

**Chief Local Elected Officials Consortium
Meeting: Thursday, Aug. 26, 2004
Roanoke Higher Education Center
Room 808; 2 p.m.**

I. Call to order

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

II. Attendance

Doloris Vest called the roll and recorded the attendance:

Members present: **Jane Conlin**, City of Roanoke; **Rick Huff**, County of Franklin; **Ned McElwaine**, County of Botetourt; **Larry Moore**, County of Craig; **Joe Sgroi**, County of Roanoke; **Jay Taliaferro**, City of Salem

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

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

III. Approval of Minutes

Minutes of the July 22, 2004 meeting were approved as posted on the WDB website. **Larry Moore moved; Joe Sgroi seconded; approved on a voice vote.**

IV. Executive Director's Report

Bruce Wood presented the Executive Director's report making note of the following:

- A. The WDB will provide funds for each of the workforce center managers to attend the "Governor's Conference on Workforce and Career Development" in Richmond Oct. 18 - 21, 2004.
- B. Local Elected Officials are invited to attend a two-hour videoconference on "Advancing Local Economic Development by Using the Workforce Investment Act" Sept. 10 at Virginia Western Community College in Roanoke or Sept. 17 at Dabney S. Lancaster Community College in Clifton Forge.
- C. The Virginia Workforce Network has announced report-generation capability for use by all WIBs, expanding the use of data collected in Area III and throughout the state.
- D. The Marketing Committee has undertaken an effort to develop and implement a marketing plan focusing on the strategic aspect of WIA.

V. Program Updates

- A. Mr. Wood noted the number of participants served by the WDB in the year ending June 30, 2004. A total of 756 total participants with 432 ongoing; adult programs served 124 total participants with 81 ongoing; youth participants totaled 206 with 154 ongoing; and dislocated workers totaled 326 with 197 ongoing.

VI. Unfinished Business

- A. A review of the agreement between the WDB and the WIA Area III CLEOC was reviewed. Mr. Wood will reconcile current wording with the Workforce Investment Act language as recommended by members present. The consortium will vote via email to approve the agreement. To be valid the vote must be anonymous.
- B. The WDB completed its first "Mystery Shopper" activity to assess service at the three workforce centers. Mr. Wood presented reports from each shopper including comments. He will forward these to each center manager for their use in improving performance

and efficiency. The consortium agreed for the board to continue the activity on a quarterly basis.

- C. The consortium agreed to resume its bimonthly meeting schedule beginning in October. Jay Taliaferro made the motion; Rick Huff seconded; Approved on a voice vote.

VII. New Business

Bruce Wood presented for signature by the chair completed nomination forms for previously approved board members to bring the board's records into compliance with WIA requirements. Rick Huff moved for approval; Jay Taliaferro seconded. Approved on a voice vote.

VIII. Announcements

The next meeting will be Thursday, October 28 at 2 p.m. in Room 808 of the Roanoke Higher Education Center.

IX. Adjournment

The meeting was adjourned at 2:45 p.m.