

**Chief Local Elected Officers' Consortium**  
**Thursday, January 27, 2005, 1 p.m.**  
**Roanoke Higher Education Center**

**Minutes**

**I. Call to order**

Consortium Chair Jane Conlin called the meeting to order at 1:05 p.m.

**II. Roll Call**

Anne Cooney called the roll:

Members present: **Jane Conlin**, City of Roanoke; **Rick Huff**, Franklin County; **Ned McElwaine**, Botetourt County. **Jay Taliaferro Jr.**, City of Salem; **Larry Moore**, Craig County; **Rick Hall** for **Tammy Stephenson**, Alleghany County; **Joe Sgroi**, Roanoke County;

Members absent: **John Holpe**, City of Covington; **Tammy Stephenson**, Alleghany County

Guests present: **Wayne Flippen**, Western Virginia WDB vice chair

Staff Present: **Doloris Vest**, WIB Coordinator; **Anne Cooney**, administrative assistant

**III. Approval of Minutes**

Minutes of the November 17, 2004 meeting were approved, pending clarification of the reference to Article V. Ms. Vest will make clarification in the minutes posted to the website.

**IV. Old Business**

- A. Ms. Vest reported that she has been e-mailing WDB Updates to four different groups.
- B. Ms. Vest reported that the contracts (Adult and Youth) with Alleghany County have been finalized.
- C. Ms. Vest also noted that several Workforce members met with Dr. Barbara Bolin, special advisor to the governor for workforce development, in mid-December.
- D. Ms. Vest attended the Executive Directors' meeting in Richmond on January 19<sup>th</sup>. Items discussed included problems and performance issues statewide with the computer system for workforce development (errors on reports, reports that are as much as 12-15 months old and therefore not timely). The system will be either repaired or scrapped; the information it gives out is used for performance reporting, and is not meeting the needs of the workforce statewide.

Side note: WDB Chair Rob Glenn and Ms. Vest have wondered if Area III needs to keep a separate set of records. Goodwill keeps hard copies; VEC is good about its records; TAP has had some file issues.

#### **IV. Old Business (cont'd.)**

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Question from Mr. Huff (Franklin County): On the Revenue vs. Expenditure report, can Sherry Dean include an encumbrance column? Also, could Mrs. Dean create a report specific to Franklin County?

Comment from Ms. Vest on expenditure: Money has to be spent by program in PY sequence. 2003 dollars need to be used up; by this point, programs should be using 2004 dollars.

Questions posed:

(Mr. Huff) How can we be more aggressive in getting dollars spent?

(Mrs. Conlin) Is there any money available for training?

(Ms. Vest will ask Richmond) Can we take money from dislocated workers and put in adult program?

- E. WDB Vacancies to be filled; review of nominations and subsequent appointments will depend on the outcome of reorganizational efforts currently underway by the board.

#### **V. Executive Session**

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The Consortium went into executive session to discuss personnel matters at 1:35 p.m.

**Motion by Rick Huff; motion was seconded by Ned McElwaine, and approved on a roll-call vote.**

There was a motion for the Consortium to return to public section at 2:05 p.m. **Motion seconded by Larry Moore; motion approved on a roll-call vote.**

#### **VI. Announcements**

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The next meeting will be Thursday, March 24, 2005, at 1 p.m. in Room 810 of the Roanoke Higher Education Center.

#### **VII. Adjournment**

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The meeting adjourned at 2:15 p.m.

*Anne M. Cooney*

Anne M. Cooney, administrative assistant

February 15, 2005

Date