

M E M O R A N D U M

To: Executive Committee
From: Doloris E. Vest, WIB Coordinator
Date: 5/27/2005
RE: Bi-Monthly Report: Activities March 15 – May 27, 2005

Administrative

- Developed and disseminated individual contract surveys to all contractors. Responses provide quality-related program information not evident in financial and compliance reviews or from performance reports
- **Training** for One-Stop receptionists, March 15
- **Recovered CRASHED Hard Drive!!**
- **Compliance Reviews** edited and submitted to VEC (Dislocated Worker), Goodwill Industries of the Valleys (Adult and Youth), Total Action Against Poverty (Youth); corrective action responses reviewed and additional information obtained where applicable.
- Solicited, reviewed and edited applications for **certified training providers** to make recommendations to Board for Program Year 2005.
- Prepared Memorandums to Record in preparation for compliance audit
- Reviewed contracts (budget, performance and quality information) and developed roll-over recommendations to board chair
- Reviewed PY2004 budget and PY2005 expected allocations to prepare detailed budget for consideration by full board June 3.

Notifications & Documentation

- Compliance Review **Corrective Action Plan not accepted** by the state
 - returned formal acceptance from the state
- Preliminary **contract expedited** and returned to VEC in Richmond
- Collected **ADA information** from all contractors and provided to State
- Conducted CLEO Consortium email vote request to have all local elected officers designate chief administrative officers to **CLEO; alignment** with Roanoke Valley Economic Development Partnership
- PY2004 **training provider information verified** and updated on state website. Entailed getting local access to system
- Prepared and submitted **Action Plan Update** to State Council as required for continued WIB certification
- **CLEO Consortium correspondence** regarding reconstitution of WDB Board of Directors, May 18
- Provided **letters in support:**
 - **Virginia Western Community College** grant to support mechantronics and welding programs.
 - **Roanoke Redevelopment & Housing Authority** grant to provide workforce training for residents of Hurt Park community, most of whom will qualify for services under WIA.

Meeting Attendance/Participation

Represented WDB at the following:

- Virginia Association of Workforce Directors, March 22, Richmond; April 8, Richmond
- US Department of Labor One-Stop workshop, March 22, Richmond
- Virginia Workforce Council, March 23, Richmond
- **WDB meetings:**
 - Steering Committee, RHEC, March 17
 - Executive Committee, RHEC, March 17
 - Board of Directors, Workforce Center, Roanoke, April 1
 - One-Stop Operator Consortium meeting, Workforce Center, April 15 and May 19
 - Youth Council, RHEC, May 9
 - Roanoke One-Stop partners meeting, Workforce Center, May 11

- Roanoke Higher Education Groundbreaking for Virginia Intermont Culinary Arts Program, April 19
- Request for Federal Waivers development, with members of Virginia Association of Workforce Directors, Conference Calls April 20 and 27, May 4 and 11.
- Virginia Workforce Council Local Excellence Committee meeting, Richmond, May 12
- WIA orientation for Steering Committee meeting facilitator **Kathy Baske Young**, April 13.
- WIA **orientation for potential training provider**, Joint Apprenticeship Training Committee – International Brotherhood of Electrical Workers, Jim Steele, April 20
- Salem-Roanoke County Chamber of Commerce Workforce Committee meeting, Salem, April 21
- Steering Committee **Planning Retreat**, April 22, Smith Mountain Lake (prep and follow up)
- **Workforce Network meeting**, National College of Business & Technology, April 26.
- **Regional Commission** meeting, April 28
- Roanoke City Council meeting, Marketing grant acceptance, May 2.
- Goodwill Industries of the Valleys annual **awards banquet**, May 5; two WIA participants honored
- Represented Board interest in meeting with adult services program client suspected of forging documents.
- Blue Ridge Technical Academy Advisory Council annual recognition luncheon, May 24
- Brainstorming session with Kathy Hodges, new manager of Franklin County Workforce Center, Rocky Mount, May 25

Marketing and Public Relations

- Career Readiness Certificate Public Service Announcement to WBRA
- Ongoing activities related to implementation of **Marketing Communication to Business Grant** from the VEC:
 - Created booth and other materials for use at business-to-business expos
 - Created **Workforce Advantage** email newsletter for Area III business; focus on workforce center business services
 - Participated in **SWVa Job Fair, April 5 (see below)**
 - **Planning and presentation of Workforce Summit**; partnered with VEC Employer Advisory Committee, The Management Association, The Roanoke Regional Chamber of Commerce, Roanoke Valley Economic Development Partnership, Roanoke Valley Society for Human Resource Management: Luncheon presentation by Futurist Joyce Gioia, 112 in attendance
 - News release on Workforce Summit
- **Southwest Virginia Job Fair**, April 5, Roanoke Civic Center:
 - morning set up for youth focusing on dressing for success; booth staffed by Youth Council members
 - afternoon setup for general public job seekers; booth staffed by board staff and VEC staff; focus on promoting Workforce Center as THE place to connect job seekers and employers
- Planning and participation in Roanoke Regional Chamber of Commerce Annual Business **Showcase**, April 12, Salem Civic Center
- **Advertising** for Workforce Center "First Thursday" Job Fair, May 5, June 2; create ad, coordinate insertion and payment by employer participants for local VEC.

Research

- Confirmed WDB non-profit status; confirmed there is NO tax exemption
- Contract procurement and awarding details
- Youth program participation in Franklin County
- Board appointment confirmation search
- Youth Summer employment pay regulations
- Policy change research
- MOU and other contractual requirements

Upcoming

- Virginia Workforce Council June 8, Hotel Roanoke 1 – 4 p.m.