**Region VI LEO BOARD MEETING, June 17, 2011**

 The Region VI LEO Board Members met on Friday, June 17, 2011, noon at the Three Ways Inn, Fairmont, WV.

 **CALL TO ORDER**

Chair, Craig Jennings called the meeting to order at 12:25 p.m.

 **ROLL CALL**

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

 **OTHERS ATTENDING**

 Barbara DeMary, Executive Director of Region VI WIB, Jerry Ragen, Chair of Region VI WIB, Jennifer Weist, Chair of Fairmont WorkForce West Virginia Consortium, Mary Spellman, Coordinator of Fairmont WorkForce West Virginia Center and Vickie Vance.

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

 **HOST/HOSTESS WELCOME**

Mayor William Burdick of Fairmont welcomed members to the City of Fairmont.

 Each member present was provided with the following information materials: Agenda, April 15, 2011 Meeting Minutes, Monetary Allocation Letter from Governor Earl Ray Tomblin, dated May 20, 2011,Statewide Program Year 2011 Allocations – First Part, Region Six Workforce Investment Board Review from Sylvester Leftwich, dated June 10, 2011, Accountant Report For LEO BOARD (July 1, 2010 through June 30, 2011), Region VI Budget for Program Year 2011 (July 1, 2011-June 30, 2012) Draft 6/3/11, Rapid Response Activity Report (July 1, 2010 through June 30, 2011), DISLOCATED WORKERS SERVICES UNIT/TAA Update, WV Unemployment Rate for May, Calendar for July 2011—June 2012, WorkForce West Virginia Centers’ Monthly Reports for Clarksburg, Elkins, Fairmont and Morgantown and Randolph Co. Business Named Employer of the Year Newspaper Article.

 **APPROVAL OF MINUTES**

 Following Review of the April 15, 2011 meeting minutes, Commissioner Callen moved to approve the minutes. Motion seconded by Commissioner Taylor. Motion carried.

 **OLD BUSINESS**

 Following Executive Director DeMary conveying that the One Stop Committee recommended the recertification of the Elkins Workforce West Virginia Center, Mike Taylor moved to approve the Center. Motion seconded by Eldon Callen. Motion carried.

 Executive Director DeMary updated those present on Non-WIA Grants the Region will receive: Division of Rehabilitation Services-- $165,000—with Taylor County Disabled Youth, Rubenstein Center (Tucker County) Youth coming out (under 18) and Veterans with disabilities of the Clarksburg VA Center (September) targeted to be served through the Build It, Keep It, Share It Program; Department of Health and Human Resources (DHHR)--$407,699—plans to serve 147 youth kicking off the last week in June mainly placing In-School Youth with Boards of Education with Older Youth (out-of-school) having the capability of working through December 2011 (Note: Region VI has not received contract monies, therefore the program may be delayed in starting); DHHR On-the-Job Training (OJT)--$158,463—to serve 100 adults, once funds are received, with all referrals for the program coming from DHHR to be placed with employers ( public or private sector) who will receive 100% reimbursement for up to twelve (12) months; plans to continue the Supplemental Nutrition Adult Program (SNAP)—grant amount unknown; Mollohan Grant--$4000—to serve youth without disabilities; GREEN-UP Grant –Region VI will be reimbursed $225 per eligible participant and plans to work with Pierpont Community Technical College.

 Ms. DeMary directed members’ attention to the Statewide WIA Funding Allocation Sheet for the Regions explaining that all of the cuts for Program Year 2011 were taken out of the first quarter (July, August, September) and that Region VI was third from the bottom in funding for Program Year 2011. Discussion followed with the Executive Director explaining the complicated formula and answering questions.

 Members were directed to the June 10, 2011 Memorandum re WorkForce West Virginia Internal Audit Report from Sylvester Leftwich, Supervisor for WorkForce West Virginia (State) with Ms. DeMary

conveying no findings were found for the period reviewed. Chair Jennings noted this was a first for Region VI and Commissioner Callen stated the Region deserves praises as this seldom ever occurs. The

Executive Director credited the outcome of the review to staff and the case managers.

