

M E M O R A N D U M

To: CLEO Consortium

From: Doloris E. Vest, President, WDB

RE: Staff Activities

Date: 9/19/2005

Administrative

- Purchased required business insurance policies.
- Researched by-laws changes.
- Completed contract signing for all PY2005 contractors and for Workforce Center MOA.
- Reviewed Youth Council documentation and obtained missing paper work where necessary.
- Obtained corrected WIA agreement and support documents from Roanoke City Attorney David Collins.
- Distributed "Statement of Economic Interest" forms to board of directors.
- Placed Board of Director Annual meeting required advertising and announcements in Roanoke Times.
- Researched office relocation to higher-visibility location on second floor of RHEC.

Programs

- Prepared Program Services RFP timeline and researched and documented preparation.
- Reviewed Compliance Report with youth, adult and dislocated worker program operators; requested written response to findings; prepared WIB response.
- Completed close-out of PY2004 contracts, including comprehensive review of all participant files returned to the board June 30, to determine any risk of disallowed costs following state findings.
- Granted 5 percent youth exception for participant in Goodwill's youth program; total of two exceptions for PY2005.
- Worked with Goodwill Industries to assess status of adult participants enrolled in WIA programs in Alleghany County and mapped plan for continued participation or exiting.
- Conducted youth worksite compliance review; reported to Goodwill; corrective action report received.
- Began monthly meetings with program operators to review participation levels, expenditures, program elements and issues.
- Reviewed participant files to identify those participants who are inactive or have long-term participant issues. Program operators will be asked to investigate each and justify continued participation.
- Attended regional meeting "Industry and Occupational Cluster Analysis," for economic development and workforce development planning, July 14. Meeting sponsored by Virginia Economic Development Partnership and Virginia Community College System.
- Monitored (Dislocated Worker program operator) VEC's Rapid Response efforts at Spectacle Lens, Valley Rich Dairy and Lear Corp.
- Distributed resource information for Area III partners dealing with Katrina evacuees.
- Released RFP Sept. 11; release followed RFP & Programming Committee evaluation of past RFPs.
- Negotiated PY2005 Performance Standards with VEC- WIA staff.
- Completed scheduling for Job Readiness Class, October 2005 – March 2006.

Marketing and Community Efforts

- Provided Workforce Center Job Fair ads for August and September: design, insertion, billing for reimbursement.
- Coordinated establishing Job Readiness Program for Roanoke City's Prison Pre-release program; local RVSHRM agreed to coordinate the program as a community service (no cost to the city or state).
- Researched satisfaction among area employers concerning rapid response to lay-off announcements.
- Participated Sept. 13 in CareerFest 2005 at Tanglewood Mall; booth and space provided by WDB, staffed by Goodwill and VEC.
- Placed ads with RADAR, Sept – Dec.
- Advertised RFP in Roanoke Times, Richmond Times-Dispatch, Franklin News-Post (Rocky Mount); Covington News Leader, Roanoke Tribune, Salem Times-Register, Fincastle Herald, Vinton Messenger; also, New Castle and NRW papers.
- Sent RFP solicitation letters to organizations having requested information.

Information and Reports

- Provided information on Board make up to media: Roanoke Times, Channel 10.
- Received and distributed to Board and CLEO Preliminary Exit Report on Annual WIA state compliance visit in June.
- Completed and submitted annual compliance report response.
- Researched racial demographics of WIA participants for media, CLEO.

- Reaffirmed Youth Council membership; solicited additional members.
- Conducted WIA/Board of Directors orientation for new member Walter Harper. (New member Earl Reynolds declined an offer for similar orientation based on his tight schedule and previous close involvement with WIA.)
- Provided letter of support for Roanoke City Schools grant request.
- Solicited participation in and announced committee memberships for PY2005.
- Prepared executive summary of compliance findings for board of directors.
- Notified CLEO, board, program operators of Board member resignation (Roger Dalton) and subsequent vacancy. Nomination process and form distributed.
- Prepared and distributed news release on board staff appointments.
- Composed letter from CLEO Consortium to Alleghany County soliciting nomination for business representative to the board of directors.
- Reviewed and updated training provider state listings.
- Researched workforce program participation by Craig County residents and services in available in the county.

