

Western Virginia
Workforce Development Board

M E M O R A N D U M

To: CLEO Consortium

From: Doloris E. Vest, President, WDB

RE: Staff Activities

Date: November 11, 2005

Administrative

- Research on Alleghany County contract close-out.
- Solicited technical assistance funds from VEC to support area reorganization.
- Provided technical assistance for organizations interested in responding to Board's Request for Program Services Proposals.
- Review of existing board policies; compilation of needed policies.
- Drafted letter for board chair to board members not attending regular board members.
- Research on how to handle potential service provider's inappropriate contact from of RFP committee member.
- Assistance to KPMG representative on WIA audit.

Programs

- Researched options, wrote proposal for Workforce Center management options.
- Reviewed qualifications for Training Providers; made recommendations for approval to Board of Directors.
- Reviewed participation and transportation issues for Franklin County youth and adult services.
- Handled request from Beckley, WV, workforce board on West Virginia residents affected by Lear Corporation layoffs.
- Worked with H&R Block training provider to offer guaranteed-employment training in Area III.
- Expanded training provider information available to participants: new web page access; hard copy brochures collected for distribution to workforce centers and other program services sites.
- Planning for semiannual service provider/partner training November 18.
- Research and draft information on credentials for local approval; Notification to service providers concerning new local credentials approved by the Board of Directors.

Marketing and Community Efforts

- Developed, produced, placed Workforce Center advertising on RADAR buses.
- Display at CareerFest, Tanglewood.
- Attended chamber Small Business Awards.
- Monthly Workforce Center Job Fair ads and placements.
- WDB display at Roanoke Higher Education Center Fifth Anniversary Open House, October 6.
- Provided article for RHEC Continuum.
- Working with Anthony Jones with City of Roanoke on job search/readiness instruction for soon-to-be-released offenders.
- Presentation to Salem City guidance counselors on need for trades employees.
- Presentation to Roanoke County guidance counselors on the need for trades employees.

Information and Reports

- Prepared Report Card for Virginia Workforce Council.
- Prepared quarterly program participation by jurisdiction reports.

Meetings

Who	Topic	Date
One-Stop Operator Consortium	▪ Management Issues	Sept. 16 Oct. 21
City Council Meeting	▪ NOO acceptance on agenda	Sept. 19
Melanie Younger, RADAR	▪ Transportation Grants	Sept. 20
Jerry Barnett, VEC asst. mgr	▪ Dislocated Worker Program Services contractor meeting	Sept. 20
Workforce Center Committee	▪ Review of Operations and management	Sept. 21
CLEO Consortium	▪ Meeting cancelled due to lack of quorum	Sept. 21
Roanoke Valley Alleghany Regional Commission	▪ New member training, monthly meeting	Sept. 22 Oct. 27

Linda Matthews, Goodwill	▪ Adult Program Services Contractor meeting	Sept. 22
Roanoke Regional Chamber of Commerce – Government Affairs Committee	▪ Regular meeting; legislative agenda review	Sept. 22 Oct. 20
Virginia Association of Workforce Directors	▪ VWN System review – Richmond ▪ Annual Retreat	Sept. 23 Nov. 7-8
NewVa	▪ Leadership Trip – Asheville	Sept. 25-26
Workforce Board Executive Committee	▪ Monthly meeting	Sept. 29 Oct. 27
National College of Business & Technology	▪ Training provider certification	Sept. 29
Roanoke County CTE Gen Advisor Committee	▪ Regular Quarterly meeting	Oct. 5
Youth Council	▪ Alleghany Ninth Grader Career Exploration Project	Oct. 6
Virginia Western/Area Employers	▪ Welding program	
DRS luncheon	▪ Disability Awareness Month Celebration	Oct. 12
Bruce Johannessen, VEC manager	▪ Contract Issues, center management issues	Oct. 12
Roanoke Valley Economic Development Partnership	▪ Annual meeting	Oct. 13
TAP 40th Anniversary Luncheon		Oct. 17
Blue Ridge Technical Academy Student Needs Committee	▪ Priority Review; PHHS facility tour	Oct. 18
AREA II AND II Workforce Development contractors	▪ Common Measures training	Oct. 19
Salem/Roanoke County Chamber Regional Development Committee	▪ Regular meeting and presentation preparation	Oct. 19
Alleghany County reps; Goodwill reps, DSS reps	▪ Alleghany County's Build a Better Future Program as certified training provider	Oct. 24
Training Provider Committee	▪ Review and revise Certified Training Provider policies and procedures	Oct. 24
RFP Committee	▪ Review proposals for Program Year 2006	Oct. 26 Nov. 1
Chamber Breakfast	▪ State of the County address	Nov. 2
Marie Lavinder, AllStaff	▪ Job Readiness Class Instructor Training	Nov. 2
Workforce Board of Directors	▪ Meeting postponed from October 7	Nov. 4
Economic Summit	▪ Results of Employer Survey	Nov. 8

Routine

- Board correspondence as needed.
- Web updates (weekly).
- Meeting preparation (weekly).
- Monthly state financial reports.
- Federal, state, board employment document review, preparation and submission (monthly).
- Financial documents review, preparation and submissions (daily).
- Routine inquiries and referrals to partners, workforce centers, WIA programs and economic development organizations (daily).

Upcoming

Revision of Demand Plan
 Planning for Workforce Center and program services for PY2006