

**WDB Meeting**  
**TAP/Crystal Tower Building**  
**Friday, October 1, 2004, 9:00 AM**

**Executive Director's Report**

Responded to State WIA Unit's request for WDB's support of economic development project in Area III/Aug. 1, 2004.

Met with WDB Contractors to review program progress.

Attended Regional Economic Strategy Report/Aug. 5, 2004

Visit with Don Robb/RR Donnelly and Ted Melnick/Novozymes-WDB Board Members

Participated in WDB Meeting/Roanoke College/Aug. 6, 2004

Attended Dept. of Labor National Equal Opportunity Training/Washington, DC/Aug. 12, 2004

Participated in WDB Strategic Planning Committee Meeting/Aug. 13, 2004

Attended Sen. George Allen Luncheon, Roanoke Regional Chamber of Commerce event, and discussed with Sen. Allen WIA reauthorization/Aug. 13, 2004

Attended State WIA Executive Director's Meeting in Arlington, VA/Aug. 17, 2004

Met with Kelly Services at Orvis to discuss employee skill shortage/Aug. 17, 2004

Interview with Roanoke Times for article on underemployed workforce/Aug. 19, 2004

Attended WDB Marketing Committee Meeting/Aug. 20, 2004

Attended Roanoke Regional Chamber of Commerce Workforce Advocacy Meeting/Aug. 20, 2004

Worked with Roanoke Workforce Center partner, Literacy Volunteers, to resolve an access concern by the Chairperson of the Mayor's Committee for People with Disabilities/Aug. 23, 2004

Attended Roanoke Valley SHRM CEO Breakfast/Aug. 24, 2004

Working to resolve a transportation issue at the Rt. 460 Industrial Park

**Western Virginia Workforce  
Development Board**

Sponsored the monthly investor meeting for the Regional Economic Development Partnership at the Roanoke Workforce Center/Aug. 25, 2004

Participated in a WDB Executive Director's Review Meeting/Aug. 25, 2004

Participated in a CLEO Representatives Meeting/Aug. 26, 2004

Met with Don Harrison and Jeff Lynick/Wacova Bank/Aug. 27, 2004

Participated with AEP in the Roanoke Regional Chamber of Commerce Annual Golf Tournament/Aug. 30, 2004

Met with Carolyn Fittz/HR Director-Elizabeth Arden/to discuss transportation issue at Rt. 40 Industrial Park.

Meetings with Chris Vischer/DSLCC, John Mulvey/Alleghany Highlands Economic Development, and Rick Hall/Alleghany County/Sept. 2, 2004

Participated in WDB Youth Council Meeting/Sept. 7, 2004

Attended City of Roanoke Council Meeting/Sept. 7, 2004

Attended State WIA Executive Director's Meeting/Lynchburg, VA/Sept. 8, 2004

Delivered a Letter of Grant Support to the Roanoke Redevelopment and Housing Authority/Sept. 8, 2004

Attended presentation by Jack Stack at Roanoke College/Sept. 8, 2004

Attended Local Elected Officials Video Conference at VWCC/Sept. 10, 2004

WDB participated in the CareerFest 04-job fair-at Tanglewood Mall/Sept. 14, 2004

Participated in the One Stop Consortium Meeting at the Covington Workforce Center/Sept. 16, 2004

Submitted and Area III WDB was awarded one of three Virginia Workforce Council Marketing Communications Outreach Pilot for Business-\$10,000/Sept. 18, 2004.

Submitted my resignation as Executive Director of the Western Virginia Workforce Development Board/Effective December 1<sup>st</sup>, 2004.