

**TO BE APPROVED BY EXECUTIVE BOARD ON October 8th, 2009**

**REGION VI  
WORKFORCE INVESTMENT BOARD  
EXECUTIVE BOARD  
MEETING MINUTES  
August 13, 2009**

**Meeting was called to order at 11:02 a.m. by Chair, Kathy Wagner.**  
(Prior to the start of the meeting a tour was given of the new Fairmont One Stop Center in Veteran's Plaza)

**WELCOME/ROLL CALL:**

The sign-in sheet was used in lieu of roll call. Members present were Kathy Wagner, Rich Eddy, Phil Leinbach, Judy Pratt, Jan Derry, George Marshall, Hollis Vance, and Mike Callen.

WIB Staff present were Barbara DeMary and Maria Larry.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

August 13, 2009 Agenda  
July 9, 2009 Region VI WIB Executive Board Meeting Minutes  
Executive Directors Report  
E-mail from Beth Carenbauer announcing WorkKeys/KeyTrain Training Aug 19 & 25  
Region VI WIB Analysis of Budgeted Expenses June 2009 (YEAR END)  
Region VI WIB Analysis of STIMULUS Expenses July 2009  
Rapid Response Activity Report for July 2009  
One-Stop Monthly Activity Reports for July -Clarksburg, Fairmont, Elkins, Morgantown

**APPROVAL OF MINUTES:**

George Marshall moved to approve the minutes for the May 14, 2009 Executive Board Meeting. Motion seconded by Rich Eddy. **Motion passed**

**OLD BUSINESS:**

Phil Lienbach gave an update on the Summer Youth Program. HRDF, Inc. is at 70% of enrollment in the Out-of-School program and have until September 30, 2009 to spend the Stimulus Funds with the exception of 22-24 year olds – they can work beyond September 30<sup>th</sup>. RESA VII planned for 78 in-school youth and were able to serve 73. Amy Hall, Barbara DeMary and Shelly McCauley monitored the summer youth sites prior to the USDOL visit.

Jan Derry gave an overview of the Clarksburg One-Stop site review conducted by her husband. Some of the conditions she reported on were the parking lot location for accessibility, sidewalk entry from the street and the elevator being too narrow and cumbersome. Barbara DeMary told the board that she will be meeting with Sharon

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Cunningham and Claudia George to discuss possible corrections and they would set up a meeting with the One-Stop Certification committee to discuss recommendations. The executive board agreed that an extension of the one-stop recertification for the Fairmont One-Stop be extended due to their recent relocation. An extension will be voted on during the September "Full" Board Meeting.

### **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 meeting notes were not distributed following the meetings.
- Reported on the Three Rivers Energy Consortium meeting she attended in Washington, PA. They want to include two of our counties (Preston and Monongalia) in their grant which focuses on energy related occupations.
- An e-mail from Beth Caenbauer, Assistant to the Executive Director, WorkForce West Virginia was discussed regarding the upcoming WorkKeys/KeyTrain training sessions scheduled for August 19 and 25, 2009.
- One-Stop Monthly Activity Reports for the Month of July 2009 were discussed.

### **STAFF REPORTS:**

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

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 the YEAR ending June 30, 200. She also explained that a separate bar graph was included in the packets that detailed the Stimulus Grant for month ending July 2009. She is still working on the carryover budget for July 1, 2009.

### **NEW BUSINESS:**

Barbara DeMary reported to the board that the board composition was reviewed by the USDOL representatives during their visit and that our board was in compliance.

### **PUBLIC COMMENT:**

None

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**ADJOURNMENT:**

Hollis Vance moved to adjourn the meeting. Motion seconded by George Marshall.

**Motion passed** and meeting was adjourned at 12:00 noon.

**Board Member Approval:**

Katherine Oll Kegan

**Date:**

10/8/2009