REGION VI

**WORKFORCE INVESTMENT BOARD**

**EXECUTIVE BOARD**

**MEETING MINUTES**

**October 11, 2012**

**Meeting was called to order at 10:50 a.m. by Chair, Michael Callen.**

**WELCOME/ROLL CALL:**

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

WIB Staff present were Barbara DeMary, Maria Larry, and Kathi Waters

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

October 11, 2012 Agenda

August 9, 2012 Region VI WIB Executive Board Meeting Minutes

Toothman Rice Internal Audit Draft

GREEN-UP Grant Update

ShaleNET Grant Update

PY 11 Quarter 4 Final Performance Report

TAA Rapid Response Activity Report as of September 30, 2012

Region VI WIB Analysis of Budgeted Expenses as of September 30, 2012

**APPROVAL OF MINUTES:**

Kathy Wagner moved to approve the minutes for the August 9, 2012 Executive Board Meeting. Motion seconded by Judy Pratt. Motion passed.

**OLD BUSINESS:**

Toothman Rice Internal Audit Draft (Handout): Barbara updated the board on the results of the audit. She stated that the audit was more extensive with more information requested for inspection and that the audit results were good.

GREEN-UP Grant Update (Handout): Barbara stated that the WIB’s role is to certify participants. Kathi’s role is to enter the information in the Department of Labor’s database (RAD) and follow-up with participants. There are sustainability courses scheduled in the near future. These are open to anyone as long as they are a citizen of the United States and a West Virginia resident. The WIB has partnered with Bridgemont Community and Technical College for these courses. Part of the funds received have been used to award scholarships to the Marion County Chamber of Commerce.

ShaleNET Grant Update (Handout): Barbara and Ginny will attend the conference on October 23-24, 2012. There is no money involved, but there is training available and this frees up WIA dollars for others that qualify. Barbara reviewed the requirements for students to attend the course. The students must pay for the drug screening that is required. She will let the Board know if there is another RFP (Request for Proposal).

DHHR Supplemental Nutrition and Assistance Program (SNAP) Grant Award: Barbara advised that a grant for $201,000 has been received and that it will take approximately one month before the first drawdown. Barbara also explained the duties of the SNAP employees. She and Ginny will visit the DHHR offices in the region to target the recipients of SNAP that want to go to work.

**NEW BUSINESS:**

PY11 Quarter 4 Final Performance Report (Handout): Barbara stated that the reports reflect that Region VI has exceeded all of its goals. The Region VI WIB may be eligible for an incentive award since all goals were exceeded above 90%. She will request the incentive award from the state for exceeding all of the goals. If received, the award will be used for Adult because that is the lowest amount of funding received by the WIB.

**EXECUTIVE DIRECTOR’S REPORT:**

Barbara DeMary reported to the board on the following items:

* State Level Meetings: Barbara stated that at the meetings for Directors updates are given. She has been attending the meetings as scheduled.
* WorkForce West Virginia’s Drug Screening-Update: The procedure for screening the applicants was reviewed.
* Comprehensive One-Stop Consortium Meeting: The operating principles were reviewed at the meeting held August 24, 2012. There will be a definition of partner provided. The way proxies are handled will be revised. The operating principles will be voted on at the next meeting. MOU’s will be sent to all partners. At a future next meeting the officers will be elected.

**STAFF REPORTS:**

Maria Larry reviewed the Analysis of Budgeted Expenses Report found in Members’ folders for the period ending September 30, 2012. Maria stated that the budget consisted of carryover from last year and first Quarter Allocations only. Second half allocations have not yet been received. There were no questions.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

Mike Callen moved to adjourn the meeting. Motion seconded by Kathy Wagner. **Motion passed** and meeting was adjourned at 11:35 am.

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

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