

Executive Committee
Roanoke Higher Education Center, Suite 808
9:00 AM Thursday, May 20, 2004

- I. Call to Order Roger Dalton
- II. Approval of Minutes – March 18, 2004 Roger Dalton
- III. Treasurer’s Report Rob Glenn
 - A. Fiscal Statements March 2004
 - B. Workforce Center Reports April 2004
 - D. Contract Reports April 2004
- 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. Strategic Plan
 - B. Unsolicited Funding Request Guidelines
- VII. New Business
 - A. Youth Council Nominations
 - B. Board Nominations
 - C. PY2004 Budget
- VIII. Announcements

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

Executive Committee
Roanoke Higher Education Center, Suite 809
Thursday, March 18, 2004, 9:00 AM
MINUTES

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

- II. Attendance
Katy Herbst recorded the attendance.

Members Present: Roger Dalton, Chair
Rob Glenn, Treasurer
Bruce Johannessen, One Stop Operator
Consortium
Kathy Page, Secretary
Tom Richmond, Strategic Planning Committee

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

- III. **Approval of Minutes – February 4, 2003** Roger Dalton

The Minutes of the February 4, 2003 meeting were approved as presented.

- IV. Treasurer's Report

Bruce Wood discussed the January Expenditure Summaries for PY02 and PY03 Funds. PY02 Funds will be expended by June 30. The \$12,585 shown in the summary is being recalled by the state. This was funding the state provided for signage and the deadline for expending these funds has passed. Staff agreed to add a "Proposed Obligation" column to the budget.

The Committee determined that a Policy that establishes guidelines for amount of carryover to allow and how carryover funds are to be expended should be established.

Bruce Wood indicated that the WDB is still scheduled to be designated as the Fiscal Agent for WIA July 1, 2004.

V. Executive Director Report

Bruce Wood

In addition to the items presented in the printed Director's Report, Bruce Wood reported on Welfare to Work Funds. Welfare to Work funds are supposed to be administered by WIA. No information regarding these funds was received when the contractor transition was made. The State has advised the WDB that there are no funds remaining for Welfare to Work. Staff is working with Jane Conlin, Director of the DSS for the City of Roanoke, to provide an accounting for the Welfare to Work program as requested by the state. Staff agreed to seek guidance from Ms. Conlin regarding the reason that Roanoke did not receive WTW funding.

VI. Committee Reports

A. One-Stop Operator

Bruce Johannessen

Bruce Johannessen reported that the VEC is negotiating the lease for the Roanoke Workforce Center to include reconfiguration of the building to improve workforce center partner operations. The Operator Consortium Committees are evaluating different aspects of the system and the Marketing Committee is currently working on a tv-loop for the Roanoke Center that will highlight partner services in the workforce center.

VII. Unfinished Business

A. Demand/Strategic Plan

Bruce Wood and Tom Richmond will attend a Strategic Planning Session with Barbara Bolin and WIB directors around the state Thursday, March 25. March 31 Bruce Wood and Katy Herbst will be going to the Virginia Workforce Council Meeting in Richmond to report on the demand plan pilot.

B. Unsolicited Funding Request Guidelines

The Committee determined that a meeting of the Executive Committee with Debbie Hensley should be scheduled singularly to discuss this issue.

C. Generation Solutions Training Provider Application

Generation Solutions is currently on the statewide training provider list, which means that Area 3 WIA participants can enroll in their program without certification from the WDB.

VIII. New Business

A. Youth Council Nominations

The Executive Committee did not discuss the nominations to the Youth Council. Nominations received will be presented to the CLEOC and to the Board and the next meeting.

B. Training Provider Application: TBI Family Services

The Executive Committee agreed that the information provided on TBI Family Services is sufficient as long as a representative from the organization is present at the Board meeting to answer questions. The Committee agreed that any time a Training Provider is up for Certification, a representative should be required to attend the Board Meeting.

C. RHEC Satellite

Staff requested permission to pursue the inclusion of the Roanoke Higher Education Center as a Satellite location for WIA services. The Executive Committee agreed.

IX. Adjourn

The meeting adjourned at 10:30 AM.

X. Announcements

Next Meeting: 9:00 AM Thursday, May 20, 2004
 Roanoke Higher Education Center, Suite 808

Katy Herbst, Administrative Assistant, March 30, 2004