REGION VI

**WORKFORCE INVESTMENT BOARD**

**EXECUTIVE BOARD**

**MEETING MINUTES**

**May 9, 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, George Marshall, and Phil Leinbach.

WIB Staff present were Barbara DeMary and Kathi Waters.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

May 9, 2013 Agenda

February 14, 2013 Region VI WIB Executive Board Meeting Minutes

Governor’s Incentive Award Letter dated March 25, 2013

WorkForce West Virginia Review Letter dated April 3, 2013

Unemployment Data for March 2013

PY 12, Quarter 3 Preliminary Performance Reports

List of Training Providers as of May 7, 2013

WorkForce West Virginia Draft Strategic Plan

Region VI WIB Analysis of Budgeted Expenses as of April 30, 2013

TAA Rapid Response Activity Report as of April 30, 2013

OJT Training Summary Report

**APPROVAL OF MINUTES:**

Judy Pratt moved to approve the minutes for the February 14, 2013 Executive Board Meeting. Motion seconded by Kathy Wagner. Motion passed.

**OLD BUSINESS:**

GREEN-UP Grant Update: Barbara stated that the funds received amounted to $65,200.00. Some of the funds were used to attend the NAWB conference and to purchase a wireless system for conference calling. The funds cannot be carried over indefinitely, so other things considered are painting and replacing the chairs in the conference room.

Incentive Award Letter (Handout): Barbara advised that though the letter has been received the amount has been rescinded because the amount is incorrect. The amount will be $1,000.00 less and the funds will be used for the In-School Youth Program when they are received.

Hurricane Sandy National Emergency Grant: Phil stated that the program is going well. The parks are appreciative of the help from the grant. He stated that there are two crews, one in Barbour County and one in Randolph County. They are clearing campsites and removing debris. Safety training was given before starting the work. The positions are being staffed by dislocated workers and will end December 2013. A total of 32 workers will be used. Phil said publicity should be given to the Region VI WIB for helping the community. Mike Callen stated that perhaps some PSA’s and press time can be given for this. Barbara stated that the workers will be monitored closely so that hopefully other jobs can be found for them.

WorkForce West Virginia Review: Barbara stated that the review has not been received to date. The EO review has been received and there were no findings. Barbara commended Amy Hall for doing a good job.

**NEW BUSINESS:**

Unemployment Data (Handout):Barbara reviewed the figures for the state of West Virginia. There was a decrease in unemployment for the state with the exception of one county.

PY 12, Quarter 2 Preliminary Performance Reports (Handout): Barbara advised that the reports are only preliminary. Since the performance requirements have been raised, Shelly will put the new and old levels on the next report so that the Board can see the difference. Barbara advised that the earnings increase will drop.

Future Approval of Training Providers (Handout): Barbara provided a current list of service providers. The allocation has not been received for this yet. After the allocation is received Maria will work on the report and then it will be reviewed by the Finance Committee. The Exceptions Committee needs to determine if every training should be funded. Shelly prepared a draft of wages report and it was reviewed by Barbara. Barbara stated that the Exceptions Committee will not need to meet until January 2014.

WorkForce West Virginia Draft Strategic Plan Revised and Request for Comments: Handout): Barbara reviewed pages five and six of the goals listed. She stated that these goals have to be incorporated into the WIB business plan. Barbara advised that Amy Hall will do this.

**EXECUTIVE DIRECTOR’S REPORT:**

Apprenticeship Job Fair Update: Barbara stated that the Job Fair held at Mylan Park was successful. There were some training providers present and short-term training was encouraged also. Judy advised that the fair went well for it being the first time and that perhaps having it earlier in the year would be better for the vendors and students. Barbara commended Ginny Layton for working on the job fair.

Jobs Expo Update: Barbara stated that the expo went well. There were several vendors and some training providers present. Next year perhaps the Apprenticeship Job Fair and the Jobs Expo will be combined into one.

Youth Career Fair: Phil stated the fair was a success. Jamie Sumerlin gave a motivational speech as part of the introduction and Jo Santiago also gave a presentation. The students had approximately two hours to visit the displays. Two Nexus pads were given away along with calculators and flash drives with helpful information for job hunting and resumes. Barbara commended HRDF for their efforts and said that Mylan Park is a nice facility and the Monongalia County BOE was also very helpful.

 **STAFF REPORTS:**

Barbara reviewed the Analysis of Budgeted Expenses Report found in Members’ folders for the period ending April 30, 2013, the Rapid Response/TAA report, and the OJT Training Summry Report.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

Michael Callen moved to adjourn the meeting and the meeting was adjourned at 11:25 a.m.

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

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