REGION VI

**WORKFORCE INVESTMENT BOARD**

**EXECUTIVE BOARD**

**MEETING MINUTES**

**August 11, 2011**

**Meeting was called to order at 10:36 a.m. by Vice Chair, Mike Callen.**

**WELCOME/ROLL CALL:**

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

WIB Staff present were Barbara DeMary and Maria Larry.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

August 11, 2011 Agenda

May 12, 2011 Region VI WIB Executive Board Meeting Minutes

Region VI WIB Analysis of Budgeted Expenses as of July 31, 2011

June 2011 Unemployment Rate Chart

One-Stop Monthly Activity Reports for July 2011. –Clarksburg, Fairmont, Elkins, and Morgantown

PY10 Qtr 4 Preliminary “Statewide” Performance Report

PY10 Qtr 4 Preliminary “Regional” Performance Report

PY11 Rapid Response Activity Report as of July 31, 2011

**APPROVAL OF MINUTES:**

George Marshall moved to approve the minutes for the May 12, 2011 Executive Board Meeting. Motion seconded by Hollis Vance. Motion passed

**OLD BUSINESS:**

Workforce Investment Act 2011 Allocations: Barbara reported to the board that Region 6 has only received notification of the 1st half allotment of WIA funds and she does not anticipate receiving notification of the 2nd half allotment until sometime in October, therefore she may move the Full Board and LEO Meetings up to October and conduct the next Executive Board meeting in September. She will notify all board members of these changes, should they occur.

DHHR OJT Grant (Update): Barbara updated the board on the OJT Grant with WV DHHR. The grant has been signed and mailed to Charleston, however Region 6 has not received approval back from DHHR. Region 6 WIB has contracted with HRDF, Inc. to administer the grant and has hired a temporary worker, Teresa Nestor to do the eligibility.

HRDF, Inc will start working with businesses once Region 6 has been given the OK to start drawing down funds.

DHHR Summer Youth Grant: Barbara DeMary and Phil Leinbach gave updates regarding the DHHR Summer Youth Grant. Barbara reported to the board that the in-school portion of the grant has been completed and that the out-of-school portion will run through December 2011. Phil Leinbach, of HRDF, Inc. gave the board an overview of the out-of-school program .

**NEW BUSINESS:**

Labor Market/Unemployment Rates: A handout referencing each county’s Unemployment Rate for June 2011 was reviewed and discussed.

WorkForce West Virginia Audit Review: Barbara circulated a “draft” audit determination letter dated July 29, 2011 from WorkForce West Virginia. She informed the board that Region 6 WIB , Toothman Rice and Conley CPA Group, after conferencing in with WorkForce WV are currently working together to resolve some issues mentioned in the letter. Two of the issues have already been resolved and an updated letter will be issued at a later date. Barbara will provide an update at our next 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 and Workforce Investment Council (WIC) Meetings
* Gave an overview of the current WorkKey’s Activities in our region.
* One-Stop Monthly Activity Reports for the Month of July 2011 are enclosed in each member’s binder for Elkins, Morgantown, Clarksburg and Fairmont.

**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 July 31, 2011. She also informed the board that the Report reflected only last year’s budget (PY10) because approval of this year’s budget has not been received from Charleston yet and that it had not been for carryover funds and other grant funds, Region 6 WIB would be struggling.

Barbara DeMary explained the PY11 Rapid Response Activity Report and pointed out that the last Rapid Response entry was for Tuscan Sun in Elkins.

**PUBLIC COMMENT:**

ITA Policy Modification: Mike Callen asked the board to make a recommendation to the Full Board at their next meeting to approve a small modification to the Region VI WIB ITA Policy effective July 1, 2011. The modification was discussed by the exceptions committee prior to the meeting and was written to clarify Region 6’s take on issuing ITA’s to participants who already possess a marketable degree or certification. The following paragraph will be added following Full Board approval:

“**Region VI will not fund training for an individual who has obtained a certification/license, 2 year associates degree, or 4 year or more college degree from an accredited training provider, unless the training is supported by the Case Manager and has been approved by the Exceptions Committee of the Region VI WIB.”**

Jan Derry motioned to recommend the ITA Policy modification to the Full Board at their next meeting – approving the policy retroactive to July 1, 2011. Kathy Wagner seconded the motion. **Motion carried**.

Training Provider News: Mike Callen informed the board that West Virginia Junior College is now offering Registered Nursing Training at their facility.

**ADJOURNMENT:**

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

**Board Member Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**