

**VIRGINIA WORKFORCE COUNCIL  
BUSINESS MEETING  
October 14, 2009  
Roanoke Higher Education Center-Claude Moore Education Complex  
109 N. Henry Street.  
Roanoke, Virginia 24016**

The Virginia Workforce Council meeting convened at 12:30 p.m. on Wednesday, October 14, 2009 in the Roanoke Higher Education Center- Claude Moore Education Complex, located at 109 North Henry Street, Roanoke, Virginia.

Members Present: Daniel G. LeBlanc, Senior Advisor to the Governor for Workforce  
Robert P. Leber, Chair  
Mark Dreyfus, Vice-Chair  
Huey Battle  
Delegate Kathy Byron  
Dr. Glenn DuBois, Chancellor, Virginia's Community College System  
Rick Gonzales  
Hugh Keogh  
James Leaman  
James McClain  
Hiawatha Nicely, Jr.  
Doyle Rasnick  
Rita Ricks  
Toney Rigali  
D. Robin Sullenberger  
James Underwood  
Brett Vassey  
Andrea Wooten

Members Absent: Elwood Boone  
Roozbeh Dadabhoy  
Commissioner Dolores Esser  
Secretary Patrick Gottschalk  
Delegate Clarke Hogan  
Mayor Linda Johnson  
Senator A. Donald McEachin  
Guillermo Meneses  
Senator Yvonne B. Miller  
Secretary Thomas Morris  
Secretary Marilyn Tavenner

**CALL TO ORDER**

**Dr. Robert P. Leber, Chair**

Dr. Leber called the meeting to order and welcomed the public.

Dr. Leber introduced Dr. Thomas McKeon, Executive Director of the Roanoke Higher Education Center (RHEC). Dr. McKeon welcomed the Council on behalf of the Roanoke Higher Education Center and the City of Roanoke. Dr. McKeon shared the history of the Roanoke Higher Education Center from its inception in August 2000 to the newly dedicated Claude Moore Education Complex in June 2008. He acknowledged the continuous expansion of program services with more than 200 programs and support for workforce development initiatives that provide training, and broaden life learning and enrichment.

Chair Leber thanked Dr. McKeon and Roanoke Higher Education Center's staff for their hospitality and services extended to the Virginia Workforce Council and meeting attendees. Chair Leber also acknowledged Kim Moore, Manager and the Roanoke Workforce Center staff for hosting a tour at the Workforce Center for members of the Council and staff.

Chair Leber commended members of the Council and their commitment to public service provided through their service to Workforce. He recognized Hugh Keogh, President, Virginia Chamber of Commerce and acknowledged his ending tenure as a member of the Virginia Workforce Council.

## **ROLL CALL**

**Jean Thomas-Banks**

Ms. Thomas-Banks called the roll and confirmed the quorum.

## **MINUTES**

- ◇ Action recommended: Approval of the minutes for the June 10, 2009 meeting.  
The Council approved the minutes as submitted.

## **PUBLIC COMMENTS**

Chair Leber welcomed Sharon L. Harrup, CEO, STEPS, Inc. "*Where a Job can Change a Life*", and recognized October as Disability Awareness Month.

Ms. Harrup presented to the Council services of STEPS, Inc., which is a not-for-profit *Employment Services Organization* (ESOs) that offers transitional or supported employment services to Virginians with disabilities. The Code of Virginia refers to these business entities as Sheltered Workshops. The vast majority of these organizations are nationally accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF).

Ms. Harrup addressed the Council to bring awareness of the status of unemployment among Virginians with disabilities to the attention of the Council and the Virginia Community College System in an effort to secure the support of the Council. Ms. Harrup asked for the support of the Council in addressing the disparity among the number of individuals that are employed with disabilities. She further stated the organization focuses on job training for individuals with disabilities which will lead to an employment outcome. The mission of STEPS, Inc. is to establish work and/or life opportunities and economic resources for underserved individuals by providing job training and creating collaborative partnerships with public and private companies in high growth industry clusters to eliminate workforce disparities and to strengthen Virginia's position on employing all persons, including those with disabilities.

Ms. Harrup acknowledged Executive Orders 101 (2005) and 33 (2006) and the administration of Governors Warner and Kaine to correct past cultural and economic disparities, although probably an unintended consequence, overlooking the expanding opportunities to Virginians with disabilities. The

initiative recommended is to secure access for Employment Services Organizations (ESOs) and allow the same access as provided in the Executive Order 33 (SwAM) to be extended to ESOs. This would be a primary source of employment for individuals with significant disabilities and help bring economic justice through the creation of more jobs and more secure careers to these individuals.

