

**Chief Local Elected Officials Consortium  
 Roanoke Higher Education Center, Suite 809  
 Thursday, January 23, 2004, 4:00 PM  
 MINUTES**

I. Call to Order Rolanda Russell

Rolanda Russell called the meeting to order at 4:00 PM and welcomed guest, Jane Conlin, Director of Social Services.

II. Attendance

Katy Herbst recorded the attendance.

Members Present:      Ned McElwaine, County of Botetourt  
                                  Rolanda Russell, City of Roanoke  
                                  Joe Sgroi, County of Roanoke  
                                  Tammy Stephenson, County of Alleghany  
                                  Jay Taliaferro, City of Salem

Guests Present:        Jane Conlin, Director of Social Services, City of  
                                  Roanoke

Staff Present:         Bruce Wood, Executive Director  
                                  Katy Herbst, Administrative Assistant

III. Approval of Minutes – October 16, 2003 & November 20, 2003

The Minutes of the October 16, 2003 & November 20, 2003 meetings were approved as presented.

IV. Executive Director Report Bruce Wood

A. DOL Compliance Review

Richard Chavez conducted a compliance review of Area 3 Dislocated Worker Program for the US Department of Labor. His preliminary findings were regarding a point of registration issue, which will be corrected prior to his visit in February to review the Youth and Adult programs.

B. Demand Plan

A summary of the demand plan survey results was presented to the state before the December deadline. Details have been passed to the

Strategic Planning Committee to determine how to address the demand as indicated by the survey. Results will not be released to the community until the strategic response is complete.

C. Local Strategic Planning Forum

A local strategic planning forum was held in the Alleghany Highlands region. Results of the planning forum will be incorporated into the strategic plan.

D. D&O Insurance for CLEOC

The company that supplies Directors and Officers Insurance to the Board of Directors quoted a premium of \$3,485 to cover the CLEOC. Staff was directed to look into some less expensive options.

E. Skills USA

The Skills USA state competition for high school students with business and industry skills will be held in Salem. Students from all over Virginia will participate in this competition. Sponsorship from other localities is needed to ensure the success of the event.

F. Contract Monitoring

Clay Stein has completed the PY02 monitoring of WIA programs. Issues in the report have already been addressed. PY03 monitoring using a 15% sample will begin this month.

G. PY02 Performance

Final PY02 performance has been received. The measures show a gradual improvement from initial performance, but Area 3 still failed to meet three of the fourteen measures.

V. Program Updates

Bruce Wood

Goodwill, Contractor for Youth Services has joined the Truancy Team in Franklin County to provide effective methods to prevent truancy. A Truancy Team is almost up and running in Alleghany County. There is now a full time Youth Case Worker serving Alleghany County and Covington. She has scheduled office hours at the Workforce Center, the Department of Social Services Office, and at Dabney Lancaster Community College.

VI. Approval of PY03-04 Budget

Rolanda Russell

The projected expenditures for PY03 were presented for approval. Sherry Dean, WDB's part time book keeper has worked closely with the Department of Finance to reconcile numbers and make the appropriate adjustments. WDB is now in the process of expending the remaining PY02

