REGION VI

**WORKFORCE INVESTMENT BOARD**

**EXECUTIVE BOARD**

**MEETING MINUTES**

**February 14, 2013**

**Meeting was called to order at 10:35 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, Judy Pratt, Kathy Wagner and Phil Leinbach.

WIB Staff present were Barbara DeMary and Kathi Waters.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

February 14, 2013 Agenda

January 10, 2013 Region VI WIB Executive Board Meeting Minutes

Incentive Award Letter dated February 4, 2013

Unemployment Data for December 2012

PY 12, Quarter 2 Preliminary Performance Reports

Region VI WIB Analysis of Budgeted Expenses as of January 31, 2013

TAA Rapid Response Activity Report as of January 31, 2013

**APPROVAL OF MINUTES:**

Phil Leinbach moved to approve the minutes for the January 10, 2013 Executive Board Meeting. Motion seconded by Judy Pratt. Motion passed.

**OLD BUSINESS:**

GREEN-UP Grant Update: Barbara stated that the funds received will amount to approximately $65,000.00 for certification of all participants. Some of the funds have been used for equipment, membership into the NAWB, and will be used to attend the NAWB conference.

Incentive Award Letter (Handout): Barbara praised the contractors for helping to make the reaching and/or exceeding all of the performance goals. There will be certificates given to HRDF, RESA VII, and the Case Managers to say thank you and to recognize their hard work.

Hurricane Sandy National Emergency Grant: Barbara advised that Webster County and Region VI were the only areas to request funds. Some counties are anxious for the funds to become available. Phil Leinbach attended the bidders’ conference. He advised there is much involved in submitting a proposal. Hopefully a decision will be made in March 2013 as to who will be awarded the grant.

WorkForce West Virginia Review: Barbara stated that the review will take place March 4-8, 2013.

NAWB Conference: The conference will be held March 9-12, 2013. All of the staff will be attending and some officers have been invited. The conference will be informative and since all of the staff will be attending, they will be able to attend all of the sessions.

**NEW BUSINESS:**

Unemployment Data (Handout):Barbara reviewed the figures for the state of West Virginia.

PY 12, Quarter 2 Preliminary Performance Reports (Handout): Barbara advised that the reports are only preliminary. Shelly reviews the reports and meets with contractors and case managers to determine if more action is necessary.

Apprenticeship Job Fair: Barbara stated that the Job Fair will be held at Mylan Park from 1-6 pm. There will also be some training providers invited.

**EXECUTIVE DIRECTOR’S REPORT:**

Barbara DeMary reported to the board on the following items:

* State Level Meetings: Barbara advised that she has been attending the meetings by phone as they are usually only 10 minutes. She will be attending the next one in person as she has requested an item be added to the agenda. She wants to discuss the process for letting the training providers know that they have or have not been approve by the state.
* The Fairmont and Elkins Comprehensive One-Stops are working well. There is good partner participation. The Business Services Team model needs to be implemented. There is still an issue with the Fairmont One-Stop because people are coming in to use the computers for non-job related activities such as to play games and watch videos.

**STAFF REPORTS:**

Barbara reviewed the Analysis of Budgeted Expenses Report found in Members’ folders for the period ending January 31, 2013 and the Rapid Response/TAA report. Mike Callen asked why the improvement in the funds available for Adult and Dislocated Workers. Barbara advised that there is no longer a backlog of WIA participants waiting for funds. Only PIA students are waiting because the students currently enrolled need to complete the course before more can be enrolled in school.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

Michael Callen moved to adjourn the meeting and the meeting was adjourned at 11:35 a.m.

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

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