

TO BE APPROVED BY EXECUTIVE BOARD ON NOVEMBER 13, 2008

**REGION VI
WORKFORCE INVESTMENT BOARD
EXECUTIVE BOARD
MEETING MINUTES
October 9, 2008**

Meeting was called to order at 10:39 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, Allen Wilson, Bernie Fazzini

Attending as a proxy were Vickie Vance for Claudia George and Hollis Vance, and Judy Pratt for George Marshall

WIB Staff present were Barbara DeMary, Shelly McCauley and Maria Larry.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

October 9, 2008 Agenda
August 14, 2008 Region VI WIB Executive Board Meeting Minutes
Rapid Response Activity Report PY08
Region VI WIB Analysis of Budgeted Expenses September 2008
Executive Director's Report
PY07 Annual Final Performance Report (State and Regional)
E-mail from Beth Carenbauer re: WorkKeys Orientations Scheduled for 10/10 & 10/17
E-mail from Beth Carenbauer re: Governor Manchin's Press Conference on 10/28/08
Letter from Ralph Jenkins, Employer Relations Representative re: Business Service Team and WVEAC joint meeting on October 14, 2008
Region VI Schedule of Meetings
Clarksburg, Elkins, Fairmont, & Morgantown One-Stop Activity Reports Sept. 2008

APPROVAL OF MINUTES:

Allen Wilson moved to approve the minutes for the August 14, 2008 Executive Board Meeting. Motion seconded by Phil Leinbach. Motion passed. Bernie Fazzini asked that the minutes be amended to reflect his attendance on August 14, 2008.

OLD BUSINESS:

Barbara reported to the board members that the September Legislative Interim Meetings held in Bridgeport were very successful.

Kathy Wagner passed around a new article from a Clarksburg newspaper regarding the need for community colleges to link up with apprenticeship programs.

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Kathy Wagner informed Board Members that Region VI had not received 2nd half Adult and Dislocated Worker Allocations for PY08 as of this date.

EXECUTIVE DIRECTOR REPORT:

Barbara DeMary reported to the Board on the following items:

- Updated the Board of the most current State Level Meetings including the Interagency Collaborative Team (ICT) Meeting held on September 25, 2008. Minutes were available for review.
- Barbara introduced Shelly McCauley to the Board and asked her to explain the PY07 Annual Final Performance Reports and her role in achieving excellent performance for the region. Shelly praised the Region VI Case Managers and Service Providers for working together with her to obtain the crucial performance information needed to stay in compliance. Region VI has either met or exceeded each of the performance outcomes for the whole year.
- A handout was given to the board regarding the upcoming WorkKeys Orientations to be held on October 10, 2008 in Wheeling and October 17, 2008 in Huntington. Anyone who wishes to attend should contact Barbara prior to the meeting dates. Barbara also noted that Robin Asbury will be presenting WorkKey Information at the next Region VI Business Service Team Meeting.
- Another handout was given to the board announcing Governor Manchin's scheduled press conference at the NGK plant in Sissonville on October 28, 2008 regarding the statewide WorkKeys program kick-off.
- A letter from Ralph Jenkins, Employer Relations Representative for WORKFORCE West Virginia was included in each member's binder announcing the meeting between the Region VI Business Service Team and the WVEAC and local businesses, along with the Fairmont Marion County Transit Authority. The purpose of this meeting is to discuss the possibility of adding bus routes to lessen the travel expense of workers to and from work.
- Barbara pointed out that a schedule of Region VI Meetings (including Full Board, Executive Board, LEO Board and Youth Council) is included in the binder for reference.
- Matheny, Leport & Pauley, Certified Public Accountants have scheduled the internal financial audit for the week of October 21st.
- Updated the board on the Mountaineer Challenge Initiative – Career Fair to be held on October 31, 2008. Out of 83 cadets set to graduate in December, 24 reside in the Region VI area.

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- Referenced the One-Stop Monthly Activity Reports for each of the four One-Stops. Also indicated that the One-Stops average around 20 events/job fairs per year in the region.
- Barbara updated the board members of Region VI WIB's recent lay-off. Because of budget cuts, Barbara decided to cut the Region VI fulltime clerical position. Other staff members will absorb the clerical duties of the fulltime clerical person.

STAFF REPORTS:

Barbara informed Board Members that an updated Rapid Response Report for PY08 could be found in their folders

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 period ending September 30 2008.

NEW BUSINESS:

Kathy Wagner informed the board members that the previous board secretary, Julie Starko Sole, has taken another job which has resulted in her resignation from the board. Because of Julie's resignation, the board needs a new secretary and Kathy asked for nominations from the floor. Any recommendations or nominations will go to the Full Board Meeting in December for approval. Following discussion it was decided that Barbara would contact Jan Derry, who previously ran against Julie Sole in the last election.

PUBLIC COMMENT:

No public Comment.

ADJOURNMENT:

Judy Pratt moved to adjourn the meeting. Motion seconded by Phil Leinbach. Motion passed and meeting was adjourned at 12:05 pm.

Board Member Approval:

Katherine O'Leary

Date:

January 8, 2009