

Crater Regional Workforce Investment Board

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Board Meeting

February 26, 2010
11:30am – 1:55pm

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

Board Members Present: Joe Fleming, Chairman; Martha Dodd-Slippy, Vice-Chairman; Mary Rudisill, Secretary/Treasurer; Earnest H. Greene, Tanya S. Hale, Rufus Tyler, Jack Davenport, Karen Aylward, Mac McGinty, Dale Temple, Louise Tomlinson, , Dale Batten, Patricia “Corine” Foster

Board Members Absent: Jack Aden, Gloria “LaVern” Jackson, Pamela Allen, Vanessa Butts, Madeline Taylor, Kim Garey, Bill Barga, Ryan Dunphy, Melissa Boyce, Robert Mason, Renee Wyatt-Chaplin, Nelson Diaz, James Speidel, Nathaniel Pride,

Guests: Cheryl Cruise, Ben Blumenthal, Glenn Varholick, Lynn Harris, Leslie Roberts, Etta Morehouse

Staff Present: Levin Sullivan, Earlene Jones, Michael Seward, Cynthia Roney (Temp)

Welcome/Introductions and Call to Order:

- The meeting was opened and called to order by Chairman Fleming, at 12:02pm. After completion of introductions, Board member, Jack Davenport made a motion to accept the minutes from the October, 2009 meeting; it was seconded 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; he asked that everyone please put the tentative schedule on their calendars, as we will do our best to try abiding by this in the upcoming months.
- 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 as of this date, all

master leases have been signed, as well as all of the sub-components leases who will also be in the Center. The agreements have not yet been developed with the subleases in regards to the WIB, i.e., the smaller non-profits, one office operation partners. He stated that will be done once the City of Petersburg is able to identify all of the remaining costs that will go into having these offices. Ms. Rudisill asked if this also included the American Red-Cross organization. Mr. Sullivan explained that they have signed their own deal with the City of Petersburg and they will be next door, but will not share the same entrance of our integrated one-stop center partners. Mr. Sullivan stated that the project is behind schedule, but has hope for a September/October 2009 construction start date; and the facility would be accessible for us to start moving in on May 31st and actual opening of offices will be July 1, 2010. The City of Petersburg is still working with the owners and contractor on the demolition and building permits, with final building plans and blueprints due in by Tuesday, March 02, 2010. Mr. Sullivan went over the signage for the new building, stating that the external signage will require the workforce Logo that was designed by the Commonwealth of Virginia (state). Chairman Fleming asked if there were any other comments concerning the One-Stop Center update given by Mr. Sullivan. With no other questions or comments, Chairman Fleming stated that he wanted to be sure that we have a very professional and service oriented organization so that the work flow and the directing of customers are effective and efficient, and not a complicated and cluttered situation. Chairman Fleming stated that our goal is to get people to come in and keep doing business with us. Mr. Sullivan stated that there are funds from the state to assist with new furniture, but there needs to be more. Ms. Rudisill inquired about the advertising and what is being done to make the public and people aware of what is happening and what is going on. Chairman Fleming stated that, at this point, we do not want to put too much out there, but as we progress, we can put something in the Petersburg - Progress Index (newspaper) and/or have the agencies advertise in their own way. Ms. Louise Tomlinson stated her concerns about other partners that have not been able to accommodate the number of clients that come into the one-stop. Chairman Fleming stated we will have to work on that through scheduling, and managing that issue the best way possible. With no more input from Mr. Sullivan or any others members, the meeting moved on to the next item on the agenda.

Other Updates:

- Chairman Fleming shared a few updates in other areas. He stated that there is some hiring going on in this area. SABRE had a career fair last week of 1000+ people and is expected to hire about 200. Hopewell Ethanol Plant hired 44 people and AmeriSteel and Stone Containers are also hiring. HH Gregg was also having a career fair in an adjacent Conference Room at the Hotel as we are presently holding our Board Meeting.
- Mr. Mac McGinty spoke to a research grant through the Department of Labor on entrepreneurship that VCCS has received for servicing dislocated workers who may be looking to start their own business. This 2-year grant is for \$736,000 and is a Richmond area grant, meaning that all the mailing address is identified as a Richmond office, but all One-Stops in the Greater Capital Region, including the Petersburg, crater areas will have access to the grant. None of the monies can be used for businesses start-up, indicating that DOL will not allow/accept such risk; but the grant can and will allow for financial institutions to come in and work with clients who are trying to start that business. Mr. McGinty stated he will share information with other organizations that are interested. A meeting will be held on 3/10/10 at 1pm, at the Featherstone Office, located at 1807 Huguenot Rd., Midlothian, VA. (By Chesterfield Towncenter).
- Mr. Sullivan informed the Board that the office had applied for a grant for \$140,000 for a Green Project, from the Cameron Foundation for a one year project and was happy

to report that the Boards' Non-Profit Organization, Learn-To-Earn, Inc. was approved and received the grant. Ms. Cheryl Cruise, will serve as project coordinator for the grant. Ms. Cruise stated that there is not a lot of opportunity for green job training in the area so she took a group to neighboring North Carolina to take part in a training program which was very helpful... This project is designed to work with people who don't have access to job training; they also want to work with Va. State University, also partner with the City of Petersburg Public Schools and the City Housing Authority for the purpose of onsite training and practicing the skills acquired via instruction... The participants will be placed with a company in the area using the new job skills and will transfer Blue-Collar jobs to green jobs. This will include installation, energy conservation, etc. Ms. Cruise also stated they are planning to partner with SABRE, so that some of the housekeeping, custodial and janitorial level workers can also be trained to use green products.

