

TO BE APPROVED BY FULL BOARD ON DECEMBER 11, 2008

**REGION VI
WORKFORCE INVESTMENT BOARD
FULL BOARD
MEETING MINUTES
September 11, 2008**

Meeting was called to order at 10:40 a.m. by Chair, Kathy Wagner.

WELCOME/ROLL CALL:

The sign-in sheet was used in lieu of roll call. Members present were Lori Turner, Jerry Ragen, Phil Leinbach, Andy Duncan, Judy Pratt, Kathy Wagner, Claudia George, Mike Bombard, Vickie Vance, Mike Callen, Cheri Satterfield and, Mike Manypenny. Bernie Fazzini from Harrison County Commission represented the Local Elected Officials.

Attending as a proxy were Lori Turner for Sid Murphy, Jerry Ragen for Mike Reed, Phil Leinbach for Don Black, Judy Pratt for George Marshall, and Vickie Vance for Hollis Vance and Jan Derry.

Mary Spellman from the Fairmont Workforce West Virginia Center, and Sharron Stephens from West Virginia Junior College Bridgeport.

WIB Staff present were Barbara DeMary, Maria Larry, and Bridget Garrison.

Kathy Wagner presented the 2008 WORKFORCE West Virginia Outstanding Training Provider Award to West Virginia Junior College of Bridgeport and Morgantown. Accepting the award were Sharron Stephens and Mike Callen.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

September 11, 2008 Agenda
June 12, 2008 Region VI WIB Full Board Meeting Minutes
Executive Director's Report
Letter from Ron Radcliff regarding PY08 Funding Allocation
Letter from Governor Manchin regarding PY08 Funding Allocation
PY07 Annual Performance Report for Region VI Preliminary Report
PY07 4th Quarter Final Performance Report
Rapid Response Activity Report PY07
Rapid Response Activity Report PY08
Region VI WIB Analysis of Budgeted Expenses August 31, 2008
Clarksburg, Elkins, Fairmont, and Morgantown One-Stop Activity Reports August 2008

APPROVAL OF MINUTES:

Jerry Ragen moved to approve the minutes for the June 12, 2008 Full Board Meeting. Motion seconded by Mike Bombard. Motion passed.

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OLD BUSINESS:

Barbara DeMary explained to the Board the Statewide WorkKeys rollout for WORKFORCE West Virginia. It is already being used by several Employers in Region VI. Andy Duncan, Plant Manager for Corhart Refractories, explained how his company benefits from the WorkKeys testing.

EXECUTIVE DIRECTOR REPORT:

Barbara DeMary reported to the Board on the following items:

- Informed the Board that Region VI has received a revised allocation letter regarding funding for Program Year 2008 (1st Quarter 07-01-08 through 09-30-08). A copy of this letter could be found in Board Members Folders, and it reflects just the first quarter of PY08. Region VI will not know the remainder of its funding until some time in October.
- Explained to the Board the two Performance Reports that could be found in members folders. The first one was the PY07 Annual Performance Report for Region VI Preliminary Report. The second one was the PY07 4th Quarter Final Performance Report. .
- Updated the Board on the Youth Council In-School Initiative – Build It Share It Keep It. Since all funds were not used at the first Camp that was held this year, the Youth Council worked with the County Commissions, Mission West Virginia, HRDF, YouthBuild, and the Region VI WIB to hold a second Camp. This Camp was just recently completed. Seventeen Youth attended and each one took home a computer. Phil Leinbach of HRDF worked with the youth at this Camp.
- Informed the Board that she and Lori Turner, Site Supervisor of Morgantown WORKFORCE West Virginia Center, met recently with officials of the Mountaineer Challenge Academy in Preston County. They will be working closely with them to help these Youth transition from the Program to the Workforce.
- An update was given on the One-Stop Monthly Activity Reports for August 2008.
- Informed the Board that she and Debbie Myers, Program Director for Region VI, attended the Legislative Oversight Commission on Workforce Investment for Economic Development Interim Meeting held on September 9th in Harrison County.

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STAFF REPORTS:

Barbara informed Board Members that updated Rapid Response Reports for both PY07 and PY08 could be found in their folders. She explained that Debbie Myers, Program Director for Region VI WIB, has been very busy with several local companies laying off and closing.

Maria Larry mentioned that the most recent financial statement was available for review by those present, and explained that the Region VI WIB Analysis of Budgeted Expenses Report, for August 31, 2008, could be found in Members folders. She informed the Board that Region VI carried over \$400,000 of last years funding, and explained that she has not received any notice on the second half of PY08 funding.

NEW BUSINESS:

Barbara DeMary informed the Board that Region VI received an Audit Bid for PY07 from the firm of Matheny, Leport, and Pauley in Ripley, WV. It was reviewed by Jerry Ragen, Kathy Wagner, and Amy Hall. It will also be reviewed by Angie Pratt before the LEO Board votes on it at their September 26th meeting. Jerry Ragen moved to approve the Audit Bid and present it to the LEO Board for final voting. Motion seconded by Vickie Vance. Motion passed.

PUBLIC COMMENT:

The Local Elected Officials (LEO) Board will meet on Friday September 26, 2008 at the Hilton Garden Inn in Clarksburg.

ADJOURNMENT:

Claudia George moved to adjourn the meeting. Motion seconded by Vickie Vance. Motion passed and meeting adjourned at 11:30am.

Board Member Approval:

Kathy Wagner

Date:

12/11/08