

**Western Virginia Workforce  
Development Board**

**Executive Committee  
Tuesday, Nov. 30, 2004  
Minutes**

**I. Call to Order**

The meeting was called to order at 2:10 p.m.

**II. Roll Call**

Doloris Vest called the roll

Members in attendance via conference call: **Rob Glenn**, The Issues Management Group; **Bill Jones**, BB&T; **Beth Doughty**, Roanoke Regional Chamber of Commerce; **Wayne Flippen**, John C. Nordt; **Paul Paradzinski**.

Members absent: **Roger Dalton**, National College of Business and Technology; **Tom Richmond**, Altec Industries; **Bruce Johannessen**, Virginia Employment Commission; **John Mulvey**, Alleghany Highlands Economic Development Corporation;

Staff Present: **Bruce Wood**, executive director; **Doloris Vest**, WIB coordinator

**III. Approval of minutes**

Approval of minutes was deferred until the next meeting.

**IV. Treasurer's Report**

Executive Director Bruce Wood presented **Expenditure Summaries** for PY2003 and PY2004 through October 31, 2004, as posted to the WDB website. Mr. Wood noted that there are approximately \$200,000 in unallocated funds available for distribution and that up to 20 percent of WIA funds can be carried over year to year.

**V. Executive Director's Report**

- Mr. Wood presented the **Workforce Center and Contract Reports** which have been posted to the WDB website.
- WDB is awaiting the state's final **annual monitoring report**; there should be two (2) fail-to-meet findings of the 17 measures.

**VI. Committee Reports**

- Mr. Wood reported that the **RFP Committee** met Nov. 23 and began the process for awarding contracts for PY2005. Following the meeting staff provided all members with a sample contract for adult, dislocated workers, and youth and presented a timeline for ensuring recommended proposals can be presented at the April 1, 2005 board of directors meeting.
- Chairperson Paul Paradzinski reported that the **Youth Council** continues planning for the coming year. Goals include:
  - Bringing all youth organizations together to increase communication and cooperation.
  - Focus on increasing self esteem in youth
  - Present a more positive image of youth to the public and employers

Mr. Paradzinski noted the Council would like to work toward celebrating 2006 as "Year for Youth" throughout Area III and to establish a collaborative summer work opportunity for youth. The Executive committee offered its support in pursuing these goals.

Board Chair Rob Glenn offered his thanks to Mr. Paradzinski for his continued work and devotion toward youth in Area III.

- Mr. Wood Reported the One-Stop Consortium is completing work on a continuous-loop video about WIA services available at the Roanoke One-Stop. The One-Stop Consortium also is pursuing other avenues of marketing its services.

#### **VII. Unfinished Business**

- The board **approved three policies** presented by the One-Stop Consortium: Client Processing (No.03-105); Supportive Services (No. 03-116); Individual Training Accounts (No. 04-106). The policies will be presented at the regular board meeting on Friday, Dec. 3, 2004.
- Mr. Wood presented the WDB **Business Plan and Action Plan** for approval as posted to the web site. The plans have been submitted to state officials for approval. The committee recommended the board approve the plans as submitted to the state.
- Board Member Linda Matthews of Goodwill Industries of the Valley presented a proposal for using **unallocated funds**. The funds would be used for skill enhancement for underemployed employees. A second part of the proposal would provide for training 20 Somalian woman recently relocated to the area. The committee tabled the proposal in favor of investigating using unallocated funds to meet high-demand job needs in the area.
- Mr. Glenn reported that the **suggested merger** of Areas II and III would not be pursued. He noted he will present to the board information on the state's suggestion that Area III pursue new innovations in administering WIA funds more in line with the legislations intentions.

#### **VIII. New Business**

Mr. Wood presented Alleghany County's "Build A Better Workforce" for approval as a "**locally-recognized credential**." The Committee approved on a voice vote.

#### **IX. Announcements**

The next Executive Committee meeting will be Jan. 20, 2005 at 2 p.m. at the Roanoke Higher Education Center.

#### **X. Adjournment**

The meeting adjourned at 3:40 p.m.

*Doloris E Vest*

\_\_\_\_\_  
Doloris E. Vest  
WIB Coordinator

December 3, 2004

\_\_\_\_\_  
Date