

**TO BE APPROVED BY EXECUTIVE BOARD ON OCTOBER 9, 2008**

**REGION VI  
WORKFORCE INVESTMENT BOARD  
EXECUTIVE BOARD  
MEETING MINUTES  
August 14, 2008**

**Meeting was called to order at 10:35 a.m. by Chair, Kathy Wagner.**

**WELCOME/ROLL CALL:**

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

WIB Staff present were Barbara DeMary, Maria Larry, and Bridget Garrison.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

August 14, 2008 Agenda

July 10, 2008 Region VI WIB Executive Board Meeting Minutes

Executive Director's Report

Award Letter from Governor Manchin – First Quarter Adult/Dislocated Worker Funding PY07 4<sup>th</sup> Quarter Final Performance Report

Clarksburg, Elkins, and Morgantown One-Stop Activity Reports for July 2008

Region VI WIB Analysis of Budgeted Expenses July 2008

Rapid Response Activity Report PY08

**APPROVAL OF MINUTES:**

Jerry Ragen moved to approve the Minutes for the July 10, 2008 Executive Board Meeting. Motion seconded by Mike Callen. 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 would be awarded by the end of July, however, it has been changed. We are now supposed to be notified of our PY08 Funding by sometime in October.

**EXECUTIVE DIRECTOR REPORT:**

Barbara DeMary reported to the Board on the following items:

- Informed the Board that the Executive Directors' Meeting was held at the WORKFORCE Conference in Chester, WV. One Comprehensive One-Stop for each region and the cost of operation was discussed.

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- Informed the Board of the Award Letter received from Governor Manchin informing Region VI that they had been awarded \$77,849.00 for Adult Programs, and \$171,797.00 for Dislocated Worker Programs. This award is for the First Quarter of Program Year 2008, and is to be used from July 1, 2008 through September 30, 2008.
- Explained to the Board the PY07 4<sup>th</sup> Quarter Final Performance Report which could be found in Board Members notebooks. She explained that the Gray shaded area represents Region VI and that we are doing very well. She also passed around the Spreadsheet Report that Shelly McCauley receives quarterly from the State.
- 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. teamed 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 were used to fund 17 students, within the counties that donated the funds. The camp was entitled "Build It Keep It Share It," and was held this week in the Old Fairmont Hotel Ballroom. Students have been receiving instructions on building a computer, basics in computer operation, and will be able to take their computers home. The cost was \$400.00 per student. Barbara explained that this Camp was the result of a coordinated effort between County Commissions, Mission West Virginia, HRDF, Inc., Youth Council, YouthBuild, and the Region VI WIB. She thanked Bernie Fazzini and the County Commissions for funding this Camp.
- Informed the Board that West Virginia Junior College was the Statewide winner of the Training Provider Award given at the WORKFORCE West Virginia Conference. She congratulated Mike Callen and Julie Sole on the Award.
- An update was given on the One-Stop Monthly Activity Reports for July 2008.

### **STAFF REPORTS:**

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 for July 2008 could be found in Members notebooks. She informed the Board that this report reflects only carryover funds, and that the PY08 Budget is not included.

Barbara informed Board Members that an updated Rapid Response Report for PY08 could be found in their notebooks and mentioned that a couple of companies would be laying-off and closing in the next few weeks, and that they would be listed on the Rapid Response Report for the next Board Meeting.

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**NEW BUSINESS:**

Kathy Wagner informed the Board that Region VI received only one Audit Bid, and that she, Jerry Ragen, and Amy Hall met prior to today's meeting and reviewed it. Kathy discussed the bid with the Board and informed them that we do have an option to solicit additional bids since this one did not cover all specifications. She hopes to have a few more bids to present at the September Board Meeting.

**PUBLIC COMMENT:**

Barbara announced that the State would be conducting a Job Fair next Wednesday, August 20<sup>th</sup> at the Marion County Armory from 11:00am to 6:00pm.

Judy Pratt informed everyone that the GED exam is now "FREE" to take thanks to the efforts of Senator Roman Prezioso.

Kathy Wagner announced that the September Legislative Interim Session will be held at the Bridgeport Conference Center. She will circulate the committee schedule as soon as it is finalized and encouraged everyone to sit in on any meetings of interest to them.

**ADJOURNMENT:**

Jerry Ragen moved to adjourn the meeting. Motion seconded by Mike Callen. Motion passed and meeting was adjourned at 11:25 am.

**Board Member Approval:**

Kathy Wagner

**Date:**

10/9/08