**REGION VI LEO BOARD MEETING, March 15, 2013**

The Region VI LEO Board Members met on Friday, March 15, 2013, noon at Stonewall Jackson Resort, TJ Muskies Restaurant in Walkersville, WV.

**CALL TO ORDER**

Commissioner Jennings called the meeting to order at 12:13 noting proxy holders for the meeting.

**ROLL CALL**

Members present were Craig Jennings, Tony Veltri, Bernie Fazzini, and Jim Manilla and those represented by proxy were Jim Manilla for Eldon Callen and Craig Jennings for Tom Fealy, Ernie VanGilder, and Mike Rosenau.

**OTHERS PRESENT**

Barbara DeMary, Executive Director of Region VI WIB and Kathi Waters, Office Assistant of Region VI WIB.

**INFORMATIONAL MATERIALS PROVIDED TO EACH MEMBER PRESENT**

Agenda for March 15, 2013

December 14, 2012 Meeting Minutes

Conflict of Interest Statements

Region VI LEO Bylaws

Financial Update/Accountant Report for LEO Board

Monetary Performance Incentive for PY11

PY12 Second quarter Performance Report

Incentive Policy (Required by WorkForce West Virginia

Audit (2nd year) Arnett Foster Toothman PLLC

Audit Update (Year ending June 30, 2012) Apprenticeship Job Fair (April 17th-Mylan Park, Morgantown)

Rapid Response Report

Dislocated Worker On-The-Job Training Report

Unemployment Data for January 2013

WIA Reauthorization? Update on DC progress

Schedule of Meetings for PY12

Bank Reconciliations for November 2012, December 2012, January and February 2013

**APPROVAL OF December 14, 2012 MINUTES**

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

**OLD BUSINESS**

Green-UP Grant Update: Barbara gave an overview of the Green-UP grant. She advised that the funds received were for certifications and they were used to purchase equipment.

Conflict of Interest Statements: Barbara stated that Conflict of Interest Statements need to be signed each year and returned to the Region VI WIB. Only those that needed to sign one would receive one.

Changes in LEO Bylaws: Commissioner Fazzini reviewed the changes. In the event a member is unable to attend a meeting, he/she 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. Barbara stated that directors need to be a resident of the state of West Virginia and the term will be for a long as the Appointed Director meets the qualification of being a Director, as stated in Sections 5.2 and 5.3, or until actions are taken as described in Section 5.6(b) and/or (c). Commissioner Veltri moved to accept the changes in the Region VI LEO Bylaws. The motion was seconded by Commissioner Fazzini. **Motion carried.**

**NEW BUSINESS**

Reconciliation Statements: After review of the Reconciliation Statements, Commissioner Veltri moved to approve the Reconciliation Statements for November 2012, December 2012, January 2013, and February 2013. Motion seconded by Commissioner Fazzini. **Motion carried**.

Financial Update/Accountant Report for LEO Board: Barbara directed members present to the February 2013 Accountant Report for the LEO Board and stated that spending is on target. There will be some funds carried over for the new fiscal year to pay expenses and payroll. Barbara advised that there is no one on the wait list. All participants are receiving funding for schooling.

SNAP E & T Grant Sequestration Reduction: Barbara stated there has been an immediate 40% reduction in funding.

Monetary Performance incentive for PY11: Barbara advised that the incentive amounted to one percent of the total funds. All of the funds will be used for Youth services to be administered by RESA VII, and will be directed to counties that have at least five students enrolled in the youth program.

PY12 Second Quarter Performance Report: Barbara reviewed the report for the region and the state and reported that the Performance Measures have increased.