Ms. Harrup informed Council of recent findings and national trends regarding unemployment among persons with disabilities, three out of four or approximately 75% of Virginians with disabilities are unemployed according to the U.S. Census data for Virginia. This is over ten times the unemployment rate of Virginians without disabilities. Unfortunately, these numbers are virtually unchanged from studies conducted prior to the passage of the Americans with Disabilities Act in 1990.

*For further information contact:*

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Chair Leber in response addressed the specifics of Ms. Harrup's request for support and ask that Ms. Harrup consider addressing the Council as a guest speaker in January 2010. Ms. Harrup will be contacted regarding a follow-up presentation by VCCS Staff to address the request for support.

Chair Leber thanked Ms. Harrup for her presentation to the Council.

## **REPORTS**

### **Chairman's Report – Dr. Leber**

- Career Pathway Update

Chair Leber gave a brief history of the Career Pathway System and its progress. The Commonwealth of Virginia created a statewide career pathway system to link education, workforce, and economic development, to address all education and training levels. Career Pathway System is an approach by which regions align supported services and programs to build a workforce customized to the needs of local labor markets.

Progress to date involves the designation of Virginia Workforce Council Committee liaisons to the Career Pathway Task Force. These designees will serve as champions of the plan and address recommendations presented at the June meeting; meet the objectives of the Career Pathway Taskforce and work cohesively to deliver the Career Pathway recommendations, identify funding and grant opportunities, establish Career Pathway Working Groups, and introduce the Career Pathway Initiative to the next Administration.

- Transition to Next Governor

Chair Leber briefed Council regarding upcoming elections, gubernatorial candidates and their responses to Workforce. He noted that the discussion was informational and did not indicate any political position for the Council.

- Increasing Employment Options through Collaborations with Economic Developers

Chair Leber informed Council on initiatives that have taken place to address expanding employment for adults with disabilities in Virginia. Goals identified were to determine how to create a demand-side focus

for training individuals with disabilities to meet the needs of employers; determine how to be more competitive; determine how to partner with economic development organizations and understand their process to align the disability and generic employment needs with business needs; learn how to use economic development and create employment opportunities for persons with disabilities; determine how to tap into entrepreneurial opportunities, and develop a catalyst to meet the demands of employers.

- Governor's Forum on Disability and Economic Development

Chair Leber applauded the Governor's Forum on Disability and Economic Development held on September 15-16, 2009 in Roanoke, Virginia. This summit held in collaboration with the Virginia Economic Developer's Association Conference convened to address the objectives earmarked, such as how to tap into and create opportunities to prepare persons with disabilities to be skilled to meet the employment needs of existing and emerging industry clusters; and determine how to be a catalyst for creating employment opportunities for persons with disabilities utilizing resources of the Virginia Economic Partnership (VEDP), its statewide system and processes for bringing industry into Virginia. The summit also embarked upon creating the blueprint to address unemployment among Virginians with disabilities. Some of the focus points of the blueprint are to identify-

*What are the employment opportunities?*

*How do we leverage strengths and resources?*

*How do we create promising strategies?*

Chair Leber invited Council to review the information provided and consider discussion points that build upon the Governor's initiative regarding Virginians with Disabilities in the Workforce.

### **Chancellor's Update- Dr. Glenn DuBois**

Chair Leber opened the floor to Dr. Glenn DuBois, VCCS Chancellor

- Dateline 2009 and Supporting the New Strategic Plan

Dr. DuBois provided to the Council goals to contribute to the economic viability of the Commonwealth, as Virginia's Community Colleges commits to increasing access, affordability, student success, workforce, resources, and management goals. These goals were recognized as the Chancellor emphasized a commitment to a public agenda, as Virginia's Community Colleges contributes to the economic and civic vitality of the Commonwealth.

Dr. DuBois shared 2009-10 Goals for supporting Dateline 2009's major goals: These initiatives focus upon increase system-wide enrollment up to at least 16,000 new students; increase annual participation in workforce programs and services from 125,000 to 225, 000 individuals (expanding 80%); graduation, retention and job placement rates to be expanded, and provide greater economic stability to allow Virginia to maintain their status of leading the Nation; increase the number of individuals that transfer to 4-year institutions; maintain affordable tuition and increase dual enrollment with high school students; and increase private and/or business partnership funding.

