

TO BE APPROVED BY EXECUTIVE BOARD ON July 8, 2010

**REGION VI
WORKFORCE INVESTMENT BOARD
EXECUTIVE BOARD
MEETING MINUTES
May 13, 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, George Marshall, and Mike Callen.

Attending as proxy were George Marshall for Judy Pratt.

WIB Staff present were Barbara DeMary and Maria Larry.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

May 13, 2010 Agenda

January 14, 2010 Region VI WIB Executive Board Meeting Minutes

Executive Directors Report

Region VI WIB Analysis of Budgeted Expenses April 2010

Region VI WIB Analysis of "Stimulus" Expenses April 2010

PY09 Quarter 3 Statewide Preliminary Performance Report

PY09 Quarter 3 Regional Preliminary Performance Report

Statewide TAA Status Report as of 5/3/2010

One-Stop Monthly Activity Reports for April 2010. -Clarksburg, Fairmont, Elkins, Morgantown

APPROVAL OF MINUTES:

Mike Callen moved to approve the minutes for the January 14, 2010 Executive Board Meeting. Motion seconded by Phil Leinbach. **Motion passed**

Note: February and April Executive Board Meetings were cancelled.

OLD BUSINESS:

Clarksburg One Stop Re-certification: Barbara plans to get something in writing from Mr. Heldrith from WV State Leasing before the June Full Board and LEO Board meetings. His last e-mail indicated that they needed to move the One Stop. Currently the Clarksburg One Stop is operating under a Provisional Extension.

WIA Allocation: Barbara reported that the State has gotten the Program Year 2010 allocation but has not released the regional information yet. The statewide allocation

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showed an increase in Dislocated Workers funds but a decrease in both the Adult and Youth funds.

Elevate America: On May 25th, Governor Joe Manchin will be making a public announcement regarding Elevate America. Elevate America is a collaborative effort between Microsoft Corp. and the State of West Virginia to distribute e-vouchers to West Virginia residents. Barbara is trying to find partners who are willing to verify residency and complete the necessary forms in order to distribute the vouchers within our region. Bernie Fazzini suggested contacting each county commission to help out.

NEW BUSINESS:

Unemployment Audit: A representative from the Unemployment Compensation Division conducted an audit of Region VI WIB's financial and payroll information and determined Region VI WIB in-compliance. Barbara will have a copy of the letter available at the June meetings.

Grant Proposal/DHHR Summer Youth Employment Program: Region VI WIB has applied and will likely receive approximately a \$400,000 grant from the WV Division of Health and Human Resource (TANF). Region VI WIB plans to use the grant to serve Out-of-School Youth ages 18-21 by operating a Summer Youth Employment Program like the one offered last summer. The program will run from Mid-July through September and Region VI is sub-contracting with HRDF. TANF clients will be served first then last year's WIA youth participants second and then thirdly will be opened to the public. HRDF will hire approximately 6 supervisors.

WIA Summer Youth: Region VI WIB will sub-contract with RESA VII to operate a modified In-School Summer Youth Employment Program to run during the last 2 weeks of June through the first of July. The initial part of the program will be funded with unobligated Administrative Stimulus Funds that were transferred into the Stimulus Youth Program of approximately \$30,000.

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.
- Reported that Maria Larry and Barbara will be attending a mandatory State Fiscal Training in Charleston on May 25-26, 2010
- One-Stop Monthly Activity Reports for the Month of April 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,

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found in Members folders was for period ending April 30, 2010. Also enclosed is Analysis of Budgeted "Stimulus" Expenses Report for period ending April 30, 2010. 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. She also reported that the DW Stimulus Funds were spent last month, but that a \$40,000 refund from the TAA Unit in Charleston affected this month's expenditures.

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 DeMary explained the Statewide and Regional Performance Reports and pointed out that Region VI had not red indicators on the report. She gave credit to both Youth Programs and her staff person, Shelly McCauley.

Barbara DeMary discussed the TAA Status Report and indicated that Aegis' petition was certified on April 21, 2010 in Elkins. Phil Leinbach asked that the TAA Petition Certification List be e-mailed to him.

Barbara reported that Region VI WIB received 2 bids for Accounting Services and that an evaluating committee would be reviewing the proposals on June 1st. A recommendation will follow at the June Full Board and LEO Meetings.

Region VI WIB Board Nominating Committee met today, prior to the meeting. Kathy Wagner has agreed to move to the Vice Chair seat if approved. Jan Derry has agreed to stay on as Secretary and possible candidates for Chair are Jerry Ragen or Mike Bombard. Committee will bring all nominations to the Full Board at the June meeting.

PUBLIC COMMENT:

none

ADJOURNMENT:

Phil Leinbach moved to adjourn the meeting. Motion seconded by George Marshall. **Motion passed** and meeting was adjourned at 11:36 am.

Board Member Approval: _____

Date: _____