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

The Region VI LEO Board Members met on Friday, September 14, 2012, noon at the The Provence Market in Bridgeport, WV.

**CALL TO ORDER**

Commissioner, Craig Jennings called the meeting to order at 12:15 noting proxy holders for the meeting and introducing guests – Katherine Wagner, Harrison County Chamber of Commerce and WIB Board Vice Chair.

**ROLL CALL**

Members present were Craig Jennings, Tony Veltri, , Guy Ward, Bernie Fazzini, Creed Pletcher and Eldon Callen and those represented by proxy were Craig Jennings for Tom Fealy and Mike Taylor: Guy Ward for Bill Burdick and Bernie Fazzini for Phil Hart.

**OTHERS PRESENT**

Barbara DeMary, Executive Director of Region VI WIB, Maria Larry, Fiscal Manager of Region VI WIB, and Kathy Wagner, Region VI WIB Chair and Harrison County Chamber of Commerce.

**INFORMATIONAL MATERIALS PROVIDED TO EACH MEMBER PRESENT**

Agenda for September 14, 2012

June 22, 2012 Meeting Minutes

Letter from Sylvester Leftwich of WorkForce WV regarding PY11 State Review/Audit

Desk Guide for Comprehensive/Satellite One-Stop Centers

Region VI LEO Board Conflict of Interest Statement

Financial Report for Month Ending August 31, 2012

Letter from Governor Tomblin regarding PY12 Additional WIA Allocation

Waivers Regarding Customized Training and OJT Reimbursement

PY11 Qtr 4 Final Performance Report (Regional)

PY11 Qtr 4 Final Performance Report (Statewide)

Letter to Matthew Heaney re: WANTO Grant Participation

PY12 Rapid Response Activity Report

Unemployment Rate Chart by Counties for month of July 2012

Sustainability Awareness Training Flyer

Drug Screening Policy Flyer

Training Provider Committee Meeting Results

Region VI LEO Board By-Laws

**APPROVAL OF June 22, 2012 MINUTES**

Following review of the June 22, 2012 Meeting Minutes, Commissioner Fazzini moved the Minutes

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

**OLD BUSINESS**

WorkForce West Virginia Audit Determination Letter: A copy of the letter from Sylvester Leftwich of WorkForce West Virginia was explained. Barbara explained the one finding within the report and indicated that she is disputing the finding since all supposedly missing documentation was found and she also indicated that parts of the finding should not have been considered findings – just concerns. She has asked Sylvester for a corrected letter and will be working on a response letter to address the issues. The financial part of the review was very good. No findings.

Comprehensive One-Stops – Summary of All Partner Meeting: Barbara gave an overview of the All Partner Meeting held in August and reported that overall the meeting was a success. She directed the board’s attention to the Desk Guide included in each of the member’s folders which outlines the locations and contact information for the Comprehensive and Satellite One-Stop Centers.

Toothman Rice PLLC Audit – Follow-Up: Barbara reported to the board that Toothman Rice had completed the office portion of the audit during the week of August 27th and hopes to have a draft report to present at the next LEO meeting in December.

Schedule/Location of Meetings for July 1, 2012 – June 30, 2013: A schedule for upcoming meetings was approved at the last LEO Meeting in June, however, one of the meetings was scheduled for 5:00 pm on a Friday and it was decided that Friday night would not be a good time for a meeting. Following discussion Commissioner Callen made a motion to move the June 14th , 2013 meeting to Thursday, June 13th , 2013 at 5:00 pm in Marion County. Motion was seconded by Commissioner Ward. **Motion carried.**

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 Fazzini moved to approve the Reconciliation Statements for June 2012 and July 2012. Motion seconded by Commissioner Callen. **Motion carried**.

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

Bank Signatory: All checks over $20,000 require two signatures. Barbara reported to the board that one of her signatories, Jerry Ragen, passed away this summer and she needed to replace him with another signatory. Currently she has Kathy Wagner and Bernie Fazzini on the account but would like to add a third person. Commissioner Ward moved to appoint Eldon Callen as the third signatory to the Centra Bank Account. Motion was seconded by Commissioner Veltri. **Motion carried**.

Lock Box – Back-Up Documentation Storage: Barbara explained the reason for having a lock box for weekly backup documentation. Previously, Region 6 WIB had a lock box at the Huntington Bank in downtown Fairmont. In order to open a new lock box at the WhiteHall Huntington Bank location, the bank requires a copy of the minutes showing the approval to open a new lock box. Commissioner Fazzini moved to approve opening a new lock box at the WhiteHall Huntington Bank location in order to store weekly backup documentation. Motion was seconded by Commissioner Ward. **Motion carried.**

Workforce Investment Act 2012 Allocations (second three quarters): Barbara directed the board’s attention to the letter in each member’s folder announcing the award of additional funding of $1,688,682.00 to Region 6 WIB for Fiscal Year 2013.

