

**ONE STOP OPERATOR CONSORTIUM
MINUTES
AUGUST 20, 2004
9:00 A.M.
Virginia Employment Commission**

Attendance

Dan Scott, LOA; Jerry Barnett, Roanoke VEC; Allen Downey, Covington, VEC; Linda Matthews, Goodwill Industries of the Valleys, Inc.

Absence

Bruce Johannessen, VEC: Carroll Gentry, Virginia Western Community College; Dot Hayes, Roanoke City Schools Adult Education (RCS-AE); Francie Cumby, Franklin County Workforce Development Consortium; Annette Lewis, Total Action Against Poverty (TAP); Representative from Support to Eliminate Poverty (STEP) 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 reviewed minutes, as revised by Jerry Barnett; since there was not a quorum present the minutes could not be approved.

Committee Reports

1. Customer Needs Committee – No one present to give report. Since Francie has resigned from the One-Stop Operator Consortium, Allen Downey has agreed to serve as interim chairperson.
2. Marketing Committee – Jerry reported that Roanoke Valley TV has submitted a script to Bruce J. and he will forward for review to the partners.
3. Oversight Committee – No one present to give report
4. Resource Committee – Linda reported that the committee has not met.
5. Systems Development Committee – Jerry reported that the group was working on revisions to the supportive service policy, including childcare. The group is currently working on credential, self-sufficiency, out-of-the area job search policies. He will get these forms to Bruce W. when completed. These forms will have to be approved by the Workforce Development Board at the next meeting.

Old Business

1. Career Scope – Doloris reported that Bruce W. was working on submitting an RFP.
2. MOU's – Doloris distributed the revised MOU that meets state's requirements. Each partner will have to sign and return to the Board office.

New Business and Announcements

1. Dan Scott read Francie Cumby's letter of resignation to the group.
2. Dan made the recommendation that once during this year the One-Stop operators meetings be held at the Covington Center and once at the Franklin County Workforce Consortium. Dan was to send an email to all partners requesting input on this idea.

3. Allen Downey announced a new partnership at the Covington Workforce Center with the Free Clinic and has received a letter of intent from the US Forestry Service Title V. They are in the process of working on an MOU.
4. Jerry reviewed the By-Laws of the One-Stop Partner Consortium and found that they don't address what constitutes a quorum. This will be discussed at the next meeting

The meeting was adjourned. The next meeting is scheduled for September 16, 2004 at 9:30 am, at the Covington Workforce Center.

Linda Matthews