

TO BE APPROVED BY FULL BOARD ON SEPTEMBER 9, 2010

**REGION VI
WORKFORCE INVESTMENT BOARD
FULL BOARD
MEETING MINUTES
June 10, 2010**

Meeting was called to order at 10:35 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, George Marshall, Leroy Hunter Jr., Bud McDonnell, Steve Cook, Phil Leinbach, Jerry Ragen, Jan Derry, Rosemary Wagner, Hollis Vance, Don Black, and Bernie Fazzini

Attending as a proxy were Steve Cook for Diane Parker, Phil Leinbach for Claudia George, Doug Parsons, Lori Turner and Allen Wilson, Kathy Wagner for Mike Reed, and George Marshall for Judy Pratt.

Kathy Wagner welcomed new board member Leroy Hunter, Jr.

WIB staff present were Barbara DeMary and Maria Larry.

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

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda, June 10, 2010

March 11, 2010, Region VI WIB Full Board Meeting Minutes

Microsoft Elevate America Flyer

Letter from Russell Fry regarding Program Year 2010 WIA Allocation

PY09 Qtr 3 Final Performance Report (Statewide)

PY09 Qtr 3 Final Performance Report (Regional)

PY09 Rapid Response Activity Report

"DRAFT" Program Year 2010 Budget

Analysis of Budgeted Expenses through May 31, 2010

STIMULUS Budgeted Expenses through May 31, 2010

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

APPROVAL OF MINUTES:

Steve Cook moved to approve the minutes for the March 11, 2010 Full Board Meeting. Motion seconded by Jerry Ragen. **Motion passed.**

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OLD BUSINESS:

WVDRS Grant – Region VI WIB applied for a Division of Rehabilitation Grant back in December for \$80,000. The purpose of the grant was to provide BIKISI classes to Disabled Youth ages 14-24 throughout the entire region. The goal was to cover every county. Region VI WIB kicked off the grant the program in March at WV Wesleyan and is partnering with various organizations for speakers and presenters, ie. WV Div. of Rehabilitation, WV Advocates, Center of Excellence for Disabilities, etc.

Camp Horseshoe: Region VI WIB participated in a weeklong statewide summer youth Leadership Camp at Camp Horseshoe in Tucker County. Each Region in the state could send up to 10 youth ages 14 to 17 to participate in various assignments such as Teambuilding and Leadership. Region VI had 5 youth attend. Barbara commended Fairmont Marion Transit Authority for picking up and transporting our youth to and from the camp. Region VI staff person, Debbie Myers rode along as a chaperone.

Elevate America: Microsoft Corporation has partnered with the State of West Virginia to offer approx. 7000 statewide e-vouchers to residents of West Virginia only. The vouchers are good for training in Microsoft Word 2003 and 2007. Some IT vouchers are also available as well as exam vouchers for certifications. Any West Virginia resident is eligible but must have access to high speed internet. Vouchers can be requested by calling the Region VI WIB office at 304-368-9530. Demographic information will be captured for Microsoft and the deadline for activating the vouchers is August 23, 2010. Once activated the participant has 1 year to complete.

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 she just learned that the Clarksburg One-Stop will be moving by August to a brand new facility in Anmoore across from Emily Drive. Fairmont One-Stop just recently completed their re-certification and the One-Stop Certification Committee will need to visit and make a recommendation to the board for approval. She asked that the Full Board extend the deadlines of both Clarksburg and Fairmont Re-certifications and give re-certification approval authority to the Executive Board in order to complete the approvals as soon as possible. Jerry Ragen moved to approve the extension and recertification approval authority to the Executive Board. Motion seconded by George Marshall. **Motion Passed.**

NEW BUSINESS:

PY09 3rd Quarter Final Performance Report: Barbara DeMary reviewed the enclosed 3rd Quarter Final Performance Report with the board. Region VI WIB was the only region, statewide, that met all performance measures. She credited the Youth Providers (RESA VII and HRDF, Inc.) and her staff person, Shelly McCauley for the good performance.

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In-School Summer Youth Employment Program Initiative: Region VI transferred \$30,000 of unobligated Stimulus (Administrative) Funds to the Youth Program in order to operate a modified Summer Youth Employment Program. RESA VII will operate the program during the month of June 2010.

