REGION VI

**WORKFORCE INVESTMENT BOARD**

**EXECUTIVE BOARD**

**MEETING MINUTES**

**January 13, 2011**

**Meeting was called to order at 10:42 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, Jan Derry, Phil Leinbach, Mike Callen, Kathy Wagner and Judy Pratt.

WIB Staff present were Barbara DeMary and Maria Larry.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

January 13, 2011 Agenda

October 14, 2010 Region VI WIB Executive Board Meeting Minutes

Region VI WIB Analysis of Budgeted Expenses December 2010

November 2010 Unemployment Rate Chart

One-Stop Monthly Activity Reports for December 2010. - Fairmont, Elkins, Morgantown

2011 Approved Service Providers List as of January 10, 2011

**APPROVAL OF MINUTES:**

Judy Pratt moved to approve the minutes for the October 14, 2010 Executive Board Meeting. Motion seconded by Phil Leinbach. Motion passed

Note: November 2010 Executive Board Meeting was cancelled.

**OLD BUSINESS:**

Internal Audit Draft Report: Barbara circulated the “Draft” Audit Report for the board members to review. She reminded them that it was a draft and that the final report should be available by the next board meeting. The “Draft” report indicated no findings.

WorkForce WV Audit Final Report: Barbara circulated the “Final” Report from Sylvester Leftwich of the Workforce WV Compliance Unit. Region VI WIB’s responses were included in the final report and all issues were resolved.

GREEN UP Grant: Barbara updated the board on the Green Up Grant and indicated that the proposals are out on the website. Region VI WIB may submit a proposal for youth services, by partnering with the Green Up Consortium. The deadline to apply is mid-February.

**NEW BUSINESS:**

WV Division of Rehab Grant: Region VI WIB is finishing up the most recent grant and hopes to expend the entire $80,000 by the end of this month. Barbara and Debbie met with DRS in Charleston last week to discuss upcoming funding opportunities and it looks like Region VI will be receiving some future funds to work with at-risk youth, incarcerated youth and disabled veterans. Barbara will give an update at the next meeting.

DHHR OJT Grant Opportunity: Barbara indicated that WV DHHR recently funded a OJT Pilot Project with a couple of the WIB’s last year and it appears that they want to extend it to the rest of the WIB’s for the upcoming year. Barbara will update board members at the next meeting.

WorkForce WV 2011 Conference: US DOL will be sponsoring a statewide Workforce Conference in June. The dates of the conference are June 7th and 8th and will be held at the University of Charleston. Financial workshops such as “Surviving an Audit” may be an option that Regional Contractors could attend. Barbara is on the Conference Planning Committee and will have more information as it becomes available.

Labor Market/Unemployment Rates: A handout referencing each county’s Unemployment Rate for November 2010 was reviewed and discussed.

February’s Executive Board Meeting: Barbara suggested that the February 10th, 2011 Executive Board meeting be held at the new Clarksburg One Stop location in Anmoore, WV. This would also give the One-Stop Recertification Committee the opportunity to review the site and complete their re-certification process in order to make a recommendation for approval to the Full Board at their March meeting. All members present agreed. Barbara will contact Sharon Cunningham to make the final arrangements.

**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
* Barbara reminded everyone to check the Workforce WV website periodically and gave them the web address www.workforcewv.org
* One-Stop Monthly Activity Reports for the Month of December 2010 are enclosed in each member’s binder with the exception of Clarksburg.

**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 December 31, 2010. The beginning budget now reflects the 2nd half allocation that was officially signed off on in December.

Maria also directed the board’s attention to the new 2011 Approved Service Provider List in their binder. She reported that the list is effective as of January 10, 2011 and that several service providers have not yet submitted their yearly programs into the MACC and therefore cannot be approved for new students.

Barbara DeMary reported that no changes have occurred to the PY10 Rapid Response Activity Report since the last meeting.

**PUBLIC COMMENT:**

none

**ADJOURNMENT:**

Kathy Wagner moved to adjourn the meeting. Motion seconded by Judy Pratt. **Motion passed** and meeting was adjourned at 11:30 am.

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

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