

# **CHIEF LOCAL ELECTED OFFICIALS CONSORTIUM**

## **MEETING MINUTES**

**September 17, 2008**

A meeting of the Chief Local Elected Officials Consortium (CLEO) was held on September 17, 2008 at the Virginia Workforce Center in Wytheville, VA. Those in attendance were as follows:

### **Council Members**

Jonathan Sweet, Vice-Chairman  
Howard Spencer  
Shawn Utt  
Bill Brown  
Ronald Newman  
Jim Heaney  
Bucky Sharitz  
Bill Webb  
Bruce Brown  
Doug Carrico

### **Staff**

Ronnie Martin  
Marty Holliday

### **Guest**

Jim Coen - VEC  
Bob McKinney – VEC

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

Vice-Chairman Sweet requested that the members review the minutes from the May 21, 2008 meeting. Mr. Newman made a motion to approve the minutes. Mr. Sharitz seconded the motion and the motion was approved unanimously. Vice-Chairman Sweet asked the members to review the informational minutes from the July 16, 2008 meeting.

Vice-Chairman Sweet asked Mr. Martin to present the Fiscal Agent Report. Mr. Martin brought the members' attention to the final Fiscal Agent Report for PY '07 by Program Operator through June 30, 2008. Mr. Martin told the Members that the balance of all obligated funds had been rolled into the current program year. Mr. Martin gave a brief overview of each program and their expenditures. Mr. Martin asked the members to review the Rapid Response report, noting that all funds must be expended by December 31, 2008. He told the members that the WIB had asked for an additional \$300,000 and are currently awaiting action from the State. Mr. Martin brought the members attention to the Notice of Obligation dated July 23, 2008, noting that not all funds allocated to the area have been authorized for spending. He told the members that although 100% of youth funds have been allocated only 17.4% of Adult and 28.4% of DLW funds have been allocated and that operators can only spend what has been allocated to date. A short discussion on funds followed.

Vice-Chairman Sweet next asked Mr. Martin to report on the Program Services Cost Comparison Report. Mr. Martin explained to the members that this was an annual report. He told the members that as funding has decreased, the number of clients served has also decreased, but the cost per client has risen (as operational costs are divided among fewer clients).

Vice-Chairman Sweet continued with the agenda asking Mr. Martin to present the Revised PY'08 WIB Budget. Mr. Martin drew the members' attention to the detailed PY'08 WIB Budget contained in their packets. Mr. Martin gave a detailed explanation of the budget. Mr. Spencer made the motion to approve the Revised PY'08 WIB Budget as presented. Mr. Bill Brown seconded the motion and the motion was passed unanimously.

Vice-Chairman Sweet continued with the agenda asking Mr. Martin to discuss the Revised PY'08 One-Stop Operator / DLW / Adult funding summary. Mr. Martin told the members that an additional \$200,000 had been added to the contract with the VEC, who was the One-Stop Operator, and was responsible for the DLW and Adult Contracts for the area.

Vice-Chairman Sweet 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 September 4, 2008. Mr. Coen reviewed the data in detail with the members.

Vice-Chairman Sweet asked Mr. Martin to update the Members on the Wytheville Comprehensive One Stop Center. Mr. Martin told the members that meetings were being held with partners that were required to be present in the center as well as with Wythe DSS (who would co-locate) in the center. At this time the old Goodies/Big Lots building in Wythe is the location that is being pursued by the Site Selection Committee and that Wythe County was to make a final decision (about co-locating DSS) at the end of the month. Mr. Martin told the members that he would keep them updated as things progressed on this initiative.

Vice-Chairman Sweet asked Ms. Holliday to update the Members on the GED Day initiative. Ms. Holliday told the members that the Commonwealth had designated October 15, 2008 as GED Day. She had been meeting with the Regional Directors of Adult Education for WIA 2 and local jurisdictions about area activities for the day and adult education in general. Each jurisdiction had been asked to proclaim October 15<sup>th</sup> as GED day, and as far as she knew, most had. A brief discussion was held on the impact of Adult Education in the region.

Vice-Chairman Sweet continued with the agenda by asking the members to review the two warning letters that were sent out to O. Wayland Overstreet and Robbie Wyrick. WIB policy states that warning letters are sent out after the board member misses three

consecutive meetings. Mr. Martin told the members that he expected both members (or their alternates) to be at the next WIB meeting.

Vice-Chairman Sweet asked for an update on WIB vacancies for Bland Business and the HUD representatives. Mr. Sweet told members that Bland had a candidate and that they would get the forms to Mr. Martin. Mr. Martin explained to the members that he was still trying to find someone that could fill the HUD spot (asking members to review the two e-mails in their packet). If this was not possible, then the CLEOs had the option to assign this seat to another organization.

Vice-Chairman Sweet asked the members to review the nomination form for Mr. Neil Sagebiel representing Floyd County Business. After a brief discussion, Mr. Bill Brown made the motion to approve the nomination. Mr. Webb seconded the motion and the motion was passed unanimously. This appointment will be effective October 1, 2008.

Vice-Chairman Sweet continued with the agenda reminding the members that it was time to vote for new Officers and Executive Committee members. At this point Vice-Chairman Sweet turned the meeting over to Mr. Martin. After a brief discussion Mr. Carrico nominated Mr. Bill Webb as CLEO Chairman. Mr. Newman seconded the nomination. No other nominations were put forth and the vote was unanimous. Mr. Martin explained that the CLEOs had always wanted an equitable division of power between the two Planning Districts, so that whatever Planning District the Chairman was from, the Vice-Chairman was from the other Planning District. Mr. Newman nominated Mr. Spencer for Vice-Chairman. Mr. Utt seconded the nomination. No other nominations were put forth and the vote was unanimous. Officers for PY'08 are:

Chairman – Bill Webb  
Vice-Chairman (sits on the WIB) – Howard Spencer

Mr. Martin explained to the members that the Executive Committee is made up of the Chairman and Vice-Chairman and three others (two more from the Mount Rogers Planning District and one more from the New River Valley). After a brief discussion nominations were made for Bill Brown, Bucky Sharitz and Doug Carrico to make up the remaining Executive Committee. The vote was passed unanimously. The CLEO Executive Committee members for PY'08 are:

Bill Webb  
Howard Spencer  
Bucky Sharitz  
Bill Brown  
Doug Carrico

Mr. Martin 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.

Mr. Martin next drew the members' attention to the CLEO Contact List that had been requested at the previous meeting. Mr. Webb asked for a listing of WIB members to be

distributed to the CLEOs. Mr. Martin stated that he would send out the requested list to the CLEO members once it was updated.

Mr. Martin continued with the agenda, drawing member's attention to the 2008 CLEO meeting schedule in their packets, noting that the next meeting will be held on November 19, 2008 at the Wytheville Workforce Center beginning at 9:30AM.

Mr. Martin passed around the Appreciation Award that had been requested for past Chairman Joe Sheffey. Mr. Martin will deliver the Award to Mr. Sheffey and convey to him the group's appreciation for his many years of dedicated service as CLEO Chair.

With no further business to discuss the meeting was adjourned at 11:15 AM.

Respectfully Submitted,

Ronnie Martin  
Executive Director