

To: MOV-WIC Members– Mid Ohio Valley
From: Joyce Okes, Program Director
Re: Meeting Minutes – April 27, 2005
Date: May 5, 2005

The Full Board of the Workforce Investment Board – Mid-Ohio Valley met April 27, 2005 at Coldwater Creek.

Attendance:

Board Members

John Wiggins
Diana Ludwig
Sammy Burdette
Steve Brodsky
Ron Blankenship
Judith Sutton
Jerry Carper
Lucinda Curry
Cheryl Woods
Steve Frantz
Julia Sheppard
Mark Whitley
Steve Poling
Karen Matthews
Pete Rawlings
Vikki Nichols
Dianne Cockerham

Joyce Okes, WIB Program Director
Robin Sterling, WIB Staff
Bill Monterosso, WIB Staff
Lisa Gossett, WIB Staff
Jim Mylott, MOVRC

Visitors:

David Tanner, Arbor
Chris Hupp, HRDF
Carl Feathers, HRDF
Linda Lipscomb, HRDF
Jennifer Buttrey, HRDF
Saunders Cleage, HRDF
Valerie Smith, BEP
Heather Cummings, Mtn. State
University
Bob Risher, DRS
Melanie Pagliaro, CRI
Steve Poling, CRI
Phil Leinbach, HRDF

Staff

John Wiggins called the meeting to order.

1. Attendance/Quorum

Attendance was taken and it was determined there was a quorum. S. Burdette, V. Nichols and S. Poling recused themselves to maintain the proper public sector.

2. Public Notice of Meeting

On April 20, 2005, a notice of this meeting was mailed to papers in all nine counties and e-mailed to interested parties.

3. Approval of Minutes

Motion to approve the January 2005 board meeting minutes by D. Cockerham. Second by S. Frantz. Motion carried. **Handouts in minutes book.**

4. Fiscal Report

A. Budget Reconciliation and Modification 2004-05

J. Mylott reported on the reconciliation letter from GWID. Staff recommends the budget be modified to increase revenues as a result of this reconciliation amount of \$629,396. The committees recommend the following line items be increased:

Line Item	Previous Amount	New Amount	Increase
OJT (approved at Feb. 05 LEO/Exec. Funds moved from customized training.	\$200,000	\$261,000	\$61,000
OJT	\$261,000	\$293,500	\$32,500
BEP DW Services	\$21,000	\$25,100	\$4,100
One Stop Facility	\$186,000	\$216,000	\$30,000
Computer Maintenance	\$7,500	\$11,500	\$4,000

Motion to approve the modification based on the letter from GWID dated March 17, 2005 by D. Cockerham. Second by M. Whitley. Motion carried. Motion to approve the budget increases by D. Cockerham. Second by J. Sheppard. Motion carried. **Handout in minutes book.**

At the February 2005 Exec. Comm./LEO meeting, they approved an increase for the OJT contract in the amount of \$61,000. HRDF requested a modification for additional funding for participant wages. It was agreed that those funds would be moved from the Customized Training line item. Motion to approve by D. Cockerham. Second by L. Curry. Motion carried.

B. Monthly Expenditure Report

J. Mylott covered these reports. **Handouts in minutes book.**

C. Allocations and Budget Projections for 2005-06

Staff has received the budget allocation for this next year. We have taken an approximate decrease of 18%. The focus this coming year will be on ITA awards and OJT contracts. **Handout in minutes book.**

5. Committee Updates

A. Employment and Training Committee

1. ITA Policy Modification and approval process

Committee recommends modification of ITA policy to reflect requirement that funds may be terminated if a participant does not adhere to WIB MOV policies and requirements. Also recommend authorizing WIB staff in coordination with the Fiscal department and Workforce WV staff evaluate ITA's on a bi-monthly basis and approve if funding is available. Motion to approve by M. Whitley. Second by S. Brodsky. Motion carried. **Handout in minutes book.**

2. OJT 2005-06 Contract Recommendation

A sub-committee was formed from the E&T Committee to interview the proposals that were received for the OJT contract. This included Paxen and HRDF. Committee recommends contracting with Human Resource Development Foundation for On the Job Training Contract services for July 2005 through June 2006 with negotiations in an

amount not to exceed \$200,000. Motion to approve by S. Brodsky. Second by D. Ludwig. Motion carried.

