

TO BE APPROVED BY FULL BOARD ON MARCH 11, 2010

**REGION VI
WORKFORCE INVESTMENT BOARD
FULL BOARD
MEETING MINUTES
December 10, 2009**

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

WELCOME/ROLL CALL:

The sign-in sheet was used in lieu of roll call. Members present were Katherine Wagner, Sid Murphy, Lori Turner, George Marshall, Don Black, Stephen Cook, Jan Derry, Mike Bombard, Sharon Cunningham, Jerry Ragen, Bernie Fazzini, Mike Callen, Judy Pratt, Mike Reed and Roman Prezioso, Jr.

Attending as a proxy were Sharon Cunningham for Vickie Vance; Lori Turner for Claudia George; Crystal Bennett for William McDonnell; Joe Reynolds for Rich Eddy; Katherine Wagner for Rosemary Wagner; Mike Callen for Phil Leinbach and Katherine Wagner for Hollis Vance.

Non-board members present were Crystal Bennett, WV Division of Rehabilitation Services and Joe Reynolds, United Mine Workers of America.

WIB staff present were Barbara DeMary, Maria Larry, and Amy Hall.

Prior to start of meeting it was determined that a quorum was present.

Chair, Katherine Wagner reminded all members of the Conflict of Interest Policy before proceeding with voting and asked for updated Conflict of Interest Statements from those board members who did not attend the last meeting. Barbara DeMary had copies available for anyone who hadn't previously signed one.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda, December 10, 2009

September 10, 2009, Region VI WIB Full Board Meeting Minutes

Executive Director's Report

WV DHHR Grantee Financial Desk Review Report

USDOL Summer Youth Review Responses

PY08 Annual Final Performance Report (Statewide)

PY08 Annual Final Performance Report (Regional)

PY09 Qtr 1 Final Performance Report (Statewide)

PY09 Qtr 1 Final Performance Report (Regional)

TAA Petition Requests to USDOL

Analysis of Budgeted Expenses through November 30, 2009

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STIMULUS Budgeted Expenses through November 30, 2009

Clarksburg, Elkins, Fairmont, and Morgantown One-Stop Activity Reports Nov. 2009

APPROVAL OF MINUTES:

Note: George Marshall's attendance was omitted from September 10, 2009 minutes and a revision was requested by Jerry Ragen. Jerry Ragen moved to approve the minutes for the September 10, 2009 Full Board Meeting with the revision adding George Marshall to the attendance. Motion seconded by Steve Cook. **Motion passed.**

OLD BUSINESS:

WV DHHR Desk Review was discussed. Barbara explained that there were two issues that needed response. WV DHHR recommended that the Region VI WIB change their policy regarding 2 signatures needed on checks of \$10,000 or more. (Currently the policy requires 2 signatures on checks of \$20,000 or more). The Local Elected Officials will meet tomorrow (Dec. 11th) and will vote on this policy. It was discussed at the last LEO meeting that the Region VI WIB Policy would remain the same, but that they would accept the change in policy for DHHR checks only. Another issue involved the way voided checks (destroyed or misprinted) were documented in Quickbooks. Conley CPA Group will start notating in Quickbooks when a check is destroyed or misprinted. (Currently they were keeping a handwritten log outside of the accounting system and keeping the check). Barbara will provide the board with a copy of her response letter at the next full board meeting.

USDOL – Summer Youth Review Response Letter is enclosed in each member's packet. Barbara explained each recommendation and response. She also complimented HRDF and RESA VII on the summer youth programs.

WorkForce West Virginia Review conducted in July was discussed. Region VI WIB received the report yesterday, December 9th. We have 10 days to respond and will update the board with a full report at the next full board meeting in March.

Internal Audit – The "Draft" report was received in the Region VI office this week. There were no findings. A finalized copy of the audit will be available at the next full board meeting in March. Anyone wanting to look at the draft can contact Barbara after the meeting.

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NEW BUSINESS:

Amy Hall gave an overview of two Request for Proposals (RFP) that will need to be released and advertised for the upcoming program year. They include In-School / Out-of-School Youth Program and On-the-Job Training Program. The only change made from last year's proposal is a wage increase in the OJT program from \$7.00 an hour to \$9.00 an hour.

Jerry Ragen moved to approve the release of the In-School/Out-of-School Youth Program Request for Proposal. Motion seconded by George Marshall. **Motion carried.**

Jerry Ragen moved to approve the release of the On-the-Job Training Program Request for Proposal. Motion seconded by George Marshall. **Motion carried.**

EXECUTIVE DIRECTOR REPORT:

Barbara DeMary reported to the Board on the following items:

- The most recent WIB Directors' Meetings were held :
November 3, 2009 at Pipestem State Park (no minutes available)
December 5, 2009 by Conference Call
Russell Fry, WorkForce West Virginia Acting Director has asked the DOL for additional money for 3 regions that are out of money for training. He is also looking at other regions (including Region 6) that have PY08 funds still available, to recapture and give to the 3 regions. Region 6 currently has PY08 Administrative Funds that were carried over into the new program year. Director Fry has indicated that the USDOL will not release additional funds to West Virginia until all PY08 money is spent. Barbara indicated that we will be prepared to move the administrative money into program before we will give it to a region that has overspent.
- Barbara reported that the WV Division of Rehabilitation Services has Stimulus money to release to local WIBs to serve youth with disabilities. Barbara is going to request \$80,000 to serve approximately 80 youth. Our proposal will highlight the BIKISI Program and we should know about whether we are awarded the grant in January. If so, we will start the program in February or March.
- Barbara gave an update on the latest BIKISI class held in November at the Marion County Adult and Community Education Center. She asked Roman Prezioso to comment on the class. He was very pleased with the program.
- The weeklong class was filmed for the purpose of producing a promotional DVD. Barbara will show the DVD following today's meeting for anyone wishing to view it. Jan Derry offered her assistance with any future classes, especially those classes involving youth with disabilities.
- Barbara mentioned the One-Stop Activity Reports/Calendars for November 2009. Reports for each One-Stop (Fairmont, Clarksburg, Elkins, and Morgantown) were included in each board member's folder)

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STAFF REPORTS:

- Barbara gave an update on the Rapid Response Program. She also explained the TAA Petition Handout in the board member packet.
- Barbara went over the Performance Reports. She pointed out to the board that Region VI WIB had missed the Dislocated Worker performance measure under earnings increase.
- 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 2009 and the new "Stimulus" Financial Report included in each member's packet.

PUBLIC COMMENT:

None

ADJOURNMENT:

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

Motion carried and meeting adjourned at 11:55 am

Board Member Approval:

Katherine O'Leary

Date: 3/11/2010