Dr. DuBois emphasized the support of the goals are aimed to meet the 2010-15 Strategic Plan for Virginia's Community Colleges. Dr. DuBois concluded that the transition consistently has challenges, whether its involving career transitions, successful transfers, program credits, or non-credit programs.

Chair Leber thanked Dr. DuBois.

## **Governor's Update, Senior Advisor Daniel G. LeBlanc**

Chair Leber opened the floor to the Senior Advisor, Mr. LeBlanc.

Mr. LeBlanc thanked Chairman Leber for his leadership and then introduced Dr. Camille Miller. Dr. Miller reported on the status on upcoming Comprehensive One Stops.

Dr. Camille Miller summarized the plan for comprehensive One Stops since 2006. To date, two comprehensive workforce centers have opened in Charlottesville and Roanoke. Currently there are four scheduled to open in December 2009 in Arlington, Danville, South Boston, and Prince William. In early January 2010, Martinsville/Henry County and at least five additional centers are negotiating contracts. Dr. Miller commended these sites on their hard work and commitment to the Commonwealth and Workforce, and the process involved in making this a reality.

Chair Leber thanked Mr. LeBlanc and Dr. Miller.

## **NEW BUSINESS**

### **American Recovery and Reinvestment Act Summer Youth Employment, Raymond Cousins, Virginia Community College System, Workforce Development Services**

Chair Leber introduced Mr. Cousins.

Mr. Cousins reviewed the American Recovery and Reinvestment Act Summer Youth Program Performance Results. Mr. Cousins highlighted the positive responses of the initiatives based on state and local perspectives. He reported on the overall performance, including funding level, expenditures, numbers served, state guidance and/or planning, local guidance and/or planning, program structure, work experience, types of work sites and job activities, target population, and media coverage.

Mr. Cousins noted that Local Workforce Investment Areas' (LWIA) plans for summer programs were well received and successful, even with the challenge of specific time frames for completion. The LWIA plans encompassed general design, structure, processes, procedures, outreach and recruitment, participant enrollment, expenditures, business partners, and positive media exposure to offset negative exposure. 9 of the 15 LWIA were involved in *Green* worksites and/or activities.

Mr. Cousins stated that the deployment of Summer Youth in future years will be effected if the state does not receive the funding level that was allocated this summer, which will drastically reduce the numbers of participants to be served. Mr. Cousins emphasized that by law, Local Boards are required to offer summer youth employment opportunities to link academic and occupational learning in the regular WIA programs.

Mr. Cousins applauded the Local Workforce Investment Areas (LWIA) present and those who participated in the ARRA Summer Youth Initiatives. He then introduced Doloris Vest,

### **ARRA Summer Youth Initiative LWIA III - Ms. Doloris Vest, President Western Virginia Development Board**

Ms. Vest presented the Youth Summer Work Program Description for Area III, as a recipient of the American Recovery and Reinvestment Act (ARRA) of 2009 Economic Stimulus Plan.

Ms. Vest summarized the purpose, its partners-Goodwill Industries of the Valleys, Tap This Valley Works, and Labor Local No. 980, as well as Pre-Apprenticeship. Ms. Vest identified the target population, ages 14-24 from regional locations including Alleghany Highlands, Roanoke Valley, Craig County, and Franklin County. Ms. Vest recognized challenges for the ARRA funding for Youth, specifically income guidance. Ms. Vest discussed the ARRA Youth service program, the process for developing the program that involved recruitment, assessment, work-readiness, on-site work experiences, and pre-apprenticeship pilot programs. There were several opportunities at the conclusion of the program identified, which included-employment, occupational apprenticeship, Job Corps, Youth Build, WIA year-round programs, and continued education. Ms. Vest discussed the timelines developed to complete the program within the timeframe allotted, reviewed the management of the project, mentoring and counseling opportunities provided, participant incentives, and budgetary expenses.

Ms. Vest introduced Mrs. Arlene Simmons, Baby Duck Preschool, as one of the business partners and youth participant, Jessie Shampine, to discuss their experiences and successes with the ARRA Summer Youth Initiative. Mrs. Simmons summarized her work sites participation. Jessie, as a youth participant talked about the value of the program, building of self-esteem, and appreciation for being given the opportunity.

