

**TO BE APPROVED BY FULL BOARD ON DECEMBER 10, 2009**

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

**Meeting was called to order at 10:37 a.m. by Chair, Katherine Wagner.**

**WELCOME/ROLL CALL:**

The sign-in sheet was used in lieu of roll call. Members present were Vickie Vance, Lori Turner, Mike Reed, Blair Montgomery, Stephen Cook, Mike Callen, Judy Pratt, Roman Prezioso, Sharon Cunningham, Phil Leinbach, Bernie Fazzini, Jerry Ragen.

Attending as a proxy were Vickie Vance for Hollis Vance and Rosemary Wagner; Lori Turner for Sid Murphy and Claudia George.

Non-board members present were Tina Riggleman from WORKFORCE West Virginia, Jennifer Weist from Pierpont Community and Technical College, Lisa Sharp from Barbour/Tucker County Development Authority, and Tom Dulaney from RESA VII.

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

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.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda

June 11, 2009, Region VI WIB Full Board Meeting Minutes

Executive Director's Report

Letter dated August 31, 2009 regarding Modification to Local Plan

Letter dated September 3, 2009 regarding Cost for MACC Usage

ARRA 2009 Youth Worker Assignments and Placements

In-School Summer Employment Report 7/6/09 – 8/28/09

Routing Cover Sheet for PY09-W6-A1

Rapid Response Activity Report /Petition Requests to USDOL

Analysis of Budgeted Expenses through August 30, 2009

STIMULUS Budgeted Expenses through August 30, 2009

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

PY08 Qtr 4 Final Performance Report

Fairmont WorkForce "Grand Opening" Flyer/Invitation

Copy of Legal Ad in regards to Audit Bid

### APPROVAL OF MINUTES:

Jerry Ragen moved to approve the minutes for the June 11, 2009 Full Board Meeting. Motion seconded by George Marshall. **Motion passed.**

### OLD BUSINESS:

Barbara informed the members present that this year's PY09 Business Plan Approval Letter was received and is enclosed in each member's packet.

Barbara directed the members present to the MACC Usage Letter received September 3, 2009. She reminded the board that they voted at their previous board meeting to use the MACC funds for additional ITA's and needs related payments. This decision was based upon the May Director's meeting where Russell Fry indicated that the State would pay this year's MACC costs for each Region.

Discussion regarding the One-Stop Re-certifications followed. Clarksburg One-Stop had previously been granted a 6 month extension due to some improvements recommended by Jan Derry and her husband. It was noted that the Fairmont One-Stop re-certification had to be postponed due to the closure of the Fairmont State Office Complex. Since Fairmont WorkForce West Virginia has recently relocated to Veterans Square in Fairmont the board voted to grant the Fairmont WorkForce Office a 6 month extension of the re-certification process. Jerry Ragen moved to grant the 6 month extension. Motion seconded by Mike Callen. **Motion passed.**

Jennifer Weist, Fairmont WorkForce West Virginia One-Stop Chair, invited everyone present to the Fairmont WorkForce Grand Opening at Veteran's Square. A flyer is included in each member's packet. Tours will be available for anyone interested.

BIKISI Program Updates – Fairmont WorkForce, Pierpont Community & Technical College and Marion County Adult and Community Education Center hosted 2 BIKISI Training Sessions in August. Morgantown WorkForce and Monongalia County Technical Education Center hosted 1 BIKISI Training Session this summer. Jennifer Weist gave an overview of the 2 BIKISI events held in Marion County. Lori Turner gave an overview of the BIKISI event held in Monongalia County. An Ad Hoc Committee has been formed to expand the BIKISI program to hopefully conduct some training classes over the Christmas Break. Members of the Ad Hoc Committee are Debbie Myers, Ginny Layton and Lori Turner.

Funding for the BIKISI program is the biggest hurdle. Region VI WIB would like to expand the class to include Dislocated Workers who have recently lost their jobs. Barbara indicated that the WIB is currently soliciting for corporate sponsors for funding in the amount of \$500.00 per student or \$600.00 per adult/DW. Transportation is another hurdle. The board was advised to let Barbara know of anyone who would be interested in becoming a corporate sponsor.

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Solicitation of Audit Bids: Amy directed everyone's attention to the legal ad enclosed in board member's packets regarding the solicitation of audit bids. Barbara explained that the previous auditor, Matheny, Leport and Pauley had dissolved their firm and would not be conducting the Region VI WIB audit as previously approved. Amy asked that board members forward the enclosed legal ad to any interested parties.

