**REGION VI LEO BOARD MEETING, September 17, 2010**

The Region VI LEO Board Members met on Friday, September 17, 2010, noon at the Region VI WIB Office, Middletown Road, Fairmont, WV.

**CALL TO ORDER**

Vice-Chair Wayne Stutler called the meeting to order at 12:35 noting proxy holders for the meeting.

**ROLL CALL**

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

**OTHERS PRESENT**

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

**INFORMATIONAL MATERIALS PROVIDED TO EACH MEMBER PRESENT**

Agenda for September 17, 2010

June 18, 2010 Meeting Minutes

Green-Up Grant Informational Memo

PY09 Qtr 4 Regional Performance Final Report

PY09 Qtr 4 Statewide Performance Final Report

PY10 WIB Meeting Schedule

PY10 Rapid Response Activity Report

PY10 TAA Statewide Status Report

PY09 In-School Youth Program Year-End Report

PY09 Out-of-School Youth Program Year-end Report

West Virginia County Data – July 2010 Unemployment Rates

WorkForce Centers’ August Activity Reports for Clarksburg, Fairmont, Elkins, and Morgantown

Financial Report for Month Ending August 2010

**APPROVAL OF June 18, 2010 MINUTES**

Following review of the June 18, 2010 Meeting Minutes, Commissioner Bell moved the Minutes

be approved as presented. Motion seconded by Commissioner Fazzini. **Motion Carried.**

**OLD BUSINESS**

Allocation Contract: Barbara DeMary reported to the board that Region VI WIB had received the 1st part of their PY10 yearly allocation in the amount of $532,638.00. The 2nd part of the yearly allocation will be available in October.

SNAP E&T Contract: Barbara DeMary reported to the board that Region VI WIB had submitted their yearly contract application to WV DHHR for $201,000.00. This grant covers Harrison and Marion counties and runs from October 1, 2010 through September 30, 2011.

Clarksburg WorkForce Center: The Clarksburg WorkForce One-Stop Center recently moved into a new building in Anmoore, WV. The Full Board and LEO Board approved (at June meetings) to postpone the Clarksburg One-Stop recertification until December 2010, due to the relocation.

Elkins WorkForce Center: The Elkins WorkForce One-Stop Center will be moving into a smaller facility at the end of September. Barbara DeMary informed the board members present that the Elkins Office had some furniture that could be donated to a non-profit organization. Computer stations, brochure racks, etc. Anyone interested in obtaining this furniture can contact Barbara by e-mail or phone.

Fairmont WorkForce Center: The One-Stop Certification Committee chaired by Mike Callen has recommended re-certification of the Fairmont One-Stop. The Full Board approved the re-certification during it’s September 9th Full Board Meeting. Commissioner Fazzini moved to approve the recertification of the Fairmont One-Stop Facility. Motion was seconded by Commissioner Bell**. Motion Carried.**

WorkForce WV ARRA Review: Region VI WIB just received the report from last year’s ARRA review conducted in July 2009. Most of the finding were related to items missing from the case managers’ participant files. Barbara is giving the case managers time to locate missing information ans should have a copy of the report and Region VI’s response by the December 2010 LEO Meeting.

Internal Audit: Toothman Rice stated conducting the internal audit on Monday, August 30, 2010 and are still reviewing items in the Region VI WIB office. Barbara will give an update on the internal audit at the next LEO meeting in December.

**NEW BUSINESS**

Executive Director’s Report:

1. **Green-Up Grant:** Charleston WorkForce WV has been awarded a $6 million dollar Green-Up Grant. They have turned the funds over to the community college system to operate. The community college system has hired Dave Calvert as the new project manager. A flyer explaining the project and subsequent websites is included in each LEO’s folder. Region VI WIB will receive $225.00 per participant who trains in our region to assist in the areas of recruitment, certification, data entry and follow-up.
2. **Performance:** PY09 4th Quarter Final Performance Report is included in each LEO’s folder. Region VI WIB missed the Youth Numeracy/Literacy measure, however, Shelly McCauley discovered some errors in the MACC system and the report will be pulled again after the mistakes are corrected. Barbara anticipates that Region VI WIB will meet the Numeracy/Literacy measure once the report is re-ran. Barbara will give an update at December’s meeting.
3. **Meeting Updates:** Barbara explained the PY10 WIB Meeting Schedule included in each members’ folder. The schedule includes all Region VI WIB Meetings including Full Board, Executive Board, etc. Barbara welcomed the LEO’s to attend any or all of the meetings.
4. **Rapid Response/TAA Update**: A copy of the PY10 Rapid Response Activity Report and PY10 TAA Status Report was discussed
5. **BIKISI Update**: Barbara reported to the LEO board that the DRS Grant is finishing up next month with one more class in Preston County, October 4th – 8th in Kingwood. The most recent class finished up yesterday in Lewis County and was a big success. Region VI will have served 80 participants total at the end of the grant. Lori Turner gave an update on the upcoming Preston County class.
6. **DHHR Summer Youth Grant**: Amy Hall gave update on the DHHR Summer Youth Employment Program Youth Grant. Region VI WIB received $371,103. In mid July from DHHR. HRDF, Inc. contracted with Region VI to operate the summer youth employment program and started working youth in August. To date, HRDF, Inc. has 59 youth participants in the program and at least one worksite in each county with the exception of Taylor County. Each participant is paid $7.50 per hour with a maximum of 32 hours of work per week. Amy Hall also updated the LEOs on the In-School and Out-of-School Youth Programs operated by RESA VII and HRDF, Inc. Handouts outlining the year-end youth numbers were discussed.
7. **County Unemployment Data**: Barbara directed LEO member’s attention to the handout in each member’s folder regarding unemployment data across the state of WV.
8. **One Stop Reports:** Barbara directed the board’s attention to the monthly one-stop reports included in each member’s folder. The reports are for the month of August including Clarksburg, Elkins, Fairmont and Morgantown. Barbara asked Lori Turner to update the board on any Morgantown activities. Lori reported that a new person had been hired by Job Corp to start in the Morgantown One-Stop office. Her name is Kim Pitzer. She also reported that the US Census Bureau and Physicians Office Center (POC) will be laying off workers in the upcoming months.

Reconciliation Statements: After review of the Reconciliation Statements, Commissioner Bell moved to approve the Reconciliation Statements for June 2010, July 2010 and August 2010. Motion seconded by Commissioner Fazzini. **Motion carried**.

Financial Update: Fiscal Manager, Maria Larry, directed members present to the Accountant Report for the LEO Board and gave the Financial Update for the Region. She explained that the beginning budget consisted of only the 1st half of this year’s allocation and any carryover left from the previous program year. She also explained that Region VI had spent all of their Stimulus Funds along with one other region, Region 4.

Renewal Appointments: Following discussion, Commissioner Fazzini moved to re-appoint Mike Reed and Lori Turner as a Full Board Members . Motion seconded by Commissioner Bell. **Motion carried.**

**Note**: Catherine Jones of RD Jones is up for re-appointment but has not been attending the meetings. Bernie Fazzini asked Barbara DeMary to pay a courtesy visit to Ms. Jones and explain the re-appointment process and attendance requirements to her in order to determine whether Ms. Jones is still interested in re-appointment. Barbara will get back to Commissioner Fazzini regarding Ms. Jones’ reappointment or termination.

Full Board Attendance: Barbara will mail each Commissioner his/her own board member’s attendance report. Barbara encouraged LEO members to contact her if a courtesy visit is required of any of their board members.

$35,000 Rapid Response Award: Barbara informed the LEO board that Region VI WIB received a letter today awarding $35,000 of Rapid Response Funds.

PY09 Audit Report: Barbara informed the LEO board that Region VI WIB had received a letter this week regarding our PY09 Audit Report. Charleston WorkForce WV has requested corrections to the PY09 Audit Report, which Toothman Rice is currently working on to correct. Barbara will give the board an update at their December meeting.

Next Meeting: The next LEO Board meeting is scheduled for Monongalia County. Since “The Pines” are no longer hosting luncheon meetings, Commissioner Bell suggested we relocate the meeting to The Ramada Inn in Morgantown. Commissioner Bell requested that Vickie Vance call him regarding the relocation and upcoming meeting.

**OTHER ITEMS**

None.

**COMMENTS FROM THE FLOOR**

Members discussed the current and future developments for their respective counties.

**ADJOURNMENT**

Commissioner Bell moved the meeting adjourn. Motion seconded by Commissioner Fazzini. **Motion carried**. Meeting adjourned at 1:35 p.m.

LEO Member Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_