Chair Leber thanked Mr. Cousins, Ms. Vest, Mrs. Simmons, and Ms. Shampine.

#### **COMMITTEE CHAIRPERSON REPORTS**

The meetings of the committees to the Council were held prior to the full Council session, 9:30 – 12:00 p.m.

Chair Leber opened the floor to Huey Battle and Mark Dreyfus.

#### **Performance and Accountability Committee Strategic Planning Committee**

**Huey Battle  
Mark Dreyfus**

- Final Recommendations of the Workgroup to Study Performance Measures

Mr. Battle opened the discussion with a brief history of the Workgroup being established in January 2009 to study performance measures. To meet the objective Performance and Accountability and Strategic Planning Committees worked cohesively to accomplish this goal. Based on objectives established and current measures the Workgroup identified several recommendations. Mr. Battle introduced Dr. Kathy Thompson, VCCS Staff to the Committee to present the recommendations.

**Six Common Measures:** Upon approval by the U.S. Department of Labor, Employment and Training Administration (DOL/ETA) the Workgroup recommended the integration and implementation of the DOL six (6) Common Measures in place of the WIA 17 Core Performance Measures. The anticipated effective date for the Common Measures is July 1, 2009.

**Strategic Planning Committee:** Following the approval of the 6 Common Measures by DOL/ETA, the Strategic Planning Committee will redefine the “Credential” measure for Virginia and allow the inclusion of the Career Readiness Certificate (CRC) in such a Performance Measure for local workforce investment boards (WIBs).

**Business Measures:** To increase collaborations between the WIBs and local businesses and industries, the Workgroup appointed a sub-committee led by James McClain to develop Business Measures that will be

applied to the work of the WIBs in addition to the Common Measures. The anticipated effective date for the Business Measures is July 1, 2010.

**Performance and Accountability Committee:** Because the Business Measures are in addition to the Common Measures, the Performance and Accountability Committee will create an Incentive Program to measure their effectiveness. The Business Measures are:

1. Conduct economic research that calculates collaborations between business entities (chambers of commerce/economic development) and WIB services to determine the local direct economic impact of local workforce boards, including skill development and job placement of jobseekers (increased wages and spending) focused on local, regional and state target sectors;
2. Support businesses, both new and established, and education/training providers to integrate services and programs, and when applicable, coordinate curriculums and promote alignment with economic development priorities;
3. Implement Career Pathways Modeling in local One-Stop Service Delivery System; and
4. Track and facilitate local workforce incentives to businesses, including new workers on-the-job training wage subsidies, tax credits and Federal bonding.

#### **Implementation Strategies for the Business Measures**

1. Add to the four Business Measures the two System Measures related to employers (#5 –Repeat Employer Customers (Accountability Measures); and #6- Employer Market Penetration (Performance Indicators);
2. Create a baseline to evaluate and track the Measures for two-years with the target implementation July 1, 2010.
3. WIA staff will issue guidance to the WIBs requiring the incorporation of the Business Measures into their WIB Strategic Plans.
4. Review of the **WIB Strategic Plans** to examine the integration of the measures once they are implemented.
5. Evaluation of WIBs by VCCS to determine compliance to the plans and their implementation of the measures.
6. Report the progress of the WIBs to the Council
7. Establish a **WIA Incentive** funding level to be included in the Incentive Award Process in the future that reflects achievement in implementing these measures.

Mr. Battle summarized the action being recommended and presented the Motion to the Council.

Motion: Approve as outlined in pages 57-58 in the Council packet the Seven Common Measures plus the Credential Measures, the Business Measures, and the Implementation Strategies.

Chair Leber opened the floor for discussion, and/or to receive the Second Motion. Chair Leber acknowledged Brett Vassey.

Mr. Vassey, Council member, asked, “How will the seven measures affect the Council’s already approved 9<sup>th</sup> System Measure established for the Career Readiness Certificate (CRC)?”

Mr. Battle responded that the six common measures with the inclusion of the “Credential” measure will elevate the status of CRC because it will be included as part of the WIA Performance measures.

Chair Leber thanked Mr. Vassey. With no further discussion, the motion was properly seconded and unanimously approved.

### **Workforce Services Committee**

**Rita Ricks**

Chair Leber opened the floor to Ms. Ricks.