Barbara gave an overview of the WorkKey's vs. TABE assessments. A year ago the board voted to change from TABE to WorkKeys in assessing someone going into training as the State of West Virginia had recommended. The State was paying for the assessments for 1 year and as of September 30, 2009 would no longer be paying. Previously, Region VI was using TABE for ITA assessment at no cost. Although, TAA Unit and State Set Aside Unit both support WorkKeys as a Workplace Readiness Certification, they are not supporting it as an assessment for entering training. Therefore, Barbara asked the Board to consider going back to TABE starting January 1, 2010. Blair Montgomery encouraged the board to also consider going back to using TABE as an assessment for training. He indicated that WorkKeys was expensive and didn't give the counselors the math and reading levels they needed. Phil Leinbach moved to approve going back to TABE as an assessment for training effective January 1, 2010. Motion seconded by George Marshall. **Motion passed** with Lori Turner and Judy Pratt abstaining.

## NEW BUSINESS:

### EXECUTIVE DIRECTOR REPORT:

Barbara DeMary reported to the Board on the following items:

- The most recent WIB Directors' Meetings were held :  
September 3, 2009 – Meeting Notes Not Provided to Directors  
August 6, 2009 – Meeting Notes Not Provided to Directors  
July 2, 2009 – Meeting Notes Not Provided to Directors  
June 4, 2009 – Meeting Notes Available for Review  
Barbara indicated that she had requested copies of the meeting notes but was not receiving them. She did say that the board could request them through F.O.I.A.
- Barbara reported that the Workforce Investment Council (WIC) will be meeting on October 13, 2009. They do have a new chair, Jerry Barry.
- The Interagency Collaborative Team (ICT) held meetings on June 25<sup>th</sup>, July 23<sup>rd</sup>, and August 27<sup>th</sup>. – Meeting Notes were Not Provided by the State.
- Mary Spellman, Fairmont WorkForce West Virginia Center Manager, stepped into the meeting and invited everyone to the Fairmont WorkForce Open House directly following the full board meeting. She announced that the open house started at 12:30 with a Ribbon Cutting Ceremony scheduled for 1:00 pm. Refreshments available.

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- State Set-Aside Grantee Update: Those that were awarded in our Region were Computer Training Center, OIC and WV Women Work.
- WorkForce West Virginia Internal Audit was conducted July 20<sup>th</sup>-24<sup>th</sup> on both Fiscal and Program. A recommendation was made to have Conflict of Interest Statements signed at all board meetings.
- Department of Labor Summer Youth Review was conducted August 3<sup>rd</sup> - 5<sup>th</sup> on both Program and Fiscal. Barbara and Amy took them out to summer youth work sites. Barbara will have a report by next full board meeting.
- Department of Health and Human Resources (DHHR) Desk Review for Food Stamp Program was conducted during the last week of July. A report will be forthcoming.
- Barbara mentioned the One-Stop Activity Reports/Calendars for August 2009. Reports for each One-Stop (Fairmont, Clarksburg, Elkins, and Morgantown were included in each board member's folder)

Conflict of Interest Statements: Kathy announced that every board member must complete an updated Conflict of Interest Statement and sent it back to the Region VI WIB Office. Amy Hall reviewed the present Conflict of Interest Policy with the members present. Any board member not in attendance today will be mailed a statement to complete and send back.

**Youth Program Reports:**

Tom Dulaney, RESA VII, distributed a handout to the board members of the In-School Summer Employment Report. The In-School Employment Program started in July and ended Mid August. Actual number of participants was 73 with 20 active worksites. Phil Leinbach, HRDF, Inc. reported on the Out-of-School Summer Employment Program. The out-of-school program will continue past September with those aged 22-24. A final report will be provided at the December full board meeting. Phil also reported on a new demonstration grant received from USDOL. HRDF, Inc. will receive \$727,000 to administer the grant to parenting youth. It will include On-the-Job Training and ITA's. It will be used in a National Study.

**STAFF REPORTS:**

- Debbie Myers gave an update on the Rapid Response Program. She indicated that 2 layoffs were missing from the list. One was Omni Care in Monongalia County. She encouraged board members to let employers know of the Region VI WIB Rapid Response Services. She also explained the TAA Petition Handout in the board member packet.
- Shelly McCauley went over the PY08 Final 4<sup>th</sup> Quarter Report. She is currently reviewing the data in MACC that determines the earnings increase under Dislocated Worker.
- 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 August 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 Blair Montgomery.  
**Motion passed** and meeting adjourned at 11:55 am

**Board Member Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_