Johnson made a motion that the WIB approve the distribution as presented. Mr. White seconded the motion and the motion was unanimously approved.

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 indicated that the Youth Council had met on February 18, 2010 and had discussed program operations for PY'10. A part of this discussion was to recommend to the full Board that existing current Youth Contracts, other than ARRA, be extended for one (1) additional year through June 30, 2011. Mr. Topping made a motion the WIB approve the extensions as presented. Mr. White seconded the motion and the motion was unanimously approved with Ms. Williams and Mr. Fields abstaining.

Chair Samples continued with the agenda asking Mr. Martin to report on the Regional Cooperation Incentive Funding Initiative with Area 3. Mr. Martin discussed details of the initiative with the members'.

Chair Samples continued with the agenda asking Mr. Martin for an update on the TAA and DLW OJT Pilot Initiative. Mr. Martin discussed details of the initiative with the members'.

Chair Samples continued with the agenda asking Ms Marty Holliday, Program Planner, in the absence of Dave Elmore, Committee Chair, for an update on activities of the Training Provider Committee. Ms. Holliday discussed the preliminary Training Provider list for 2010 that was contained within their packets. Mr. Pierce made a motion that the Board approve the preliminary approved Training Provider list for 2010 as presented. Mr. White seconded the motion and it was passed unanimously.

Chair Samples continued with the agenda asking Ms. Martin for an update on the Wytheville Comprehensive One Stop Center. Mr. Martin noted that all partners were reviewing drawings detailing space distribution and hopefully the lease will be signed soon.

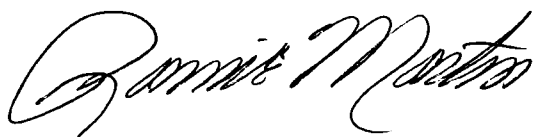
Chair Samples asked Mr. Martin to review the Financial Disclosure Form that each Board member must complete. Mr. Martin discussed the form and encouraged all Board members' to complete the form and return it as soon as possible.

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 drew the members' attention to the 2010 WIB meeting schedule contained in their packets, noting that the next scheduled meeting would be held April 28, 2010 at the Wytheville Meeting Center, beginning at 10:00 a.m.

With no further business to discuss, the meeting was adjourned at 11:50 a.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Ronnie Martin". The signature is written in a cursive, flowing style with a large initial "R".

Ronnie Martin  
Executive Director