REGION VI

**WORKFORCE INVESTMENT BOARD**

**FULL BOARD**

**MEETING MINUTES**

June 14, 2012

**Meeting was called to order at 10:36 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, Claudia George, Lori Turner, Kathy Wagner, Kim Shaffer, Janie Lou White, Don Black, Phil Leinbach, David Morris, George Marshall, Bud McDonnell, Bernie Fazzini, and Judy Pratt

Attending as a proxy Kathy Wagner for Jan Derry and Rosemary Wagner; George Marshall for Mike Reed; Dave Morris for Leroy Hunter; Bo Sellars for Dr. Doreen Larson; and Phil Leinbach for Doug Parsons.

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

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

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda, June 14, 2012

March 8, 2012 Region VI WIB Full Board Meeting Minutes

Letter from Alice McVey of WorkForce WV regarding PY11 EO Audit Determination

Letter from Russell Fry of WorkForce WV regarding PY12 WIA Allocation

PY11 Qtr 3 Final Performance Report (Regional)

PY11 Qtr 3 Final Performance Report (Statewide)

Analysis of Budgeted Expenses through May 31, 2012

WorkForce WV Monthly Partner Reports for PY11

PY11 Rapid Response Activity Report

“Draft” Budget for Program Year 2012

**APPROVAL OF MINUTES:**

Phil Leinbach moved to approve the minutes for the March 8, 2012 Full Board Meeting. Motion seconded by Claudia George. Motion carried.

**OLD BUSINESS:**

Employment Subsidy Program Grant/Summer Youth Grants (Update): Barbara updated the board on the WVDHHR Grants for Employment Subsidy and Summer Youth. She explained that Region VI has not heard about future funding to date.

Youth Today Leaders Tomorrow (Update): Barbara updated the board on pilot project for Youth Today Leaders Tomorrow. She indicated that next year the WIB would like to expand the project out to Preston County.

WorkForce West Virginia Audit (Handout): A copy of the letter from Alice McVey was included in each member’s folder. Barbara explained that this letter only recognized the EO portion of the review, which was good, and that the financial report would be forthcoming.

**NEW BUSINESS:**

Financial Update: Maria Larry explained the Analysis of Budgeted Expenses Report for May 31, 2012.

WorkForce Investment Act 2012 Allocations: Barbara reported that Region VI WIB was notified by letter dated June 12, 2012 from Russell Fry of this year’s WIA allocations. (Letter included in packet)

On-The Job Training: Barbara asked the board to consider not contracting out On-The –Job Training to an outside entity – instead pulling the training in-house for a year and revisit it this time next year. The staff can spend out the carryover funds through customized training. Currently, Region VI has only funding Dislocated Workers through a contract with HRDF, Inc. Kathy Wagner made a motion to not contract out On-The-Job Training for Program Year 2012. George Marshall seconded the motion**. Motion carried** with Phil Leinbach abstaining.

Business Plan Approval: Amy Hall explained the changes to the Region VI Business Plan and announced that it was currently being advertised for public comment. George Marshall made a motion to approve the 2012 Business Plan pending revisions or changes as a result of public comment. Bud McDonnell seconded the motion. **Motion carried.**

PY11 3nd Qtr. Final Performance Report – Statewide and Regional: Shelly McCauley explained the PY11 2nd Qtr. Final Performance Report to the board.

WorkForce West Virginia Centers’ Activity Report Summary (Handout): Debbie Myers explained the Activity Report Summary to the Board. Review and discussion followed.

Comprehensive One-Stops – Recommendation of One-Stop Committee: Barbara explained how the original Four (4) One-Stops were formed and announced to the board that WorkForce West Virginia no longer wanted to have their employees manage the One-Stop Centers because of shortage of staff. Barbara asked the Region VI One Stop Committee to meet and decide on a plan and location for the Comprehensive One Stop. Committee members who met were: Mike Callen, Chair, Bernie Fazzini, Kathy Wagner, Judy Pratt, Phil Leinbach and Jan Derry. One Stop Committee Chair explained that each Regional WIB must have at least one (1) Comprehensive Center. He also explained the difference between a Comprehensive and Satellite Center. The One Stop Committee then presented the board with a recommendation to have two (2) Comprehensive Centers: 1 in Fairmont and 1 in Elkins, with Clarksburg and Morgantown acting as Satellite Centers. Barbara explained that since we would be losing One Stop Managers, she would be filling the soon-to- be vacant Region VI Program Director’s Position with someone who could also assist in the coordination of the Comprehensive One Stops and would be utilizing ½ of Shelly McCauley’s time to assist in the coordination of the Elkins Center. Following discussion, Kathy Wagner moved to approve the One Stop Committee’s recommendation to maintain two (2) One-Stop Comprehensive Centers, (1) in Fairmont and (1) in Elkins, with Clarksburg and Morgantown acting as Satellite Centers. Motion was seconded by George Marshall. **Motion carried** with Lori Turner and Claudia George abstaining. Claudia George wanted to thank the board for their support on behalf of the WorkForce West Virginia Centers.