WV DHHR (TANF) Grant: Region VI WIB received a \$371,103.00 TANF Grant from WV Department of Health and Human Resources to work with disadvantaged youth. HRDF, Inc. will subcontract with Region VI to deliver a Out-of-School Youth Employment Program giving 1st preference to TANF referrals, then WIA youth followed by the public. Region VI WIB has received a verbal approval from Charleston but hasn't received the written approval. The expected start of the program is Mid July and will run through the end of September. Eligible Youth must be between the ages of 18-21 but HRDF could serve 16 and 17 year olds if necessary.

Rapid Response Report: Barbara DeMary explained the PY09 Rapid Response Report in each members folder.

Program Year 2010 WIA Allocation Letter: Barbara DeMary directed the boards attention to the letter from Governor Joe Manchin announcing the Program Year 2010 WIA allocation.

Overview of PY10 Budget and PY10 Sub-Contracts: Maria Larry explained the Program Year 2010 "Draft" Budget and answered questions regarding the budget. Ms. Larry pointed out that Region VI WIB had received an increase compared to last year's budget and that the increase was in the Dislocated Worker Funds. She reported that the Adult and Youth Funds were decreased slightly from last year's budget.

Ms. Larry gave an overview of each Sub-contractor's Budget, reminding the board that the contracts for In-School Youth, Out-of-School Youth, On-the-Job Training and Case Management were all approved at the last Full Board meeting in March and that the only thing needing approval was each contractor's budget which are included and outlined in the PY10 "Draft" Budget.

Ms. Larry informed the board that each contractor's budget remained the same as last years', with On-the Job Training remaining at \$60,000 (30,000 Adult & 30,000 DW), In-School Youth remaining at \$86,366.00, Out-of-School Youth remaining at \$129,548.00 and Case Management remaining at \$200,448.00.

Accounting Contract: Region VI WIB received 2 bids in response to contracting for accounting services. Conley CPA Group, the previous contractor, bid \$42,000 and Tammy Williams & Associates, Elkins, WV bid \$16,200. Bernie Fazzini explained that an evaluation committee was formed to review the two contracts and met on June 4th. The committee consisted of LEO Chair, Angie Pratt, WIB Board Chair, Kathy Wagner, and Harrison County Commissioner, Bernie Fazzini. Executive Director, Barbara DeMary and Fiscal Manager, Maria Larry were also present for the evaluation and review. Mr. Fazzini reported to the board that the committee recommended the board

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vote to retain Conley CPA Group as their accounting contractor. Mr. Fazzini explained that the committee had various concerns regarding Ms. Williams low bid and whether it was cost effective for the board given past experience with other accounting contractors. Praise was given to Conley CPA Group for their past performance and their assistance in helping resolve an IRS debt that was a direct result of negligence by a prior contractor. Several concerns were raised by the board and it was decided that the board would not contract with the lowest bidder. Jerry Ragen moved to approve Conley CPA Group as Region VI WIB Accounting Contractor. Motion seconded by George Marshall. **Motion passed.**

EXECUTIVE SESSION

Rosemary Wagner moved to enter into Executive Session in order to discuss Employee Incentives as reported by the Finance Committee Chair, Jerry Ragen. Motion was seconded by George Marshall. **Motion passed.**

George Marshall moved to leave Executive Session. Motion was seconded by Jan Derry. **Motion passed.**

Following the close of Executive Session, George Marshall moved to approve the PY10 "Draft" Budget and approve the Finance Committee Recommendation for Employee Incentive Pay with modifications that will be discussed with the Executive Director, Barbara DeMary. (Ms. DeMary met with Chair, Kathy Wagner following the adjournment of the meeting) Motion was seconded by Don Black. **Motion passed** with Phil Leinbach abstaining.

Election of Officers: George Marshall gave a report on behalf of the Nominating Committee consisting of George Marshall, Phil Leinbach, Judy Pratt and Claudia George. The following board members were nominated by the committee to fill these positions:

Jerry Ragen – Chair

Mike Callen – Vice Chair

Jan Derry – Secretary

George Marshall encouraged additional nominations from the floor. No other nominations were noted. Phil Leinbach moved to close nominations from the floor and accept the Nominating Committee's recommendation as stated above. Motion was seconded by Rosemary Wagner. **Motion passed**

STAFF REPORTS:

- 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 May 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

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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.

- Barbara DeMary pointed out that the One Stop Monthly Activity Reports for May 2010 are included in each member's folder.

PUBLIC COMMENT:

Rosemary Wagner noted that she had given her proxy to Vickie Vance for the March 11th Full Board Meeting and that it was omitted from the approved minutes. This note followed the approval of the March 11th Minutes which were approved at the beginning of the meeting.

ADJOURNMENT:

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

Board Member Approval:

W G Ray

Date:
