

## Doloris Vest

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**Sent:** Friday, February 11, 2005 12:38 PM

**To:** 'Doloris Vest'

**Subject:** WDB Update No. 8: February 14, 2005

**WDB Update:** Vol 1. No. 8: February 14, 2005 (Happy Valentines Day!)

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### VWN happenings

The Virginia Employment Commission's VWN "SWAT" team will hold a briefing on the Virginia Workforce Network Information System (VWNIS) Friday, Feb. 18, in Richmond. Because this system plays such a vital role in tracking client progress and in reporting for our performance measures, please provide me specific or general concerns you would like addressed at the meeting. I will either attend the meeting or forward your information to someone who will. This is our opportunity to let the project's team leader know what your most important concerns are. Please feel free to contact me by phone, fax or email.

### VWN User Manual On the Way

Brian Long with the VEC WIA Unit in Richmond is sending me the latest version of the VWNMIS user manual. If you would like a copy of the CD-based guide, please let me know and I will forward it to you. After reviewing it, if the format is appropriate, I will also post to the web site.

### WDB Oversight Planning

Although it's winter outside, spring will be here shortly, along with the next round of compliance monitoring by the state. In preparation, I will meet with each contractor to review the manual used by the state so that we can prepare for this event. The guide documents how the state approaches monitoring, which focuses on the state level on compliance with WIA laws, regulations and policies as prescribed by both the federal and state entities. Our reviewer this year, Marie Hatcher, will look at the effectiveness of local implementation, how we adhere to fundamental program and administrative requirements, and determine our ability to identify and correct deficiencies. The assessment includes on-site and desk review procedures, reports, corrective action plans and follow-up reports.

Additionally, Clay Stein will begin local monitoring later this month and will continue through late March. If you would like more information on the either process or to review the manual, please let me know.

### ADA Assessment for One-Stops

WDB will be undergoing a disability self assessment in the coming weeks to measure and ensure nondiscrimination and opportunity to persons with disabilities participating in programs and activities within the One-Stop Career System. The assessment requires completing a checklist developed by the Civil Rights Center (CRC), Office of Disability Employment Policy (ODEP), and Employment and Training Administration (ETA). The checklist identifies federal requirements relating to serving persons with disabilities.

We are required to complete the self assessment for our local workforce investment area and return to the state no later March 31, 2005. I will contact contractors and others as necessary to gather the information. A copy of the checklist is attached for your reference

### Continuous Improvement Process

Dr. Barbara Bolin and WIB staff from around the staff have begun planning for Tier II certifications for one-stop locations. Each WIB is required to have at least one certified WIB within its region. Currently the Workforce Center in Roanoke is certified in Area III.

The following concepts are under consideration for Tier II certification:

- at least 1 certified CFC on staff
- cross-functional service teams
- distinguishable and separate employer services and career seekers' units

- process integration among partners
- determining common outcomes among partners
- ensuring the location adequately addresses customer need as locally defined by the WIB
- instituting fee-for-service offering as appropriate

I will continue to apprise you as these concepts are developed and defined.

**Legislation Update**

Legislation that would affect WIA operations national, state and local levels continues to move through the General Assembly and Congress.

Delegate Byron's Workforce bill (HB 2626), which would coordinate several workforce training resources by combining them with the Department of Business Assistance (DBA), was referred to (Senate) Committee on Commerce and Labor. HJ 713 (Byron) would further study ways to improve workforce development and is in the Senate.

President Bush's Jobs Training reform proposal, which would reauthorize WIA, would consolidate the WIA Adult, Dislocated Worker, and Youth funding streams and the Employment Service into a single grant to states. In addition, Governors will have the option - called "WIA Plus" - of consolidating their share of resources from other federal job training and employment programs into the state's core consolidated grant program.

You may find details on the federal proposal attached.

**Case management Tips:** If you are involved in case management or interested in how such work is conducted, please review the two attachments, provided by Raymond Cousins at VEC-WIA in Richmond. They offer details on best practices for case management in general and in working specifically with youth.

**\*\*CALENDAR\*\***

**WorkKeys Conference In May**

A national conference focusing on WorkKeys, which are the assessment used to award the state's new Career Readiness Certificate, will be held in May in Chicago. For more information, visit the conference website at <http://www.act.org/workkeys/conf/index.html>.

The WDB's Youth Council will exhibit at a Job's Fair for Youth April 12 at the Roanoke Civic Center. The event is the first in a series of outreach efforts the Youth Council is focusing on in the coming months. For more information, contact Youth Council Chair Paul Paradzinski at or the WDB office.

**\*\*LOCAL EVENTS\*\***

- One-Stop Operators Consortium Meeting:** Friday, Feb. 18, 9 a.m. Roanoke Workforce Center
- Board of Directors Meeting:** Friday, Feb. 25, 9 a.m. Roanoke Higher Education Center, Room 611 (Hosted by Blue Ridge Technical Academy).
- Business Showcase:** Tuesday, March 1, 4 - 7 p.m., Salem Civic Center
- Executive Committee Meeting:** Thursday, March 17, 9 a.m., Roanoke Higher Education Center, Room 810
- CLEO Consortium Meeting:** Thursday, March 24, 1 p.m., Roanoke Higher Education Center, Room 810
- Board of Directors Meeting:** Friday, April 1, 9 a.m. Virginia Workforce Center, Roanoke
- Business & Technology Showcase:** Tuesday, April 12, noon - 7 p.m. Salem Civic Center; **Board member volunteers needed to work the booth.**

*This update is distributed to members of the Western Virginia Workforce Development Board, the Board's Executive Committee, the Chief Locally Elected Officials Consortium, the One-Stop Operators' Consortium and the Youth Council. If you would like to opt out of receiving the information, please respond to this email with your instructions.*

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