Meetings

Who	What	When
Darlene Burcham	<ul style="list-style-type: none"> ▪ Preparation for CLEO meeting 	July 18
Mary Ellen Goodlatte	<ul style="list-style-type: none"> ▪ Legal matters 	July 18
CLEO Consortium	<ul style="list-style-type: none"> ▪ Regularly scheduled meeting ; ▪ Meeting on board makeup and diversity, 	July 20 Aug. 3
Youth Council	<ul style="list-style-type: none"> ▪ Monthly meeting 	July 25 Aug. 16 Sept. 13
Bruce Phipps Goodwill Industries of the Valleys CEO	<ul style="list-style-type: none"> ▪ Workforce issues in preparation for General Assembly Joint Committee meeting 	July 25
Bill Overstreet GJ Hopkins Construction firm	<ul style="list-style-type: none"> ▪ Becoming certified training provider 	July 27
Executive Committee	<ul style="list-style-type: none"> ▪ Regularly scheduled meeting 	July 28
Ben Blumenthal , Virginia DRS	<ul style="list-style-type: none"> ▪ Role of local DRS in workforce efforts 	
Ben Bowman and Chuck Terrell , Virginia Western Community College	<ul style="list-style-type: none"> ▪ Joint workforce efforts 	July 29
Debbie Hensley	<ul style="list-style-type: none"> ▪ WIA technical assistance 	Aug. 1
Jon Lanford acting administrator, County of Alleghany	<ul style="list-style-type: none"> ▪ Phone orientation on WIA and CLEO Consortium 	Aug. 1
Virginia Department of Housing	<ul style="list-style-type: none"> ▪ Grant workshop 	Aug. 3
VEC-WIA staff , state WIB director	<ul style="list-style-type: none"> ▪ Conference call on Workforce Center Marketing and plans for workforce development month (October) 	Aug. 4 Aug. 16
Linda Matthews , Goodwill Industries	<ul style="list-style-type: none"> ▪ Program operator review meeting- Adult and Youth, 	Aug. 5
Virginia Workforce Council Task Force Richmond	<ul style="list-style-type: none"> ▪ State leadership structure (B. Bolin's replacement), Aug. 8 ▪ Local Excellence: workforce center and partner staff certifications and training issues, Aug. 8 ▪ Workforce Center Tier II Certification, Aug. 9 ▪ Systems Performance, introduction of "State Eight" performance measures, Aug. 9 	Aug. 8 & 9
Deannie Powell Virginia Department of Social Services	<ul style="list-style-type: none"> ▪ Of MOUs in Area III 	Aug. 10
Laura Elliott	<ul style="list-style-type: none"> ▪ Junior Achievement of SWVA on use of JA programs as part of WIA youth services 	Aug. 11
Debbie Kavitz Salem-Roanoke County Chamber	<ul style="list-style-type: none"> ▪ Presentation to guidance counselors on the importance of Career and Tech ed for non college bound students 	Aug. 15
Celina Shands	<ul style="list-style-type: none"> ▪ State-wide workforce network branding efforts at the local level 	Aug. 19
RFP/Program Committee	<ul style="list-style-type: none"> ▪ Work session 	Aug. 22
Vin Greenan City of Roanoke Purchasing Department	<ul style="list-style-type: none"> ▪ Procurement issues and City of Roanoke purchasing policies 	Aug. 23
Jerry Barnett Virginia Employment Commission	<ul style="list-style-type: none"> ▪ Program operator review meeting- Dislocated Workers 	Aug. 24
David Lake	<ul style="list-style-type: none"> ▪ WDB employee benefits research 	Aug 24
Nelson Harris	<ul style="list-style-type: none"> ▪ Mayor's "State of the City" report 	Aug. 25
One-Stop Operator Consortium	<ul style="list-style-type: none"> ▪ Monthly meeting 	Aug. 26 Sept. 14
Larry Moore , Craig County Administrator; Linda Matthews of Goodwill Industries of the Valleys; Paul Paradzinski , Board member	<ul style="list-style-type: none"> ▪ Workforce services, opportunities in Craig County. Plans for Summer 2006 joint Youth/county project 	Aug. 29
General Assembly's Joint Legislative Committee on Workforce, Richmond	<ul style="list-style-type: none"> ▪ 	Aug. 30
VEDP, DBA - Richmond	<ul style="list-style-type: none"> ▪ Chair Wayne Flippen, Economic Development/WIB meeting on joint efforts statewide 	Aug. 30
Willie Blanton , VEC-WIA director	<ul style="list-style-type: none"> ▪ Workforce Development efforts and possible innovative 	Sept. 1

	approaches to delivery in Area III	
Roanoke Alleghany Highlands Regional Commission	<ul style="list-style-type: none"> ▪ Meeting 	Sept. 1
Wayne Flippen, Rob Glenn, Joyce Kessinger , Board members	<ul style="list-style-type: none"> ▪ Workforce Center issues and possible approaches to improving service to individuals and employers 	Sept. 2
VEC Commission Dee Esser and WIB directors	<ul style="list-style-type: none"> ▪ Conference Call with on Rapid Response for Katrina evacuees 	Sept. 7
Chair Wayne Flippen Phil Sparks, Economic Development Partnership Executive Director	<ul style="list-style-type: none"> ▪ Re: Joint Workforce Economic Development efforts; informed him of state waivers allowing flexibility working with incumbent workers 	Sept. 13
CLEO Consortium/Board of Directors	<ul style="list-style-type: none"> ▪ Review roles and responsibilities 	Sept. 13
RFP Bidders' Conference	<ul style="list-style-type: none"> ▪ Informational 	Sept. 14
Roanoke Workforce Center Partners	<ul style="list-style-type: none"> ▪ Discuss Katrina response 	Sept. 14
RHEC members	<ul style="list-style-type: none"> ▪ Fifth anniversary event 	Sept. 15
Regional Workforce Development Committee	<ul style="list-style-type: none"> ▪ Monthly meeting 	Sept. 15
Roanoke Regional Chamber Workforce Education Committee	<ul style="list-style-type: none"> ▪ Re: 2005 legislative agenda 	Sept. 16

Routine

- Board correspondence as needed.
- Web updates (weekly).
- Meeting preparation (weekly).
- Monthly reporting.
- Financial documents review, preparation and submissions (daily).
- Routine inquiries and referrals to partners, workforce centers, WIA programs and economic development organizations (daily).