# REGION VI LEO BOARD MEETING, December 10, 2010

The Region VI LEO Board Members met on Friday, December 10, 2010, noon at the Ramada Inn and Conference Center, 20 Scott Avenue, Morgantown, WV.

# CALL TO ORDER

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

# ROLL CALL

Present were Chair Jennings, Bob Bell, Bernie Fazzini, Bill Byrne, and represented by proxy were Steve Sinsel, Larry Chapman, Mike Rosenau, Eugene Suder, Angie Pratt, Matt Delligatti and Tony Veltri. (Absent were Margaret Bailey, Patrick Boyle, Teresa Frame, Wayne Stutler and Julia Elbon.)

**OTHERS ATTENDING**

Barbara DeMary, Executive Director of Region VI WIB, Maria Larry, Fiscal Manager of Region VI WIB, Lori Turner, Site Coordinator of Morgantown WorkForce West Virginia Center, and Vickie Vance.

Each member present was provided with the following informational materials: Agenda, September 17, 2010 Meeting Minutes, Full Board Attendance Report (July 2009—June 2010), State WorkForce Review Compliance Letter, WorkForce West Virginia Board Review/Response Letter, Internal Audit From Toothman Rice, PLLC, Future Generation Broadband Project Summary, Accountant Report for LEO Board, Second Half Allocation Letter, $35,000 Dislocated Worker (Rapid Response) Award Letter, Additional $28,000 Individual Training Accounts Award Letter, PY09 Annual Performance (Final) for Region VI, Statewide PY09 Annual Final Performance Report, PY10 Qtr. 1 Performance Report for Region VI (Final), Statewide PY10 Qtr. 1 Performance Report (Final), Rapid Response Report, TRA/TAA Petition Requests to Department of Labor and WorkForce West Virginia Centers’ Activity Reports.

**APPROVAL OF MINUTES**

Following review of the September 17, 2010 meeting minutes, Mayor Byrne moved to approve the minutes. Motion seconded by Commissioner Bell. Motion carried.

**OLD BUSINESS**

Executive Director DeMary covered the Attendance Report for PY-2009 provided to members, answering questions regarding counties’ representatives and reported Region VI’s full board meeting attendance was better than most regions.

Ms. DeMary reported that the recertification of the Clarksburg WorkForce West Virginia Center by the One-Stop Committee has been postponed until the March meeting.

Previous notification from the State Level stated Region VI had not submitted the Audit Reporting Package for the year ending June 30, 2009 within the required time frame. Executive Director DeMary challenged the allegation and directed members to the September 17, 2010 letter from Caren Jenkins resolving this issue in favor of Region VI.

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The WorkForce West Virginia Review/Response Letter from Region VI was reviewed with the Executive Director reporting: The missing forms noted in the report were in the files as required and copies were submitted to the State; Regarding the Performance Standard for Literacy or Numeracy Gain Indicator for Youth was below 80%--The review consisted of only the PY09 4th Quarter and was not reflective of the entire year as Region VI not only met but exceeded the 100% negotiated level; Fiscal Reporting—Region VI implemented the recommendation of State staff. (Issue was due to accrual based accounting verses the monthly report.); Youth Council Representatives for law enforcement and local public housing authorities—Angela Inglese has dual representation with Juvenile Justice along with Law Enforcement (20CFR 661.335 (2)) and the replacement for local public housing authorities is in the process of finalization to replace the former representative who resigned in October 2009; Conflict of Interest Forms for WIB, Youth Council and LEO members—Region VI had followed WorkForce West Virginia’s Policy No. 13-00 (Specific guidance for Conflict of Interest which does not state the forms are required—Conflict of Interest forms has been obtained from all Youth Council and WIB (Full Board) members and was in the process of obtaining from all LEO members. (Members present reviewed the Conflict of Interest Form and each present signed a form.) Note: Complete Review Package was available for review by members.

Members present reviewed copies of the Internal Audit from Toothman Rice, PLLC for Program Year 2009 (07-01-09—06-30-2010) with Executive Director DeMary noting no findings during the audit. Each member will receive a copy of the Final Audit once received.

Executive Director DeMary noted the Summer Youth Program funded by the Department of Health and Human Services grant had been extended to the end of December 2010 and had served 71 participants with 35 employers throughout the Region.

Updating members on the Division of Rehabilitation Services Grant, Ms DeMary reported that participants had been served in eight counties, noting that Harrison, Marion and Monongalia had previously had programs; WV Advocate Susan Edwards very complimentary of the program and planned to meet with her in January; in the process of performing follow-up of participants regarding use of their self-built laptop, still working, etc.; various organizations presented to the participants; and praised Lewis County School System for bussing students to Jackson’s Mill during school hours to participate in the program and for allowing follow-up with participants during school hours. Discussion of the program and school drop-out rates followed.

