

**Western Virginia Workforce
Development Board**

**Executive Committee
Special Called Meeting
Tuesday, Nov. 16, 2004
Via Conference Call
Minutes**

I. Call to order

Chair Rob Glenn called the meeting to order at 2:05 p.m.

II. Roll Call

Doloris Vest called the role:

Members in attendance via conference call: **Rob Glenn**, The Issues Management Group; **Bill Jones**, BB&T; **Beth Doughty**, Roanoke Regional Chamber of Commerce; **John Mulvey**, Alleghany Highlands Economic Development Corporation; **Bruce Johannessen**, Virginia Employment Commission; **Wayne Flippen**, John C. Nordt; **Paul Paradzinski**.

Members absent: **Roger Dalton**, National College of Business and Technology; **Tom Richmond**, Altec Industries

Staff Present: **Bruce Wood**, executive director; **Doloris Vest**, administrative assistant

III. Old Business

Board Chair Rob Glenn updated the committee on recent organizational activities:

- A. Concerning the merger suggestion: WIB III and WIB III CLEO Consortiums will meet individually on November 17 to discuss the merger option. Should a mutual interest exist, the Western Virginia Workforce Development board could then consider the issue.
- B. Plans for operations in the coming months include:
 1. Executive Director Bruce Wood would become a consultant to the Board on a yet-to-be-determined hourly basis upon the termination of his employment contract on Nov. 30.
 2. Administrative Assistant Doloris Vest would become interim executive director at a rate of \$20 per hour, plus \$250 month for health insurance.
 3. A temporary agency will be contracted to provide administrative assistance.
- C. Area III has been approached by state officials about piloting a program that would rework the structure for operating Workforce Investment Boards in Virginia. Mr. Glenn will meet with state officials on Nov. 18 to investigate options and ideas related to reducing administrative activities and strengthening programs. Areas of consideration include:
 1. Codifying WIB association with the Roanoke Regional Economic Development Partnership which serves an identical geographic area.
 2. Review workforce development funding streams and work with other area agencies receiving such funds to maximize service while eliminating potential duplication.
 3. Resolve potential conflicts of interest within the WIB organization.

The Executive committee unanimously recommended to the CLEO Consortium that the Board of Directors investigate the pilot program options with state officials.

IV. Announcements

Next Meeting: Tuesday, Nov. 30, 2004 at 2 p.m. in Room 808 of the Roanoke Higher Education Center.

V. Adjournment

The meeting adjourned at 3:11 a.m.

Doloris E Vest

Doloris E. Vest

November 22, 2004

Date