

**Western Virginia Workforce
Development Board**

**Chief Local Elected Officers' Consortium
Thursday, Nov. 17, 2004, 2 p.m.
Roanoke Higher Education Center**

Minutes

I. Call to order

Consortium Chair Jane Conlin called the meeting to order at 2:15 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; **Larry Moore**, Craig County; **Tammy Stephenson**, Alleghany County; **Joe Sgroi**, Roanoke County;

Members absent: **John Holpe**, City of Covington

Guests present: **Rob Glenn**, Western Virginia WDB chair; Bruce Johannessen, VEC

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

III. Approval of Minutes

Minutes of the September 16, 2004 meeting, the September, 29, 2004 conference call and the October 28, 2004 meeting were approved as posted to the website.

IV. Old Business

- A. WDB chair Rob Glenn reported that the WIB II CLEO Consortium declined, at this time, the opportunity to pursue merger negotiations with WIB III primarily because of what would have been an unwieldy geographical area in which to administer programs.
- B. Mr. Glenn outlined plans for WDB operations following the end of Executive Director Bruce Wood's employment on November 30, as approved by the Executive Committee during a Nov. 16 conference call:
 1. Mr. Wood will serve as a consultant to the board on at a yet-to-be-determined hourly rate.
 2. Doloris Vest will become WDB Coordinator at rate of \$20 per hour.
 3. A temporary agency will be contracted to provide administrative assistance.
- C. Dr. Barbara Bolin, special advisor to the governor for workforce development, suggested the following three-step process for moving forward in Area III:
 1. Identify all 25 workforce development and training funding streams in Area III, as noted in the recent JLARC report.
 2. Conduct a comprehensive community audit of what organizations are offering what programs
 3. Produce a matrix comparing the offerings and identifying duplication and deficiencies.
- D. Area III has been approached by state officials about piloting a program that would rework the structure for operating Workforce Investment Boards in Virginia. Mr. Glenn will

meet with state officials on November 18 to investigate options and ideas related to reducing administrative activities and strengthening programs.

The CLEO Consortium unanimously supported investigating pilot program options with state officials.

V. Executive Session

The Consortium went into executive session to discuss personnel matters at 2:35 p.m.

Motion by Jay Taliaferro; second by Rick Huff; motion approved on a voice vote.

The Consortium returned to public section at 3:05 p.m. **Motion by Tammy Stevenson, second by Larry Moore; motion approved on a voice vote.**

VI. Announcements

The next meeting will be Thursday, Dec. 16, at 2 p.m. in Room 808 of the Roanoke Higher Education Center.

VII. Adjournment

The meeting adjourned at 3:20 p.m.

Doloris E Vest

Doloris E. Vest, administrative assistant

November 22, 2004

Date