REGION VI

**WORKFORCE INVESTMENT BOARD**

**EXECUTIVE BOARD**

**MEETING MINUTES**

**August 9, 2012**

**Meeting was called to order at 10:40 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 George Marshall. Proxy for Claudia George was Phil Leinbach.

WIB Staff present were Barbara DeMary and Kathi Waters

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

August 9, 2012 Agenda

May 10, 2012 Region VI WIB Executive Board Meeting Minutes

Region VI WIB Analysis of Budgeted Expenses as of July 31, 2012

WorkForce West Virginia Internal Audit

WorkForce West Virginia’s-Drug Screening Policy

PY 11 Quarter 4 Preliminary Performance

Governor’s Award Letter 10-1-12 though 6-30-13

**APPROVAL OF MINUTES:**

Kathy Wagner moved to approve the minutes for May 10, 2012 Executive Board Meeting. Motion seconded by Judy Pratt. Motion passed

**OLD BUSINESS:**

WorkForce West Virginia Internal Audit (Handout): Barbara updated the board on the results of the audit. The report has been issued. She stated that the audit results were good.

Youth Today Leaders Tomorrow (Update): Barbara stated that the program went well with a total of six participants and four scholarships were awarded. One success story was related. One student said she wanted to be a physical therapist and a position was found for her in that field with the Region VI WIB paying her wages. Only one county can be served at a time and the next group of students will be from Preston County.

Flood NEG (Update): Barbara stated that HRDF applied for the funds and received them. Phil Leinbach stated that the monies received are for long-term unemployed workers to clean up public areas that were damaged during the storm in March of 2012. He received funds for 45 slots and to date has filled 18 slots. The program will run through March 2013.

Comprehensive One-Stop-Satellite (Update): Barbara stated that a facilitator has been hired named Chuck Stump. Ginny Layton replaced Deb Meyers and will be overseeing the offices. There will be a meeting with on August 24, 2012 with Chuck stump and all of the partners. Barbara wants to keep as much of the program in place as possible.

**NEW BUSINESS:**

WorkForce West Virginia’s-Drug Screening Policy (Handout): Barbara reviewed the policy. The drug test must be taken within 24 hours after the student has been approved to receive an ITA. This program is for OJT and WIA participants.

PY11 Quarter 4 Preliminary Performance (Handout): Barbara stated that the reports reflect that Region VI has met or exceeded all of its goals.

Governor’s Award Letter – 10-1-12 through 6-30-2013 (Handout): Barbara stated the award letter is for WIA Adult and Dislocated Workers and that drawdown of funds may begin October 1, 2012.

**EXECUTIVE DIRECTOR REPORT:**

State Level Meetings (Update): Barbara stated that the meetings for Directors are usually very short and she conferences in by phone.

**STAFF REPORTS:**

Barbara DeMary reviewed the Analysis of Budgeted Expenses Report found in Members folders for the period ending July 31, 2012. There were no questions. Also reviewed was the Rapid Response/TAA Report.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

George Marshall moved to adjourn the meeting. Motion seconded by Phil Leinbach. **Motion passed** and meeting was adjourned at 11:35 am.

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

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