

**Chief Local Elected Officials Consortium
Roanoke Higher Education Center, Suite 809
Thursday, July 22, 2004, 2 p.m.
MINUTES**

I. Call to Order

Jane Conlin called the meeting to order at **2:10 p.m.**

II. Attendance

Doloris Vest recorded the attendance:

Members Present: **Ned McElwaine**, County of Botetourt
Jane Conlin, City of Roanoke
Joe Sgroi, County of Roanoke
Jay Taliaferro, City of Salem
Larry Moore, County of Craig

Guests Present: **Rob Glenn**, County of Franklin

Staff Present: **Bruce Wood**, Executive Director
Doloris Vest, Administrative Assistant

III. Approval of Minutes – March 25, 2004

As there was not a quorum present at the March 25, 2004 meeting, the meeting and its minutes were noted as unofficial and not voted upon.

IV. Approval of Email Action from June 9, 2004

- A. Larry Moore suggested consideration of cost-of-living pay increases for the staff to be included in the budget. Bruce Wood suggested adjustments be considered later in the year should other cost savings result in additional funds. **Jay Taliaferro moved the budget be accepted as presented in the June 9, 2004 email vote; Joe Sgroi seconded. Motioned carried on a voice vote.**
- B. Bruce Wood reported the deadline for submitting Area III's completed Strategic Plan to the state had been changed to August 15. Final draft of the plan will be sent to the state for preliminary review followed by presentation for final approval by the Board of Directors at its meeting August 6. Following the Strategic Plan acceptance by the state Area III will produce an operations plan and a business plan for submission no later than Nov. 1. **Jay Taliaferro moved the Strategic Plan be approved as presented in the June 9, 2004 email vote; Joe Sgroi seconded. Motion carried on a voice vote.**
- C. Bob Hedrick of Advance Auto, John Conner of Valcom and Joyce Kessinger of Boxley were nominated for membership on the Board of Directors. **Ned McElwaine moved to accept the board nominations as presented in the June 9, 2004 email vote; Jay Taliaferro seconded. Motion carried on a voice vote.**

V. Executive Director's report – Bruce Wood

- A. The Job Readiness Class presented each week at the Roanoke Workforce Center will be featured in an upcoming article in the Blue Ridge Business Journal.
- B. Doloris Vest has joined the WDB office as administrative assistant; Gwen Martin has joined as part-time office assistant through a Title 5 program at the League of Older Americans.
- C. The One-Stop Operator Consortium is reviewing a revised MOU for the coming year. Language and format have been adjusted to more closely match the state's suggested MOU.
- D. Members discussed how a "mystery shopper" visit to the One-Stop Centers might provide the CLEOC with a better understanding of how clients view the center. Bruce Wood will arrange such a visit and report back at the next CLEOC meeting.

VI. Program Updates – Bruce Wood

- A. The board approved six contracts for renewal:
 - Adult – Goodwill Industries of the Valleys; Alleghany County Build a Better Future
 - Dislocated Workers– Virginia Employment Commission
 - Youth - Alleghany County Build a Better Future; Goodwill Industries of the Valley; Total Action Against Poverty
- B. The Executive Director will conduct regular monthly meeting with each contractor to monitor progress and discuss program changes and improvements. Year end reports will be available at the next meeting.

VII. Discussion

- A. Members received for review a draft MOU between the CLEOC and the WDB which will be up for approval at the next meeting. Questions prior to that meeting should be addressed to Bruce Wood.
- B. Members discussed make up of the Youth Council including suggestions that the council include representation of the school systems, a "pure" parent – one not otherwise a member of the board – and a high school or community college student. Three school representatives were nominated: Jodylee S. Edsall, Roanoke County Public Schools; Xavier Hairston, Roanoke County Life Skills Mentoring Program; and Joann Hayden, Roanoke City Schools were approved. **Larry Moore moved the board accept three new members of the Youth Council; Joe Sgroi seconded. Motion carried on a voice vote.**
- C. Three private sector vacancies on the Board of Directors need to be filled to maintain the requisite representation. Robb Glenn nominated Ken Rush, a Franklin County entrepreneur to the board and reported that Rick Huff plans to make a nomination to represent Franklin County. Roanoke County also needs an additional representative. **Larry Moore moved to appoint Ken Rush to the Board of Directors; Jay Taliaferro seconded. Motion carried on a voice vote.**
- D. Members discussed adjusting the CLEOC meeting schedule to bimonthly to prevent business from languishing between quarterly meetings. Discussion at next meeting.

VIII. Executive Session

The Consortium met in executive session from 3:30 – 3:40 p.m.

IX. Announcements

Next Meeting: Thursday, August 26, 2004, 2:00 pm, Roanoke Higher Education Center,
Room 808

X. Adjourn

The meeting adjourned at 3:40 p.m. .

Doloris E. Vest, Administrative Assistant, July 23, 2004