

**Workforce Development Board Executive Committee Meeting  
Roanoke Higher Education Center, Suite 808  
Thursday, May 20, 2004, 9:00 AM  
MINUTES**

- I. Call to Order Roger Dalton  
Roger Dalton called the meeting to order at 9:00 AM.

II. Attendance

Members Present: Roger Dalton, Chair  
Bruce Johannessen, One Stop Operator Consortium  
Kathy Page, Secretary  
Carroll Gentry for Dr. Robert Sandel, Virginia Western  
Community College

Staff Present: Bruce Wood, Executive Director  
Katy Herbst, Administrative Assistant

- III. Approval of Minutes – March 18, 2004 Roger Dalton

The Minutes of the March 18, 2004 meeting were presented but not approved due to lack of a quorum.

- IV. Treasurer's Report Bruce Wood

Bruce Wood discussed items on the March expenditure summaries for PY02-03 and PY03-04 Funds. The discussion of the PY04-05 Budget was moved up on the agenda, to be included in the Treasurer's report with agreement from Committee Members. Bruce Wood summarized the budget items and a discussion followed. Carryover Amounts are based on the previous year's allocations less the amount contracted for during PY03-04. Bruce Johannessen indicated that the Dislocated Worker program is expected to carryover approximately \$70,000 of the contracted amount. Bruce Wood agreed to inquire from the other contractors regarding their expected total expenditures for PY03-04. This number must be within ten percent of the contracted amount. Bruce Wood agreed to assemble a bullet-point summary that outlines how the carryover funds from PY03-04 will be obligated prior to June 30, 2004, and answers any foreseeable questions that may be raised concerning the budget for PY04-05. Bruce distributed a Profit and Loss Report generated

by QuickBooks and stated that he and Sherry Dean are designing a report that will tie the Expenditure Reports, the P&L Statement, and the Budget together, for fiscal reporting for PY04-05. Additionally, Bruce reported that the City of Roanoke will continue to serve as the fiscal agent for the WDB until July 1, 2005. The extension will afford the WDB administrative office more time to establish procedures that will allow for adequate processing of fiscal information. Additionally, the WDB and the City of Roanoke staff have eliminated many of the previous problems which initially prompted the WDB to pursue assuming the fiscal agent role.

V. Executive Director Report

Bruce Wood

Bruce Wood reviewed highlights of the Executive Director's Report included in the monthly packet distributed to the Board and the CLEOC representatives. Roger Dalton summarized the outcome of a meeting that took place in the Alleghany Highlands. Committee members concurred that steps need to be taken to resolve issues involving contractors and municipalities. Bruce Wood agreed to address the subject during the process of contract renewal. The contract negotiations were discussed and The Executive Committee emphasized the importance of contractors meeting reporting requirements, and to make sure that contractors are aware, during the negotiations, that as Executive Director, Bruce speaks for the Board. The Welfare to Work account has been closed out by the WDB and the City of Roanoke. Bruce Wood agreed that during the Board Meeting, he would request that the Board look over the written Executive Director's Report, rather than discussing the content during the Board Meeting.

Angela Tillery, VEC WIA Unit, will visit Area III, May 24-27, 2004, to conduct the Annual WIA Compliance Review.

VI. One-Stop Operator Consortium Report

Bruce Johannessen

The certification process for the Roanoke Workforce Center is complete. The Judges will recommend that the Roanoke Workforce Center be certified. The Marketing Committee is working on a video project for the Roanoke Workforce Center. Next week is One-Stop Highlight Week. The Workforce Center in Roanoke plans to hold a customer appreciation open house next Thursday, May 27. The One-Stop Operator Consortium will make its recommendation to purchase the Career Scope assessment tool for use by contractors, during the next Board Meeting.

VII. Strategic Plan

Bruce Wood

The Strategic Planning Committee is holding a public meeting Friday at 8:30 AM at the Wyndham Hotel to determine the business community's

assessment of their employment services needs for 2004-2005. Thirty-Five members of the business community have registered to attend.

VIII. Adjourn

The meeting adjourned.

IX. Announcements

Next Meeting:                   9:00 AM Thursday, July 22, 2004  
  Roanoke Higher Education Center, Suite 808

*Katy Herbst, Administrative Assistant, May 24, 2004*