

**ONE STOP OPERATOR CONSORTIUM
MINUTES
NOVEMBER 12, 2004
9:00 A.M.
Virginia Employment Commission**

Attendance

Dan Scott, LOA; **Jerry Barnett**, Roanoke VEC; **Bruce Johannessen**, **Judy Griffith**, Covington, VEC; **Jon Morris**, STEP, Inc., **Annette Lewis**, Total Action Against Poverty (TAP), **Dot Hayes**, Roanoke City Schools, **Linda Matthews**, Goodwill Industries of the Valleys, Inc.

Absence

Carroll Gentry, Virginia Western Community College and **Bruce Wood**, Executive Director WDB.

Staff Attendance

Doloris Vest, Workforce Development Board (WDB)

Call to Order

Dan Scott, chairman, called the meeting to order and asked for approval of the August meeting. Linda Matthews made the motion that the minutes be approved and the motion was seconded by Bruce J.

Committee Reports

1. Customer Needs Committee – No one present to give report.
2. Marketing Committee – Bruce J. reported that he had a meeting with the television folks and that he hopes to put together a program to be run in February. A discussion followed as to whether the program could be shortened from last year and if it would be possible not to include as many job listings. Bruce said he would make these suggestions but didn't know how well they would be received. The group discussed having a program would include more partner information could be available. Bruce also discussed the Job Fair, which is held on the 1st Thursday of each month from 1-6 pm. He will try to encourage employers to stay until 6 pm since so many of the underemployed cannot come to the Center until after 5 pm.
3. Oversight Committee – Annette reported that the committee had not met.
4. Resource Committee – Linda reported that the committee has not met.
5. Systems Development Committee – Jerry reported that the group had developed a supportive service form, which increases the mileage allowance and increases the childcare rated. He also presented an attendance form to be used by the participants. The group approved these forms and requested that they be presented to the Board at the December meeting for approval.

Old Business

1. Career Scope – Doloris reported that she would be ordering these assessments on Monday the 15th. It was agreed that a minimum of 5 licenses would be needed, one for each of the three One-Stop Centers, Goodwill, and TAP. Annette and Jon will discuss whether a site license will be needed for STEP. Doloris suggested that the system would be internet based. The group hopes this will not be the case since it would limit accessibility for case managers to work with clients. This group prefers the ability to place Career Scope on lap tops which will make it more convenient for case managers.

2. MOU's – Jerry reported that most of the Roanoke One-Stop MOU's are in place.

New Business and Announcements

1. Governor's Career Readiness Credential – Linda asked the group if they were aware of the Governor's recommendation. Jerry shared the announcement from the Governor. Linda shared her concerns about this credential being tied to Work Keys. Jerry agreed to contact Heather Glissman to get further information and clarification.
2. Dan Scott resigned as chairman of the One Stop Consortium. After much discussion, Linda nominated Bruce Johannessen for chairman, and Annette seconded the motion.
3. The group decided that with the Holidays coming up, we would not have a December meeting.

The next meeting is scheduled for January 21, 2005 at 9:00 am at the Goodwill Corporate office on Melrose Ave.

Linda Matthews