- Continuing Professional Development for One-Stop Career Center Staff

Ms. Ricks reported to the Council regarding the findings compiled from research and two surveys conducted to enlist feedback from Local Workforce Investment Boards (LWIB) Directors and individuals who received certification. Barbara Kessler was introduced to provide result information regarding the certification program. Based on the results, Ms. Ricks introduced several recommendations for Council's approval and requested this information item be considered as an action item.

Ms. Ricks presented these recommendations:

1. End the contract with Dynamic Works on October 31, and encourage LWIB to enroll new staff by the date.
2. Link staff certification to center certification
3. Establish as a standard 60% of front-line staff to be certified.
4. Partnership with NAWDP for national certification
5. Virginia Specific Course to be part of the certification process.
6. Re-certification: 60 hours of professional development every three years.

Chair Leber opened the floor to discussion regarding the informational item and recommendation for action. Chair Leber stated that One-Stop Operators and Managers need to be made aware of the 60% standard and that LWIBs should incorporate into the purchase order or RFP for enforcement. Mr. Richard Gonzalez, Committee Member, responded that this is part of the WIBs operation's policy.

Mark Dreyfus suggested that the standard should be stated as a minimum of 60% and that it is not a bad thing for LWIBs to reach for 100%.

Chair Leber raised the issue again regarding communication to the field and LWIB incorporating the standard on RFP. After some discussion ensued, Chair Leber, recommended that the motion be withdrawn as presented as the recommendations presented were follow-up items from the June 10, 2009 Council meeting by the Workforce Services Committee and staff to the Committee. Council specifically requested that additional research be conducted to make sure LWIBs were on board with the standard of 60% minimum and that there is something in place for professional development beyond the end of the contract on October 31, 2009 with Dynamic Works Institute (DWI). The report presented to the Committee on the research results supports the recommendation made, and therefore, a motion was not needed.

Chair Leber then asked that the motion be withdrawn and acknowledged the recommendations. The recommendations were review and required no action for a motion.

- One-Stop Service Delivery System Policy

Ms. Ricks then asked Council members to refer to their packets on pages 66 to 69 regarding the One –Stop Service Delivery System Policy. There are currently four Council policies that directly impact the One-Stop Service Delivery System, and the Committee agreed to streamline and consolidate these policies. The draft will be reviewed at the Committee's November meeting and the Committee's recommendations will be introduced to Council for their review and approval at the January 2010 meeting.



Chair Leber recommended that staff provide all four policies and the revised draft for their review.

- 2009 General Educational Development (GED) and Lifelong Learning Awareness Week

Ms. Ricks provided a summary of the GED & Life Long Learning Awareness Week, October 19-23, 2009 and announced the funds awarded to each LWIBs on a reimbursable basis in order to offer the GED Test free to a maximum of 35 WIA enrolled participants. Final results of the initiative will be provided to the Council at the conclusion of data reporting and compilation. Ms. Ricks then introduced the Governor's public service announcement recognizing GED and Lifelong Learning Awareness Week.

### **Business Services Committee**

**Don R. Sullenberger**

Chair Leber opened the floor to Mr. Sullenberger. Mr. Sullenberger briefly discussed the direction of the Business Services Committee and recapped presentations that have been given to the committee to provide an overview of employer training services offered by Virginia's Community Colleges. Mr. Sullenberger reported that the Committee continues to move forward in supporting Career Readiness Certificates. Mr. Sullenberger introduced information regarding the American Recovery-Reinvestment Act Competitive Grants for Green Jobs, and the initiatives being considered.

- Virginia's Community College Occupational, Non-credit Training

Mr. Sullenberger provided an overview on non-credit courses as an information item, which required no action. The committee focused on funding community college occupations, courses, programs, and services in three general categories- 1) funding to support workforce outreach and services to employers, workforce investment boards, adult education providers, economic development officials, and others involved in workforce education and training efforts; 2) funding to support customized training and open enrollment courses for workforce development; and 3) funding to establish a program for innovation and excellence in high-need, high-wage fields.

Mr. Sullenberger referred to the report of the Mangum Economic Consulting firm, "*The Role of Workforce-Related Noncredit Education and Training in Virginia's Economy.*" The report assessed the role that VCCS' workforce-related noncredit education and training services play in Virginia's economy.

- Update on Career Readiness Certificate

Mr. Sullenberger stated that the Virginia Workforce Council voted to adopt the attainment of the Career Readiness Certificate (CRC) as a state performance measure for the Workforce Investment Boards (WIBs) in January 2008.

Mr. Sullenberger thanked the Workgroup to Study Performance Measures for including the Career Readiness Certificate as the seventh WIA Common Measure that will begin retroactively to July 1, 2009, when they are approved by the U. S. Department of Labor. This was an informational item and required no action.

- Virginia's Community Colleges – ARRA Competitive Grants for Green Jobs

Mr. Sullenberger introduced to the Council the State Energy Sector Partnership (SESP) and Training Grant proposal written to be submitted to the U. S. Department of Labor in October 2009 as a request for \$6 million to support the Virginia Energy Sector (VES) project. This initiative will establish an energy sector training program within each of Virginia's 15 Local Workforce Investment Boards (LWIBs). The VES program will create training and employment opportunities for dislocated workers, incumbent workers, and job seekers interested in employment in the energy sector identified in LWIB areas.

The leadership of VES will be provided by the Virginia Workforce Council with oversight and implementation by the membership of the Virginia State Energy Sector Partnership. If granted, the program will begin in January 2010.

- ◇ Action recommended: Approval for the proposal to be submitted to the U. S. Department of Labor.

Motion: Council to approve the proposal that will be submitted to the U.S. Department of Labor on October 16, 2009 for the State Energy Sector Partnership (SESP) and Training Grant.

The motion was properly seconded and approved unanimously.

Chair Leber thanked Mr. Sullenberger.

### **Communications Committee**

**Hiawatha Nicely, Jr.**

Chair Leber opened the floor to Mr. Nicely.

- Newsletter Evaluation

Mr. Nicely discussed the Virginia Workforce Council newsletter as a tool to share information, ideas, best practices, and opportunities in the area of workforce development in Virginia. Mr. Nicely addressed the council regarding responses from members to the Council regarding the VWC newsletter survey. Mr. Nicely informed Council members to complete the evaluation in the packet (pages, 84-88), and return at the end of the meeting.

Mr. Nicely thanked VCCS' staff to the Committee and Brian Long for the demonstration of the Virginia Workforce Connection-Virtual One Stop System (VOS). The presentation of VOS was in response to a request to develop a web portal for all audiences. The demonstration determined that VOS covered these general criteria.

- Virginia Workforce Council Annual Report

Mr. Nicely stated that the draft report was presented by Lauren Von Herbulis, VCCS' Staff to the committee. The Communications Committee will review the preliminary draft of the annual report and provided additional guidelines on the content, design, and distribution. The Committee and Council have made a decision to distribute the report electronically, and it will include multiple hyperlinks to other available data and information, in an attempt to shorten the length of the document.

Prior to final distribution, a draft of the report will go the Governor's Policy Office for revision before being submitted on November 3, 2009 to the General Assembly.

Chair Leber thanked Mr. Nicely.

### **OLD BUSINESS**

#### **Finance Report**

**George Taratsas**

Mr. Taratsas provided statistical data regarding Annual WIA Funds status as of June 30, 2009. Mr. Taratsas provided information pertaining to program years 2008-2009, Local Workforce Area expenditure rates for youth, adult, dislocated workers, and administration. Mr. Taratsas also presented a summary of the WIA grant allocation and budget for Program Year 2009 Statewide activities. Mr. Taratsas noted that WIA Program represents one of several grants available in the Commonwealth to fund the Workforce Development System, including the American Recovery-Reinvestment Act (ARRA).

Chair Leber opened the floor to discussion from Members.

Several members questioned allocations, spend downs, possibility of waivers, clarification of funding sources to private training providers, and if the allocations/budget guidelines were enforced only on federal guidelines.

Chair Leber recognized the need for a more in-depth discussion and requested follow-up discussion be included in the January 2010 agenda.

Chair Leber thanked Mr. Taratsas.

**Meeting dates**

**Paula Dehetre**

Council members are asked to respond to Jean Thomas-Banks regarding availability for the next Council meeting. The dates being considered are January 7 or 8 2010.

**Announcements**

- 1) Reminder: The early bird registration deadline for National Association for Workforce Boards (NAWB) is December 18, 2009.
- 2) Members are asked to complete the meeting evaluation form at the back of the packet.
- 3) Members are asked to complete their Travel Expense Reimbursement form (travel forms are to be completed within 3 days following travel).

**Adjournment**

Chair Leber thanked staff and Council for their continued diligence and the meeting was adjourned. The meeting adjourned at 4:05 p.m.