

TO BE APPROVED BY EXECUTIVE BOARD ON November 12, 2009

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

Meeting was called to order at 10:38 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, Judy Pratt, Jan Derry, George Marshall, Bernie Fazzini and Mike Callen.

Attending as proxy were Phil Leinbach for Claudia George and Judy Pratt for Hollis Vance.

WIB Staff present were Barbara DeMary and Maria Larry.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

October 8, 2009 Agenda

August 13, 2009 Region VI WIB Executive Board Meeting Minutes

Executive Directors Report

Region VI WIB Analysis of Budgeted Expenses September 2009

Region VI WIB Analysis of STIMULUS Expenses September 2009

Rapid Response Activity Report for September 2009

One-Stop Monthly Activity Reports for Sept -Clarksburg, Fairmont, Elkins, Morgantown

APPROVAL OF MINUTES:

George Marshall moved to approve the minutes for the August 13, 2009 Executive Board Meeting. Motion seconded by Jan Derry. **Motion passed**

OLD BUSINESS:

Clarksburg One Stop Re-certification: Barbara reported that an Ad Hoc Committee had been formed to discuss the Clarksburg One Stop Re-certification and the report issued by Jan Derry's husband. The committee met on September 23, 2009 and included Steve Dailey of WorkForce West Virginia and Tammy Cogar of WV Dept. of Administration. A copy of Mr. Derry's report was sent to the WV State Leasing Office. The next meeting is scheduled for October 14, 2009 at 10:30 am. State Leasing personnel would like to perform a walk-through of the facility and then meet. The committee discussed meeting with the landlord to discuss what renovations could be made, if any. Kathy Wagner requested the total square footage of the facility.

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 indicated that the State WIB Director's meetings were being conducted via conference calling and that they were beginning to get copies of the meeting notes. September Conference Call meeting notes were available for review.
- Reported on the Three Rivers Energy Consortium meeting she attended in Canonsburg, PA. on September 16, 2009 They want to include two of our counties (Preston and Monongalia) in their grant which focuses on energy related occupations. They expect to serve 2,660 people in energy related training.
- Indicated that the Region VI WIB will be reverting back to TABE testing for those who are entering training programs, but that we will be using WorkKey's for employers. The employers will be paying for the test and Region VI WIB will probably hire through a temporary agency for someone to administer the test, once we start making money to pay them. She also stated that the State office will be doing job profiles for free up through June 2010, if anyone knew a company that wanted to get their jobs profiled.
- Updated the board on our independent audit. Toothman Rice will be conducting the audit the last week of October 2009.
- Gave update on BIKISI. Region VI WIB will be moving forward with BIKISI classes and is looking for funding opportunities in the region, county rotary's, etc. for non-WIA participants. Region VI will also be putting together a promotional DVD to promote the program to possible contributors.
- Reported to the board that the Region VI WIB office will be having an Open House/Ribbon Cutting Ceremony following the next Executive Board Meeting in November. Will be including the Bricklayers Apprenticeship Office. She will be sending notification out soon.
- One-Stop Monthly Activity Reports for the Month of Sept. 2009 were discussed.

STAFF REPORTS:

Barbara informed Board Members that an updated Rapid Response Report for PY09 was included in their packet.

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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 September 30, 2009. She also explained that a separate bar graph was included in the packets that detailed the Stimulus Grant for month ending September 2009.

NEW BUSINESS:

Barbara DeMary reported to the board that Region VI WIB had received reports back from both the WVDHHR SNAP&ET Desk Review and the USDOL Youth Stimulus Monitoring Visit. The SNAP&ET review letter was discussed at the last LEO meeting and measures are being taken to resolve one of the issues. Maria gave the board and overview of the two issues that were included in the report.

Barbara provided the board members with a copy of the USDOL report, including the WIB's responses. She also discussed each finding and each response. Our responses were sent to WorkForce West Virginia and in turn they sent them onto DOL. Will provide updates as we get them.

PUBLIC COMMENT:

None

ADJOURNMENT:

George Marshall moved to adjourn the meeting. Motion seconded by Jan Derry. **Motion passed** and meeting was adjourned at 11:43 am.

Board Member Approval:

Katherine D. Wagner

Date:

Nov. 12, 2009