

One-Stop Operator Consortium
Minutes
April 16, 2004
9:00 A.M.
Virginia Workforce Center - Roanoke

Attendance

Bruce Johannessen, VEC; Jerry Barnett, VEC; Allen Downey, VEC; Annette Lewis, TAP/TVW; Dot Hayes, Roanoke City Public Schools, Adult Education; Linda Matthews, Goodwill Industries.

Absence

Ben Bowman, Virginia Western Community College; Barry Smith, Support to Eliminate Poverty; and Dan Scott, LOA.

Staff Attendance

Bruce Wood, Workforce Development Board; Katy Herbst, Workforce Development Board.

Committee Reports

Customer Needs Committee: Dot Hayes reported that the committee has met and continues to work on the development of the Information and Referral Form to include information on income guidelines. Dot Hayes will include current information that is currently used at the Roanoke Workforce Center on the back of the form. It was also reported that Francie Cumby called Debbie Hensley to ensure that the income guidelines had not changed. It was recommended that information be consistent at all Workforce Centers and that a recommendation be made to the Board for approval. Linda Matthews made a motion to approve and Annette Lewis seconded the motion. Motion was passed. Next meeting is scheduled for May 21st.

Marketing Committee: Bruce Johannessen reported that a commercial video should be ready within two weeks, which would be displayed at all Centers. He asked that each partner submit a script no longer than one minute in duration. The Consortium will review the videotape prior to distribution.

Bruce J. contacted commercial entities and school systems about producing the video. Bruce J. addressed the problem of noise in the outer lobby at the Center and how the video can be utilized under those conditions. Bruce Wood informed the Consortium on the status of a sign for the Roanoke Workforce Center. It would be a portable sign that has the capability of being changed for pertinent activities or information.

Oversight Committee: Annette reported that the current issue is the One-Stop Certification for the Roanoke Workforce Center judging which is back on the table. Bruce W. reported that discussions with Dr. Bolin and Willie Blanton regarding the Certification. Three judges will need to be available for two hours on a telephone conference training session. They will review the report and if there are no questions it will be submitted to the Board for approval.

Resource Committee: Linda reported that although the committee had not had an opportunity to meet, she had received a call from VCU's Rehabilitation, Research, and Training Center on collaborating on a grant from the Department of Labor. A conference call will be set up with Executive Directors from both area 2 and 3 to get further information.

Systems Development Committee: Jerry reported that there are no action items but they had a meeting to discuss policy issues. Debbie Hensley had been contacted regarding item seven of the policy, which deals with serving clients who had previously received services through other federally funded programs. Debbie responded that the Board cannot add other eligibility criteria for WIA registration. Jerry will make a recommendation that this section of the policy be revised. The committee is also reviewing the Documentation of Core Services form and will be revising the form. One change that will be made is the signature, which currently states that a One-Stop Operator is verifying completion of Core Services and his recommendation will be that it be the signature of a One-Stop Operator representative. The committee is also working on dividing the Core Documentation Form into two; the first will document that core has been completed and the second form will address the qualifications for intensive and training services.

Old Business

Bruce W. was asked about the status of Career Scope. He informed the Consortium that permission to purchase would be brought up at the June Workforce Development Board meeting.

Bruce W. passed out a sample MOU developed by the State, which will need to be signed by all partners. Adult Education is helping in the development process to ensure consistency. The Board will vote on the MOU.

Bruce W. reviewed the Department of Labor report done by Mr. Richard Chavez. He also discussed the development of a Cost Allocation Plan for funding the One-Stop operation.

The group discussed the need for Work Keys and it was decided that there are no employers in the Roanoke region who currently used Work Keys.

The Consortium thanked Annette for the successful outcome of the Job Fair. It was reported that 2,196 job seekers attended and 63 employers participated in the Job Fair.

Botetourt County will be holding a Job Fair on May 15, 2004 and will be advertised in the Covington area.

Next Meeting

The next meeting of the One-Stop Operator Consortium is scheduled for Friday, May 21, 9:00 A.M. at the Roanoke Workforce Center. Dan Scott will resume his duties as chair.