Members reviewed the GREEN-UP Grant ([www.futurewv.org](http://www.futurewv.org)) handout with Ms. DeMary reporting that WVU and Step Up for Women have received grant monies; there is additional grant monies for Education to utilize; Eastern Community College very active with the grant; explained the Region’s role in the participant process; the August 15 date was invalid on the handout; would like to see more money come into Region VI and was trying to spread the word regarding the GREEN-UP monies available. The Executive Director encouraged members to publicize the grant and to refer inquires to her.

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**NEW BUSINESS**

Executive Director’s Report

* Informed members no State Council Meetings were scheduled for November and December and that all Directors’ Meeting were via teleconference focusing on fiscal issues.
* Directed members’ attention to Future Generations Broadband Grant Handout explaining she had been contacted by their representative regarding the initiative to establish 60 public computer labs in the community labs of local fire departments throughout the State. Labs have been established in Braxton, Gilmer and Lewis counties and the representative was seeking the Region’s assistance in working with other counties in the Region. All equipment is provided with grant monies.

Following review of the Reconciliation Statements for September, October and November, 2010, Bob Bell moved to approve as presented. Motion seconded by Bernie Fazzini. Motion carried. The Financial Statements were available for review.

Members present reviewed the Accountant Report for the LEO Board with the Financial Update provided by Maria Larry, Fiscal Manager for Region VI. Ms. Larry explained the report only reflected one quarter of funds received.

After review of nominations for the Region VI WIB (Full Board), Bernie Fazzini moved to approve Kimberly Pitzer, representing Job Corp, and Dr. Doreen Larson, representing Pierpont Community and Technical College. Motion seconded by Bob Bell. Motion carried.

Following consideration of the nomination of Kimberly Pitzer to the Youth Council and the reappointments of Roberta Shoaff, Angela Inglese, Gloria Armstrong, Jacqueline Woods and Claudia George, Bob Bell moved to approve the new nomination and the five reappointments. Motion seconded by Bernie Fazzini. Motion carried.

Executive Director DeMary directed members’ attention to the November 17, 2010 letter from Acting Executive Director Russell L. Fry, WorkForce West Virginia, announcing the additional allocation of $689,485 for Adult and Dislocated Worker programs for use between October 1, 2010 and June 30, 2011.

Members reviewed the letter from Governor Joe Manchin III, dated September 15, 2010

awarding Region VI $35,000 for Program Year 2010. Executive Director explained the funding must be used for the case management of Dislocated Workers and Trade Adjustment Assistance participants.

In response to Executive Director’s DeMary request for additional funding to serve participants on the Region’s “Wait List for Training Funds”, Governor Joe Manchin’s III, letter dated September 30, 2010, awarded the Region Set-Aside funding up to $28,000 for

Individual Training Accounts.

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Executive Director DeMary covered the Performance Reports and explained that Region VI met or exceeded all the PY09 (07-01-09—06-30-2010) Annual Performance Measures and that the Region met or exceeded all Performance Measures for the first quarter of PY 2010 (07-01-2010—06-30-2011).

Executive Director DeMary noted there was no change in the Rapid Response Report.

Ms. DeMary asked members to review the TRA/TAA Petition Requests to Department of Labor Handout noting Region VI had several companies approved for retraining funds.

Members were encouraged by Executive Director DeMary to review the WorkForce West Virginia Centers’ Activity Reports in their folder to keep appraised of activities in the Region.

Following discussion, Bob Bell moved Vickie Vance be named Executive Assistant to the LEO Board. Motion seconded by Bernie Fazzini. Motion carried.

**COMMENTS FROM THE FLOOR**

Chair Jennings recognized Commissioner Bell, having served since the inception of the Board in 2000, for his meritorious service with the LEO Board and Executive Director DeMary presented Commissioner Bell with a “token of appreciation” expressing her appreciation for his service.

Chair Jennings noted that several current Board members will be replaced with new members and conveyed Louise Suder’s invitation to all members to the Retirement and Surprise Birthday Party for Upshur Commissioner, Eugene Suder, on December 17, 2010.

Chair Jennings invited all to the opening of the new 911 Center, December 16 in Kingwood, 3:30—6:00, noting this is the first new building since 1913.

**ADJOURNMENT**

Chair Jennings conveyed the next meeting will be held in Harrison County with the location to be announced and the meeting was adjourned through consensus at 2:25 p.m.

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

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

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