Other Reports:

- **Audit/Financial Report** - Mr. Michael Seward, WIB Accountant , gave a year-ending financial report for program year 2008, which ran from 07/01/2008 – 6/31/2009. He also provided a financial reporting of the current year, July, 1, 2009 through the current period of Jan. 1st, 2010. He reported that all PY 2008-09 awarded funds carried past July1, 2009 had all been spent by December, 2009. However, a Computer Literacy and Career Readiness fund allocations, a couple of small grants received, were still active and we are still in the process of spending money for training activities. He reported that the Board did actually receive an incentive award, and performance award in the amount of \$15,000, and that we are still in process of spending these funds, we also received ARRA- Stimulus money during Feb. 2009, in the amount of \$911,000, with an additional carryover from the State of \$135,000, in Jan. 2010. The total ARRA allocation received to date is \$1,046,000.00, and as of Jan. 31, 2010, 45% of those funds have been spent; he indicating that this is percent of spending done simultaneously with the annual WIA formula allocation of \$946,000. He indicated we have spent about 21% of those funds. The Opportunity Inc. (WIRED) awarded of \$75,000 has been spent at a rate of 22%. Our TANF grant from the State, DSS (\$252,000) is approx. 40% spent. Board member McGinty stated it looks like the allocations are running well under budget and wanted to know if funds can be redirected to some other projects. Mr. Sullivan stated that the Board needs to remember that the WIB has two years to expend its annual allocation; he stated that the allocations for July 09, through June 2010, have until June 2011 to be spent. He cautioned that the financial report that staff is presenting is speaking of actual expenditures and not obligated funds that have outstanding billings that have not yet been paid. He informed the Board that we will spend at least 80 plus percent of our annual allocations by the end of the program year which is our usual spending pattern. Mr. Sullivan explained that it is encumbered money and we are reporting on an actual expenditure basis and everyone doesn't bill on time. Ms. Lynn Harris asked if it was possible for staff to include encumbrances/obligated funds in its future financial reporting...and Mr. Sullivan stated that yes this will be done. WIB Accountant, Michael Seward, then reported on the Balance Sheet, and went over cash, A/R and assets as of Jan. 31, 2010. Mr. Seward also went over liabilities and equity. With no other questions for staff, Michael Seward, Chairman Fleming informed the Board members that we will receive a formal audit reporting from the WIBs' independent Auditing Firm, Goodman & Co.; he then introduced Ms. Leslie Roberts, firm partner.

Ms. Roberts started her presentation by stating the purpose of this reporting is to provide meaningful financial information, and to give the Board a picture throughout the year of what has been done. She also stated that this is an evolving process and because of the way business is done, that it may be better to get it on a quarterly basis. She told the Board that,

although all adjustment entries for the year are not yet totally adjusted on the balance sheet, due to encumbrances that were spoken to earlier; the WIBs' 2008-09 audit has a clean opinion, and presents fair of CRWIB, as of 6/30/09. Ms. Roberts then went over GAAP (General Accepted Accounting Principals). She then went over the Audit Report in detail explaining to the Board why and what had been tested, examined and how it fared as it related to meeting the compliance of an audit; the program and expenditure guidelines. She told the Board that there were no specific non-compliance or ineligibility findings and that overall it was a good audit report. Ms. Roberts stated that there is an extensive checklist to make sure everything is in compliance. Board member, Mr. Rufus Tyler asked clarification on an audit being found to be unqualified or qualified... and Ms. Roberts stated this audit is rendered an unqualified opinion, which means it is good. Ms. Roberts then spoke to a letter from Goodman Co. in response to findings. She stated this letter included recommendations for enhancing the financial report. Ms. Roberts also spoke to the Whistle Blower policy and suggested that the Board may want to look at developing that policy since it will become a required area of review for auditors to examine. Ms. Roberts stated that she would provide Mr. Sullivan with information and guidance on development of this policy if the Board wishes to move forward with it. Ms. Roberts then closed with restating that financial reporting is an evolving process and that it is important to determine what will need to be included in the financial report going forward so that everyone is satisfied.

- **CRWIB Annual Youth Summit** – Ms. Earlene Jones reported that the 7th Annual Youth

Summit is on for 3/6/10 from 8am – 3pm @ VSU/Harris Hall. The keynote speaker will be Mr. John Faison who is a Youth Pastor from Good Shepard Baptist Church. Goal was 400-500, but due to some spacing issues VSU could no longer accommodate that number, and at present count the total count is 382 youth registered to attend. Backpacks will be given out to the youth with some promotional items from the youth contractors.

