

**TO BE APPROVED BY FULL BOARD ON JUNE 10, 2010**

**REGION VI  
WORKFORCE INVESTMENT BOARD  
FULL BOARD  
MEETING MINUTES  
March 11, 2010**

**Meeting was called to order at 10:41 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, Stephen Cook, Mike Bombard, Jerry Ragen, Bernie Fazzini, Mike Callen, William McDonnell, Vickie Vance, Blair Montgomery, Sam Eichelberger, and Diane Parker.

Attending as a proxy were Lori Turner for Claudia George and Judy Pratt; Taylor Runner for Phil Leinbach; Vickie Vance for Robert Molloy and Hollis Vance; George Marshall for Jan Derry.

Kathy Wagner welcomed Mayor Margaret Bailey, City of Clarksburg and LEO Board Member.

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

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

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda, March 11, 2010

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

Executive Director's Report

PY08 Final Audit from Toothman Rice, PLLC

Times West Virginian Article regarding WVDORS \$80,000 BIKISI Grant

Letter from Russell Fry regarding Elevate America Initiative dated 2/12/10

Summary of GGWFP Projects for Fiscal Year 2009

PY09 Qtr 2 Final Performance Report (Statewide)

PY09 Qtr 2 Final Performance Report (Regional)

TAA Petition Requests to USDOL as of 3/10/10

PY09 Rapid Response Activity Report

Analysis of Budgeted Expenses through February 28, 2010

STIMULUS Budgeted Expenses through February 28, 2010

Clarksburg, Elkins, Fairmont, and Morgantown One-Stop Activity Reports Feb. 2010

**APPROVAL OF MINUTES:**

Sid Murphy moved to approve the minutes for the December 10, 2009 Full Board Meeting. Motion seconded by Jerry Ragen. **Motion passed.**

**OLD BUSINESS:**

Internal Audit – Barbara referenced a copy of the final audit in each member's folder. There were no findings and a copy of the management letter and Region VI WIB response is included in the packet. Recommendations regarding the Chart of Accounts will be implemented by Conley CPA Group by July 1, 2010.

WV DHHR Desk Review: 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 voted at their December meeting that the Region VI WIB Policy would remain the same, but that they would accept the change in policy for DHHR checks only. Copies of the LEO Board Minutes were sent to WVDHHR in response to the recommendations made in their report.

WorkForce West Virginia Review: Conducted in July 2009. The report identified items missing from the eligibility files at the One-Stop offices. Region VI was able to find all but 1 item that was listed as missing and sent these items to the Workforce Office in Charleston in response to the findings. The 1 item that was not found was from the Fairmont One-Stop office and could have been lost during the move back in February 2009.

Extension of One-Stop Certifications: Two of the four Region VI One-Stops have not received re-certifications for this year. The Clarksburg One-Stop has ADA issues and the Fairmont One-Stop was re-located to a new building. Barbara DeMary reported that the re-certification committee including Bernie Fazzini have been working with the WV State Leasing Dept and talking with the landlord. State Leasing is possibly looking for a new site/building for the one-stop and will be making the final decision on where the Clarksburg One-Stop will be housed. Mayor Margaret Bailey asked that she be kept informed of the progress and wants to assist in any way she can. She wants to insure that she is kept up-to-date on all discussions. Barbara asked that the board vote to provisionally extend the re-certification of the Fairmont One-Stop and Clarksburg One-Stop until the end of June 2010. Steve Cook moved to approve the extension until June 30, 2010. Motion seconded by Jerry Ragen. **Motion Passed** with the following board members abstaining: Lori Turner, Claudia George and Vickie Vance.

WV Division of Rehabilitation Grant: Barbara DeMary directed the board to the Times West Virginian Article in their folders regarding the WV DRS Grant and gave the board a brief overview of the program. The \$80,000 Grant will assist approximately 80 Disabled Out-of-School Youth up to age 24 in building a computer as part of the Mission West Virginia "Build It, Keep It, Share It" program. A schedule of the upcoming classes was made available for members and Barbara invited board members to stop by any of

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the classes to observe or participate. Board member, William "Bud" McDonnell, sent one of his staff to assist with the graduation ceremony held at WV Wesleyan's class last week.

