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**M E M O R A N D U M**

**To:** Executive Committee

**From:** Doloris E. Vest  
WIB Coordinator

**Date:** 1/18/2005

**RE:** Bi-Monthly Report

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Activities December 1, 2004 – January 19, 2005:

**General**

- Hired administrative assistant, Anne Cooney, through Kelly Services.
- Hosted meetings with state officials for CLEO Consortium, Board of Directors, Youth Council and One-Stop Consortium, Dec. 15-16.
- Provided additional documentation for board recertification.
- Compiled and distributed information for WDB Update Nos. 1-4.
- Completed purchase, installation and training for CareerScope at One-Stops.
- Finalized Alleghany County Youth/Adult program contract Jan. 12.
- Agreed to represent WDB on Roanoke Alleghany Regional Commission; met with Commission Executive Director Wayne Strickland to discuss role; will present brief WIA/WDB introduction at meeting Jan. 27.
- Reviewed current WDB Bylaws to identify required updates, revisions.
- Prepared NCEE summary report for distribution.
- Phone discussion with Martin Jefferies on Goodwill referrals.
- Scheduled RFP meeting; cancelled due to significant scheduling issues.
- Met with Rick Calhoun on possible funding for Blue Ridge Technical Academy scholarships Dec. 17.
- Discussion with Project Train IT representative on future participation.
- Reconciled outstanding billing issues with TAP and Alleghany County.
- Research on WIA and state policies.
- Research on Sunshine policy and email/web-based communication for board.
- Met with Linda Matthews on additional Youth Funding.
- Met with TAP representatives on Compliance Review Findings.
- Reserved Space for WDB at the Salem/Roanoke County Chamber Showcase in March as part of our Marketing to Business grant activities

**Meeting Attendance/Participation**

Represented WDB at the following:

- Roanoke Regional Development Meeting, Salem, Dec. 1.
- Executive Directors Association Meeting, Richmond, Dec. 8.
- Youth Council, RHEC, Dec. 9.
- Dr. Barbara Bolin, staff and WDB representatives, RHEC, Dec. 15-16.
- Roanoke City council Meeting to Request Funding Receipt approval Dec. 20 and Jan. 3.
- Executive Directors Association, Richmond, Jan. 5.
- Virginia Workforce Council, Richmond, Jan. 6.
- Grant Workshop (sponsored by HUD), Richmond, Jan. 12-13.
- Dr. Barbara Bolin and Executive Directors, Richmond, Jan. 19.
- Roanoke Regional Chamber Government Affairs Committee, Jan. 14.
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**Notifications:****Received**

- Full board certification.
- Final notification of PY2003 numbers.
- Preliminary PY2004 1Q numbers.
- Letter of findings on Compliance Review conducted May 2004.
- Letter of full WIA funding for PY2004 from VEC.

**Distributed**

- Virginia Workforce Council Annual Report distributed to Board members.
- Approval of Build a Better Future locally-recognized credential to Alleghany County officials.
- Report on "Marketing Communication Pilot for Business" grant to VEC, Dec. 31.
- Request for Corrective Action Report from TAP on finding in Compliance Review Report
- Training Provider solicitation letters and recertification notices Jan. 18.

**Other****Administrative**

- Arranged for off-site backup of computer files.
- Monitoring results (July 2004) letters sent to Goodwill, TAP, and VEC.
- Purchased Director's & Officers' liability insurance policy – local firm provided policy at a savings of more than 50 percent.
- Quarterly Expenditure Detail report for PY2003 compiled, submitted, accepted by VEC.

**Referrals**

- Francie Dye to Job Corp
- Jane Conlin to Goodwill
- Paul Paradzinski to Goodwill
- Seven miscellaneous referrals to Workforce centers.

**Upcoming and ongoing**

- Revise and print Roanoke Partners brochure.
- Marketing to Business grant activities.
- Alleghany Contract implementation.
- Completion of matrix development started during meetings with state officials.