

**REGION VI
WORKFORCE INVESTMENT BOARD
EXECUTIVE BOARD
MEETING MINUTES
July 10, 2008**

APPROVED

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, Jerry Ragen, Julie Sole, and Mike Callen

Attending as a proxy were Lori Turner for Claudia George, Julie Sole for Judy Pratt, and Vickie Vance for Hollis Vance and George Marshall.

Non-Board Member present was Mary Spellman from the Fairmont WORKFORCE West Virginia Center.

WIB Staff present were Barbara DeMary and Maria Larry.

Kathy Wagner welcomed newly elected Vice Chair, Jerry Ragen to the Executive Board.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

July 10, 2008 Agenda

May 8, 2008 Region VI WIB Executive Board Meeting Minutes

Rapid Response Activity Report PY07 and PY08

Region VI WIB Analysis of Budgeted Expenses June 2008

Executive Director's Report

Rapid Response Award Letter for \$35,000.00

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

APPROVAL OF MINUTES:

Jerry Ragen moved to approve the minutes for the May 8, 2008 Executive Board Meeting. Motion seconded by Lori Turner. Motion passed.

OLD BUSINESS:

Barbara DeMary informed Board Members that Region VI had not received Adult and Dislocated Worker Allocations for PY08 as of this date. The state indicated that the allocations should be awarded by the end of July.

Maria Larry explained the regulations regarding separate bank accounts for WIA Federal funds and FSE&T Federal funds. Region VI WIB will be required to open a separate

TO BE APPROVED BY EXECUTIVE BOARD ON AUGUST 14, 2008

bank account for FSE&T funds so that interest income can be tracked and calculated separate from WIA funds.

EXECUTIVE DIRECTOR REPORT:

Barbara DeMary reported to the Board on the following items:

- Reported that since the last Executive Board Meeting there have been no Executive Directors' Meetings, Workforce Investment Council Meetings, nor any Interagency Collaborative Team (ICT) Meetings.
- Informed the Board of the Rapid Response Award Letter received from WORKFORCE West Virginia in the amount of \$35,000, to offset Case Management charges in TAA and/or Dislocated Worker time charges. This allows Region VI to use the un-obligated Case Management Funds to perform Rapid Response activities in the region.
- Updated the Executive Board on the Youth Council In-School/Out-of-School Initiative. Because of the low attendance at Camp Horseshoe this summer, HRDF, Inc. is teaming up with Mission WV to offer a 4 day long day camp to Out-of-School Youth in the region. The funds left over from Camp Horseshoe will be used to fund 20 students, within the counties that donated the funds. The camp will be held starting on August 11th, 2008 in the Old Fairmont Hotel Ballroom. Students will receive instructions on building a computer, basics in computer operation, and then will be able to take their computers home. The cost is \$400.00 per student. Barbara indicated that she will be working with the Youth Council members and the Region VI Business Team to contact area Employers for donations to support additional students.
- Barbara indicated that she and Maria Larry attended a week long USDOL Fiscal Training in Charleston during the last week of June. The training included all 7 WIB's and the State Fiscal people.
- Informed the Board that Suttle and Stalnaker will be conducting another State Audit for Program Year 2007. Dates for that Audit are not yet available.
- Barbara updated the Board on the WORKFORCE West Virginia State Compliance Audit performed by Sylvester Leftwich this past spring. Region VI received a draft report of the findings and have 10 working days to respond. The only finding for Region VI was in regards to missing information in the Case Management eligibility files. Amy Hall will be getting this information out to the One-Stops, giving them a chance to comment on the findings, or submit support documentation to rescind the findings.
- An update was given on the One-Stop Monthly Activity Reports for June 2008. Partners are contributing resources to leverage funds for things like Job

TO BE APPROVED BY EXECUTIVE BOARD ON AUGUST 14, 2008

Fairs and special events. Barbara also informed the Board that she and several of the One-Stop Managers have been visiting various County Chamber Offices to make them aware of the services available through WORKFORCE West Virginia and WIA.

- Updated the Board on One-Stop Center closings. Barbara indicated that Region VI WIB will not make any decisions regarding the closings of One-Stops and that the decision needs to be made by WORKFORCE West Virginia since they are the ones paying the rent and holding the leases.

STAFF REPORTS:

Barbara informed Board Members that an updated Rapid Response Report for PY07 and PY08 could be found in their folders. She was happy to report that the Clarksburg Gabriel Brothers was reopening (July 10, 2008) despite being on the Rapid Response list back in January 08.

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 a preliminary report for June 2008. The reason the Report for June is marked preliminary is because June is also the end of the Program Year for WIA and a Final Report is not due to the state until August 15, 2008. This allows all Vendors and Service Providers 30 days to close out any contracts or invoices payable in the previous Program Year.

NEW BUSINESS:

Barbara recapped the information regarding the Rapid Response Award Letter for \$35,000.00. A copy of the letter is included in each Member's folder.

Barbara gave an update on the WORKKEYS Initiative throughout the state. Discussion followed.

PUBLIC COMMENT:

Barbara reminded the Executive Board that the Full Board voted at their last meeting for the Executive Board to approve the PY08 allocation and budgets that will be recommended to the LEO Board for final approval. Upon receiving the Adult and Dislocated Worker allocation amounts, the Finance Committee Chair, Jerry Ragen, will call a meeting to make a recommendation to the Executive Board. Depending upon the date received, the Finance Committee will decide on whether to wait for the next Executive Board meeting (August 14th) to vote on the budget or conduct a phone vote.

Barbara announced the newest LEO officers:

| | |
|-----------------------------|--|
| Chair: | Angie Pratt (Doddridge County) |
| 1 st Vice Chair: | Craig Jennings (Preston County) |
| 2 nd Vice Chair: | Wayne Stutler (Marion County) |
| Secretary: | Bernie Fazzini (Harrison County) |
| Treasurer: | Robert Rinehart (Lewis County) - reappointment |

TO BE APPROVED BY EXECUTIVE BOARD ON AUGUST 14, 2008

ADJOURNMENT:

Jerry Ragen moved to adjourn the meeting. Motion seconded by Vickie Vance. Motion passed and meeting was adjourned at 11:30 am.

Board Member Approval:

Kathleen Wagner

Date:

8/14/08