

Crater Regional Workforce Investment Board

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Board Meeting

June 25, 2010

11:30am – 12:30pm

12:30pm – 2:00pm (Ft. Lee Tour)

**Hilton Garden Inn Southpark
800 Southpark Blvd.
Colonial Heights, VA 23834**

Board Members Present: Joe Fleming, Chairman; Martha Dodd-Slippy, Vice-Chairman; James Speidel, Patricia “Corine” Foster, Kim Garey, Dale Batten, Madeline Taylor, Ryan Dunphy, Tanya S. Hale, Robert Mason, Nelson Diaz, Louise Tomlinson, Rufus Tyler, Glenn Varholick

Board Members Absent: Mary Rudisill, Secretary/Treasurer; Jack Aden, Gloria “LaVern” Jackson, Pamela Allen, Vanessa Butts, Bill Barga, Earnest H. Greene, Melissa Boyce, Renee Wyatt-Chaplin, Karen Aylward, Dale Temple, Louise “Mac” McGinty, Nathaniel Pride,

Guests Present: Catina Pate, Samantha Loving, Fran Smith, Dorene McKelvy, Kermit McKelvy, Ethel Walker, Jon Bergmen, Emily West, Cheryl Cruise, Suzan Marshall, Dennis Wooderd, Talmadge Harris, Sopenhia Pierce, Mark Manasco, Denny Morris, Herbert Bragg, Ben Blumenthal

Staff Present: Levin Sullivan, Earlene Jones, Michael Seward, Howard Myers, Cynthia Roney

Welcome/Introductions and Call to Order:

- The meeting was opened and called to order by Chairman Fleming, at 11:38am. After completion of introductions, Vice-Chair, Martha Dodd-Slippy made a motion to accept the minutes from the February, 2010 meeting; it was seconded by board member Dale Batten and the minutes were accepted as presented.
- Chairman Fleming moved to the “Public Comment Period” by asking any guests present to express any comments they may have. With no “public” comment, Chairman Fleming then moved on to the next item on the agenda.

Chairman Reports:

- Chairman Fleming went over the tentative schedule for next Board meetings for the remainder of 2010 and upcoming 2011 year; stating that these dates are all tentative.

- Chairman Fleming turned the meeting over to Mr. Levin Sullivan, Executive Director, for an update on the new One-Stop Center. Mr. Sullivan, stated that we are no longer scheduled to move in on the expected date, as financing for completion of the project has become a problem for the owners. The price has risen significantly, practically doubled, and the owners are now running into difficulties with securing such financing from their lender. Mr. Sullivan stated that major partners of the one-Stop center are still willing to move ahead with the project if the owners are able to secure financing and give a definitive date of completion. He stated the new Commissioner of the VEC is apparently on board with the one-stop center concept and has agreed to have VEC participate. Petersburg's City Manager (David Canada) and the new VEC Commissioner have had a meeting and have also met at the proposed development site, touring the facility that will be redeveloped as the one-stop center. Mr. Sullivan cautioned the Board that the project is riding on VEC availability to move in before November 30, 2010, this year. He said VEC is presently in the process of re-negotiating a new lease at its Hopewell location; hopefully a month –by-month lease. Mr. Sullivan stated that if VEC can't come in before November of this year, then the project will be suspended until such time they are free to participate. In the meantime, he stated we are looking into other properties, but we will need capital funding to do other such projects if it is not a turnkey project as the one we presently are working on. Mr. Sullivan also stated that he will keep us up to date on this project status. Mr. Sullivan also reminded the board that the comprehensive one-stop system is mandated by the Department of Labor, WIA (Workforce Investment Act), and that it should eventually be done in order to help meet federal and state requirements. Currently, we have eleven willing partners who will help make up this integrated comprehensive one-stop center. Next, Chairman Joe Fleming asked if any board members or guests had comments or questions. There were none, so he moved on to "Other Updates".

Other Updates:

- Chairman Fleming asked Mr. Denny Morris for updates.
- Mr. Morris gave an update on what the Crater Planning District Commission and the regional Economic Development offices have been working on. He stated that several projects are in the hopper and that detailed information can be found on their website. He stated that currently, there are lots of opportunities in the crater region, as a result of the Ft. Lee expansion and other developing project in the region.

Other Reports:

- **Audit/Financial Report** - Mr. Michael Seward, WIB Accountant, reported on the finances of the WIB. Mr. Seward reported on the expenditures and obligations via a spreadsheet; also outlining the total of revenue sources to be \$2,606,007.00 and our ending balance as of May 2010, to be \$997,191.19 (see attached finance reports). Mr. Seward asked Ms. Cheryl Cruise to speak to the Non-WIA grant that was recently received from Cameron Foundation. Mrs. Cruise stated that the Cameron Foundation Grant is for specific trainings for Green Jobs and the Healthcare field, all geared towards promoting jobs in this area. Ms. Louise Tomlinson asked how many years can we carry over money; and Mr. Sullivan said that the WIB has 2 years to spend the money while the Commonwealth (State) has three years. Ms. Dale Batten, board member stated that the financial report and handouts were very good...providing the Board what it needs to know. Mr. Seward then asked new board and finance committee member, Mr. Glenn Varholick, to add any additional information/comments that will and provide more and better clarification to the Board. Mr. Varholick stated that he is going to be helping with Audits and other Accounting questions as needed,

also stating that hopefully the PY 2009-10 audits will be done by the next Board Meeting and will be part of the next financial report. Mr. Varholick also stated that he reviewed the income statement and the balance sheet and that they both appeared to be in order. Mr. Sullivan stated that having Mr. Varholick on the board satisfies a requirement and compliance issue as it relates to the Federal Law and Audit requirements. He said, since we can't afford to hire a CPA, then we decided to bring on the Board a qualified CPA for guidance, oversight and compliance.

- **CRWIB Youth Report** – Ms. Earlene Jones reported that the RFP's (Request for Proposals) for Youth Services were very extensive and listings of the contractors are: the City of Petersburg, Pathways, and Surry County Office on Youth (new), the Improvement Association and Dinwiddie County Schools. Ms. Jones stated that younger youth from age 10 to older youth age 30 are included in this program. Ms. Jones stated that the Youth Council has grown considerably, from 5 active members up to 18 active members. Lastly, she reported that the youth council has a new Council Chair, she is Ms. Yoronda Harris.
- **Dislocated Workers** – Mr. Howard Myers, newly hired staff to the WIB, a Job Developer, gave a report on DLW. Mr. Myers introduced himself and stated that he is striving in his role to identify jobs and opportunities for eligible citizens in the crater area. He stated his goal is to get the DLW experience in the occupational area they are being trained in via an internship. Mr. Myers will be working with local businesses throughout the community to provide and sustain jobs for the DLW and interns.
- **Old Business** – There was none.
- **New Business** –Chairman Joe Fleming informed the Board that it was time again for the board to nominate its officers for another two years, PY 2010-2012...and that the floor was now open for nominations. Board member, Ms. Kim Garey, made a motion to retain the same slate of officers for the upcoming term...Ms. Dale Batten seconded the motion and the motion was unanimously approved by the board, re-appointing the following members as officers: Mr. Joseph Fleming, Chairman; Ms. Martha Dodd-Slippy, Vice-Chair, and Ms. Mary Rudisill, Secretary/Treasurer.
- **Adjourn** – With no other business, Chairman Fleming adjourned the meeting at 12:25pm to prepare for the Ft. Lee bus tour.