

TO BE APPROVED BY FULL BOARD ON MARCH 13, 2009

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

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

WELCOME/ROLL CALL:

Barbara DeMary welcomed non-board members who held proxies for board members; Donna Metz, proxy for Roman Prezioso, Jennifer Weist, proxy for Blair Montgomery and Lori Turner proxy for Claudia George. She also announced that Vickie Vance was proxy for Hollis Vance and Phil Leinbach was proxy for Doug Parsons and William McDonnell and George Marshall was proxy for Jan Derry. Barbara also recognized guests Ginny Layton from WORKFORCE West Virginia Fairmont One-Stop, Rick Brown from HRDF, Inc. and Philip Keith from North Central (WV) OIC.

The sign-in sheet was used in lieu of roll call. Members present were Mike Bombard, Don Black, Rich Eddy, Kathy Wagner, Sid Murphy, Mike Callen, Bernie Fazzini, Jerry Ragen, Steve Cook, Mike Reed, Phil Leinbach, Robert Mollohan, George Marshall, Judy Pratt and Vick Vance

WIB staff present were Barbara DeMary, Maria Larry, and Debbie Myers.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda

September 11, 2008, Region VI WIB Full Board Meeting Minutes

Executive Director's Report

Region VI Guidance Letter No. A/D-10(Regarding Transition from TABE to WorkKeys)

Rapid Response Activity Report

PY2008 Final Budget Budget dated 10/22/08

Analysis of Budgeted Expenses through November 30, 2008

Clarksburg, Elkins, Fairmont, and Morgantown One-Stop Activity Reports Nov. 2008

SAMPLE Work Keys Career Readiness Certificates (Gold, Silver and Bronze Levels)

PY 2008 Statewide Budget Allocations

Letter from Governor Manchin regarding 2nd Half Allocation Funding dated 10/20/08

PY07 Annual Final Performance Report

APPROVAL OF MINUTES:

Sid Murphy moved to approve the minutes for the September 11, 2008 Full Board Meeting. Motion seconded by Jerry Ragen. **Motion passed.**

OLD BUSINESS:

Barbara discussed the Statewide WorkKeys Rollout and explained the Sample Career Readiness Certificates in each member's folder. She also urged any employers who were interested in job profiling or WorkKeys assessment to call her. The state is paying for testing of certain individuals up through June 30, 2009.

Barbara also informed the full board that the auditor (Matheny, Leport and Pauley) had indicated to her that they found no finding in this years audit and that a final report would be available by the next Full Board Meeting on March 13, 2009. Cam Matheny, of Matheny, Leport and Pauley would attend the next full board meeting to discuss the audit.

STAFF REPORTS:

Debbie Myers gave an update on the Rapid Response Program. She indicated that she has organized 17 Rapid Response sessions since July and that this was more than she had held during all of last year. Debbie urged the board members present to educate their colleagues about the Region VI WIB Rapid Response Services. A five minute DVD detailing what Rapid Response entails was given to each board member present.

Maria Larry mentioned that the Region VI WIB financial statement was available for review by those present.

Maria Larry also explained the Analysis of Budgeted Expenses Report for November 2008 indicating that the report only reflects the PY07 carryover amounts and the PY08 first half budget, because Region VI WIB has not yet received a final approval on the second half of the PY08 budget.

NEW BUSINESS:

Jerry Ragen, Finance Committee Chair, gave an update on the PY08 Budget. A copy of the revised PY 2008 Budget, adding the 2nd half funding, was enclosed in each board member's folder. Jerry Ragen explained that the Finance Committee had met prior to the Full Board Meeting and was recommending that the Full Board approve the PY2008 Budget Final Revision 10/22/08. Jerry Ragen moved to approve the PY2008 Budget Final Revision 10/22/08. Motion seconded by Phil Leinbach. **Motion passed** with Lori Turner and Vick Vance abstaining.

