**REGION VI LEO BOARD MEETING, April 15, 2011**

The Region VI LEO Board Members met on Friday, April 15, 2011, noon at the Hilton Garden Inn, Bridgeport, WV.

**CALL TO ORDER**

Chair Craig Jennings called the meeting to order at 12:05 p.m.

**ROLL CALL**

Present were Chair Jennings, Bill Burdick, Creed Pletcher, Margaret Bailey, Wayne Stutler, Bernie Fazzini, Eldon Callen and represented by proxy were Tony Veltri, Bill Byrne, Mike Rosenau, Thomas Fealy and Timothy McDaniel. (Absent were Jerald Evans, Teresa Frame, Brian Kennedy and Mike Taylor.)

**OTHERS ATTENDING**

Barbara DeMary, Executive Director of Region Vi WIB, Maria, Fiscal Manager of Region VI WIB, Kathy Wagner, Executive Director of Harrison County Chamber of Commerce/ WIB Member and Vickie Vance.

**Self-introductions were made by those present**.

Each member present was provided with the following informational materials: Agenda, December 10, 2010 Meeting Minutes, Final Copy of Audit by Toothman Rice w/Management Letter, Accountant Report for LEO Board, State PY10 Qtr 2 Performance Final Report, Region VI PY10 Qtr 2 Final Performance Report, TRA/TAA Petition Requests to USDOL, February 2011 Unemployment Rate by County, WV Unemployment Rate At 9.7 Percent in March, Region VI WorkForce West Virginia Centers’ Activity Reports, LEO Listing Contact Information, Updated Orientation Manual and new board members present received a copy of the LEO Board By-laws.

**HOST/HOSTESS WELCOME**

Mayor Bailey, City of Clarksburg, welcomed those present to the Hilton Garden Inn and conveyed her wishes for the continuance of board members working together.

**APPROVAL OF MINUTES**

Following review of the December 10, 2010 meeting minutes Commissioner Fazzini moved to approve the minutes. Motion seconded by Mayor Bailey. Motion carried.

**OLD BUSINESS**

The Final Copy of the Region VI Audit by Toothman Rice w/Management Letter was reviewed with Executive Director DeMary noting there were no findings. Discussion followed with the Executive Director reporting that the contract with Toothman Rice can be renewed for another year.

The Executive Director updated members present on the Division of Rehabilitation Services Grant, funded with American Recovery and Reinvestment Act monies, ending February 28, 2011. 90 youth with disabilities were served with Region VI partnering with Mission West Virginia enabling the youth to build their own laptop. A calendar highlighting this initiative was exhibited. Follow up with the youth was conducted.

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Ms. DeMary reported the Division of Rehabilitation Grant for Program Year 2011, $167,099, will continue to provide Build It, Keep It, Share It (Bikisi) services targeting veterans and youth with disabilities plus youth of the Rubenstein Center in Tucker County.

Executive Director DeMary provided an update on Program Year 2010 Department of Health and Human Resources (DHHR) Summer Youth Grant, subcontracted to HRDF, explaining the Region was erroneously informed the monies could be spent through December 31, 2010 but later learned the funds must be spent only during the summer months. Of the $255,000 spent of the $373,000 grant, monies had to be returned to DHHR with DHHR paying the monies back to Region VI with non American

Recovery and Reinvestment Act funds

An update on the GREEN-UP Grant was provided with Executive Director DeMary encouraging those present to refer interested employers to her for additional information.

**NEW BUSINESS**

After review of the Reconciliation Statements for December, January, February and March, Bernie Fazzini moved to accept the statements as presented. Motion seconded by Mayor Bailey. Motion carried.

Maria Larry, Fiscal Manager, reviewed the Accountant Report for the LEO Board with members present.

Executive Director DeMary updated members re Workforce Investment Act 200 Allocations reporting

everyone was waiting to hear re House Bill 1 that reflected 0% WIA funds for states but hoped to hear by June regarding the status and amount of funding for Region VI. Discussion followed with Ms. Larry reporting Region VI was in better shape than other Regions.

Yearly Contract Awards, normally voted upon at this meeting are on hold due to the unknown monetary allocation with Ms. DeMary noting that the contracts for Internal Audit, Accounting, Youth , Adult, Dislocated, OJT and Case Management services are eligible for a one-year extension.

Ms. DeMary conveyed the WorkForce West Virginia Yearly Audit was scheduled for May 16—20, 2011 and members would be updated on the results of the Audit.

The Performance Reports were explained by the Executive Director to members and conveyed Region VI met or exceeded all performance measures. She noted Acting Executive Director Russell Fry of WorkForce West Virginia plans to recognize Region VI for meeting all performance measures.

Following discussion, Bernie Fazzini moved to give the Executive Director of Region VI the authority to contact the Region VI LEO Board Executive Committee, by telephone or e-mail, for approval to apply for grants. Motion seconded by Eldon Callen. Motion carried.

The Executive Director reported Region VI would like to apply for a Summer Youth Grant from DHHR for approximately one million dollars to serve over 300 youth, in-school and older, throughout the Region. The Summer Youth Grant would pay the participants, provide for Supervisors for In-School Youth and Older Youth would work with employers. Also, she reported the Region would like to apply for an On the Job Training Grant for TANF Recipients from DHHR. The On the Job Training grant would

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serve TANF recipients first and then low income recipients with DHHR determining who can participate in the program. The program is to roll out in July, individuals may be placed with private and non-profit employers, 100% wage reimbursement to employers, plans to serve 100 participants and there has been two pilot programs in the State. Additional information is forth coming. Following discussion, Commissioner Fazzini moved Region VI apply for the two grants from DHHR. Motion seconded by Mayor Bailey. Motion carried.

After discussion, Commissioner Stutler moved to reappoint Claudia George, Sid Murphy and Sherry Satterfield to the (full) Region VI Workforce Investment Board. Motion seconded by Margaret Bailey. Motion carried.

Executive Director DeMary directed members’ attention to the TRA/TAA Petition Requests to Department of Labor noting there has been no additional activity in Region VI.

Ms. DeMary provided an Update on WorkKeys reporting her understanding was that M-Tech was the first for clerical testing and that Mylan was to be profiled this week. She noted the plans for WorkKeys

Testing for Mylan was currently up in the air.

Executive Director’s Report:

Conveyed the meetings in Charleston are very brief and that Maria sits in by telephone.

Explained the State Council and the Inter-Agency Council to members.

Directed members’ attention to the County Emphasis (Unemployment Rate by County Handout).

The Executive Director encouraged members to review the WorkForce West Virginia Centers Activity

Reports in each folder.

Ms. DeMary explained the Re-certification process of One-Stops for 2011. Discussion followed.

Chair Jennings directed members attention to the Updated LEO Contact Information Sheet asking members to provide additional information needed and any corrections to the information listed.

Region VI Executive Director provided each member with an Updated Orientation Manual, made members aware of the Region’s web site reflecting the Updated Business Plan for PY 2011 and obtained signatures for the Plan. She obtained, as needed from members, signed Conflict of Interest Statements.

Chair Jennings noted the next meeting, considered the annual meeting, will be held in Fairmont with the location to be announced.

**COMMENTS FROM THE FLOOR**

None.

**ADJOURNMENT**

Wayne Stutler moved the meeting be adjourned. Motion seconded by Margaret Bailey. Motion carried. Meeting adjourned at 1:40 p.m.

LEO Board Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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