

Western Virginia
Workforce Development Board

M E M O R A N D U M

To: CLEO Consortium

From: Doloris E. Vest, President, WDB

RE: Staff Activities

Date: January 12, 2006

Administrative

- Received technical assistance funds from VEC to support area reorganization.
- Drafted letter for board chair to board members not attending regular board members.
- Prepared draft CLEOC-board agreement.
- Preparation of IRS tax-exempt application.
- Research on benefits for board employees.
- Letters to absent board members.
- Preparation and signing of MOU with VEC to receive technical assistance funds in support of reorganization efforts.
- Preparation of MOU with U.S. Forest service as WIA partner.
- Development of forms and procedure for employee evaluations.
- Annual employee evaluation for A. Cooney, administrative assistance.
- Began review of all policies and procedures for accuracy, consistency, formatting.

Programs

- Organized and presented day-long workshop for all Workforce Center partners.
- Revised Workforce Center evaluation form to better communicate available services.
- Continued research on Workforce Center management options.
- Preparation of new and revised program policies: Training Provider, Incentives.
- Research on training options for Dislocated Workers in the Alleghany Highlands.
- Announcement of Program Year 2006 Youth Program funding award.
- Provided training provider reference materials to each Workforce Center and each program operator location.
- Review of inactive participants not exited from programs.
- Preparation for state data validation visit.
- Preparation for annual local compliance monitoring.
- Preparation and research of new policies on incumbent worker training and economic development.
- Editing of Dislocated Worker Program brochure.
- Initial research and preparation for revised demand plan.
- Preparation of Certificates awarded in recognition of workforce Readiness preparation.
- Preparation of follow-up materials for use by VEC and Dislocated Worker Program for Rapid Response.
- Critique of Rapid Response and suggestions for improvement.
- Evaluation of funding for remaining PY2005.

Marketing and Community Efforts

- Support letter for Region 6 Career & Technical Education group in support of 2006 legislative agenda.
- Information to Ministry to Women program in collaborating with other workforce readiness efforts.
- Interview with D. Nacent of Blue Ridge Business Journal on the state of the workforce at year's end.
- Preparation of Partner Referral information for dissemination.
- Renewed advertising for Workforce Center advertising on RADAR buses.
- Working with Anthony Jones with City of Roanoke on job search/readiness instruction for soon-to-be-released offenders.
- WVWDB featured in "Virginia Economic Trends" magazine from Chmura Economics.
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Information and Reports

- Prepared Report Card for Virginia Workforce Council.
- Prepared quarterly program participation by jurisdiction reports.
- Updated Board on WIA Reauthorization progress.
- First Quarter Performance and second quarter projections.
- Letters to Sens. Allen and Warner on Reauthorization of WIA.

Meetings

Who	Topic	Date
Youth Council meeting	▪ Career Brunch/mock interviews session in Alleghany Co.	Nov. 15; Jan. 9
Jerry Barnett, VEC	▪ monthly contract management	Nov. 17; Dec. 13
One-Stop Operator Consortium	▪ monthly management meeting	Nov. 17
Rke Reg Chamber Gov Affairs Committee	▪ legislative agenda	Nov. 17
Salem-Rke Co Chamber Regional Development Committee	▪ monthly meeting and review of guidance counselor education program	Nov. 17
Workforce Workshop	▪ WIA program reviews and partner orientation	Nov. 18
Roanoke City Council Meeting	▪ Acceptance of WIA program funding	Nov. 21; Dec. 19
Executive Committee	▪ Monthly meeting	Nov. 22; Dec. 12
TAP Workforce Development Event	▪ Presentation, panel local legislators	Nov. 22
Roanoke County General Advisory Committee for CTE	▪ Monthly meeting	Nov. 23
Virginia Futures Forum	▪ Conference on Human Capital Issues	Nov. 30 – Dec. 1
Rke Regional Chamber Annual Dinner	▪ Dinner, Speaker, Awards	Dec. 1
Board of Directors meeting	▪ Bimonthly meeting	Dec. 2
Gov's Symposium on Workforce and Economic Development	▪ Networking, workshops, lectures	Dec. 4-6
VEC Field Director Shelby Robinson & Regional Mgr. Steve O'Quinn	▪ Operational issues at the Workforce Centers	Dec. 13
Linda Matthews, Goodwill	▪ Regular contract management meeting	Dec. 14
Roa Co School General Advisory Committee	▪ Arnold Burton Showcase	Dec. 19
Linda Matthews, Goodwill	▪ Contract award meeting	Dec. 20
Mark McCaskill, RVARC	▪ Transportation issues as related to workforce development	Dec. 21
Michelle Dowd, Roanoke Co Schools	▪ How Roanoke County HS graduates could benefit from workforce programs	Jan. 5
Roanoke City CTE Committee	▪ Merger of advisory committees	Jan. 5
Valleydale, Salem	▪ Rapid Response visit following layoff notice	Jan. 5

Routine

- Board correspondence as needed.
- Web updates (weekly).
- Meeting preparation (weekly).
- Monthly state financial reports.
- Federal, state, board employment document review, preparation and submission (monthly).
- Financial documents review, preparation and submissions (daily).
- Routine inquiries and referrals to partners, workforce centers, WIA programs and economic development organizations (daily).