

One-Stop Operator Consortium
Minutes
June 17, 2004
9:00 A.M.
Virginia Workforce Center - Roanoke

Attendance

Bruce Johannessen, VEC; Dan Scott, LOA; Jerry Barnett, VEC; Allen Downey, VEC; Annette Lewis, TAP/TVW; Francie Cumby, Franklin County Consortium; Linda Matthews, Goodwill Industries.

Absence

Ben Bowman, Virginia Western Community College; Barry Smith, Support to Eliminate Poverty; Dot Hayes, Roanoke City Public Schools.

Staff Attendance

Bruce Wood, Workforce Development Board

A motion was made to approve the minutes from the April 16, 2004 and a second was made, the motion was approved.

Committee Reports

Customer Needs Committee: Francie Cumby reported that the committee had not met.

Marketing Committee: Bruce Johannessen reported that the company that does filming for Roanoke City School and other organizations had been contacted but their schedule does not permit them to begin the film making until after July 2004. He also reported that the Virginia Employment Commission does produce an informational power point presentation that may be accessed by the VEC Workforce Centers. The Franklin County Workforce Consortium would not be able to access to this power point. Francie reported that it might be possible, at a later date, to produce their own power point depicting services available.

Oversight Committee: Annette reported that at the last meeting training on performance measures was completed. The reporting system for contractors was also discussed and will be reviewed at a later meeting. Reports of the internal and State monitoring findings have not yet been released to the contractors. Annette also reported that the judges had completed their training and recommended to the Workforce Development Board that the Roanoke Workforce Center be certified. There were some weaknesses found which will be forwarded to the Center for correction.

Resource Committee: Linda reported that although the committee had not had an opportunity to meet, she has been researching available grants. It was decided that she would be responsible for bringing any grants that may be applicable to our programs or would be able to partner with WIA before the Consortium for review. Bruce Wood also agreed to contact the localities inquiring if they would be willing to write a grant that would mesh with the WIA partners and activities. Other resources seeking grant writers will be researched.

Dot Hayes was involved with giving GED test in the building and stopped by to let the group know that the Virginia Lottery has adopted Adult Education and the Governor’s initiative on GEDs across the State. Adult Education will hold a fair, promoting GED classes and testing, at the Salem Civic Center beginning June 30th from 4:00 pm to 11:00 pm.

Systems Development Committee: Jerry Barnett reported that the committee met on June 8th and has completed all work on the Policy and Procedures forms. Changes were also made to the referral forms to be used at all Workforce Centers and also to the core service verification form. There was discussion on changing the offender question on the referral form. All forms were revised as needed. Jerry asked the group to approve the changes and make a recommendation to the Board for approval.

Old Business

Bruce W. was asked about the status of Career Scope. He had received an email from Ronnie Martin regarding the validity of Career Scope being considered sole source. Ronnie’s email indicated that since it is the only computerized assessment tool, that

is computer based, timed and validated, on the market therefore, it qualifies for sole source procurement. After much discussion, Bruce W. informed the group that he would submit a bid to the newspapers indicating the specifications needed, i.e. interest and abilities.

Bruce W. informed the group that the Board had approved the continuation of One-Stop Operator Consortium MOU.

The group discussed the continued absence of some of the members of the One-Stop Operator Consortium. It was decided that Dan Scott would send those members a letter addressing this issue and asking if they wish to continue participating as a One-Stop member.

New Business

Annette Lewis made a motion that the slate of officers be retained for next year, Jerry Barnett seconded the motion and it was passed unanimously.

A schedule for recording minutes for next year is as follows:

July and August	-	TAP
September and October	-	Goodwill
November and December	-	Franklin County Consortium
January and February	-	Covington VEC
March and April	-	Roanoke City Public Schools
May and June	-	Roanoke Workforce Center

Next Meeting

The next meeting of the One-Stop Operator Consortium is scheduled for Friday, July 22, 9:00 A.M. at the Roanoke Workforce Center. Dan Scott will resume his duties as chair.