

TO BE APPROVED BY FULL BOARD ON OCTOBER 13, 2011

**REGION VI
WORKFORCE INVESTMENT BOARD
FULL BOARD
MEETING MINUTES
June 9, 2011**

Meeting was called to order at 10:40 a.m. by Vice Chair, Mike Callen.

WELCOME/ROLL CALL:

The sign-in sheet was used in lieu of roll call. Members present were Mike Callen, Kathy Wagner, Phil Leinbach, Bud McDonnell, Michael Bombard, Don Black, Jan Derry, George Marshall, Bernie Fazzini, Hollis Vance, Sharon Cunningham, Sam Eichelberger, Judy Pratt, Doug Parsons and Leroy Hunter

Attending as a proxy Kathy Wagner for Mike Reed and Rosemary Wagner; Don Black for Peter Silitch; and Sharon Cunningham for Vickie Vance and Lori Turner

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

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

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda, June 9, 2011
April 14, 2011 Region VI WIB Full Board Meeting Minutes
Letter from Governor Tomblin regarding PY2011 WIA Funding
Chart depicting Program Year 2011 Statewide Allocations – First Part
Draft Budget for Program Year 2011 dated 6/3/11
Rapid Response Activity Report for PY2010
TAA Status Report
Analysis of Budgeted Expenses through May 31, 2011
Elkins, Fairmont, and Morgantown One-Stop Activity Reports May 2011

APPROVAL OF MINUTES:

Kathy Wagner moved to approve the minutes for the April 14, 2011 Full Board Meeting. Motion seconded by George Marshall. **Motion passed.**

OLD BUSINESS:

Re-certification of Workforce West Virginia Centers: Following a report and recommendation from One-Stop Committee Chair, Mike Callen; George Marshall moved

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to approve the re-certification of all four One Stops for 2 years. (Clarksburg, Elkins, Fairmont and Morgantown) Motion seconded by Jan Derry. **Motion passed.**

WV DRS 2011 Grant Award: Debbie Myers updated the board members on the WVDRS Grant Activity. This year's grant will be focusing on out-of-school Youth in Taylor County, incarcerated youth in Tucker County (Rubinstein Center) and Disabled Veterans through the VA Hospital in Clarksburg. Debbie reported that the grant kicked off in May at the Rubinstein Center. The summer employment portion of the grant will commence in a few weeks and the Veterans BIKISI classes will start in the Fall of 2011.

Mollohan Grant: Debbie Myers informed the board that the WIB received a \$5000 Grant from the Mollohan Foundation in order to assist 4 additional Taylor County students during the summer.

WV DHHR-Summer Youth Grant: Barbara updated the board on the WVDHHR-SYEP Grant. Flyers have been circulated in all 13 counties. HRDF will be assisting the Out-of-School Youth and RESA VII will be assisting the In-School Youth. The students will work approximately 6 to 8 weeks for the local Boards of Education as well as private employers. Barbara encouraged members of the board with private industry to contact the WIB if they are interested in participating in the program.

WV DHHR-OJT Grant: Barbara updated the board on the WVDHHR-OJT Grant. The grant will be approximately \$186,000 and will serve TANF eligible adults. The WIB will sub-contract the grant out to HRDF. Teresa Nestor, former board member and retired DHHR employee will be hired through a temporary agency to conduct the case management and follow-up in all 13 counties. Barbara feels she will be an asset, since she has worked with DHHR and knows the system. This grant will serve approximately 100 people.

WV DHHR-SNAP Grant: Barbara reported that the Region VI WIB will continue to receive funds from WV DHHR to operate the SNAP Grant (old Food Stamp Grant). This will be the sixth year that Region 6 has operated the program. It covers Harrison and Marion counties.

GREEN-UP Grant: Barbara gave an update on the Green Up Grant.. Region VI WIB receives \$225.00 per person that they certify. WV Women Work has received funding to incorporate green training into their existing training program. Barbara and Debbie have recently certified people for training through Bridgemont Community and Technical College.

Executive Director, Barbara DeMary pointed out that Region VI WIB has gone after several new grants to secure funding for the upcoming year and keep the WIB office open, especially with the uncertainty of the 2011 WIA Formula Funds. However, the additional grants are being administered with the same amount of WIB Staff, who will be taking on additional work duties.

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Workforce Investment Act Allocations – July 1, 2011 through Sept. 30, 2011: Barbara directed the board's attention to the award letter and the Program Year 2011 Allocation Chart in each member's folder. Barbara explained to the board that the award letter only covers a portion of the yearly funds for Adult and Dislocated Workers, but awards the full year's amount for Youth. Youth funds were increased from last program year. Barbara also explained that the state took all the year's cuts out of the first quarter and that Region 6 will not know what the entire allocation is until sometime in September or near the first of October. She informed the board that the US DOL reduced the State's off-the-top allotments from 15% to 5% for this Program Year, stating that they wanted more of the funds to go out to the local areas.

