REGION VI

**WORKFORCE INVESTMENT BOARD**

**FULL BOARD**

**MEETING MINUTES**

December 8, 2011

**Meeting was called to order at 10:35 a.m. by Chair, Jerry Ragen.**

**WELCOME/ROLL CALL:**

The sign-in sheet was used in lieu of roll call. Members present were Leroy Hunter Jr., Phil Leinbach, Kathy Wagner, Claudia George, Mike Callen, Jerry Ragen, George Marshall, Lori Turner, Kim Shaffer, Judy Pratt, Bud McDonnell, Michael Bombard, Robert Mollohan.

Attending as a proxy Kathy Wagner for Rosemary Wagner, Mike Callen for Steve Cook and Mike Reed, Lori Turner for Sid Murphy and Leroy Hunter for Diane Parker.

Guests in attendance were Mary Spellman of the Fairmont WorkForce West Virginia Center and Sandy Hamilton, WorkForce West Virginia.

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, December 8, 2011

October 13, 2011 Region VI WIB Full Board Meeting Minutes

Letter from Russell Fry of WorkForce WV regarding FY12 WIA Allocation Funding

Budget for Program Year 2011 (Revised 11/9/11)

PY11 Qtr 1 Final Performance Report (Regional)

PY11 Qtr 1 Final Performance Report (Statewide)

Analysis of Budgeted Expenses through November 31, 2011

Clarksburg, Elkins, Fairmont, and Morgantown One-Stop Activity Reports Nov. 2011

Dislocated Worker Services Unit – TAA Update 12/7/11

Map of October 2011 Unemployment Rate by County

**APPROVAL OF MINUTES:**

Mike Callen moved to approve the minutes for the October 13, 2011 Full Board Meeting. Motion seconded by Claudia George. Motion carried.

**OLD BUSINESS:**

Update on Non-WIA Grants: Barbara pointed out that information on all Non-WIA Grants is located in the Region VI Newsletter provided in each member’s folder.

WorkKeys Update: Lori Turner, Manager of Morgantown WorkForce West Virginia Center gave an update on WorkKeys activities in her area. She reported that they are currently working with both Mylan and Chemtura. Board member, Mike Bombard, gave the board and overview of what Chemtura does.

Fairmont WorkForce West Virginia One-Stop Recognition: Barbara asked Mary Spellman and Sandy Hamilton to step forward for recognition to the board. Barbara explained that the Fairmont One-Stop had received a National Award for exceptional Veteran’s Service. (The Mark Sanders Award for Exceptional Service to Disabled Veterans) She also pointed out that this is the first time that anyone in the State of West Virginia had been honored with this award. Sandy Hamilton was the person who nominated the Fairmont One-Stop.

Region VI WIB Newsletter: Barbara pointed out the Newsletter in each member’s folder. She thanked Ginny Layton, of the Fairmont One-Stop for putting the newsletter together.

Barbara was asked to speak at the next Legislative Committee Meeting in Charleston and intends on taking the newsletter with her to share with the committee members. Three representatives currently on the committee are from Region VI.

Workforce Investment Act Allocations Update: Barbara informed the board that Region VI WIB had received notification of our 2nd Half WIA Allotment. A letter from Russell Fry dated November 10, 2011 was referenced and included in each member’s folder.

Toothman Rice LLC Audit Update: Barbara informed the board that Toothman Rice LLC had completed the audit and a draft copy was available for review. The final copy will be distributed at the next Full Board meeting.

**NEW BUSINESS:**

Financial Update: Maria Larry explained the Analysis of Budgeted Expenses Report for November 2011. She also pointed out to the board that the beginning budget now reflects the full year budget plus any PY10 carryover.

Wait List: Maria Larry gave an update on the most current ITA Wait List and asked the board to approve a transfer of Dislocated Worker Funds to Adult Funds up to 30%, only if needed at the beginning of the new year. Region VI WIB will evaluate the need for a transfer at the beginning of 2012.

George Marshall moved to approve the transfer of DW Funds to Adult Funds up to 30% if deemed necessary by the Region VI WIB at the beginning of the year. Motion seconded by Leroy Hunter. **Motion carried** with Judy Pratt, Mike Callen and Phil Leinbach abstaining.

Case Management and Assessment Contract Update: Barbara reminded the board that the Case Management and Assessment Contract was only approved up through December 2011. WorkForce West Virginia requested an increase in the contract budget from $200,448.00 to $229,811.00. Barbara explained that Region VI actually supplemented the Case Management and Assessment Contract last year with a State Grant of $35,000. Region VI will not receive the supplemental grant for PY 2011.

George Marshall moved to approve the extension of the Case Management and Assessment Contract with WorkForce West Virginia to June 30, 2012 and approve the increase of budget from $200,488 to $229,811. Motion was seconded by Bob Mollohan. **Motion carried** with Phil Leinbach, Claudia George and Lori Turner abstaining.

Pilot Project – Youth Leadership Initiative: Barbara asked the board for permission to fund a Youth Leadership Initiative Pilot Project with PY10 youth carryover funds of $55,000. She explained that the project would be modeled after the Marion County Chamber of Commerce Youth Leadership Initiative, but will help low income, in-school kids who are WIA eligible. The participants will meet on faculty senate days throughout the school year with several field trips being considered, i.e. Marcellus Shale Simulator. She also plans to involve the participants in a BIKISI class and consider possible scholarships at the end of the project. Region VI WIB will partner with the following organizations: Marion County Board of Education, Marion County Chamber of Commerce, Fairmont One-Stop, and RESA VII.

George Marshall moved to approve the Youth Leadership Pilot Project to mentor approximately 10 in-school youth using PY10 carryover funds of $55,000. Motion was seconded by Mike Bombard. **Motion carried.**

PY111st Qtr. Final Performance Report – Statewide and Regional: Barbara explained the PY11 1st Qtr. Final Performance Report to the board.

Executive Session: Kathy Wagner requested that the board move into Executive Session to discuss employee salary recommendations and budgetary issues. Motion was seconded by Phil Leinbach. **Motion carried at 11:05 am.**

Executive Session Concluded at 11:20 am: Kathy Wagner requested that the board close Executive Session and continue with Regular Board meeting, recommending to the LEO Board, approval of the budget, as presented and the salary compensation as recommended by the Region VI Finance Committee. Motion was seconded by George Marshall. **Motion carried** with Phil Leinbach abstaining.

Rapid Response Update: Debbie Myers updated the board on the latest rapid response activity and thanked everyone for sending her information about area closings.

Re-Appointment to Youth Council: Barbara informed the board that Jacky Weeks is up for re-appointment to the Region VI Youth Council. George Marshall moved to approve the re-appointment of Jacky Weeks to the Region VI WIB Youth Council. Motion was seconded by Kathy Wagner. **Motion carried.**

Executive Director’s Report:

1. Barbara gave the board an update on the Shale Net Grant. She will be attending a meeting regarding ShaleNet next Thursday. Training is supposed to start in January 2012 and she is currently waiting on a list of approved training providers.
2. Barbara reminded everyone to take a look at the Region VI WIB Newsletter for further updates and activities.

One-Stop Monthly Activity Reports: One-Stop reports for the month of November 2011 were included in each member’s folder for Fairmont, Clarksburg, Elkins, and Morgantown. Mary Spellman of the Fairmont One-Stop was asked to update the board on recent activity.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

Kathy Wagner moved to adjourn the meeting. Meeting adjourned at 11:40 am

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

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