

## Doloris Vest

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**Subject:** WDB Update No. 1: December 27, 2004

*NOTE: Following is the first in a regular distribution of information I hope you will find helpful in understanding both the business of the Western Virginia Workforce Development Board and the issues we currently are addressing. If you have questions or would like additional information on any of the topics, please respond to this email or contact the Workforce Office.*

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### Email meetings and business

Increasing difficulty with scheduling committee meetings and the two-month gap between regularly scheduled board meetings has led to a proposal to conduct WIB business, when practical, via email. Board Chair Rob Glenn is experienced with other board-led organizations that operate exclusively via email quite successfully.

Email correspondence will be used to disseminate materials for review and comment, encouraging the use of "Reply to All" function to facilitate an effective discussion. Where appropriate, materials and comments also will be posted to the website in a secure area that will be password accessible.

Additionally, I will be sharing resource and other information about Area III operations as well as WIA general information. If you have questions on any of the topics, please let me know.

### RFP process underway

The WDB will conduct the RFP development process primarily by email and web postings, due to the difficulty in scheduling face-to-face meetings. The RFP Committee strives to generate innovative ideas that will best serve the community's workforce needs. Its work is essential to the effectiveness of the programs that the WDB funds, and of the workforce system.

In response to questions concerning the process of developing and disseminating Requests for Proposals (RFPs) I have reviewed the WIA legislations and the WDB bylaws and policies. Following is a synopsis of the process and roles of those within Area III:

RFP Committee develops requests for proposals for each of the program funding streams (Adult, Dislocated Worker, and Youth) based on requirements of federal and state regulation. The Committee may seek the guidance and comments of the Executive Committee, the CLEO Consortium and the Youth Council. Target date for release of the RFPs is Jan. 16. Deadline for submissions is Feb. 15.

Upon receipt of the proposals:

- The RFP Committee and the Finance Committee evaluate qualifying proposals which are then presented to the Executive Committee, the CLEO Consortium and the Youth Council for review and comment.
- The RFP Committee, with concurrence of the chair, prepares a bid report for the Executive Committee identifying first and second choices.
- The Executive Committee reviews the recommendations and directs negotiation of the contracts.
- At the conclusion of negotiation, the Executive Committee forwards the contracts to the full Board of Directors for final approval.

If you have questions, please let me know. For more details please review the WDB's [policies and procedures](#) section on the website.

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**Matrix completion planned**

Information gathered in the Dec. 15 and 16 meetings with Dr. Barbara Bolin has been entered into an Excel spreadsheet to facilitate completing the matrix of services and providers. Chair Rob Glenn expects to call a special work session after the first of the year to continue the process of identifying service duplication and gaps.

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**Bylaw updates needed**

Discussions with state officials and reviews of our by-laws and WIA legislation have identified the need for several bylaws changes. Proposals for these changes will be disseminated to the Board for review prior to the next meeting on Feb. 4 and presented for approval at the meeting.

- The use of email for discussion and decision making, allowed under WIA regulations, should be codified in our bylaws.
- Amend the composition of the Executive Committee to include the past chair person. Although the current chair has the authority to include any board member in the Executive Committee, the change would make the previous chair a permanent member of the Committee.
- Update the language of the officers section to allow officers to designate a staff member to conduct certain administrative duties required of the officer in the bylaws.
- Update staffing section to reflect current board staffing.
- Review of size and composition of board and consider conflict-of-interest issues.

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**NCEE report**

I have reviewed the NCEE final state-wide WIB report and made some notes below. The Virginia Workforce Council will consider recommendations for the next steps regarding workforce and economic development collaboration at its January 6, 2005 meeting.

Most WIB areas had the same general concerns:

- lack of knowledge about the WIB among elected officials and businesses
- lack of coordination between WIB and economic development organizations
- lack of formal or informal agreements for interested parties to collaborate
- lack of information on best practices around the state and country
- lack of strategies in place to alleviate any of the above items

One good idea :

- The Crater Region (near Richmond) used Regional Competitiveness Act funds to start a training program in concert with local businesses and multiple partners. They seem to have very strong links to local school systems as well.

Recommendations:

- more support, education and outreach for elected officials
- improved links between WIBs and economic development
- more professional development with the workforce system
- clarification of state policies and a more consistent message from various state officials
- innovative use of the 15 percent funds held by the state.

It appears as if our efforts in Area III to rethink, redo, revamp, etc. are right on target with what a lot of WIB areas should try. We have the opportunity to be ahead of the curve on this.