Incentive Policy (Required by WorkForce West Virginia): Barbara stated there has not been a policy for the WIB for 12 years. This policy is the same as the state policy. Commissioner Fazzini moved to accept the Incentive Policy retroactively. Commissioner Veltri seconded the motion. **Motion carried.**

Contract Awards for PY12

* Accounting-Conley CPA Group PLLC: Barbara stated there was one reply to the RFP, Conley CPA Group PLLC. Kathy Wagner and Commissioner Fazzini have reviewed it and found it acceptable. The vote is for renewal only. The contract only has to be bid on every three years. Commissioner Fazzini moved to renew the contract with Conley CPA Group PLLC. Commissioner Veltri seconded the motion. **Motion carried.**
* In-School Youth – RESA VII: Barbara advised that RESA VII was the only organization to respond to the RFP. The allocations have not been received and so amount is not known. There will be another vote once the amount is known. Commissioner Veltri moved to accept the bid. Mayor Manilla seconded the motion. **Motion carried.**
* Out of School Youth – HRDF: Barbara advised that HRDF responded to the RFP. The amount of allocations is not known and there will be another vote once the amount is known. Commissioner Veltri moved to accept the bid. Mayor Manilla seconded the motion. **Motion carried.**
* Case Management Services – WorkForce West Virginia: Barbara explained that only an RFI was sent and the only one to respond was WorkForce West Virginia. No RFP was needed. The amount is not known. The contract will be for three years. Commissioner Fazzini moved to accept the Case Management Services bid from WorkForce West Virginia. Mayor Manilla seconded the motion. **Motion carried.**

Yearly Contract Extensions:

* Audit (2nd year) Arnett Foster Toothman PLLC: Barbara stated that there was a ten percent increase as allowed. Barbara referred the board to letter stating the name change from Toothman Rice PLLC to Arnett Foster Toothman PLLC, but the staff and location remained the same. Mayor Manilla moved to extend the contract to Arnett Foster Toothman PLLC. Commissioner Veltri seconded the motion. **Motion carried.**
* Audit Update (year ending June 30, 2012): Barbara reviewed the audit for year ending June 30, 2012.

New and/or Re-Appointments to the Full Board: Barbara advised there are only renewals that need to be voted on. The renewals are Lori Turner and Mike Reed. Mayor Manilla moved to accept the renewal of Lori Turner and Mike Reed. Commissioner Veltri seconded the motion. **Motion carried.**

Board Resignations: Barbara stated there have not been any resignations. Jerry Ragen and Rosemary Wagner passed away. The replacement for Rosemary Wagner will be voted on at the June 13, 2013 meeting.

**EXECUTIVE DIRECTOR’S REPORT**

* Apprenticeship Job Fair: Barbara advised that there will be a job fair April 17th at Mylan Park and Ginny Layton is overseeing the fair. This is the second year for it and along with the vendors, training providers have been invited and West Virginia Women Work to encourage women to attend.
* Oil and Gas Job Fair: Barbara stated that the fair is May 1st in Lewis County. Jackson’s Mill is the place tentatively set. Ginny Layton is working with Jackson’s Mill to see if they will be willing to host it again this year. This will be the sixth year for the fair.
* Hurricane Sandy Follow-Up National Emergency Grant to Assist Regions: Barbara stated the funds have been awarded to HRDF. Region VI was the only region to apply along with Webster County, so HRDF will include Webster County. There will be 35 workers for approximately six months. The amount of the grant awarded was $260,000.00
* Rapid Response: Barbara reviewed the report and Commissioner Fazzini advised that Dominion Hope will be laying off some of its employees.
* Dislocated Worker On-The-Job Training Report: Barbara explained the report and stated if any board members know of any companies that would like to take advantage of the program please let her know. She made brochures available to the board members present.
* Unemployment Data: Barbara reviewed the report for January 2013. She noted there are increases statewide.
* WIA Reauthorization? Update on DC progress: Barbara reviewed HR803 and pointed members’ attention to the handout. The only flaw is that the bill will allow the state to become one region and the needs in each community will not be met.

**OTHER ITEMS**

None

**COMMENTS FROM THE FLOOR**

None.

**ADJOURNMENT**

Commissioner Jennings moved to adjourn the meeting. Meeting adjourned at 1:25 p.m.

(The next meeting will be held in Marion County on June 13, 2013 at 5:00 pm at the Region VI Workforce Investment Board Office.

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