

Western Virginia
Workforce Development Board

MEMORANDUM

To: Wayne Flippen
From: Doloris Vest
Date: May 16, 2006
Re: Significant Accomplishments Program Year 2005

Administrative

1. Administrative and Operational Review
 - Policy and Procedure Review and alignment to ensure adherence to all state and federal requirements. Instituted new or revised existing policies as necessary. Identified missing documents and produced new as applicable.
 - Oversaw revisions to Board of Director Bylaws
 - Established Youth Council by-laws
 - Identified and began process for clearing long-time inactive participants from programs
2. Instituted mechanisms to enhance program management
 - Regularly, monthly meetings with program contractors to continuously assess progress on goals and expenditures
 - New quarterly reports on training and supportive services obligations - used to project future expenditures
 - New quarterly jurisdiction reports comparing program participation with expenditures, population – used to ensure proper services levels throughout the area.
 - Closed out problematic contract with TAP and consolidated youth services under Goodwill.
3. Ensured board successful met compliance and monitoring standards
 - Oversaw successful monitoring of two contractors providing three primary programs
 - Conducted first independent Workforce Center Assessment establishing baseline information and recommendations for future enhancements
 - Successfully responded to results of state monitoring
 - Provided action, business and strategic plan updates, revisions and results and other documentation as requested by the state and the Virginia Workforce Council.
4. Garnered IRS tax-exempt status allowing us to seek grant funding.
5. Directed Rocky Mount Center state Tier I certification process
6. Established agreement with City of Roanoke to provide payroll services and benefits for Board employees.

Programmatic

1. In PY2005 Second Quarter, met or exceeded all 17 performance measures for the first time under WIA. Third quarter results also met or exceeded all measures; on track for meeting all for the year. Recognized Program Operators and case managers with celebration lunch.

2. Conducted RFP process for selection of program operators and designation of new Workforce Center Consortium to operate local workforce system. (RFP Committee)
3. Instituted organizational changes in one-stop delivery system including
 - Established new consortium
 - Establishing local workforce system budget
 - Hiring initial staff including area's first workforce systems director
 - Pursuing Tier II certification(Workforce Center Oversight Committee)
4. Instituted training for case managers
 - Conducted spring and fall session
 - Brought all program operator staff together'
 - Focused on technical assistance and sharing best practices
 - First face-to-face orientation to training providers for case managers
 - Collaborated with Area II on Common measures, LMI training
5. Formalized training provider certification process
 - Revised policy for board consideration
 - Established procedure
 - Established minimum criteria (tied to self-sufficiency data) for acceptance
 - Held orientation for applicants(Training Provider Committee)

Marketing and Outreach

1. Presentations focused on the need for a highly skilled, well trained workforce. Audiences included
 - Guidance counselors in of Craig, Botetourt, Franklin, Roanoke, Floyd and Montgomery counties and cities of Roanoke and Salem on opportunities for students not headed to college.
 - Leadership Roanoke Valley, life after high school, the importance on Career and Tech Ed
 - High School students, soft skills, through Junior Achievement
 - Mayors and Chairs, importance of local government participation in workforce development efforts
2. Marketing support for Workforce Center events and activities including advertising, displays, other materials.
3. Actively participated in CTE committees for Roanoke County and City of Roanoke.
4. Working to increase Board presence in Alleghany Highlands and Franklin County through work with local business groups and economic development activities; Active on Chamber committees throughout area.

Duties and responsibilities

1. Act as primary contact between the Western Virginia Workforce Development Board (WDB), representatives of the Chief Local Elected Officials Consortium (CLEO) and outside agencies/entities
2. Facilitate the development and implementation of a multi-year strategic business plan
3. Supervise the preparation and submission of all necessary plan and grant modifications
4. Supervise the collection of data and communicate the information to the WDB/CLEOs throughout the year regarding workforce needs, labor supply/shortages, demographic data, etc.
5. Assist the WDB/CLEOs in the oversight areas of compliance with federal and state requirements, performance evaluation, etc. (in coordination with the One-Stop Operator Consortium and One-Stop Centers)
6. Make recommendations regarding the One-Stop Operator Consortium and services to be delivered in the area
7. Assist the WDB in the development and maintenance of Memoranda of Understanding with the One-Stop partners
8. Adhere to and refine, as needed, the established contracting/procurement system of policies and procedures
9. Review/facilitate the monitoring and evaluation system for the WDB/CLEOs
10. Responsible for facilitating, monitoring and evaluation of One-Stop operations for the WDB/CLEOs
11. Provide technical assistance to the One-Stop Operator Consortium
12. Assist the WDB in preparation of its annual budget
13. Ensure that property records are maintained and make recommendations on issuance and utilization of WIA property
14. Work with WDB/CLEOs to arrange meetings, issue notices, keep track of membership appointments, terms of office, etc.
15. Assist the WDB/CLEOs in the negotiation of performance standards with the Governor
16. Provide periodic reports on fund utilization, program performance/accomplishment of performance standards; this includes One-Stop Operator Consortium, financial and management information systems
17. Coordinate public relations efforts/initiatives with chairs of the WDB and CLEOs
18. Serve as primary contact point regarding WIA issues with other agencies/entities associated with WIA programs and services
19. Responsible for the submission of all reports, as required by federal or state policy
20. Manage all related administrative duties related to the above listed tasks
21. Determine, select and supervise staffing for Board operations
22. Perform any other duties as assigned or requested by the WDB/CLEOs