

WDB Executive Committee  
Roanoke Higher Education Center, Suite 808  
2:00 PM Thursday, Sept 16<sup>th</sup>, 2004

**I. Call to Order**

The meeting was called to order at 2:04 p.m. by Committee Chair Rob Glenn.

**II. Roll Call**

Attendance was taken by Doloris Vest:

Members present: **Rob Glenn**, Chair; **Bill Jones**, Treasurer; **Paul Paradzinski**, Youth Council; **Wayne Flippen**, Vice-Chair; **Roger Dalton**, Past Chair

Members absent: **John Mulvey**, Secretary; **Tom Richmond**, Strategic Planning Committee; **Beth Doughty** Marketing Committee

Other board members present: **Bruce Johannessen**, One-Stop Operator Consortium

Guests Present: **Jane Conlin**, CLEOC Chair

Staff Present: **Debbie Hensley**; VEC WIA Consultant; **Bruce Wood**, WDB Executive Director; **Doloris Vest**, WDB Administrative Assistant

**III. Approval of Minutes**

Minutes were approved as posted to the website.

**IV. Treasurer's Report**

Bruce Wood reported all PY03 funds have been obligated and are being spent down. Expenditure reports were posted to the website.

**V. Executive Director Report**

- A. Workforce Center Report – The CLEOC has instituted a program of quarterly mystery shoppers at each of the One-Stop Centers and will share the findings with the WDB Executive Committee and each Workforce Center manager.
- B. Contract Reports
  1. Alleghany County will complete entry of WIA program participant information in the VWN System and be monitored by WDB before September 30, 2004.
  2. Monthly One-Stop reports are posted to the web site.
  3. Mr. Wood and each WDB Program Contractor are holding monthly review meetings.
- C. Preliminary 4th quarter Area III Performance Report reviewed by WDB Program Monitor Clay Stein noted three Fails to Meet: Adult Employment Credentials, Youth Diploma Attainment and Youth Retention Rates. Youth Contractors are reviewing participant records for supplemental data that may positively affect the final Performance Report. Wood also noted the report utilizes figures 15 months old and that the programs currently in place are already addressing these issues.
- D. Wood reported the board has been awarded a \$10,000 grant to create a marketing communication pilot program aimed at demonstrating to the business community the strategic resources of the Workforce board and centers.

## **VI. Committee Reports**

- A. Youth Council - Paul Paradzinski noted the committee has begun looking forward to the next round of contract RFPs, placing an emphasis on promoting youth as a "great possible employment resource" for area businesses.
- B. One Stop Operator Consortium –
  - 1. Bruce Johannessen reported the script for the One-Stop members lobby video has been approved and is ready for production. The video is being produced by Roanoke Valley TV free of charge.
  - 2. The Consortium, in coordination with WBRA public television, is planning the second annual Workforce One-Stop Live presentation.
- C. Marketing Committee Report – Mr. Wood reported the Marketing Committee had met to discuss marketing of WDB and workforce development in Area III. Committee Chair Beth Doughty's report was sent to the Executive Committee for review. After discussion by the Executive Committee, the Marketing Committee will continue to discuss the WDB marketing strategy.

## **VII. Unfinished Business**

- A. Strategic Plan/Business Plan/Action Plan – Mr. Wood reported the Strategic Plan was undergoing final review at the state level. The Business Plan and Action Plan are due November 1.

## **VIII. New Business**

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- A. Chair Rob Glenn announced the resignation of Executive Director Bruce Wood effective Dec. 1, 2004. Following a discussion of methods to pursue in searching for a replacement the committee agreed to meet Tuesday, Sept. 21, 2004
- B. Mr. Wood noted the board still has three vacancies and needs to fill at a minimum two of those with private sector individuals. He is working with Joe Sgroi, CLEO representative from Roanoke County, and Jane Conlin, CLEO representative from City of Roanoke, to investigate likely candidates.
- C. Mr. Wood reported that the Adult and Dislocated Worker contractors had submitted proposals for use of the Board's \$250,000 in uncommitted funds. After review, further research will be focused on the opportunity to positively impact Employers with appropriate incumbent worker training.
- D. The board voted to approve the reapplication of two service providers: The University of Virginia and Jackson River Technical Academy. **Bill Jones made the motion for approval; Bruce Johannessen seconded; Motion carried on a voice vote.**
- E. The board approved changes to the Individual Training Accounts Policy the One-Stop Consortium; the change deals with forms and clarifies wording. **Bill Jones made the motion; seconded by Roger Dalton; approved on a voice vote. Bruce Johannessen abstained.**
- F. The board addressed the issue of having the chairperson of the One-Stop Consortium serve as a member of the Executive Board if that person is not a current member of the Board of Directors. The board decided the consortium chair will be invited to each Executive Committee meeting, but will not have voting privileges unless he or she is a current Board member.

## **IX. Announcements**

Next Meeting:

- A. Called meeting Tuesday, Sept. 21, 2004, 5 p.m. Roanoke Higher Education Center
- B. Regularly scheduled meeting Thursday, Nov. 18, 2004, 2 p.m.

- X. **Adjourn** The meeting was adjourned at 3:35 p.m.