REGION VI

**WORKFORCE INVESTMENT BOARD**

**FULL BOARD**

**MEETING MINUTES**

September 13, 2012

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

**WELCOME/ROLL CALL:**

The sign-in sheet was used in lieu of roll call. Members present were Mike Callen, Lori Turner, Kathy Wagner, Janie Lou White, Don Black, Phil Leinbach, David Morris, George Marshall, Bud McDonnell, Jan Derry, Mike Bombard, Diane Parker, Bernie Fazzini, and Robert Mollohan.

Attending as a proxy Kathy Wagner for Hollis Vance and Rosemary Wagner; George Marshall for Mike Reed and Judy Pratt; Dave Morris for Leroy Hunter; Paul Schreffler for Dr. Doreen Larson; Lori Turner for Claudia George and Kim Shaffer; 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, September 13, 2012

June 14, 2012 Region VI WIB Full Board Meeting Minutes

Letter from Sylvester Leftwich of WorkForce WV regarding PY11 Audit Determination

Letter from Russell Fry of WorkForce WV regarding PY12 Additional WIA Allocation

Waiver Regarding Customized Training and OJT Reimbursement

PY11 Qtr 4 Final Performance Report (Regional)

PY11 Qtr 4 Final Performance Report (Statewide)

Analysis of Budgeted Expenses through August 31, 2012

Desk Guide for Comprehensive/Satellite One Stop Centers

PY12 Rapid Response Activity Report

Letter to Matthew Heaney re: WANTO Grant Participation

Unemployment Rate Chart by Counties for month of July 2012

Sustainability Awareness Training Flyer

Drug Screening Policy Flyer

**APPROVAL OF MINUTES:**

George Marshall moved to approve the minutes for the June 14, 2012 Full Board Meeting. Motion seconded by Lori Turner. Motion carried.

**OLD BUSINESS:**

WorkForce West Virginia Audit (Handout): A copy of the letter from Sylvester Leftwich was included in each member’s folder. Barbara explained the one finding within the report and indicated that she has challenged the finding since the missing documentation was found in each of the folders and that parts of the finding should not have been considered findings – just concerns. She has asked for a corrected letter from WorkForce and is currently working on a response letter to address the issues. The financial part of the audit was very good. No findings.

Comprehensive One-Stops – Summary of All Partner Meeting (Handout): Barbara gave the board an overview of the meeting and board member Bud McDonnell also voiced his thoughts about the meeting. Overall the meeting was a success and Barbara pointed out the desk guide provided in each of the member’s folders which outlined the locations and contact information for the Comprehensive and Satellite One-Stop Offices.

Toothman Rice PLLC Audit – Follow-Up: Barbara reported to the board that Toothman Rice had completed the office part of the audit during the week of August 27th and should have a draft report to the WIB by the next Full Board Meeting in December.

**NEW BUSINESS:**

Conflict of Interest: Chair, Mike Callen reminded everyone of the Conflict of Interest Policy and copies were available for review. Mr. Callen suggested e-mailing a copy out to every board member so that everyone will have a personal copy. Phil Leinbach and Jan Derry thought that there were current changes in the OMB regarding non-profits and conflict of interest statements. Barbara will research and inform the board of any current changes or updates.

Lock Box – Back-Up Documentation Storage: Barbara explained the reason for having a lock box for weekly backup documentation. Previously, Region 6 WIB had a lock box at the Huntington Bank in downtown Fairmont. In order to open a new lock box at the WhiteHall Huntington Bank location, the bank requires a copy of the minutes showing the approval to open a new lock box. Jan Derry moved to approve opening a new lock box at the WhiteHall Huntington Bank location in order to store weekly backup documentation. Motion was seconded by Janie Lou White. **Motion Carried.**

WorkForce Investment Act 2012 Allocations (second three quarters): Barbara directed the board’s attention to the letter in each member’s folder announcing the award of additional funding of $1,688,682.00 to Region 6 WIB for Fiscal Year 2013.

On-The-Job/Customized Training – Reimbursement (handout): Barbara asked the board to look over the 2 handouts included in the folders regarding the waivers allowing the State to reimburse wages to employers at a higher amount. Region 6 currently pays the employers who utilize OJT’s and Customized Training at a 50/50 ratio. (The employer pays 50% of the wages and Region 6 pays 50% of the wages.) She asked for permission to utilize the waiver approved by the US Dept of Labor in order to increase the reimbursement of wages to the employers in our region. George Marshall moved to approve utilizing the waivers approved by the USDOL in order to increase reimbursement of OJT and Customized Training wages to the employer. Motion was seconded by Kathy Wagner. **Motion carried** with Mike Bombard, Paul Schreffler, Phil Leinbach and Bob Mollohan abstaining.

PY11 4 Qtr. Final Performance Report – Statewide and Regional: Barbara explained the PY11 4th Qtr. Final Performance Report to the board. She pointed out that Region 6 is currently exceeding all performance measures and hopes that Region 6 will exceed performance for the entire year. She explained that incentive money was available from the USDOL for those states that have exceeded performance, however, the whole state would have to exceed performance, not just a couple of regions.

