

## Doloris Vest

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**From:** Doloris Vest [doloris.vest@education.edu]  
**Sent:** Friday, January 28, 2005 5:55 PM  
**To:** 'W. Allen Downey'; Annette Lewis; Beth Doughty; Crystal Taylor; Don Robb; Jim Garlow; John J. Mulvey; Joyce Kessinger; Ken Rush; Michael Mays; Mike Oxford; Rebecca Johnson; Richard Teaff; Robert E. Hedrick; Robert Sandel; Ronald Brown; Ted Melnick; 'Wayne Flippen'; 'Bill Jones'; 'Bruce Johannessen'; 'Bruce Boggs'; 'Debbie Snead'; 'Francie Cumby'; 'Harriet Woodward (E-mail)'; 'John Baker'; 'John Conner'; 'Kathy Page'; 'Linda Matthews'; 'Lutheria Smith'; 'Marion Vaughn-Howard'; 'Paul Paradzinski'; 'Rob Glenn'; 'Roger Dalton'; 'Roger Johnson'; 'Stephen Aukward'; 'Susan Williams'; 'Tom Richmond'; 'Toni Hamilton'; 'Tammy Stephenson (E-mail)'; Jane\_Conlin@ci.roanoke.va.us; 'Joe Sgroi (E-mail)'; 'John Holpe (E-mail)'; 'Ned McElwaine (E-mail)'; 'Rick Huff (E-mail)'; 'Taliaferro, Jay Jr. (E-mail)'; 'Larry Moore'; Xavier Hairston; 'Alan Huffman'; 'Bill Zimmerman'; Jeri Barnes; Jodylee S. Edsall; Lethia Hammond; Marion Vaughn-Howard; Ron Jones; Russ Merritt; 'Jennifer Unroe'; Carroll L. Gentry; Debbie Thompson; 'Jerry Barnett'; 'Dan Scott'  
**Cc:** Anne Cooney; 'Debbie Hensley'; 'Doloris Vest'; Margaret Harvey; CHRISTOPHER DEAN; 'Clay Stein'  
**Subject:** WDB Update No. 6: January 31, 2005

**WDB Update:** Vol 1. No. 6: January 31, 2005

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### Board Meeting Feb. 4

The Western Virginia Workforce Development Board of Directors will meet Friday, Feb. 4, 2005, at 9 a.m. at Goodwill Industries of the Valleys, 2520 Melrose Ave. NW, Roanoke . The meeting will begin at 9 a.m. The agenda, maps and other meeting materials are available on the WDB web site at [http://www.westernvaworkforce.com/Board\\_of\\_Directors\\_Meeting\\_February\\_2005.cfm](http://www.westernvaworkforce.com/Board_of_Directors_Meeting_February_2005.cfm). Please RSVP by phone or email by Thursday, Feb. 3, at noon. If you have questions or need additional information prior to the meeting, please let me know.

### WIA training for Board, CLEO, Youth Council, contractors and Partners

The WDB staff is gathering information to use in planning a WIA/Area III orientation program. Numerous people have expressed an interest in learning more about WIA topics such as funding, program requirements, eligibility, and performance measures. Training will be arranged to meet the specific needs and interests of those who attend. If a large number from any one group -- board, CLEO, etc - would like to attend a session focusing on their specific duties and obligations, we will make those arrangements, as well. I would like to offer the training in February or March prior to the next round of meetings.

If you are interested in attend such an orientation session, please respond by phone or email by Feb. 11; include any specifics such as topics, time frame or format. If you have questions, please contact the WDB office

### Compliance response on web site

WDB has submitted its compliance review response for Program Year 2003 to the VEC WIA Division. This annual process is a review of the Workforce Investment Board in Area III to ensure it is implementing grant requirements as required by the federal legislation and state policy. The review identified two findings, both concerning documentation, as opposed to service or program areas. The response letter and corrective action plan can be found online at [www.westernvaworkforce.com/download/Other/Compliance\\_Review\\_PY2003\\_response.pdf](http://www.westernvaworkforce.com/download/Other/Compliance_Review_PY2003_response.pdf)

### Cell phone access

If you need to speak to WIB coordinator at any time and cannot reach a staff member in the WDB office please use the staff cell phone number: 540-598-9858.

### Updated Ops plan on web site

As part of the process for receiving certification, the WDB was required to submit its current operations plan. The plan, developed in 2003, was edited to include current information on specific areas such as budget, staffing and and

