

Western Virginia
Workforce Development Board

M E M O R A N D U M

To: Board of Directors

From: Doloris E. Vest, President, WDB

RE: Staff Activities

Date: March 24, 2006

Administrative

- Draft of Annual Demand Plan
- Obligations determination for programs
- Finalization of IRS application for tax exempt status
- Compilation of benefits package and related cost, if provided by City of Roanoke
- Review of Roanoke City employee policies
- Preparation of Partner Memoranda of Understanding for PY 2006-10
- Development of workforce system job descriptions (director, information specialist)
- Inactive file research and clearing
- Research for board nominees
- Facilitated fund transfer Dislocated Worker to Adult Services
- Reformatting/standardizing program forms for continuity

Programs

- Evaluation of existing policies for compliance with state and federal regulation
- Revamping Certified training provider policy, forms and procedure to match state and federal regulations
- Recommendations for additional program allocations for remaining PY 2005
- Proposal for reorganization of Workforce Centers and staffing
- Research into possible incumbent worker programs
- Research on ADA compliance requirements relating to certified Training Providers
- Developed proposed by laws for youth council
- Compliance monitoring for Dislocated, Adult, Youth programs
- Conference for prospective training providers, March 1
- Case manager training on supportive services, training providers, March 22
- Coordinating CareerScope training for new case managers, March 21
- Reviewed, confirmed and updated training provider information in VWN
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Marketing and Community Efforts

- Presentation to Leadership Roanoke Valley on opportunities for area high school seniors, Jan. 18
- Presentation to VEC staff on WIA programs
- Publicity for workforce center tax seminar March 4
- Panel discussion with Leadership Roanoke Valley on CTE opportunities
- Junior Achievement Facilitator March 16
- Performance Achievement Luncheon, March 22
- Roanoke County CTE Excellence in Teaching panelist

Information and Reports

- Prepared quarterly program participation by jurisdiction reports
- Second quarter Performance and third quarter projections
- Dislocated Worker PY2005 local Monitoring report

Meetings

Who	Topic	Date
Martin Luther King Day breakfast	▪	Jan 16
Program Operators, J. Barnett, L. Matthews	▪ Program obligations for remaining PY2005 and Py2006	Jan. 17
Regional Development Committee – Salem, Roanoke County Chamber	▪ Program on CTE for area guidance counselors	Jan 19; Feb 16
Training provider Committee	▪ Review suggested policy, procedures, forms	Jan. 20
Roanoke Regional Chamber Workforce	▪ Teacher programs, plans for spring	Jan. 20

Advocacy Committee		March 17
One stop Operator Consortium	<ul style="list-style-type: none"> ▪ Preparation to meet Tier II Certification 	Jan. 20 Feb. 17 March 17
Linda Matthews, Goodwill	<ul style="list-style-type: none"> ▪ Regular contract meeting 	Jan. 24
Executive Committee	<ul style="list-style-type: none"> ▪ Monthly meeting: workforce center issues 	Jan. 26
Roanoke Valley Alleghany Regional Commission	<ul style="list-style-type: none"> ▪ Monthly meeting 	Jan. 26
Melanie Younger, RADAR	<ul style="list-style-type: none"> ▪ Transportation opportunities for participants 	Jan. 27
Roanoke Regional Chamber Legislative Dinner, Richmond	<ul style="list-style-type: none"> ▪ Legislative dinner 	Jan. 30
Marietta ? Workforce Center, Hopewell	<ul style="list-style-type: none"> ▪ Best practices research 	Jan. 31
Board of Directors	<ul style="list-style-type: none"> ▪ Regular bi-monthly meeting ▪ Special called meeting 	Feb. 3 March 9
VEC, US Department of Labor, Richmond	<ul style="list-style-type: none"> ▪ Common Measures training 	Feb. 7
Roanoke Workforce Center Partners	<ul style="list-style-type: none"> ▪ Review of Workforce Center proposal 	Feb. 8
WIB Executive Directors, Richmond	<ul style="list-style-type: none"> ▪ Monthly meeting 	Feb. 10
Youth Council	<ul style="list-style-type: none"> ▪ Monthly meeting 	Feb. 14 March 14
Workforce Center Committee	<ul style="list-style-type: none"> ▪ Review of Center proposal 	Feb. 15
VEC deputy Commissioner Shelby Robinson	<ul style="list-style-type: none"> ▪ Workforce Center challenges 	Feb. 17
H. Lesko, W. Carpenter, consultants	<ul style="list-style-type: none"> ▪ Workforce Center assessment planning session 	Feb. 17
RHEC marketing team	<ul style="list-style-type: none"> ▪ Open house, marketing planning 	Feb. 21
Roanoke City Schools CTE committee	<ul style="list-style-type: none"> ▪ Priority planning 	Feb. 21 March 9
Roanoke County Schools CTE	<ul style="list-style-type: none"> ▪ Approval of annual plan 	Feb. 22
Workforce Network	<ul style="list-style-type: none"> ▪ Monthly meeting 	Feb. 28
Karen Jackson, NCBT	<ul style="list-style-type: none"> ▪ Training provider qualifications and requirements 	Feb. 28
Leadership Region 2000 trip	<ul style="list-style-type: none"> ▪ Visit to Lynchburg 	March 3
D. Summers, Davis H Elliott	<ul style="list-style-type: none"> ▪ Training provider qualifications and requirements 	March 7
Chmura Economics, Richmond	<ul style="list-style-type: none"> ▪ Jobs EQ training 	March 8
Salem-Roanoke County Chamber	<ul style="list-style-type: none"> ▪ Annual Dinner 	March 9
J. Hull, M. Miller RVARC	<ul style="list-style-type: none"> ▪ Jobs EQ pilot orientation 	March 10
Junior Achievement	<ul style="list-style-type: none"> ▪ Training for CTE program 	March 10
Jerry Barnett, VEC	<ul style="list-style-type: none"> ▪ Regular contract meeting 	March 13
Nominating Committee	<ul style="list-style-type: none"> ▪ Officer, board member nominations 	March 15
Workforce Center Consortium	<ul style="list-style-type: none"> ▪ Organizational meeting 	March 22
Roanoke Regional Chamber Government Affairs Committee	<ul style="list-style-type: none"> ▪ General Assembly Recap, review of local races 	March 16
Brad Kesner, ECPI	<ul style="list-style-type: none"> ▪ Training provider qualifications and requirements 	March 7

Routine

- Board correspondence as needed.
- Web updates (weekly).
- Meeting preparation (weekly).
- Monthly state financial reports.
- Federal, state, board employment document review, preparation and submission (monthly).
- Financial documents review, preparation and submissions (daily).
- Routine inquiries and referrals to partners, workforce centers, WIA programs and economic development organizations (daily).