

**Western Virginia Workforce  
Development Board**

**Chief Local Elected Officials Consortium  
Wednesday, July 20, 2005  
RVEDP Office,  
111 Franklin Plaza, Suite 333, Roanoke**

**Minutes**

**I. Call to order**

Chair Darlene Burcham called the meeting to order at 1:15 p.m.

**II. Roll Call**

Members present: **Darlene Burcham**, City of Roanoke; **Gerald Burgess**, Botetourt County; **Elmer Hodge**, Roanoke County; **John Holpe**, City of Covington; **Rick Huff**, Franklin County; **Larry Moore**, Craig County; **Forest Jones**, City of Salem

Members absent: None. The Alleghany County seat is vacant at this time.

Others present: Western Virginia Workforce Development Board: **Wayne Flippen**, chair; **Rob Glenn**, past chair; **Doloris Vest**, WDB president; **Anne Cooney**, administrative assistant; **Debbie Hensley**, VEC/WIA; **Maryellen Goodlatte** and **Sam Vance**, of Glenn, Feldmann, Darby & Goodlatte; **Annette Lewis**, Total Action Against Poverty; **Matt Chittum**, The Roanoke Times; **Kevin Boggess**, Town of Vinton

A quorum was declared present.

**III. Business**

Ms. Burcham asked Doloris Vest to begin proceedings by reviewing aspects of the CLEO. The CLEO has three main duties:

- (1) to appoint members to the Western Virginia Workforce Development Board of directors and the Youth Council;
- (2) to oversee the Board's operation and the WIA III, and
- (3) to share information on workforce issues with the Board of Directors and staff.

Ms. Vest explained nominations are submitted to the staff and then presented to the CLEO annually to fill expiring terms and, as needed, to fill vacancies due to resignations. This procedure is outlined in VEC/WIA Policy 99.2. Ms. Burcham suggested a meeting between the CLEO consortium and the Board of Directors to become acquainted and discuss common goals.

Ms. Burcham requested that the CLEO meet in closed session to discuss board vacancies. **Mr. Huff moved for closed session "to discuss vacancies on certain authorities, boards, commissions and committees appointed by [Consortium], pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended." Mr. Jones seconded. The motion passed on a voice vote.**

**Ms. Burcham requested that the CLEO meet in closed session to discuss advice from legal counsel, pursuant to Section 2.2-3711 (A)(7).**

**Mr. Huff moved the CLEO end the closed sessions, which were held pursuant to Section 2.2-3711 (A)(1) and (7), respectively, Code of Virginia (1950), as amended, and return to open session; Mr. Jones seconded. The motion passed by unanimous roll-call vote.** The CLEO returned to open session at 3:15 p.m.

Ms. Burcham announced the resignation from the Board of Directors of Mr. Ken Rush, formerly of Franklin County, and announced the nomination of Franklin County businessman Mr. Walter Harper. **Mr. Huff moved to appoint Mr. Harper to the board; Mr. Moore seconded. By voice vote, the motion carried.**

Ms. Burcham announced the resignation from the board, effective this date, of Mr. John Baker, Executive Director of the Roanoke Housing & Redevelopment Authority. **Mr. Hodge moved that Earl Reynolds, assistant director for the Authority, be appointed to fill the seat; Mr. Huff seconded the motion. By voice vote, the motion carried.**

Ms. Burcham distributed a letter from Roanoke City Council asking the CLEO to consider the size and diversity of the board. Ms. Burcham suggested and the CLEO concurred that the CLEO hold a separate meeting, time to be determined, addressing these matters. Ms. Burcham enjoined Ms. Vest to arrange the special meeting.

#### **IV. New Business**

**Budget Review:** Ms. Vest reviewed the Western Virginia Workforce Development Board's approved budget for 2005-2007. Ms. Burcham asked that materials be distributed in advance of upcoming meetings; Mr. Hodge said he prefers having materials e-mailed instead of accessing them from the website. Ms. Vest agreed.

#### **V. Adjournment**

The meeting adjourned at 3:30 p.m.

Anne M. Cooney

Anne M. Cooney, administrative assistant

July 28, 2005

Date