

**ONE STOP OPERATIONS & DELIVERY SYSTEM  
COMMITTEE**

**MEETING MINUTES**

**February 7, 2006**

A meeting of the One Stop Operations & Delivery System Committee was held on February 7, 2006, at the Wytheville Workforce Center. Those in attendance were as follows:

**Committee Members**

Martha Samples, Chairman  
Dr. Bill Snyder  
Mike Rouse  
David Baldwin  
Bob Lloyd  
Bucky Sharitz  
John Overton

**Staff**

Ronnie Martin

**Guest**

Linda Matthews – Goodwill Ind.  
Sharon Nichols – Rooftop of VA  
Betty Rowe – People, Inc.  
Howard Spencer, Giles Partnership  
Bob McKinney - VEC  
Mary Ann Gilmer - VEC  
April Bourne – VEC  
Terri Gillespie – Rooftop

The meeting was called to order by Chairman Samples at 9:35 a.m. Noting that a quorum was present, Chairman Samples asked for a motion to approve the minutes of the last Committee meeting, which had been distributed. Mr. Rouse made a motion to approve the minutes as presented. Dr. Snyder seconded the motion, which was approved unanimously.

Mr. Martin gave background information to the Committee on the purpose and expectations of this meeting. Mr. Martin also reviewed the DLW/Adult performance report for the period 7/1/05 – 12/31/05 contained in their meeting packet. Mr. Martin gave background information to Committee members on the additional performance measures for PY'05. A copy of each Adult Sub-Contractor's additional

performance measures is contained in Committee members' meeting packets. Also, Mr. Martin discussed correspondence between the One Stop Operator and Adult Sub-Contractors relative to additional performance standards.

Mr. McKinney gave the One Stop Operator report for the first 6 months of PY'05. Mr. McKinney reviewed the fiscal review letters to Adult Sub-Contractors and indicated that each Sub-Contractor will address noted findings and their corrective action plan.

Mr. McKinney reviewed activities in all One Stop Centers to include number of applicants, number of job orders received, number referred to job openings and number of people placed in jobs. Activity in Satellite Centers was also reviewed with Committee members. Customer satisfaction results for all One Stop Centers was reviewed with Committee members. Customer satisfaction is excellent for both clients and employers.

Next Mr. McKinney reviewed DLW performance for the first 6 months of PY'05. Performance is on line with financial requirements as well as percentage of operational vs. non-operational program costs. He also reviewed Adult Sub-Contractor performance and concerns that the One Stop Operator had with each Adult Sub-Contractor and their corrective action plan.

Each Adult Sub-Contractor presented information on their respective Adult programs, performance information, response to performance concerns raised by the One Stop Operator and their corrective action plan to achieve required performance goals prior to 6/30/06. Those presenting were Howard Spencer, Giles County Partnership for Excellence Foundation, Sharon Nichols, Rooftop of Va. CAP, Linda Matthews, Goodwill Industries of the Valleys and Betty Rowe with People Inc. of Southwest Va.

Mr. Martin next reviewed the PY'06 funding process and timeline with Committee members. The Committee will need to meet in early April to decide if the current contract with our One Stop Operator will be extended for one (1) year or if competitive procurement will be initiated. Initial PY'06 funding will be reviewed at this time with a recommendation to the WIB at its April 26, 2006 meeting. After some

discussion, the Committee decided to meet on April 4, 2006 at the Wytheville Workforce Center. The meeting will begin at 9:30 a.m.

With no further business to discuss, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Ronnie Martin  
Executive Director