

**Western Virginia Workforce
Development Board**

**Chief Local Elected Officers' Consortium
Thursday, October 28, 2004, 2 p.m.
Roanoke Higher Education Center**

MINUTES

I. Call to order

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

II. Roll Call

Doloris Vest called the roll:

Members present: **Jane Conlin**, City of Roanoke; **Rick Huff**, Franklin County; **Ned McElwaine**, Botetourt County. **Jay Taliaferro Jr.**, City of Salem

Members absent: **Larry Moore**, Craig County; **Tammy Stephenson**, Alleghany County; **Joe Sgroi**, Roanoke County; **John Holpe**, City of Covington

Guests present: **Rob Glenn**, Western Virginia WDB chair

Staff Present: **Bruce Wood**, executive director; **Doloris Vest**, administrative assistant;

III. Minutes

For lack of a quorum, approval of minutes from the August 26, 2004, meeting and the September 30 conference call was deferred.

IV. Executive Director's report

Bruce Wood presented the executive director's report. Mr. Wood:

- represented the WDB to the Roanoke Valley Self-Sufficiency Consortium which focuses on streamlining and/or consolidating case management across area agencies and organizations. The organization currently meets at the Roanoke Redevelopment & Housing Authority offices at the Villages at Lincoln. Mr. Wood noted that the level of cooperation between entities is continuing to increase.
- noted the Virginia Gov. Mark Warner recently announced the Career Readiness Certificate, which grants statewide recognition to those completing Work Keys™ requirements.
- reported that the WDB's business and action plans were complete and being circulated among board members for comment, prior to submission to the state by Nov. 1.
- reminded the consortium that his last day of employment with the WDB would be Nov. 30. Chair Jane Conlin asked that Bruce provide the CLEOC before his departure with a "wish list" of ideas or suggestions for improving the WDB.

V. Program Updates

- Mr. Wood reported that approximately 500 people currently are participating in Area III programs.
- Mr. Wood reported that the final reports on PY2003 would be forthcoming and indicated the WDB has met or exceeded 15 of 17 requirements. Original reports indicated four (4) requirements were not met. Area III monitor Clay Stein provided additional information which hopefully reduced the number to two (2). Because the two areas (one adult, one youth) have not been met for two consecutive years, Area III could be sanctioned. Mr.

Wood noted that to date the Virginia Workforce Council has not leveled any sanctions of WIBs not meeting their goals.

VI. Unfinished Business

Due to a lack of a quorum, the consortium deferred discussion on the WDB-CLEO Consortium Agreement until the next meeting.

VII. New Business

Workforce Development Board Chair Rob Glenn presented an update on the discussion of exploring the possibility of merging Workforce Area III with Area II. Mr. Glenn

- noted that he has received both positive and negative comments on the proposal.
- announced the appointment of a seven-member committee to meet with a similar seven-member committee from Area II to further investigate the idea. The committee will begin the process with a conference call with members, staff representatives from both areas and Virginia Secretary of Commerce Michael Schewel Friday, Oct. 29, at 9 a.m.
- agreed to have board and staff members conduct research on the requirements and alternatives for merging the two areas and report to the CLEO.

VIII. Announcements

The next meeting will be scheduled via email for Nov. 17 or 18 at 2 p.m. in Room 808 of the Roanoke Higher Education Center.

IX. Adjournment

The meeting adjourned at 3:15 p.m.

Doloris E. Vest
Secretary to the consortium

Date