 Executive Director DeMary updated members present regarding the Region VI Business Plan and the Braxton County signature issue. As a follow-up to several e-mails and phone calls and through the assistance of commissioner Fazzini, on June 10, 2011, WIB staff made a personal visit to the Braxton County Commission meeting and was able to obtain a signature. Because the late sign off resulted in late submission of the Plan, this could result in Region VI being written up by Workforce West Virginia and/or Department of Labor for failure to comply with timeframes.

 **NEW BUSINESS**

The Reconciliation Statements for April and May 2011 were mailed to members prior to the meeting for review. (Copies were available for additional review.) Mayor Burdick moved to accept the Reconciliation Statements as presented. Motion seconded by Commissioner Taylor. Motion carried.

 Executive Director DeMary gave the Financial Update and explained the Accountant Report for the LEO Board.

 Through consensus, members present combined agenda items C., D., and E. Following discussion of

all items, Mayor Burdick moved to Award/Extension of the following contracts for Program Year 2011 (07-01-2011—06-30-2012): In-School Youth, in the amount of $144,000 to Regional Education Services (RESA) 7; Out-of-School Youth, in the amount of $172,000 to Human Resources Development Foundation, Inc.; On-the-Job Training (Dislocated Worker Funds only), in the amount of $30,000 to Human Resources Development Inc. Motion seconded by Commissioner Taylor. Motion carried.

 Following discussion and upon the recommendation of Region VI WIB Finance Committee, Commissioner Taylor moved to Award/Extension of Case Management Services to WorkForce West Virginia for one (1) quarter (July, August, September 2011), in the amount of $50,112 ($24,306—

Dislocated Worker, $24,306—Adult and $1,500—Youth). Motion seconded by Mayor Burdick. Motion carried. Executive Director asked it be noted that she will go back to the Finance Committee in October and that it may be necessary to RFP the Case Management Services.

 Through consensus members present combined items G. and H. Following discussion of both items,

Mike Taylor moved to Award/Extension of the following contracts for Program Year 2011 (07-01-2011—06-30-2012): Internal Audit for Program Year 2010 (07-01-2010—06-30-2011), in the amount of $14,520 to Toothman Rice; Accounting Services in the amount of $42,000 to Conley CPA Group. Motion seconded by Bill Burdick. Motion carried.

 Following discussion, with the Executive Director explaining the Budget for Program Year 2011 was based on the first quarter allocation, Commissioner Taylor moved to approve the Budget as submitted with the Budget to be reviewed after the first quarter. Motion seconded by Commissioner Callen. Motion carried.

 Executive Director DeMary directed members’ attention to the Rapid Response/Trade Act Staff Report and explained the Report.

 Ms. DeMary informed members there were no new or re-appointments to the Full Board, noting Chris Kroger of Pratt and Whitney (current State Council Member) had resigned due to commitments.

 Following discussion, Commissioner Taylor moved the re-appointment of Robert H. Mollohan, Angela Inglese and Misty Martin be approved as submitted. Motion seconded by Commissioner Callen. Motion carried.

 The Executive Director had no specific items, not covered to report.

 The Executive Director informed members Armstrong Hardwood Flooring, a Randolph County business, was recently named Employer of the Year by WorkForce West Virginia.

 Through consensus of members present established was the following Program Year 2011 Meeting Schedule: October 14, 2011-Randolph County, December 9, 2011-Monongalia County, March 9, 2012-Marion County, and June 22, 2012-Preston County. Specific locations are to be confirmed or to be announced.

 No other items were discussed.

 **COMMENTS FROM THE FLOOR**

 None.

 **ADJOURNMENT**

 The meeting adjourned through consensus at 2:15 p.m.

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