

**REGION VI  
WORKFORCE INVESTMENT BOARD  
EXECUTIVE BOARD  
MEETING MINUTES  
May 8, 2008**

**APPROVED**

Meeting was called to order at 10:37 a.m. by Chair, Kathy Wagner.

**WELCOME/ROLL CALL:**

The sign-in sheet was used in lieu of roll call. Members present were Kathy Wagner, Julie Sole, Judy Pratt, George Marshall, Phil Leinbach, Claudia George, and Mike Callen. Attending as a proxy was Vickie Vance for Hollis Vance.

WIB Staff present were Barbara DeMary, and Bridget Garrison.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Notebooks for each Executive Board Member  
May 8, 2008 Agenda  
April 10, 2008 Region VI WIB Executive Board Meeting Minutes  
Executive Director's Report  
2008 Interim Committee Meetings List  
Letter from Ron Radcliff regarding WorkKeys  
Letter from Ron Radcliff regarding Transfer of DW Funds to Adult Funds  
Region VI WIB Analysis of Budgeted Expenses as of April 30, 2008  
Rapid Response Activity Report PY07  
Clarksburg, Elkins, and Morgantown One-Stop Activity Reports

**APPROVAL OF MINUTES:**

Claudia George moved to approve the Minutes for the April 10, 2008 Executive Board Meeting. Motion seconded by George Marshall. Motion passed.

**OLD BUSINESS:**

Barbara informed the Board that a vote was needed to approve the Region VI WIB PY08 Business Plan Modification. She explained that an e-mail was sent to all Full Board Members and that the Modification has been sent out for a 30 day Public Comment Period. George Marshall moved to approve the PY08 Business Plan Modification. Motion seconded by Claudia George. Motion Passed.

**EXECUTIVE DIRECTOR REPORT:**

Barbara DeMary reported to the Board on the following items:

- Informed the Board that the WIB Directors' meeting is scheduled for tomorrow, May 9, 2008, and that she will be attending.

## **TO BE APPROVED BY EXECUTIVE BOARD ON JULY 10, 2008**

- Informed the Board that an updated listing of the Legislative Oversight Commission on Workforce Investment for Economic Development 2008 Interim Committee Meetings could be found in their notebooks.
- Informed the Board that the Interagency Collaborative Team (ICT) met on April 24, 2008 in Institute. Barbara did not attend this meeting due to an Internal Review being conducted in the Region VI WIB office.
- Informed the Board that there had been no notification of a date scheduled for a May Executive Meeting of the Workforce Investment Council, and that the April Meeting had been cancelled.
- Updated the Board regarding the rescissions for Fiscal Year 2008, and informed them that we have not received notice of our allocations for next year. Due to both of these reasons Maria is unable to prepare the budget for next year.
- Informed the Board that WORKFORCE West Virginia's Management Analysis/Internal Audit was conducted in the Region VI WIB office April 21-25, 2008. We were not notified until April 15<sup>th</sup> regarding this Audit, and it was completed by WORKFORCE West Virginia.
- Updated the Board on correspondence from WORKFORCE West Virginia, Ron Radcliff. The first letter was regarding WorkKeys and an upcoming informational meeting in our Region to establish basic processes and procedures for implementing WorkKeys through the satellites in our Region. The second letter was approval of our request to transfer \$121,321.80 of our Dislocated Worker Funds to Adult Funds for Program Year 2007.
- Updated the Board on the State Set-Aside Grant (2008-2009). HRDF, Inc. and Linda Baker have been working on this. We also had a Call-a-thon which was very successful.
- Informed that Board that she and Amy had written a Grant requesting \$100,000 for Adults and Incumbent Workers for PY08.
- An update was given on the One-Stop Monthly Activity Reports for March 2008 for Clarksburg, Elkins, and Morgantown.

### **STAFF REPORTS:**

Barbara DeMary mentioned that the Financial Statements were available for review by those present. She also explained that Maria Larry had prepared the Region VI WIB Analysis of Budgeted Expenses as of April 30, 2008 Report which could be found in Members notebooks. She also informed the Board that an updated Rapid Response Activity Report for PY07 could be found in their notebooks as well.

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**NEW BUSINESS:**

None.

**PUBLIC COMMENT:**

Kathy Wagner informed the Board that there would be a Guest Speaker at the June 12<sup>th</sup> Full Board Meeting, and that we would be voting on appointments of Officers as well as the Region VI WIB PY08 Budget.

**ADJOURNMENT:**

Phil Leinbach moved to adjourn the meeting. Motion seconded by George Marshall. Motion carried and meeting adjourned at 11:15 a.m.

Board Member Approval:

Katherine Wagner

Date: 7/10/08