Barbara explained that an Ad Hoc Committee was appointed to discuss and develop policy to support the transition from TABE Testing to WorkKeys Testing for Assessment

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and Case Management. The committee consisted of WIB Staff member Amy Hall, Donna Metz of Marion County Adult and Community Education Center, Tom Delaney of RESA VII, Philip Keith of North Central OIC, Robin Asbury of WORKFORCE West Virginia and representatives from Pierpoint CTC and Monongalia County Technical Center. Amy Hall initially developed the policy and brought it to the Ad Hoc committee for discussion and recommendation to the board. The floor was then turned over to Philip Keith of North Central OIC, who chaired the Ad Hoc committee.

Philip Keith explained that the committee looked over the proposed policy. He also explained that the policy was going to assist with the subsequent eligibility approval which was required annually. Mr. Keith voiced his concern over the frequency of testing in each of the One-Stop Centers. He also explained that the Adult Education Centers were willing to work with those individuals who needed to improve their test scores. Also, TABE testing will still be available through Adult Education. Phil Leinbach moved to approve the TABE to WorkKeys Transition Policy. Motion seconded by Jerry Ragen. **Motion passed.**

Jerry Ragen moved to appoint Linda Cronin to the Region VI WIB Youth Council. Motion seconded by George Marshall. **Motion passed.**

Following a recommendation from the Region VI WIB Executive Committee and requests for nominations from the floor, George Marshall moved to elect Jan Derry to fill the unexpired term of the current Executive Board Secretary which expires June 30, 2009. Motion seconded by Jerry Ragen. **Motion passed.**

EXECUTIVE DIRECTOR REPORT:

Prior to her Executive Director's Report, Barbara DeMary asked FSE&T Program Partner of the Fairmont One-Stop, Ginny Layton, to come forward. Barbara explained that she wanted to recognize Ms. Layton for all her hard work and thanked her for developing and assembling the Region VI 2009 Event Planner/ Monthly Calendar given to each of the members present.

Barbara DeMary reported to the Board on the following items:

- The most recent WIB Directors' Meeting was held on December 4, 2008 via Teleconference. Barbara indicated that Ron Radcliffe has decided to do some of the director's meetings via teleconference with one face to face meeting per quarter. Another meeting was held on November 6, 2008 in Charleston, with notes from both meetings available for review.
- Barbara reported that there were no Workforce Investment Council (WIC) meetings this past quarter.
- The Interagency Collaborative Team (ICT) met on November 6, 2008 in Charleston and they have formed a State Marketing Committee that will be providing each region with free marketing materials.
- The Legislative Oversight Commission on Workforce Investment for Economic Development met on November 16, 2008 in Charleston and a copy

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of the State of the One-Stop and Funding Stream Report for 2008 was presented by Ron Radcliffe. Anyone wanting to look at the report can see Barbara after the meeting. Few copies were distributed, but may be available on the State's website.

- Copies of the Program Year 2008 Allocation Award Letters were discussed and Barbara also pointed out the Statewide WIA Allocation Chart from the Department of Labor. This chart shows each regions share of the allocation and can be used to compare our region with what other regions are receiving.
- Program Year 2007 Final and Program Year 2008 1st Quarter Performance Handouts were discussed. Barbara pointed out an e-mail from the MACC Unit that indicated that the PY08 1st Quarter Report was inaccurate due to programming issues.
- Barbara mentioned the One-Stop Activity Reports/Calendars for November 2008. Reports for each One-Stop (Fairmont, Clarksburg, Elkins, and Morgantown were included in each board member's folder)

PUBLIC COMMENT:

Steve Cook asked if anyone knew what changes, if any were indicated by the new administration.

ADJOURNMENT:

Jerry Ragen moved to adjourn the meeting. Motion seconded by George Marshall.

Motion passed and meeting adjourned at 11:45 a.m.

Board Member Approval:

Katherine O'Wagner

Date:

3/12/2009