

TO BE APPROVED BY EXECUTIVE BOARD ON February 11, 2010

**REGION VI
WORKFORCE INVESTMENT BOARD
EXECUTIVE BOARD
MEETING MINUTES
January 14, 2010**

Meeting was called to order at 10:42 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, Bernie Fazzini, Claudia George, George Marshall, Jan Derry and Mike Callen.

Attending as proxy were George Marshall for Judy Pratt.

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 14, 2010 Agenda
November 12, 2009 Region VI WIB Executive Board Meeting Minutes
Executive Directors Report
Region VI WIB Analysis of Budgeted Expenses December 2009
Region VI WIB Analysis of "Stimulus" Expenses December 2009
One-Stop Monthly Activity Reports for Oct. -Clarksburg, Fairmont, Elkins, Morgantown
2010 Approved Service Providers List

APPROVAL OF MINUTES:

Claudia George moved to approve the minutes for the November 11, 2009 Executive Board Meeting. Motion seconded by Mike Callen. **Motion passed**

OLD BUSINESS:

Clarksburg One Stop Re-certification: Barbara reported that WV State Leasing is looking for possible sites to move the Clarksburg Workforce West Virginia Center. Members of the re-certification committee are searching for possible sites. Committee will make recommendations of possible sites to the WV Dept. of Administration, however, the WVDA will make the final decision. The re-certification committee would like to include some city and/or county officials in their search and recommendation.

TO BE APPROVED BY EXECUTIVE BOARD ON February 11, 2010

Internal Audit by Toothman Rice is complete. A draft copy of the audit has been given to the Region VI WIB office and Toothman Rice is currently working on the 990 report. Final copies of the Audit will be available at the next full board meeting in March.

Barbara informed the board that the Accounting Contract will have to go out for bid this year. The 3 year renewal period is up this June.

RFP Evaluations: Barbara indicated that volunteers from the Full Board and LEO Board will be needed to participate in the review and evaluation of this year's RFP's. The Youth RFP will be reviewed on February 16, 2010 and the On-the-Job Training RFP will be reviewed on March 2, 2010. The process will take approximately 2 hours each review. Kathy Wagner has volunteered and Jackie Weeks has volunteered to sit on the Youth RFP review team.

Division of Rehabilitation Services Grant: Barbara reported to the board that Region VI WIB received \$80,000 from the Division of Rehabilitation to work with disabled youth up to age 24. The grant will also fund a temporary aide to work the program and funds were set aside for interpreters, if needed. Jan Derry has volunteered to assist with the grant. Region VI is currently looking for sites within Harrison County to conduct a BIKISI Class. The site must be secure and provide wireless access to approximately 11-12 participants. Sites throughout the entire region will be needed at later dates.

EXECUTIVE DIRECTOR REPORT:

Barbara DeMary reported to the Board on the following items:

- Gave an update on the State WIB Director's Meetings, Workforce Investment Council (WIC) Meetings, the Interagency Collaborative Team (ICT) Meetings and the Legislative Interims. She reported a new member on the WIC Board as Chris Kroger, Legal Council for Pratt Whitney. She would like to get him to join the Region VI WIB Board.
- One-Stop Monthly Activity Reports for the Month of December 2009 are enclosed in each members binder.

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, found in Members folders was for period ending December 31, 2009. Also enclosed is Analysis of Budgeted "Stimulus" Expenses Report for period ending December 31, 2009. She indicated that the State wants the regions to spend most, if not all, money in first year with no carryover. The reason for no carryover is so that they can apply for National Emergency Grants to cover Wait Lists. Region VI WIB has always carried over funds into the 2nd year in order to conduct business during the first few months of the new year because the state takes so long to get us our new year money.

TO BE APPROVED BY EXECUTIVE BOARD ON February 11, 2010

Barbara DeMary reported to the board that the USDOL is requiring the regions to enter their ITA wait lists into the MACC so that they are able to see what funds are needed to fund additional ITA's. She also indicated that Region VI WIB will continue to operate with carryover funds until they get clarification from the State Office.

Barbara reported that Debbie Myers was in Elkins today conducting rapid response meetings with the employees of Aegis. She also reported that Health South, located in Morgantown, WV, had laid off 7 LPN's.

NEW BUSINESS:

The Governor's Guaranteed Workforce is giving money to Armstrong for pre-employment training.

Elevate America – Microsoft is giving the State of West Virginia approximately 7000 e-vouchers for Microsoft training. There are no eligibility guidelines and the voucher is free. The program is an on-line program that is self-paced and ranges from Word Processing Programs all the way to IT training programs. Barbara indicated that board members and employers may want to use some of the vouchers for their employees or staff. Each participant must have access to a computer and they have one year to complete the training. Certification tests will be given at a public location and will be announced at a later date. One-Stop Resource computers cannot be used due to program and file security.

PUBLIC COMMENT:

Mary Spellman, Site Supervisor, updated the board on the Fairmont Workforce West Virginia Center. She indicated that the One-Stop Resource Room had been recently updated but that the classroom computers were slowly dying and asked for help in getting the classroom computers updated. The Full Circle Program depends on the classroom computers to operate and they need updated in order to teach updated Microsoft Programs.

Phil Leinbach reported that North Central Community Action in Harrison and Lewis counties had Stimulus funds available for training. They are following the 200% income eligibility guidelines. Bernie Fazzini gave the following phone numbers for Linda Linville of NCCA: 304-622-8495 and 304-623-1665.

ADJOURNMENT:

Claudia George moved to adjourn the meeting. Motion seconded by George Marshall. **Motion passed** and meeting was adjourned at 11:45 am.

TO BE APPROVED BY EXECUTIVE BOARD ON February 11, 2010

Board Member Approval:

Katherine Wagner

Date:

5/13/2010