

Western Virginia  
Workforce Development Board

**M E M O R A N D U M**

**To:** Board of Directors

**From:** Doloris E. Vest, President, WDB

**RE:** Staff Activities

**Date:** May 10, 2006

**Administrative**

- Candidate review and interviews for Workforce Centers
- Finalizing partner MOUs for Program Year 2006 and with the Workforce Center Consortium
- Business plan/action plan revisions for state council

**Programs**

- Solicitation, compilation, review and recommendations for training provider certification
- Reviewed, revised, posted program-related policies
- Local compliance monitoring, reports, CAP reviews for Adult, Youth and Dislocated Worker Programs
- Preparation of MOUs for partners
- Coordinated LMI training for program operator staff, April 25, in conjunction with Area II
- Long-term participant analysis (Adult, Dislocated Worker)
- Review of inactive participant files

**Marketing and Community Efforts**

- TAP Job Fair, April 4
- Essay: " Local control ensures WIA program efficiency and credibility"; distributed to Board, CLEO, partners
- Recruiting new board members for the Alleghany Highlands, Covington and partner positions
- Roanoke Regional Chamber of Commerce Business Expo, April 25
- Second Wind expo for seniors, April 28

**Information and Reports**

- Credential preparation for Dislocated Worker Program
- Workforce Center Assessment Report reviewed and distributed
- Response to State Council inquiry on performance
- Report to state on workforce center training needs
- Research of need for forklift operator training (Roanoke Regional Chamber, City of Roanoke)
- Research on CNA/LPN workforce in Roanoke area
- Area youth organization research

**Meetings**

Who	Topic	Date
Virginia Association of Workforce Directors, Richmond	▪ Regular meeting	March 28 May 9
DBA Conference, Richmond	▪ Role of workforce Development in Economic Development	March 29
Linda Matthews, Jim Shaver, Goodwill Industries	▪ Marketing opportunities	March 30
Wayne Carpenter, Holly Lesko	▪ Workforce Center Assessment Final Report	March 31
Judith McKeon, Jefferson College of Health Sciences	▪ Training Provider certification preparation	April 3
Karen Jackson, National College of Business and Technology	▪ Received Workforce Partner award	April 6
Western Virginia Workforce Development Board of Directors meeting	▪ Bi-monthly meeting	April 7
Economic Development Announcement	▪ Botetourt County	April 7
Youth Council	▪ Monthly meeting	April 11
Martin Jefferies	▪ Workforce Transportation marketing opportunities	April 11
Michael Robb, Intec	▪ CareerScope presentation	April 12

Roanoke Workforce Center Partners	▪ Monthly meeting	April 12, May 10
Economic Development Summit	▪ Covington	April 13
Presentation, Mayors and Chairs	▪ WIA CLEO requirements	April 14
Presentation EAC, Covington	▪ WIA in Alleghany Highlands	April 20
Roanoke Regional Chamber Government Affairs Committee	▪ Monthly meeting	April 20
Salem-Roanoke County Chamber Regional Development Committee	▪ Monthly meeting	April 20
Stuart Mease, Roanoke City	▪ Young people retention project	April 26
Drè Howes, High School Senior	▪ What to do after high school	April 26
Regional Commission	▪ Monthly meeting	April 27
Beth Lucent, Blue Ridge Public TV	▪ Marketing opportunities	May 1
City of Roanoke, Human Resources	▪ Employee orientation	May 2
Youth Coordinators meeting, Richmond	▪ Common measures, program changes	May 3
Roanoke City CTE Student Needs committee	▪ Quarterly meeting	May 4
Virginia Workforce Council, Richmond	▪ Quarterly meeting	May 9
Workforce Center Consortium	▪ Organizational meeting	May 10

### **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)