REGION VI

**WORKFORCE INVESTMENT BOARD**

**FULL BOARD**

**MEETING MINUTES**

March 14, 2013

**Meeting was called to order at 10:35 a.m. by Vice Chair, Kathy Wagner.**

**WELCOME/ROLL CALL:**

The sign-in sheet was used in lieu of roll call. Members present were Mike Reed, Kathy Wagner, Steve Foster, Penny Brown, Phil Leinbach, Lori Turner, Jan Derry, Bo Sellers, Wayne Harman, and George Marshall.

Attending as a proxy was Lori Turner for Claudia George and Janie White; George Marshall for Donald Black, Connie Carpenter, and Judy Pratt; Jan Derry for Dave Morris; Mike Reed for Allen Wilson; and Phil Leinbach for Mike Bombard.

Kathy Wagner introduced new board members Penny Brown and Steve Foster.

Guests in attendance: Kathy Wagner introduced Jeff Michael from the US Department of Labor.

WIB staff present was Barbara DeMary, Amy Hall, Ginny Layton and Kathi Waters.

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

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda, March 14, 2013

December 13, 2012 Region VI WIB Full Board Meeting Minutes

Region VI WIB Conflict of Interest Statement

PY12 Second Quarter Performance Report (Regional)

PY12 Second Quarter Performance Report (Statewide)

Incentive Policy (Required by WorkForce West Virginia)

Apprenticeship Job Fair Flyer

Letter of name change from Toothman Rice PLLC to Arnett Foster Toothman PLLC

PY12 Rapid Response Activity Report

Dislocated Worker On-the-Job Training Report

Unemployment Rate Chart by Counties for month of January 2013

**APPROVAL OF MINUTES:**

Phil Leinbach moved to approve the minutes for the December 13, 2012 Full Board Meeting. Motion seconded by George Marshall. Motion carried.

**OLD BUSINESS:**

Green-UP Grant Update: Barbara gave the board an overview of the Green-UP grant and stated that the amount received for Region VI was $65,225.00 for certifications. She said the money was used for Youth Today Leaders Tomorrow participant scholarships and upgrades in office equipment. Kathi Waters received a certificate from the Green-UP project for entering the participants in the data base and follow-up with the participants.

Conflict of Interest Statements: Barbara stated that the Conflict of Interest Statements were given to the board members that still need to sign and return one to the Region VI Workforce Investment Board.

**NEW BUSINESS:**

SNAP E&T Grant Sequestration Reduction: Barbara advised that there has been an immediate 40% cut in funding to this program. There have been less referrals. No positions have been eliminated and Region VI has been able to keep the leases in place at the One Stops. Two positions were not refilled when they became vacant. Ginny Layton explained what the SNAP E&T program is. Steve Foster asked if benefits to clients were being cut. Barbara advised no.

Monetary Performance Incentive for PY11: Barbara advised that the Region VI Workforce Investment Board received $15,147.64 for meeting and exceeding all of their performance measures. Barbara acknowledged partners such as HRDF, RESA VII, and others that helped to make this possible. The funds will be used for a modified Summer Youth program that will be run by RESA VII for In-School youths. All of the youth will be placed at Boards of Education work sites.

PY12 Second Quarter Performance Reports: Barbara reviewed the regional and statewide reports.

Incentive Policy (Required by WorkForce West Virginia: Barbara explained that WorkForce West Virginia requires the WIB for each region to have a policy in place. Amy advised that this policy is in line with the state and federal policies and is essentially not different.

Contract Awards for PY12:

* Accounting – Conley CPA Group PLLC: Barbra stated that a Bid was sent out for the accounting contract. Kathy Wagner advised that she and Bernie Fazzini reviewed the bid from Conley CPA Group PLLC and that was the only bid received. The amount was increased from $42,200.00 to $44,200.00.After questions and discussion Jan Derry moved to accept the bid from Conley CPA Group PLLC. George Marshall seconded the motion. **Motion carried.**
* In-School Youth – RESA VII: Barbara advised that an RFP was sent out and RESA VII was the only contractor to respond. Barbara explained that the allocations have not been received so there will be a need for another vote when the amount of funds allocated is known. Jan Derry moved to accept the bid from RESA VII and George Marshall seconded the motion. Phil Leinbach abstained. **Motion carried.**
* Out of School Youth – H.R.D.F.: Barbara advised that an RFP was sent out and HRDF was the only contractor to respond. Amy advised that Kathy Wagner and Angela Inglese reviewed the In-School and Out-of-School bids and suggested to accept them. Barbara explained that the allocations have not been received so there will be a need for another vote when the amount of funds allocated is known. Jan Derry moved to accept the bid from HRDF and George Marshall seconded the motion. Phil Leinbach abstained. **Motion carried.**
* Case Management Services – WorkForce West Virginia: Barbara advised there was no RFP sent out. Amy stated that an RFI is sent out every three years to see if an RFP is needed. The only interest came from WorkForce West Virginia and a letter of interest was submitted. George Marshall moved to accept the letter of interest from Workforce West Virginia. Steve Foster seconded the motion. Phil Leinbach, Lori Turner, and Lori Turner as proxy for Claudia George abstained. **Motion carried.**

Yearly Contract Extensions:

* Audit (2nd year extension): George Marshall moved to extend the contract to Arnett Foster Toothman PLLC in the amount of $16,500. Mike Reed seconded the motion. **Motion carried.**

Staff Reports:

* Financial Report: Barbara advised that she will email the report to the Board members. She stated that the spending is on target and a little below budget so that when the new fiscal year starts there will be funds to cover expenses until the funds are received for the new fiscal year.
* Apprentice Job Fair: Ginny stated that the job fair will be held April 1, 2013 at Mylan Park and expects that there will be good participation as there was last year at the Bridgeport Conference Center.
* Oil & Gas Job Fair: Ginny stated that the fair will be held on May 1, 2013 at Jackson’s Mill tentatively. She will contact Jackson’s Mill to see if they will be willing to host the event again this year. This will be the fifth year for the Oil & Gas Expo.
* Rapid Response Activity Report: Ginny reviewed the report with the Board members. She very recently received word that Kelley Motors in Elkins and Buckhannon will close on Friday, March 15,2013. Ms. Kelley is very willing to have Ginny speak to the employees about the services available to them. There are approximately 26 employees affected.
* Dislocated Worker On-The-Job Training Report: Amy explained the report to the Board members. She advised that $61,000.00 has been obligated. It is a good program and the employer must pay at least $9.00 per hour. Amy explained the reimbursement rate and scale. If anyone knows of an employer that may benefit from the program, please let Amy know. Barbara brought OJT brochures for anyone that would like to have one.

Executive Directors Report:

* Hurricane Sandy Follow-Up-National Emergency Grant to Assist regions: Barbara stated that Region VI Workforce Investment Board had neither the staff nor the expertise to run the program. Only Region VI applied for funds. HRDF attended the bidders’ conference and was awarded the contract. Phil explained that work needs to be done at several state parks in the Region VI area. The workers will be employed for six months and approximately 30 people will be needed. The work will be completed by December 2013.
* Unemployment Data: Barbara reviewed the map for the state of West Virginia showing the statistics for each county.
* WIA Reauthorization? Update on DC progress: Barbara discussed with the Board HR798, the WIA Reauthorization Bill and HR803, the Skills Act Bill.

**PUBLIC COMMENT:** None

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

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

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