Contract Award – Toothman Rice PLLC: Toothman Rice PLLC was the only auditor to bid on audit services. They have performed the audit for Region VI for the past 3 years and have only asked for a $480.00 increase from last year’s contract amount. Kathy Wagner moved to approve the audit contract with Toothman Rice PLLC for $15,000.00. Motion was seconded by George Marshall. **Motion carried.**

Yearly Contract Extension Award amounts: The following contracts were approved at the last board meeting in March 2012 pending contract amounts and approval of the PY12 Budget: Accounting Contract w/ Conley CPA Group, In-School Youth Contract w/ RESA VII, Out-of School Youth Contract w/ HRDF, Inc. and the Case Management Contract w/ WorkForce West Virginia. Barbara reported the following PY12 Contract amounts: Accounting $42,000.00, In-School Youth $175,500.00, Out-of-School Youth $175,500.00 and Case Management $235,000.00.

Approval of Budget for Program Year 2012: Maria Larry explained the “Draft” PY12 Budget included in each member’s folder. Following review and discussion, George Marshall moved to approve Program Year 2012 Budget including the Contract Amounts. Motion seconded by Kathy Wagner. **Motion carried** with Phil Leinbach, Judy Pratt, Mike Callen, Claudia George and Lori Turner abstaining.

TRA/TAA Petition Requests to Dept of Labor and Rapid Response (Handout): Debbie Myers updated the board on the latest rapid response activity. Handout enclosed in folder. She reported that the most recent layoff was with INC Research out of Morgantown and that they may qualify for TAA.

Barbara asked Lori Turner and Phil Leinbach to discuss the recent Youth Job Fairs held in Monongalia and Harrison counties. Phil distributed a handout which reviewed all of the activities for the day.

Executive Director’s Report:

1. Barbara gave an overview of the Youth Today Leaders Tomorrow Pilot Project held in Marion County this year. A total of 6 youth participated. (2 youth from each Marion County high school). Each of those who applied were awarded a $1,000 scholarship for future training following high school. Green-Up funds were used to support the scholarships. Partners who helped with the pilot were The Board of Education, Chamber of Commerce, WorkForce WV Center, Region VI WIB and Fairmont University/Pierpont Comm. Technical College. Barbara indicated that the WIB would like to expand the pilot out to other counties, and is looking at Preston County for next program year.
2. Workkeys Update: Effective August 1st, 2012, Region VI WIB will no longer be testing for WorkKeys. Barbara explained that the new internet based profiles require internet testing rather than pencil and paper. Region VI does not have the facilities to do the internet based testing and it is taking a considerable amount of staff time to keep up with the testing demands. A letter has been sent to WorkForce West Virginia stating that we will no longer serve as a WorkKeys Satellite Testing Agency.

Election of Officers: George Marshall handed out a ballot listing a slate of officers to each board member present and asked for any nominations from the floor. No further nominations were presented. Phil Leinbach moved to approve the following officers as listed on the slate: Mike Callen, Chair; Kathy Wagner, Vice-Chair; and Jan Derry, Secretary. Motion was seconded by Kathy Wagner. **Motion carried.** Debbie Myers collected the ballots which passed unanimously

**PUBLIC COMMENT:**

Barbara DeMary announced Debbie Myer’s resignation and upcoming “Retirement” Party in July. Barbara thanked Debbie for her years of service to the Region VI WIB and wished her luck in her future Missionary venture.

**ADJOURNMENT:**

George Marshall moved to adjourn the meeting. Meeting adjourned at 11:58 am

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

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