### NEW BUSINESS:

Amy Hall reported that two Request for Proposals (RFP) were released and advertised for the upcoming program year. They include In-School / Out-of-School Youth Program and On-the-Job Training Program. Two review teams were set up to look over the applications and recommend the approvals to the board. The OJT review committee consisted of Amy Hall, Judy Pratt, and Kathy Wagner. 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. HRDF, Inc. was the only applicant.

Jerry Ragen moved to approve the recommendation of the OJT review committee to award the OJT Training Contract to HRDF, Inc. Motion seconded by George Marshall. **Motion passed** with Taylor Runner of HRDF, Inc. abstaining from the vote.

Amy Hall reported that there were no significant changes to the In-School / Out-of-School Youth Program contracts. The Youth Program review committee consisted of Amy Hall, Shelly McCauley, Linda Cronin, Jackie Weeks and Kathy Wagner. HRDF, Inc. was the only Out-of-School applicant and RESA VII was the only In-School applicant.

Jerry Ragen moved to approve the recommendation of the Youth Program review committee to award the Out-of-School Youth Contract to HRDF, Inc. Motion seconded by George Marshall. **Motion passed** with Taylor Runner of HRDF, Inc. abstaining from the vote.

Jerry Ragen moved to approve the recommendation of the Youth Program review committee to award the In-School Youth Contract to RESA, VII. Motion seconded by Blair Montgomery. **Motion passed**

Case Management Contract: Workforce West Virginia has operated the Region VI WIB Case Management Contract since April 2000. A Request for Interest was released by the previous Director, Jeff Smith, over 3 years ago and the only interest was that of Workforce West Virginia. A new Request to Interest (RFI) was released last month with a deadline of March 9<sup>th</sup>, 2010 and the only Letter of Interest received was from Workforce West Virginia. Barbara reported that no problems exist with the current contractor and therefore recommend that the board renew Workforce West Virginia's Case Management Contract for the upcoming year (including a 2 year renewal option).

Jerry Ragen moved to approve Workforce West Virginia's Case Management Contract renewal. Motion was seconded by George Marshall. **Motion passed** with the following board members abstaining: Vickie Vance, Lori Turner and Claudia George.

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Internal Audit by Toothman Rice, PLLC: Toothman Rice, PLLC conducted Region VI WIB's PY08 internal audit this year and would like to renew their contract for next year with a 10% increase. Total \$13,700.00 Barbara asked that the full board recommend to the LEO Board to renew Toothman Rice, PLLC's audit contract for next year with the increase. Jerry Ragen moved to approve the recommendation of the audit contract renewal to the LEO Board with the 10% increase. Motion was seconded by Blair Montgomery. **Motion passed.**

Accounting Contract Renewal: Region VI WIB is required to bid contracts out every 3 years including the accounting contract. The current accounting contract is held by Conley CPA Group. Following discussions with USDOL staff, it was decided that stipulations be included in the bid package, giving extra points to those contractors with WIA and non-profit experience. Jerry Ragen moved to approve release of bid requests for accounting services. Motion was seconded by George Marshall. **Motion passed.**

ITA Wait List: Following a conference call with Russell Fry of Workforce West Virginia, Barbara asked the board to approve a letter (signed by both the Full Board Chair and LEO Chair) requesting \$100,000 from Workforce West Virginia to fund our current wait list of approximately 30 people. George Marshall moved to approve the request to ask for \$100,000 of additional ITA funds from Workforce West Virginia. Motion was seconded by Jerry Ragen. **Motion passed.**

2010 Summer Youth Program: Amy Hall updated the board on the un-obligated youth stimulus funds, left over from last year's summer program (\$35,000). Region VI has decided to modify RESA VII's In-School Contract to allow these funds to be used to operate a smaller summer youth employment program during the month of June. The plan is to serve approximately 40 younger youth in 13 counties using the same employers who participated in last year's summer program.

