**REGION VI LEO BOARD MEETING, December 14, 2012**

The Region VI LEO Board Members met on Friday, December 14, 2012, noon at the Puglioni’s Pasta and Pizza in Morgantown, WV.

**CALL TO ORDER**

Commissioner, Craig Jennings called the meeting to order at 12:25 noting proxy holders for the meeting and welcoming Morgantown Mayor Jim Manilla.

**ROLL CALL**

Members present were Craig Jennings, Tony Veltri, Guy Ward, Bernie Fazzini, Jim Manilla and Eldon Callen and those represented by proxy were Craig Jennings for Mike Taylor and Eldon Callen for Bill Burdick.

**OTHERS PRESENT**

Barbara DeMary, Executive Director of Region VI WIB and Maria Larry, Fiscal Manager of Region VI WIB.

**INFORMATIONAL MATERIALS PROVIDED TO EACH MEMBER PRESENT**

Agenda for December 14, 2012

September 14, 2012 Meeting Minutes

PY11 Final Audit Report from Arnett Foster Toothman, PLLC

Schedule of Meetings for PY12

Region VI LEO Board Conflict of Interest Statement

Financial Report for Month Ending November 30, 2012

PY11 ANNUAL Final Performance Report (Regional)

PY11 ANNUAL Final Performance Report (Statewide)

PY12 Qtr. 1 Final Performance Report (Regional)

PY12 Qtr. 1 Final Performance Report (Statewide)

PY12 Rapid Response Activity Report

Unemployment Rate Chart by Counties for month of October 2012

PY12 DW On-the-Job Training Summary Report

Revised Attachment A to the Region VI WIB ITA Policy

Region VI LEO Board By-Laws

Bank Reconciliations for August, September and October 2012

**APPROVAL OF September 14, 2012 MINUTES**

Following review of the September 14, 2012 Meeting Minutes, Commissioner Fazzini moved the Minutes be approved as presented. Motion seconded by Commissioner Ward. **Motion Carried.**

**OLD BUSINESS**

Comprehensive One-Stops (Update): Barbara gave an overview of the One Stop Meetings held in Fairmont and Elkins reporting a huge attendance.

Toothman Rice PLLC Audit – Follow-Up: Barbara directed the board’s attention to the final Audit report in each member’s folder and reported that there were no findings.

Schedule/Location of Meetings for July 1, 2012 – June 30, 2013: A revised copy of the schedule for upcoming meetings was included in each member’s folder. It was decided at the last meeting that one of the meetings should be held in the evening. The change was made to the June meeting to be held on June 13th at 5:00 pm in the Region VI WIB Office.

Conflict of Interest Statements: Barbara reminded everyone to look over the LEO Conflict of Interest Policy included in each member’s folder. She also asked those who haven’t signed the Conflict of Interest Statement yet, to do so and mail her the signed copy. Region VI WIB office needs signed Conflict of Interest Statements for every LEO Board member on file.

**NEW BUSINESS**

Reconciliation Statements: After review of the Reconciliation Statements, Commissioner Veltri moved to approve the Reconciliation Statements for August 2012, September 2012 and October 2012. Motion seconded by Commissioner Callen. **Motion carried**.

Financial Update: Fiscal Manager, Maria Larry, directed members present to the November 2012 Accountant Report for the LEO Board and gave the Financial Update for the Region.

**EXECUTIVE DIRECTOR’S REPORT**

Rapid Response Report: Barbara explained the PY12 Rapid Response Report

Unemployment Data: Barbara explained the Unemployment Data Report for October 2012.

PY11 ANNUAL Final Performance Reports: Barbara explained the statewide and regional PY11 Annual Final Performance Reports to the board. She pointed out that Region 6 is exceeded all performance measures for the entire year. She explained that incentive money was available from the USDOL for those states that have exceeded performance, however, the whole state would have to exceed performance, not just a couple of regions. However, Region VI could ask for incentive funds from the State WorkForce WV office for exceeding annual performance and she intends to ask for additional funds but would like for the letter to come from the LEO Board. All LEO’s present agreed. She pointed out that Shelly McCauley monitors the performance on a daily basis and keeps on top of all issues regarding performance measures.

PY12 Qtr. 1 Final Performance Reports: Barbara explained the statewide and regional PY12 Qtr. 1 Performance Report and reported to the board that the Performance Measures had increased for the upcoming program year.

GREEN-UP Sustainability 101 Classes – Update: Barbara updated the board on the GREEN-UP Grant and Region VI’s responsibilities.

PY12 DW On-the-Job Training Summary Report: Barbara went over the PY12 OJT Summary Training Report included in each member’s folder. She asked members to let her know of any companies who would like to take advantage of the OJT program.

Training Provider Approval Committee Recommendations – Clarification of “clock hours” statement:

Barbara discussed the revision and clarification to Attachment A to the Region VI WIB ITA Policy regarding clarification of “clock hours” for on-line programs.

Hurricane Sandy Follow-Up-National Emergency Grant to assist Regions: Barbara discussed with the members present that the State Office was applying for a National Emergency Grant to help with the clean-up following Hurricane Sandy. HRDF, Inc. plans on submitting a proposal to the State Office for funds to help clean-up efforts in Preston, Tucker and other counties affected by the storm. She asked the commissioners present to let her know of any state or county parks that need assistance with storm clean up.

PY13 Request for proposals, Request for Interest and Bids: Barbara announced to the commissioners that Region VI WIB will be advertising for program proposals and contract requests for interest and/or bids for all of our current contracts, except for our Audit Contract. The proposal will be for Program Year 2013 and will cover both In-School and Out-of-School Youth Programs, Accounting Contract and the Case Management Contract. Region VI WIB is required to do this every 3 years.

New and/or Renewal Appointments to Full Board: Commissioner Callen moved to approve New Full Board Appointments of Steve Foster from Economic Development in Upshur County and Penny Brown from Broaddus Hospital in Barbour County. Motion was seconded by Commissioner Veltri. **Motion carried.**

Changes in LEO Bylaws: Barbara asked the LEO members to look over the current Bylaws at the September meeting and recommend any changes that they would want to make to them by highlighting the recommended changes in red and sending them to Barbara prior to this meeting. During the meeting a suggestion was made to change the wording under Article VI, 6.11 Proxy “In the event a member is unable to attend a meeting, she/he may grant a written proxy to another member of the LEO Board or **another appointed official** from the same county”. After further discussion at today’s meeting it was decided that it read “In the event a member is unable to attend a meeting, she/he may grant a written proxy to another member of the LEO Board or as to counties; another commissioner from the same county, or as to municipalities, another elected official from the same municipality.” It was further decided that any other recommendations or changes be sent to Barbara before the March meeting, at which time the revised Bylaws will be voted on by the commissioners and then be submitted for public comment.

**OTHER ITEMS**

Barbara wanted to thank Commissioner Guy Ward for his service to the LEO Board and wish him luck in his future endeavors.

**COMMENTS FROM THE FLOOR**

None.

**ADJOURNMENT**

Commissioner Veltri moved to adjourn the meeting. Meeting adjourned at 1:50 p.m.

(Next Meeting will be held in Lewis County on March 15, 2013 at 12:00 noon (Place TBA).

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