REGION VI

**WORKFORCE INVESTMENT BOARD**

**FULL BOARD**

**MEETING MINUTES**

**March 8, 2012**

**Meeting was called to order at 10:45 a.m. by Vice Chair, Mike Callen.**

**WELCOME/ROLL CALL:**

The sign-in sheet was used in lieu of roll call. Members present were Leroy Hunter Jr., Phil Leinbach, Kathy Wagner, Mike Callen, Kim Shaffer, Bud McDonnell, and Robert Mollohan.

Attending as a proxy Kathy Wagner for Rosemary Wagner, Jan Derry, Judy Pratt and Vickie Vance; Mike Callen for Claudia George, Mike Reed; and Phil Leinbach for Doug Parsons.

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, March 8, 2012

December 8, 2011 Region VI WIB Full Board Meeting Minutes

Letter from Brock Jarrett of WorkForce WV regarding PY10 Audit Determination

PY11 Qtr 2 Final Performance Report (Regional)

PY11 Qtr 2 Final Performance Report (Statewide)

Analysis of Budgeted Expenses through February 29, 2012

PY11 Rapid Response Activity Report

Clarksburg, Elkins, Fairmont, and Morgantown One-Stop Activity Reports Feb 2012

Copy of PY10 Final Financial Audit & Management Letter prepared by Toothman Rice

**APPROVAL OF MINUTES:**

Robert Mollohan moved to approve the minutes for the December 8, 2011 Full Board Meeting. Motion seconded by Bud McDonnell. Motion carried.

**OLD BUSINESS:**

Toothman Rice LLC Audit Update: The Final copy of the PY10 Financial Audit and Management Letter was distributed to members present. Barbara noted that there were no findings and asked the board to take a minute and look it over. Discussion followed.

WorkForce West Virginia Audit Determination Letter: A copy of the letter from Brock Jarrett of WorkForce West Virginia was explained. The letter indicates that the State Office found Region VI’s PY10 Audit Package to be acceptable. No further action is required.

Division of Rehabilitation Services Grant (Youth and Veteran Initiative): Region VI WIB has been given the approval from the WVDRS to extend the current contract which expired on February 29, to May 31, 2012. The extension does not include additional funds, but allows Region VI WIB to expend any leftover funds that were not spent up through the end of February. Barbara plans on conducting an additional Veteran’s BIKISI class at the Clarksburg VA for approximately 10 veterans.

Employment Subsidy Program Grant: Barbara updated the board on the WVDHHR – ESP Grant. This grant pays 100% Reimbursement of an individual’s wages up to one year of employment. The individual must be referred to the program by local DHHR offices in order to be eligible for the program. Barbara DeMary and Amy Hall have been visiting employers in the region to make them aware of the grant and find positions for participants in each county.

GREEN-UP Grant: Barbara updated the Board on the Green-Up Grant. Region VI WIB is currently involved in the certification process of individuals interested in Green Training Programs. Region VI WIB is reimbursed $125 for every person certified under the grant.

ShaleNET Grant: Barbara gave an overview of the ShaleNET Grant which offers free training to prepare individuals for occupations in the Oil & Gas Industry. She explained that only 3 training providers in West Virginia have been approved to offer training; Pierpont CTC will offer Floorhand Training, HRDF, Inc. will also offer Floorhand Training and Northern Community College will offer Rostabout Training. There are no income guidelines for individuals interested in the training, however, they must prove US Citizenship, pass a Drug and Background Test, pass a Strength Test and be WorkKey’s tested prior to acceptance into the training. Barbara indicated that there are some up-front costs in order to enter into the training, but the training is free. Up-front costs include the Drug Test, Background Test, Strength Test and possibly hard-toe boots.

Kathy Wagner announced to the board – an Oil and Gas Job Fair that is being sponsored by the Harrison County Chamber of Commerce. The Job Fair will be on March 29, 2012 at the Bridgeport Conference Center and will include various Oil & Gas Employers and Training Providers. Also, WorkForce West Virginia Personnel will be on hand to assist individuals with resume preparation.

**NEW BUSINESS:**

Financial Update: Maria Larry explained the Analysis of Budgeted Expenses Report for February 2012. She also gave an update on the most current ITA Wait List.

WorkForce Investment Act 2012 Allocations: Barbara reported that Region VI WIB has not been notified of the PY2012 WIA allocations to date.

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

Yearly Contract Extension Awards: Barbara reported to the board that the following contracts were up for renewal: 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. She indicated that the Audit Contract w/ Toothman Rice cannot be renewed and will have to go out for bid early spring and voted on at the June Full Board meeting. Leroy Hunter moved to approve the extension of the Accounting Contract with Conley CPA Group, the In-School Youth Contract with RESA VII, the Out-of-School Youth Contract with HRDF, Inc. and the Case Management Contract with WorkForce West Virginia. (Contract amounts will be voted on in June once PY12 funding levels have been determined). Motion seconded by Kathy Wagner. **Motion carried** with Phil Leinbach abstaining.

Rapid Response Update: Barbara updated the board on the latest rapid response activity. Handout enclosed in folder.

WorkKeys Update: Barbara reported to the board that Monongalia County Board of Education has decided to use WorkKey’s Testing for future custodian positions. She also informed the board that she was turning the WorkKey’s Testing over to Pierpont Community and Technical College because they have the computer labs needed for the computer based testing and they have a presence in 12 of the region’s 13 counties.

Executive Director’s Report:

1. Barbara informed the board of an Apprenticeship Program Job Fair which will be held in Harrison County on April 3, 2012. The tentative location is the Bridgeport Conference Center in Bridgeport, WV.
2. Barbara reminded the board of the Oil & Gas Expo in Lewis County on May 1, 2012 and the Oil & Gas Job Fair sponsored by Harrison County Chamber of Commerce on March 29, 2012 at the Bridgeport Conference Center.
3. Barbara updated the board on the Youth Leadership Pilot Project sponsored by Region VI WIB. She reported that there are currently 6 at-risk youth participating in the program. The group visited Fairmont State University and Pierpont Community & Technical College last month. Today they are visiting an Oil & Gas Simulator in Buckhannon and next month they will be visiting the windmills in Randolph County. She hopes to expand the pilot project out to other counties next year, contingent upon youth funding levels.
4. Barbara asked Phil Leinbach to give the board information regarding a Youth Fair sponsored by HRDF, Inc. to be held in Clarksburg May 2, 2012. Phil gave the board and overview of the Youth Fair.
5. Barbara informed the board of a new grant opportunity with the USDOL. The WorkForce Innovation Grants are being offered only to the State WorkForce Office and/or the Statewide WIBs. Region VI is looking to partner with AARP and one or two other WIB offices on a grant to work with participants 50 years of age or older. She also indicated an interest in partnering with HRDF, Inc. to work with incarcerated youth. Applications are due by March 22, 2012.

One-Stop Monthly Activity Reports: One-Stop reports for the month of February 2012 were included in each member’s folder for Fairmont, Clarksburg, Elkins, and Morgantown.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

Phil Leinbach moved to adjourn the meeting. Meeting adjourned at 11:45 am

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

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