Elevate America: MicroSoft Corporation is giving the state approximately 6500 e-vouchers to distribute to the regions. These vouchers can be used to update or obtain MicroSoft certifications in areas such as Office 2003, Windows Vista, Office 2007, and certain IT Certifications. Barbara has asked the state for 50 vouchers for Region VI. There are no eligibility guidelines, anyone can use them. The vouchers are supposed to roll out in May and Barbara will e-mail the board members updates as she gets them. She is looking to schedule 2 regional meetings to discuss the vouchers, in connection with the area Chamber of Commerces. She encouraged employers to use them for their current employees. All participants must be willing to finish and take the final exams, as Region VI will be tracking and reporting the results to the State.

Governors Guaranteed Workforce 2009 Awards: Barbara directed board members attention to the GGWFP Handout in their folders. This handout lists 2009 awards. Employers need to pay close attention to this website. Anyone interested in more information about the Governors Guaranteed Workforce Applications and Awards can contact Amy Hall.

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Nominating Committee Appointments: Kathy Wagner informed the board that her term as Chair will expire in June and appointed the following members as a nominating committee urging them to come up with a slate of officers to vote for during the June meeting:

Claudia George – representing Workforce West Virginia  
Phil Lienbach – representing Community Organizations  
George Marshall – representing Employers  
Judy Pratt – representing Education

### **EXECUTIVE DIRECTOR REPORT:**

Barbara DeMary reported to the Board on the following items:

- The most recent WIB Directors' Meetings were held in January, February and March by conference call – No meeting notes are available.
- Workforce Investment Council (WIC) Meeting was held on January 12, 2010 (Meeting notes Available for Review) next meeting April 13, 2010
- Interagency Collaborative Team (ICT) Meeting. Meeting notes from January and February meetings are available for review.
- Barbara updated the board on the WV Division of Rehabilitation Grant (BIKISI) and provided them with the upcoming schedule of classes. She asked that any of the board members who knew of someone interested in the classes should call Debbie Myers to obtain an application.
- Barbara also gave an update on the latest and future "Youth" BIKISI classes being held. She indicated that we should have held at least one class in every county by December 2010.
- Barbara mentioned the One-Stop Activity Reports/Calendars for February 2010. Reports for each One-Stop (Fairmont, Clarksburg, Elkins, and Morgantown were included in each board member's folder)

### **STAFF REPORTS:**

- Amy Hall informed the board that 5 out of 7 WIB regions will be participating in a Youth Leadership Camp in June. Each region will be sending 10 youth from their region at a cost of \$181.00 per student. The camp will be held at Camp Horseshoe in Tucker County and will focus on leadership, team building and social skills. Region VI has held a summer camp at Camp Horseshoe for the past 6 to 7 years, but this will be the first year for a statewide camp.
- Debbie Myers gave an update on the Rapid Response Program. She also explained the TAA Petition Handout in the board member packet. Debbie informed the board of the recent closure of Aegis in Randolph County. This closure affected 240 people who will now be eligible for TAA benefits due to

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the new Trade Act Regulations. She announced that Region VI is the 2<sup>nd</sup> highest region in the state for Trade Act Petitions.

- 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 February 2010 and the "Stimulus" Financial Report included in each member's packet. Maria pointed out that the carryover funds for next year will be minimal – compared to past years – because the state is urging all regions to spend as much of their budgets as possible going into the new program year. Region VI had historically used carryover funds to keep things afloat during the first couple of months into the new program year, due to the fact that they didn't always get their new program year's funds sometimes until September or October.
- Amy Hall explained the PY09 2<sup>nd</sup> Qtr. Performance Reports included in each members folder. She pointed out that Region VI is either meeting or exceeding all 9 performance measures.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

George Marshall moved to adjourn the meeting. Meeting adjourned at 11:50 am

**Board Member Approval:**

Katherine Wagner

**Date:**

6/10/2010