MEMORANDUM

**TO:** LEO Board Members

**FROM:** Craig Jennings, Chair

**SUBJECT:** Quarterly Board Meeting

**DATE:** June 7, 2013

The next scheduled meeting will be held Thursday, June 13, 2013, 5:00 pmat the Region VI Workforce Investment Board office, 17 Middletown Rd, White Hall, WV. The dinner is being catered by Muriales. Directions and the Agenda are enclosed.

Please complete the **Reservation and/or Proxy Form** to indicate your attendance at the meeting and return in the self-addressed, postage paid envelope. If you are unable to attend, you may name a Proxy by completing this form. (Proxy must be designated to a current member of the LEO Board.) Please remember a quorum must be present to conduct business and there are several items to be voted on for the current Program Year.

I look forward to your support and attendance at the June 2013 meeting.

CJ/kw

ENCLOSURES: Agenda

Directions

Reservation and/or Proxy Form

Envelope