

Western Virginia
Workforce Development Board

MEMORANDUM

To: Board of Directors

From: Doloris E. Vest, President, WDB

RE: Staff Activities

Date: July 17, 2006

Administrative

- Completed Candidate review and interviews for Workforce Centers
- Finalized Partner MOUs for Program Year 2006 (VEC, Roanoke City Schools outstanding)
- Finalized Workforce Center Consortium MOU (awaiting final signature DRS)
- Finalized and submitted business plan/action plan revisions for state council; additional information provided as requested. Both plans approved.
- Prepared Pre-compliance visit documentation for state monitor
- Researched and polled CLEO on use of electronic format meeting
- Preparation of Program Year 2006 budget
- Drafted cost allocation plan
- Mail vote followup for CLEO Consortium meeting
- Interviewing for administrative assistant position
- Negotiated corporate insurance for PY2006; saved 10 percent on annual premium

Programs

- Solicitation, compilation, review and recommendations for training provider certification
- Negotiated agreement with Goodwill to provide employment payroll services for Workforce Center employees
- Completed Local compliance monitoring, reports, CAP reviews for Adult, Youth and Dislocated Worker Programs
- Completed Recruitment for Workforce system director position
- Preparation of program operator budgets for Program Year 2006
- Training Provider recommendations prepared and submitted to full board
- Training provider information revised on state approved list
- Rapid response funding research
- Completed documents for Tier II Workforce Center certification
- Began second recruitment for workforce system director
- CareerScope research
- Research and information prep for Youth organization referral project
- Hooker Furniture Rapid Response visit July 11
- Updated locally approved training provider information on state website
- Gathered and disseminated training provider program materials to workforce centers

Marketing and Community Efforts

- Recruited new board members for the Alleghany Highlands, Covington and partner positions
- Attended Business Appreciation Open House, Franklin County Workforce Center, May 19
- Led Junior Achievement program for seventh graders at Glenvar Middle School, May 22
- Assisted at William Fleming High School CTE Awards Ceremony, May 25
- Judged participants in FBLA mock program June 19
- Grant support letter for TAP
- Job Readiness Class coordination (twice monthly)
- Groundbreaking Franklin County Workforce Center, July 7

Information and Reports

- Area youth organization research
- Report on use of ITAs for Virginia Workforce Council
- Provided "living wage" information for Roanoke College
- Report on service levels and funding by locality
- Researched audit questions from VEC for City of Roanoke

Meetings

Who	Topic	Date
Workforce Center Consortium	▪ Monthly meeting	May 10 May 31 July 12
Roanoke partners meeting	▪ Monthly meeting	May 10, June 21 July 12
Youth Council	▪ Monthly meeting	May 11, July 13
Dr. Teaff/ Goodwill	▪ Youth programming in Alleghany Highlands	May 15
Rke Chamber Gov Affairs Committee	▪ Monthly meeting	May 18, June 15
Salem-Roa Co Chamber Reg Dev Comm	▪ Monthly meeting	May 18, June 15
Rke Chamber Workforce Ed Committee	▪ Monthly meeting	May 19
Roanoke City Schools GAC	▪ Year end meeting	May 23
Roanoke county Schools GAC	▪ Year end meeting	May 23
Earl Reynolds, Roanoke Redev & Housing	▪ MOU review	May 25
Regional Commission	▪ Monthly meeting	May 25, June 22
Executive Committee	▪ Regular meeting	May 26
Bruce Phipps	▪ Increased partnership opportunities	May 31
Board of Directors	▪ Bi-monthly meeting	June 2
Tab Mines, VEC WIA Consultant	▪ Annual compliance review	June 5-7
Human Services Assembly	▪ Special program for non-profit orgs	June 6
Virginia Workforce Council	▪ Quarterly meeting	June 8
Virginia Association of Workforce Directors	▪ Monthly meeting	June 8
Bruce Johannessen	▪ Rapid Response for Hooker Furniture	June 13, July 5
Workforce Readiness CTE conference VWCC	▪ Opening session	June 19
WIA Youth Coordinators	▪ Regular meeting	June 20
Hometown Job Board review	▪ Product introduction	June 21
Linda Matthews, Goodwill	▪ Contract meeting	June 21
Engaging Diverse Communities	▪ Seminar	June 22
ROTEC	▪ Luncheon for GAC	June 22
CLEO Consortium	▪ Regular meeting	June 22
Roanoke Valley Emergency Preparedness	▪ Pandemic planning	June 27
City Orientation program	▪ Required orientation	June 27-28
Bruce Johannessen	▪ DWP monitoring response	June 30
Annette Loescher, Literacy Volunteers	▪ Computer Literacy software for centers	July 10
B. Phipps/W. Flippen	▪ Goodwill partnership ideas	July 12

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)