

**TO BE APPROVED BY EXECUTIVE BOARD ON FEBRUARY 12, 2009**

**REGION VI  
WORKFORCE INVESTMENT BOARD  
EXECUTIVE BOARD  
MEETING MINUTES  
January 8, 2009**

**Meeting was called to order at 10:36 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, Phil Leinbach, Mike Callen, Judy Pratt, George W. Marshall, Jerry Ragen, and Jan Derry.

Non-board members present were Mary Spellman from Fairmont WORKFORCE West Virginia Center.

WIB Staff present were Barbara DeMary and Maria Larry.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

January 8, 2009 Agenda

October 9, 2008 Region VI WIB Executive Board Meeting Minutes

Rapid Response Activity Report PY08

Region VI WIB Analysis of Budgeted Expenses December 2008

Executive Director's Report

WorkKeys Workshop Memo – January 16, 2009

Clarksburg, Elkins, Fairmont, & Morgantown One-Stop Activity Reports Sept. 2008

**APPROVAL OF MINUTES:**

Jerry Ragen moved to approve the minutes for the October 9, 2008 Executive Board Meeting. Motion seconded by George Marshall. **Motion passed**

**OLD BUSINESS:**

Barbara reported to the board members that all four One Stops will need re-certified this year and that the re-certification will be voted on during the next full board meeting in March.

She also encouraged the One-Stop Certification Committee members to each visit a One Stop during the recertification process and try to attend at least one partner meeting before the March meeting. Mike Callen is the chairperson for this committee and will coordinate these visits so that each location is scheduled for a visit. (Fairmont, Clarksburg, Elkins, and Morgantown) Barbara will send re-certification forms to each site supervisor to complete prior to these visits. She will also provide a packet of information to the committee members containing information about each One-Stop, ie, MOU's, Activities, etc.

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An update was given on the internal audit. Region VI has not received a copy of the yearly audit. Cam Matheny of Matheny Leport and Pauley indicated that he found no problems or findings, but that during their visit they failed to perform a youth program eligibility testing and will be contacting Amy Hall for more information. A final report will be ready for the March full board meeting.

### **EXECUTIVE DIRECTOR REPORT:**

Barbara DeMary reported to the Board on the following items:

- Updated the Board of the most current State Level Meetings. No Interagency Collaborative Team (ICT) or Workforce Investment Council (WIC) meetings were held in December. A statewide WIB Director's meeting is scheduled for January 15, 2009 via teleconference. Barbara will not be available for the January 15 meeting because she and Debbie will be attending an Aerospace Conference in Washington, D.C. The Harrison County Commission will be paying Barb and Debbie's registration for the conference.
- Distributed a WorkKeys Informational Meeting Memo. Barbara encouraged board members and their partner agencies to attend one of the two WorkKeys workshops. Information on the dates and times are listed on the handout and RSVP's are required due to lunch being provided for the attendees.
- Referenced the One-Stop Monthly Activity Reports for each of the four One-Stops. Also highlighted the monthly partner meeting dates.

### **STAFF REPORTS:**

Barbara informed Board Members that an updated Rapid Response Report for PY08 could be found in their folders. She reported to the board that Debbie Myers was in Preston County today conducting a Rapid Response Workshop for the miners at Whitetail Mine in Kingwood, WV. This recent layoff affected approximately 300 miners.

Maria Larry mentioned that the most recent financial statement was available for review by those present. She then explained that the Analysis of Budgeted Expenses Report, found in Members folders was for the month ending December 31, 2008 and now includes the entire Program Year 2008 budget plus carryover.

### **NEW BUSINESS:**

An updated (2009) Region VI WIB Approved Providers List was included in each member's binder. It lists those service providers who have been approved for the upcoming year (1/1/09 through 12/31/09). Any questions regarding the list could be made to Maria Larry.

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Barbara indicated that the Region VI WIB office may be asking the board for permission to transfer Dislocated Worker funds to Adult funds before the March full board meeting. She reported that Region VI WIB office did not ask for the transfer previously because of increased layoffs this year, however, the office has not seen an increase in the Dislocated Worker ITA activity, but has an Adult wait list of approximately 50 people. If necessary, the Region VI WIB office may conduct a phone vote of the full board before the March meeting.

**PUBLIC COMMENT:**

Mary Spellman reported that the US Census Bureau is currently testing in the One-Stops for temporary/part time positions. They may open an office closer to the year 2010 which may require a few clerical positions.

She also reported that the Morgantown and Fairmont WORKFORCE West Virginia centers are currently updating their websites and encouraged partners to contact her with updated information on their partner agency. These sites are ADA accessible and the contract was awarded to the lowest bidder, The Hive Network.

Kathy Wagner welcomed Jan Derry to the Executive Board as our new Secretary.

**ADJOURNMENT:**

Jerry Ragen moved to adjourn the meeting. Motion seconded by George Marshall.

**Motion passed** and meeting was adjourned at 11:25 am.

**Board Member Approval:**

Kathy Wagner

**Date:**

2/12/09