On-the-Job/Customized Training – Increase Reimbursement: Barbara asked the board to look over the 2 handouts included in the folders regarding the waivers allowing the State to reimburse wages to employers at a higher amount. Region 6 currently pays the employers who utilize OJT’s and Customized Training at a 50/50 ratio. (The employer pays 50% of the wages and Region 6 pays 50% of the wages.) She asked for permission to utilize the waiver approved by the US Dept of Labor in order to increase the reimbursement of wages to the employers in our region. Commissioner Fazzini moved to approve utilizing the waivers approved by the USDOL in order to increase reimbursement of OJT and Customized Training wages to the employer. Motion was seconded by Commissioner Creed. **Motion carried.**

PY11 4th Qtr. Performance Reports: Barbara explained the statewide and regional PY11 Qtr. 4 Performance Reports to the board. She pointed out that Region 6 is currently exceeding all performance measures and hopes that Region 6 will exceed performance 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.

WANTO Grant Consortium: Barbara gave an overview of the WANTO Grant that was awarded to Janis Gunel with Step Up for Women in Morgantown. She informed the board that Region 6 WIB agreed to be a consortium member but that Ms. Gunel wrote something in the grant that promised Region 6 would complete WIA certification on all individuals. Barbara indicated that Region 6 did not agree to do certification and that the WANTO Grant was not a WIA program, therefore Region 6 could not spend funds on certification. A letter was sent to the Federal Project Officer explaining Region 6’s participation and a copy of the letter was included in the board member’s folders.

Finance Committee Recommendations: Commissioner Fazzini moved to go into Executive Session to discuss the Finance Committee Recommendations in regards to staff salary increases. Commissioner Ward seconded the motion. **Motion carried.**

Finance Committee members include: Bernie Fazzini, Mike Reed, Mike Callen, Kathy Wagner and Claudia George who met on September 11, 2012 . Report to be presented to the LEO Board by committee member Kathy Wagner.

EXECUTIVE SESSION

Commissioner Callen moved to close Executive Session. Motion was seconded by Commissioner Ward. **Motion carried.** Following the Executive Session, Commissioner Callen moved to accept the recommendation made by the Finance Committee. Motion was seconded by Commissioner Veltri. **Motion carried.**

Training Provider Approval Committee Recommendations: The Training Provider Approval Committee met on September 12, 2012 and was comprised of the following people: Leroy Hunter, Claudia George, George Marshall and Kathy Wagner. The committee met to discuss the approval of Training Providers who offer on-line courses.

Kathy Wagner gave an overview of the meeting and the items discussed. The decisions reached by the Training Provider Approval Committee are listed below:

1. Region VI will approve only those online courses meeting all initial and or subsequent eligibility requirements per the Workforce Investment Act of 1998 Section 122, and who have physical presence in Region VI, which would allow for students enrolled in the online course to be able to participate in face-to-face discussions with a representative of the training provider offering the online course in the event the student needs assistance in completing the requirements of the online course.

In addition, online courses which require externship will only be approved if the training provider provides placement assistance in and monitoring of the externship through a physical presence in Region VI.

1. Payment of tuition for online courses will occur as follows: (a.) at initial enrollment, 50% reimbursement of the tuition costs as outlined in the participant ITA will be paid to the training provider, not to exceed $2,000. (b.) the remaining 50% reimbursement will be made upon completion of a minimum of 50% of the “clock” hours required to complete the online course within the length of time allotted by the training provider to complete the course. (Example – The course required completion of 400 clock hours of instruction, to be completed within 6 months, with an additional 6 months allowed for completion, for a total of 12 months. In order to be paid the remaining 50% tuition costs, the student would have to have completed 200 clock hours by the end of 6 months after enrollment) If a student does not complete the required number of clock hours according to the timeline stated above, Region VI will not be responsible for the remainder of the tuition, and the training provider must deal with the student to collect payment.
2. The cost of computer will not be absorbed by Region VI as part of a tuition fee of any course, whether online or traditional.

Following discussion, Commissioner Callen moved to accept the recommendations as presented by the Training Provider Approval Committee with the inclusion of the following statement to #2: *“Any exception will be considered under the existing ITA policy”*. Motion was seconded by Commissioner Ward. **Motion carried.**

Executive Director’s Report:

* Barbara explained the Rapid Response Handout included in each member’s folder.
* Barbara directed each member’s attention to the Unemployment Data Handout included in each member’s folder.
* Barbara informed the board of the GREEN-UP Sustainability 101 Classes being held in Marion County in September and in Harrison County in the month of November and encouraged board members to attend or send someone from their office. Anyone interested can contact Barbara to reserve a seat.
* Barbara updated the board on the new Drug Screening Policy.
* Barbara informed the board of the Second Year Pilot Project for Youth Today Leaders Tomorrow to be held in Preston County this year.

New and/or Re-Appointments to the Full Board: Commissioner Ward moved to approve the renewals of current board members Mike Manypenny and Robert Mollohan. Motion was seconded by Commissioner Callen. **Motion carried.**

Distribution of LEO Bylaws: Barbara asked the LEO members present to look over the current Bylaws 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 the next meeting in December, so that if changes are recommended the board can vote to put them out for public review at the next 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”.

**OTHER ITEMS**

None.

**COMMENTS FROM THE FLOOR**

None.

**ADJOURNMENT**

Commissioner Jennings moved to adjourn the meeting. Meeting adjourned at 1:55 p.m.

(Next Meeting will be held in Monongalia County on December 14, 2012 at 12:00 noon at Puglioni’s Pasta and Pizza, Chelsea Square, Van Voorhis Road.

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