

**Western Virginia Workforce
Development Board**

**Chief Local Elected Officials Consortium
Wednesday, August 3, 2005
RHEC Suite 402, Roanoke**

Minutes

I. Call to order

Chair Darlene Burcham called the meeting to order at 3:20 p.m.

II. Roll Call

Members present: Chair **Darlene Burcham**, City of Roanoke; **Gerald Burgess**, Botetourt County; **Elmer Hodge**, Roanoke County; **Rick Huff**, Franklin County; **Forest Jones**, City of Salem; **Jon Lanford**, interim County Administrator, Alleghany County; **Larry Moore**, Craig County

Absent: **John Holpe**, City of Covington

Others present: **Wayne Flippen**, WDB chair; **Doloris Vest**, WDB president; **Anne Cooney**, WDB administrative assistant; **Matt Chittum**, [The Roanoke Times](#)

III. Business

A. Size and diversity of the Western Virginia Workforce Development Board of Directors.

The Workforce Investment Act requires a local board have at least seven public-sector partners and eight business representatives. The board also must maintain a majority of private-sector members.

Forest Jones recommended the CLEOC appoint a minority, female private/business sector representative and, at the CLEOC's request, will discuss the idea with a possible candidate from Salem; **Larry Moore** supported Mr. Jones plan. The CLEO discussed:

- the absence of an Alleghany County business representative on the board.
- making future adjustments in board composition when filling vacated seats or annual vacancies. Terms for four current members expire June 30, 2006.
- identifying multiple candidates to ensure a "back-up" when appointments need to be filled.

Board chair **Wayne Flippen** noted the value of additional business members and stressed the importance of appointing members who will actively help the board conduct its business. Mr. Hodge noted it will be easier to increase board size than reduce it.

The consortium agreed to formally solicit Alleghany County for nominations to fill the next private sector vacancy **Jon Lanford** asked for a letter from the CLEO requesting nominations from the Alleghany County Board of Supervisors. The letter would specifically request a female, minority business owner.

The group also will further discuss increasing the board size by one.

B. Closed Session

Ms. Burcham requested a closed meeting "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." **Forest Jones so moved; Jerry Burgess seconded the motion. The motion passed on a voice vote.**

The board returned to open session at 3:40 p.m. **Jerry Burgess moved to certify that only matters identified in the motion for a closed session were discussed. Forest Jones seconded. The motion passed on a voice vote.**

IV. Adjournment

The meeting adjourned at 3:45 p.m.

Anne M. Cooney

Administrative Assistant

8/26/05

Date