REGION VI

**WORKFORCE INVESTMENT BOARD**

**FULL BOARD**

**MEETING MINUTES**

October 13, 2011

**Meeting was called to order at 10:30 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, Sid Murphy, Jan Derry, Lori Turner, Judy Pratt, Bud McDonnell, Bernie Fazzini, Hollis Vance, Leroy Hunter Jr., Robert Mollohan, and Steve Cook.

Attending as a proxy Kathy Wagner for Rosemary Wagner, Roman Prezioso and Vickie Vance; Hollis Vance for Don Black and Sam Eichelberger; and Mike Callen for George Marshall, Doug Parsons and Mike Reed.

Guests in attendance were Mary Spellman of the Fairmont WorkForce West Virginia Center.

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

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

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda, October 13, 2011

June 9, 2011 Region VI WIB Full Board Meeting Minutes

Letter from Brock Jarrett of WorkForce WV regarding PY2010 audit resolution

Grantee Financial Desk Review Determination from WV DHHR

Annual Performance Report Comparisons for PY2008, PY2009 and PY2010

Rapid Response Activity Report for PY2011

Analysis of Budgeted Expenses through September 30, 2011

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

Employment Subsidy Program (ESP) Pamphlet

Construction Craft Apprenticeships in WV Pamphlet

Certified Logger Training Program Pamphlet

**APPROVAL OF MINUTES:**

Sid Murphy moved to approve the minutes for the June 9, 2011 Full Board Meeting. Motion seconded by Jan Derry. Motion carried.

**OLD BUSINESS:**

Update on Non-WIA Grants:

1. Div. of Rehabilitation Services Grant (Youth and Veteran Initiative)- Barbara and Debbie updated the board on the WVDRS Grant which runs through February 2012. They plan on using any un-obligated funds to conduct another BIKISI class for Veterans.
2. DHHR-Summer Youth (SYEP) Grant – Barbara, Amy and Phil Lienbach gave updates on the SYEP Grant which runs through December 2011. The In-School portion of the grant worked with approx. 100 youth over the summer and the Out-of School portion of the grant is currently working with approx. 38 individuals up through the end of December.
3. DHHR- Employment Subsidy Program (ESP) Grant – Barbara informed the board that this grant is an On-the-Job Training Program Grant that kicked off yesterday. The Region VI WIB is working in conjunction with HRDF, Inc. and Teresa Nestor to place individuals through DHHR referrals with a 100% reimbursement for the OJT Training. Barbara pointed out the ESP Pamphlet in each members folder.
4. DHHR – SNAP Grant – Region VI WIB has had this grant for the past eight years and will continue to operate through September 30, 2012.
5. GREEN-UP Grant - Barbara pointed out a flyer in each members folder regarding the WVU Certified Logger Training Program. She informed the board that this green training was being offered throughout North Central WV free of charge to those who qualify.

Workforce Investment Act Allocations Update: Barbara informed the board that Region VI WIB had not heard anything regarding the 2nd portion of WIA funding. She indicated that an emergency meeting to approve the budget may be necessary upon notification of the 2nd Half Allocation announcement.

Extension of Case Management Contract: Barbara pointed out that WorkForce WV’s Case Management Contract was originally approved for only the first quarter funding that ends on September 30, 2011. WorkForce WV is asking for an increase in their budget, however, without the 2nd Half figures Region VI WIB can only approve their contract one quarter at a time at the same amount. Bernie Fazzini moved the extend the current Case Management Contract with WorkForce WV for another quarter (Oct. 1, 2011 through Dec. 31, 2011). Motion was seconded by Steve Cook. **Motion carried** with Lori Turner of Morgantown WorkForce WV Center abstaining.

WorkForce West Virginia Audit Review Letter dated Aug. 31, 2011 (handout): Barbara directed board members attention to the letter in each member’s folder regarding the PY2010 Audit Review from WorkForce West Virginia. The letter informs Region VI WIB that their PY2010 Audit Reporting Package has been found to be acceptable under the prescribed guidelines.

Toothman Rice LLC Audit Update: Barbara informed the board that Toothman Rice LLC had completed the audit and Region VI WIB was awaiting the audit draft.

**NEW BUSINESS:**

Financial Update: Maria Larry explained the Analysis of Budgeted Expenses Report for September 2011. She also pointed out to the board that the beginning budget only reflects the 1st Quarter Allocation plus any PY10 carryover.

WVDHHR / Grantee Financial Desk Review Report: Barbara pointed out the referenced report and reported that Region VI WIB had no findings and/or recommendations.

PY10 Final Performance Report – Statewide and Regional: Barbara explained the Amended Annual Report Comparisons for PY2008, PY2009 and PY2010. The report was originally sent out with errors and had to be revised due to Region 6’s insistence.

Rapid Response Update: Debbie Myers updated the board on the latest rapid response activity, noting that Region 6 has recently conducted meetings for Costal Lumber and Fairmont Management Services.

WorkKeys Update: Barbara updated the board on WorkKey Activities throughout the region. Some of the Region VI WIB staff have received training in internet based testing of WorkKeys. She pointed out that the internet based testing will give employers instant results. The State Office is currently working with Mylan Pharmaceuticals in order for them to use WorkKeys testing in their most current hiring process. Monongalia County Technical Center has offered their computer lab for testing and will make it available on Friday afternoons and Saturdays. The State is currently conducting WorkKeys profiling for the Monongalia County Board of Education clerical and custodian openings.

New Appointment to Youth Council: Barbara announced that the Region VI WIB Youth Council is recommending Sheila Lipscomb for appointment to the Council. Ms. Lipscomb is currently the Director of the Doddridge County Opportunity Council and has many years experience working with youth. The Youth Council made a motion at their last meeting to approve Ms. Lipscomb’s appointment and take it to the Full Board and LEO Board for their approval. **The Full Board voted unanimously to appoint Sheila Lipscomb to the Region VI WIB Youth Council with Phil Leinbach abstaining.**

Executive Director’s Report:

1. Barbara pointed out the Apprenticeship Flyer located in each member’s folder and encouraged members to visit the website [www.wvapprenticeships.com](http://www.wvapprenticeships.com)

Board Member Leroy Hunter addressed the board regarding apprenticeships giving them statistical data regarding referrals vs. hiring.

1. Barbara gave the board information about the ShaleNet Grant which Region VI WIB will be part of due to our geographical area. She encouraged the board to visit the website for more information [www.shalenet.org](http://www.shalenet.org) The grant will train eligible participants in the following areas: Roustabout, Floorhand, Technician, CDL and Welding. Training will roll out in January 2012 and all participants will have to be WIA eligible.
2. Labor Market/Unemployment Rates: The information was not available prior to the start of the meeting. Barbara will update the board at their next meeting.
3. Statewide Meetings- Barbara updated the board on all statewide meeting activities.

One-Stop Monthly Activity Reports: One-Stop reports for the month of September 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. Mary reported that the Fairmont One-Stop was nominated for a National Veterans Award and will be receiving recognition next month in Charleston.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

Bob Mollohan moved to adjourn the meeting. Meeting adjourned at 11:35 am

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

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