Rapid Response (Handout): Barbara explained the PY12 Rapid Response Report and informed the board of the new Region 6 hire to replace Debbie Myers. Barbara told the board that Ginny Layton, who previously worked as a temp on the SNAP E& T Grant had been hired as the new Program Director/One-Stop Coordinator effective July 1, 2012.

Grant Applications for PY12: Barbara informed the board that the only additional grant that was applied for this program year was the SNAP E&T grant which is in it’s 7th year.

WANTO Grant Consortium: Barbara gave an overview of the WANTO Grant that was awarded to Janis Gunel with Step Up for Women. She informed the board that Region 6 WIB agreed to be a consortium member but that Ms. Gunel wrote something in the grant that promised Region 6 would complete WIA certification on all individuals. Barbara indicated that Region 6 did not agree to do certification and that the WANTO Grant was not a WIA program, therefore Region 6 could not spend funds on certification. A letter was sent to the Federal Project Officer explaining Region 6’s participation and a copy of the letter was included in the board member’s folders.

Executive Director’s Report:

1. Barbara directed the board’s attention to the Unemployment Data Handout in each member’s folder.
2. Barbara discussed a resource guide which is currently being put together for each individual county within our region. The guide will be used primarily when working with individuals who have been laid off within our region. She reported that Marion and Taylor County guides are completed and are available for anyone on the board who would like a copy. She will notify the board as other county guides are completed.
3. Barbara reminded the board of the GREEN-UP Grant and how we can spend the money. It is not a WIA Grant. She plans on submitting a proposal to do a Virtual Job Fair using the Green Up money. Any employers wanting jobs listed on-line during the Virtual Job Fair can contact Barbara.
4. Barbara directed the board member’s attention to the GREEN-UP Sustainability 101 Class Flyer included in all member’s folders. Anyone interested in participating can contact the Region 6 WIB office.
5. Barbara explained the Drug Screening Policy and pointed out the Drug Screening Flyer included in each member’s folder.

Financial Report: Maria Larry explained the Analysis of Budgeted Expenses Report for August 31, 2012. She indicated that the budget consisted of the PY11 carryover and only the 1st Quarter of PY12 Allocation.

Finance Committee Recommendation: Kathy Wagner moved to go into Executive Session to discuss the Finance Committee Recommendations in regards to staff salary increases. George Marshall seconded the motion. **Motion carried.**

Finance Committee members include: Bernie Fazzini, Mike Reed, Mike Callen, Kathy Wagner and Claudia George who met on September 11, 2012 .

EXECUTIVE SESSION

Bob Mollohan moved to close Executive Session. George Marshall seconded the motion. **Motion carried.** Following the Executive Session, Jan Derry moved to accept the recommendations made by the Finance Committee. Motion was seconded by Bob Mollohan. **Motion carried** with Phil Leinbach and Paul Scheffler abstaining.

Training Provider Approval Committee Recommendations: The Training Provider Approval Committee met on September 12, 2012 and was comprised of the following people: Leroy Hunter, Claudia George, George Marshall and Kathy Wagner. The committee met to discuss the approval of Training Providers who offer on-line courses.

George Marshall gave an overview of the meeting and the items discussed. The decisions reached by the Training Provider Approval Committee are listed below:

1. Region VI will approve only those online courses meeting all initial and or subsequent eligibility requirements per the Workforce Investment Act of 1998 Section 122, and who have physical presence in Region VI, which would allow for students enrolled in the online course to be able to participate in face-to-face discussions with a representative of the training provider offering the online course in the event the student needs assistance in completing the requirements of the online course.

In addition, online courses which require externship will only be approved if the training provider provides placement assistance in and monitoring of the externship through a physical presence in Region VI.

1. Payment of tuition for online courses will occur as follows: (a.) at initial enrollment, 50% reimbursement of the tuition costs as outlined in the participant ITA will be paid to the training provider, not to exceed $2,000. (b.) the remaining 50% reimbursement will be made upon completion of a minimum of 50% of the “clock” hours required to complete the online course within the length of time allotted by the training provider to complete the course. (Example – The course required completion of 400 clock hours of instruction, to be completed within 6 months, with an additional 6 months allowed for completion, for a total of 12 months. In order to be paid the remaining 50% tuition costs, the student would have to have completed 200 clock hours by the end of 6 months after enrollment) If a student does not complete the required number of clock hours according to the timeline stated above, Region VI will not be responsible for the remainder of the tuition, and the training provider must deal with the student to collect payment.
2. The cost of computer will not be absorbed by Region VI as part of a tuition fee of any course, whether online or traditional.

Following discussion, Kathy Wagner moved to accept the recommendations as presented by the Training Provider Approval Committee. Motion was seconded by Lori Turner. **Motion carried** with Paul Schreffler, Mike Callen and Phil Leinbach abstaining.

Other Items: Phil Leinbach updated the board on the National Emergency Grant awarded to HRDF, Inc. for flood clean up in our region. He reported that 20 people have been hired in Marion County through the grant and that HRDF, Inc. will be hiring in Harrison and Doddridge counties next. He also informed the board of another possible National Emergency Grant to help with the clean-up effort resulting from the Wind Storm back in May is being considered, particularly in Taylor County.

**PUBLIC COMMENT:** none

**ADJOURNMENT:**

George Marshall moved to adjourn the meeting. Meeting adjourned at 11:55 am

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

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