

Executive Committee
Roanoke Higher Education Center, Suite 808
3:00 PM, Wednesday, February 4, 2004

- I. Call to Order Roger Dalton
- II. Approval of Minutes – December 4, 2003 Roger Dalton
- III. Treasurer’s Report Rob Glenn
 - A. Fiscal Statements December 2003
 - B. Workforce Center Reports December 2003
 - D. Contract Reports December 2003
- IV. Executive Director Report Bruce Wood
- V. Committee Reports
 - A. Youth Council Paul Paradzinski
 - B. One Stop Operator Consortium Bruce Johannessen
- VI. Unfinished Business
 - A. Bylaw Revision
 - B. Demand Plan
 - C. Strategic Plan
- VII. New Business
 - A. One Stop Operator Consortium Recommends
 - 1. Individual Training Account Policy Revision
 - B. Youth Council Appointment: Becky Johnson
 - C. Training Provider Certification Policy/Procedure
 - D. Protocol for Inclement Weather
 - E. Protocol for Unsolicited Funding Requests
- VIII. Announcements
 - Next Meeting: 3:00 PM Wednesday, March 31, 2004
Roanoke Higher Education Center, Suite 808
- IX. Adjourn

Executive Committee
Roanoke Higher Education Center, Suite 809
Monday, December 1, 2003, 3:00 PM
MINUTES

I. Call to Order Roger Dalton
Roger Dalton called the meeting to order at 3:10 PM.

II. Attendance Katy Herbst
Katy Herbst recorded attendance.

Members Present: Roger Dalton, Will Davis, Carroll Gentry,
Robert Glenn, Bruce Johannessen, Kathy
Page, Dr. Robert Sandel

Staff Present: Bruce Wood, Executive Director

III. **Approval of Minutes – October 1, 2003** Roger Dalton
The minutes of the October 1, 2003 meeting were approved as presented.

IV. Treasurer's Report

Bruce Wood summarized changes to the budget to reflect the addition to the Staff of a part time book keeper to replace the line item for a part time secretary/receptionist, and the contracts with Total Action Against Poverty and Goodwill Industries of the Valleys, Inc., added as a result of the recent Truancy and Dropout Prevention RFP. Rob Glenn suggested changing the line at the bottom labeled WDB expenditures to Projected Expenditures.

The expenditure summaries for 2002 funds and 2003 funds were reviewed. Bruce indicated that the negative numbers reflect the fact that at the time of the report the city had not yet appropriated the full allocation of WDB funds. City Council approved this appropriation during their meeting earlier on November 20, and those changes will be indicated on the next reports. Members discussed changing the numbers to present to the Board but it was decided that since the expenditure summary presented to the Executive Committee is the summary that was submitted to the state, it is appropriate to provide the same information to the Board, with an explanation of the negative figures in the unobligated funds column of the PY03 report for September 2003.

