

**Western Virginia Workforce
Development Board**

**Executive Committee
Roanoke Higher Education Center, Suite 809
Thursday, July 29, 2004, 8 a.m.
MINUTES**

I. Call to Order Roger Dalton

Roger Dalton called the meeting to order at 8:05 a.m..

II. Attendance

Katy Herbst recorded the attendance.

A. Members Present: **Rob Glenn**, Chair; **Beth Doughty**; **Bill Jones**, Treasurer; **Bruce Johannessen**, One-Stop Operator Consortium; **John Mulvey**, Secretary; **Paul Paradzinski**, Youth Council; **Tom Richmond**, Strategic Planning Committee

Guests Present: **Jane Conlin**, CLEOC Chair

Staff Present: **Bruce Wood**, Executive Director; **Doloris Vest**, Administrative Assistant

III. Approval of Minutes – June 11, 2004 Rob Glenn

As there was not a quorum present at the June 11, 2004 meeting the minutes were noted as unofficial; minutes for the March 18, 2004 meeting were approved as presented on a voice vote.

IV. Treasurer's report

Members received copies of the current budget and expenditure summaries for June 2004. Treasurer's Report was received and filed. Members discussed possibility of assuming fiscal agency for Area III WIA funding in the future.

V. Executive Director Report Bruce Wood

A. Members received Executive Director's Activity Report

B. Members received Workforce Center Reports for June 2004. Bruce Wood noted the CLEOC had discussed and decided to move forward with a "mystery shopper" visit to the Roanoke Workforce Center.

C. Contracts for PY 2004-2005 are ready for signing.

D. Clay Stein has completed the monitoring process for PY2003-2004. He has provided a list of deficiencies and what is needed to be in compliance. Bruce Wood distributed "Statement of Adherence" information.

VI. Committee Report

A. Youth Council – No Report – Council will meet at the end of August.

B. One-Stop Operator Consortium –

1. Bruce Wood reported the Consortium is working in conjunction with Roanoke Valley TV to produce a video loop for showing in the lobby of each center. The video will include brief pieces on each of the workforce center partners.
2. MOUs (memorandum of understanding) need to be revised to be in state compliance

3. Beth Doughty offered a discussion of marketing issues facing the workforce centers and how they might be addressed by board's marketing committee. Tom Richmond noted the Strategic Plan recommends action by the marketing committee. The committee asked Beth Doughty as chair of the board's marketing committee to take the lead in pursuing a marketing strategy.

VII. Unfinished Business

Strategic Plan – Bruce Wood reported he had received feed back from Catherine DeRosear in Richmond on Area III's preliminary Strategic Plan. He noted the plan had received high praise from Ms DeRosear, who suggested it might be used as a model for other areas. Mr. Wood indicated he had made the suggested adjustments and will present the plan to the board for approval at its regular meeting August 6. The final draft must be submitted to the state by August 15.

VIII. New Business

- A. Bruce Wood reported the CLEOC had made a number of appointments to the Youth Council and the Board of Directors. (See Minutes from the July 22, 2004 CLEOC meeting). Members discussed ideas for upcoming committee assignments.
- B. Members discussed conflict of interest issues and efforts to avoid such conflicts in the future. Mr. Wood noted the issue is addressed in the boards bylaws.
- C. Bruce Wood noted that he and board chair Rob Glenn had met with Linda Matthews of Goodwill concerning additional funding. Mr. Wood noted the board can increase funding for any existing contract as long as the funds are used as specified in their assignment to the board.

IX. Executive Session

At 9:30 members moved to Executive Session of the Western Virginia Workforce Development Board for discussion of personnel matters in accordance with Section 2.2-3711(A)(1). **Motion by Tom Richmond; second by John Mulvey.**

Members in attendance during executive session : Rob Glenn, Chair; Bill Jones, John Mulvey, Paul Paradzinski and Tom Richmond.

Motion stating that the members of the Workforce Development Board Executive Committee hereby certify to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the immediately preceding Executive Session. **Motion John Mulvey and second by Bill Jones closed the executive session.**

X. Announcements

Next Meeting August 26, 2004; Roanoke Higher Education Center, Room 808

XI. Adjournment

The meeting adjourned at 10:10

John Mulvey, Secretary

Date

Doloris E Vest, Administrative Assistant,

Date