Next, Ms. Jones reported that six (6) new members have been added to the Youth Council to replace those who had not been attending and they are looking for others. The new members are: Mr. Clarence McGil, from the Department of Juvenile Justice, and Director of the Jobs Programs; Ms. Catina Pate with Job Corps; Ms. Carolyn Ross, Transitional Specialist for the Dept. of Correctional Education; Ms. Sherilyn Merritt with OAR; Ms. Shirley Dobe of Petersburg. Public Schools; and Mr. George, Lyons, of Gilfield Baptist Church. Ms. Jones stated that they are looking for employers...and Chairman Fleming, asked if that required any action from the Board, it was decided that it did, and Mrs. Jones explained that nomination forms would have to be signed and that they had to be submitted to the State after the Board has voted on it. She also stated that orientation packets for new members will be given out and the nomination forms can be sent electronically.

Next, Mrs. Jones stated a Youth RFP (Request for Proposal), was going out in March for the upcoming year beginning July 1, 2010. She also stated that DOL (Department of Labor) has issued a TEGL (Training & Employments Guidance Letters) relative to current contract practices. This letters represent the guidance and instructions for managing programs. The TEGL also came with strategies to be implemented in contracting, emphasizing partnerships, and interagency collaborations in order to serve the youth most in need, and to continue leveraging funds.

- **Adult/Dislocated Workers** – Ms. Etta Morehouse reported on the Greater Crater Area. Dislocated Workers program are for adults who are aged 18+ and lower level income persons that are hard to serve. She stated that a person income is very important qualification factor along with a very extensive checklist to decide whether clients are eligible or not. Ms. Morehouse stated we recently received the report for the end of October and the employment rate, retention rate and average earnings, all exceeded goals. All goals for dislocated workers were exceeded also. Training in the

Medical Field, Transportation (CDL, Forklift, Diesel Mech.) vary, and clients have choices, as long as jobs are available for them in the labor market. Ms. Morehouse shared some very inspiring success stories of some of the clients placed. Chairman Fleming stated that this is what WIA is all about; 'trying to get people to work'.

- Next, Karen Aylward spoke on Economic Development and the Board planning process. Ms. Aylward gave a snapshot update on Chesterfield's Economic Development and where they are now. Chesterfield is now averaging about 145 active job prospects within the region. These job prospects include, Hill Phoenix, Marachan (Roman Noodles), BonSecours and Pan-Co Logistics. Through interviewing Staffing Agencies and outreach efforts, Ms. Aylward stated that Chesterfield County is beginning to see a slight increase in activity as well.
- Jack Davenport of the Emporia/Greenville Industrial Development Corporation reported on activities in his area...reporting that the county has been blessed, and very fortunate as they have taken advantage of the workforce resources and its core services which has help them retain their major employer. He reported that Whitfield Development has an \$18 million project coming to Jarratt that will bring in 39 employees. Other companies slated to bring in new jobs are: FedEx Ground, Bell Nursery, Int'l Fiberglass, BPR Plastics, and GA Pacific. Mr. Davenport stated that there has also been a lot of commercial retail development, such as; Lowes, Wal Mart, Huddle House, CVS, Dollar General, and a number of Mom and Pop stores. There is also a Broadband emphasis going on... high-speed fiber is the active backbone to get the broadband initiative on tract which will be a quality job generator.
- Christian Booty, Gateway Region representative, stated that there is a lot of activity in the Global Expansion arena and that domestic companies are floundering, and need continued strong marketing. Aerospace has a lot of potential for good, high paying jobs with Rolls Royce. Mr. Booty also stated that Global Logistics has always been a strong suit, and there continues to be work there. Ft. Lee and the DOD have new projects on the way, and with that, it has brought in lots of visitors and that is a very good sign. BackOffice, Transportation, and Warehousing remain strong suits as well as expecting to see Aerospace, come in. Chairman Fleming asked that Mr. Booty come back in June, to be allocated more time. Chairman Fleming also stated that it is important to examine what the future may be and create training to match the workforce needs for the Workforce Development coming to the area.
- **Old Business** – There was none.
- **New Business** – New Board Member Nomination – Chair, Joe Fleming made motion to nominate Mr. Glenford Varholick, CPA, to the WIB Board, indicating that his expertise will bring Guidance on GAAP and financial oversight to the Board/organization as a member of the Board and Finance Committee. The nomination was seconded and unanimously approved by the Board.
- **Additional Business** – Martha Dodd-Slippy announced that Rotary Int'l is giving away a free Master's Degree in World Peace Studies. Applicants cannot be a part of the Rotary and the application is due July 1st, 2010. Mrs. Dodd-Slippy will be the contact person for this. Mrs. Dodd-Slippy also stated that the speed limit is going to 70mph; going 80mph will now get you a ticket for reckless driving.
- **Adjourn** – Chairman Fleming adjourned the meeting at 1:55pm.