3. Special Participant Population 05-06 Recommendation

Staff recommends no action be taken at this time due to budget restraints.

4. Sr. Works Contract Extension Request

HRDF has requested an extension to the Sr. Works program from June 30 through Sept. 30, 2005. The WIB funding supports staffing for a DOL 502(e) grant that can be extended through Sept. 30. HRDF anticipates an additional \$40,000 would be needed for the extension. Staff recommends approving this extension with an amount not to exceed \$35,000. Motion to approve NTE \$35,000 by S. Brodsky. Second by M. Whitley. Motion carried.

B. One Stop Committee

1. One Stop Coordinator 05-06 Contract Recommendation

Ron Blankenship reported that five proposals were received for the One Stop Coordinator contract. All five proposers bid on both areas of the RFP, Direct Participant Services and Coordination and Management. The committee formed a sub-committee to interview all five proposers. All proposers were asked to submit a budget modification due to the budget allocation for next year. After much consideration, the committee recommends that the contract be awarded to Ross LLC with negotiations in an amount not to exceed \$900,000. Motion to approve by R. Blankenship. Second by J. Sutton. Motion carried.

C. Youth Committee

Dee Walters resigned as Chair of the committee.

Vikki Nichols has been assigned as the new Chair.

B. Monterosso has completed monitoring of HRDF on the youth program. HRDF's commitment last year was to work with 225 in school youth and 95 out of school youth. In actuality, they are working with 114 in school and 25 out of school youth. The committee is concerned with the quality of the program. A corrective action report is due from HRDF today and the Youth Council wants to see action taken. The council will meet as part of the annual Retreat on May 19 & 20 at Pipestem Resort. They will decide at that time if they will recommend to the Executive Committee and LEO's that the RFP be released for this contract. HRDF continues to not meet younger youth retention and older youth credential. We are looking for council members from Calhoun and Wirt counties.

6. Old Business

A. Flood Relief Program (DREAP)

B. Monterosso monitored the workers through CRI at St. Marys and Williamstown. The program is working very well and many improvements have been made to flood-affected areas. This program might lead to potential full time work for individuals.

7. New Business

A. Property Guidelines Policy Revision

Staff recommends modifying the dollar amounts to be tracked through inventory control measures. Property with purchase value of \$100 will be tracked on inventory control records and property with purchase value of \$500 or greater and all electronic equipment is to be tagged as property of WIB MOV and tracked on inventory control records. Motion to approve by D. Cockerham. Second by D. Ludwig. Motion carried. **Handout in minutes book.**

B. Trade Assistance Act MOU with GWID

Staff recommends approval of an MOU with GWID for coordination of delivery of services for TAA participants. The MOU outlines responsibilities of local WIB staff, GWID staff, and joint responsibilities. Primary point of the MOU are:

- * Intensive services will be provided through WIA case managers.
- * GWID will provide funding to local WIB's on proportionate basis to assist with cost of case management beginning in July 2005.
- * Trade Act funds will be used for training prior to WIA funds.

Motion to approve by R. Blankenship. Second by D. Cockerham. Motion carried. **Handout in minutes book.**

C. Personal Re-employment Account MOU with BEP

Staff recommends approval of an MOU with BEP for coordination of the Personal Re-employment account program. The MOU identifies the responsibilities of each entity, outlines restrictions on duplication of services, and outlines proposed costs to access WIA funded services. Motion to approve by D. Cockerham. Second by J. Sheppard. Motion carried. **Handout in minutes book.**

D. WIB MOV Local Plan

A five year plan for WIA approved activities in the WIB MOV area is submitted for review and approval. The final plan is to be submitted to GWID by May 31st. Recommend releasing the Local Plan for public comment for a period of 30-days. Motion to approve by D. Cockerham. Second by K. Matthews. Motion carried.

8. Director's Report

- There is an agenda from the last WIB Directors' meeting, but no action items list. The new Director of GWID, Ron Radcliff, is less formal.
- Monitoring is complete on all programs. Corrective actions have been received.
- Performance Report – Not meeting younger youth retention and older youth credential.
- Have enclosed news articles and letters from students.

9. Public Forum

No public comment.

10. Next Meeting and Adjourn

The next meeting will be July 27, 2005 at 2pm. Location to be determined.