NEW BUSINESS:

PY2011 Contract Awards: Following a brief discussion regarding Program Year 2011 Allocations, the board voted on the following contract extensions:

- A. In-School Youth Contract for PY11 (7-1-11 through 6-30-12) - George Marshall moved to recommend to the LEO Board to approve the Contract Extension of the In-School Youth Contract with RESA VII for Program Year 2011. Motion was seconded by Mike Bombard. **Motion carried** with Phil Leinbach abstaining.
- B. Out-of- School Youth Contract for PY11 (7-1-11 through 6-30-12) – Kathy Wagner moved to recommend to the LEO Board to approve the Contract Extension of the Out-of-School Youth Contract with HRDF, Inc. for Program Year 2011. Motion was seconded by Bernie Fazzini. **Motion carried** with Phil Leinbach abstaining.
- C. On-the-Job Training Contract for PY11 (7-1-11 through 6-30-12) – Bernie Fazzini moved to recommend to the LEO Board to approve the Contract Extension of the OJT Contract with HRDF, Inc. for Program Year 2011. Motion was seconded by George Marshall. **Motion carried** with Phil Leinbach abstaining.
- D. Case Management Contract for PY11 (7-1-11 through **9-30-11**)- *Barbara explained to the board that Workforce West Virginia wants an increase in this year's case management contract and that due to not knowing what the total year's allocation is, that Region 6 WIB cannot grant an increase. Therefore, Workforce West Virginia has indicated that they will only extend the case management contract until September 30, 2011 at which time they would like to discuss an increase, given that the Region 6 WIB has received information on the full year's allocation. Barbara wanted to point out that Region 6 WIB has not increased the workload of the case management staff because they are not doing the case management on any of the new grants and that she will send a letter to them asking for new budget and justification of any increases before the next full board and LEO meetings in October. George Marshall moved to recommend to the LEO Board to approve a 3 month Contract Extension of the Case Management Contract up through September 30, 2011 at which time the budget*

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and contract will be re-visited. Motion was seconded by Doug Parsons. **Motion carried.**

- E. Internal Audit Contract for PY11 (7-1-11 through 6-30-12) – *Audit will be conducted on Program Year 2010 which covers financial statements from 7-1-10 through 6-30-11. Barbara pointed out that Toothman Rice had not submitted a price quote for the upcoming year's audit and that they are allowed to increase last year's amount by no more than 10%. Jan Derry moved to recommend to the LEO Board to approve the Contract Extension of the Internal Audit with Toothman Rice PLLC with the stipulation that the budget did not exceed \$14,500 for Program Year 2011. Motion was seconded by Hollis Vance. **Motion carried.***
- F. Accounting Contract for PY11 (7-1-11 through 6-30-12) – *Barbara pointed out that Conley CPA Group did not ask for an increase from last year's budget of \$42,000. George Marshall moved to recommend to the LEO Board to approve the Contract Extension of the Accounting Contract with Conley CPA Group for Program Year 2011. Motion was seconded by Bernie Fazzini. **Motion carried.***
- G. Region VI WIB Operating Budget for Program Year 2011 (7-1-11 through 6-30-12) – *Kathy Wagner reported for the Region 6 WIB Finance Committee. The Finance Committee met prior to the full board meeting to discuss the budget. Committee members that were apprised of the draft budget prior to the full board meeting were Kathy Wagner, Mike Reed, Mike Callen and Claudia George. Kathy Wagner reported to the board that it was the consensus of the Finance Committee to recommend approval of the Region VI WIB Budget to the LEO Board, stipulating that the budget approval was for the Full Program Year for Youth funds and only First Quarter for Adult and Dislocated Workers funds. She continued that the finance committee would review and re-address the budget in October when the additional allocation amounts are awarded. At that time the committee will look at the Case Management Contract for the remainder 3 quarters, WIB Staff Merits and any significant changes in the budget from the original draft and allocation estimates. Hollis Vance motioned to accept the Finance Committee's recommendation of the PY11 Budget. Motion was seconded by George Marshall. **Motion carried.***

Renewals of Youth Council Members: The following Youth Council Memberships were recommended for renewal:

Robert Mollohan

Angela Inglese

Misty Martin

Bernie Fazzini moved to approve the youth council renewals of Robert Mollohan, Angela Inglese and Misty Martin for another 3 year term. Motion was seconded by Judy Pratt.

Motion carried.

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Staff Reports:

TRA/TAA – Rapid Response: Debbie Myers updated the board on Rapid Response Activities and explained Statewide TAA Report in each member's folder.

Financial Report: Maria Larry explained the Analysis of Budgeted Expenses Report for May 2011. She pointed out that Region 6 is approximately 84% Obligated for PY10 (State Requirement is 80% by June 30) and 70% Expended for PY10 (State Requirement is 70% by June 30). These percentages are as of May 31, 2011.

Executive Director's Report:

- Barbara thanked everyone for their attendance.
- Barbara announced that one of Region 6 WIB's Employers "Armstrong Hardwood Flooring" out of Randolph County was named Employer of the Year at last week's Workforce West Virginia's State Conference. Armstrong was nominated by the Elkins One-Stop Workforce Center and was given the award because of their outstanding commitment to developing a skilled workforce. Board Member and fellow Armstrong employee, Michael Bombard expressed his appreciation and that of the company's for being considered for the award.
- Workforce West Virginia Center's Activity Report: Barbara directed the board's attention to the monthly one-stop reports included in each member's folder. The reports are for the month of May including Clarksburg, Elkins, Fairmont and Morgantown.

PUBLIC COMMENT:

None.

ADJOURNMENT:

George Marshall moved to adjourn the meeting. Meeting adjourned at 11:45 am

Board Member Approval:

Mike Callahan, Vice-Chair

Date:

10/13/11