



## WIB Meeting

April 25, 2007 – 2:00pm

1. **Attendance**

Committee

Julia Sheppard  
Bill Dearien  
Marie Foster Gnage  
John Wiggins  
Judy Sutton  
Hal Foss  
Odie Parkins  
Sammy Burdette  
Karen Matthews  
Vikki Nichols  
Dick Waybright  
Criss McCauley

Staff

Joyce Okes  
Sandy Butcher  
Robin Sterling  
Carol Jackson  
Susan Moran

Visitors

Mel Arsenault, Tri County WIB, Maine  
Bill Monterosso, Ross IES  
Valerie Smith, Workforce WV  
Darrell Nutter, Workforce WV  
Phil Leinbach, HRDF

S. Burdette recused herself to allow for a private sector majority.

John Wiggins called the meeting to order.

2. **Public Notice of Meeting**

A notice of this meeting was mailed to papers in all nine counties on April 18, 2007, and e-mailed to interested parties.

3. **Approval of Minutes**

Motion to approve the January 2007 minutes by J. Sutton. Second by K. Matthews. Motion carried. **Handout.**

4. **Public Forum**

There were no requests from the public to address the board.

5. **Fiscal Report**

A. **Monthly Update**

C. Jackson and J. Okes covered the fiscal reports. The State has received their allocation from the Feds, but the Locals have not received anything yet. The State took a cut in Adult of 10%, Youth 10% and Dislocated Worker 7%. Projections were discussed in the event our region takes those cuts. **Handouts.**

6. **Committee Updates**

- A. Employment and Training Committee – will be covered under Old Business.
- B. One Stop Committee – will be covered under Old Business.
- C. Youth Committee – Handouts are available of the mentoring training that is taking place. Ross continues to work on recruitment, particularly the out of school youth.

7. **Old Business**

A. Executive Session – Request for Proposal

2:25pm - Recommend move into Executive Session to discuss RFP with staff to remain. Motion to approve by J. Sutton. Second by J. Sheppard. Motion carried.

2:35pm – Recommend return to regular session. Motion to approve by J. Sheppard. Second by J. Sutton. Motion carried.

WIB MOV released a request for proposal in February for delivery of One Stop services, On the Job Training and Special Participant Population services. Sub-committees have evaluated the proposals and interviewed the organizations. Based on those evaluations, the following recommendations are submitted:

- \*One Stop Coordination and Case Management – Ross IES
- \*On the Job Training – Human Resource Development Foundation
- \*Special Participant Populations – table pending 07-08 allocation information

Motion to approve the One Stop contract recommendation with Ross IES pending negotiations by J. Sheppard. Second by J. Sutton. Motion carried.

Motion to approve the OJT contract with HRDF pending negotiations by J. Sheppard. Second by J. Sutton. Motion carried.

Motion to approve the tabling of the Special Participant Populations contract until WIB receives allocation information from the State by O. Parkins. Second by H. Foss. Motion carried.

8. **New Business**

A. **MOU with State for Management Information (MACC) costs**

Workforce WV has awarded each WIB \$10,000 to use towards MACC related expenditures. Motion to approve by M. Gnage. Second by J. Sheppard. Motion carried.

- B. Budget Modifications  
Recommend the following budget modifications:  
\*Decrease MACC costs from \$40,837 to \$32,667 (difference less than \$10,000 was due to error in original calculation).  
\*Add MACC award (\$10,000) to supplemental budget  
Motion to approve by O. Parkins. Second by D. Waybright. Motion carried.
- C. Facilities Update and Options  
The committee was given updates on the Wood and Jackson county facilities. The lease for Wood County has been signed. WIA staff will be co-located with Employment Service, Unemployment compensation, and Veteran's staff. The lease for Jackson County will be renewed on a month to month basis in July. Other possible options include moving to a different location or having a facility built specifically for Workforce WV. The committee would like to table this item until the next meeting in hopes that by then we will have received our allocation from the State.
- D. MOU with Mid-Ohio Valley Workforce Investment Corp. (LEO's)  
Memorandum of Understanding between WIB MOV and MOV WIC states the two organizations will work cooperatively in the implementation of Workforce Investment Act related activities. Motion to approve by H. Foss. Second by J. Sutton. Motion carried.
- E. MOU with MOVRC  
Memorandum of Understanding between WIB MOV, MOV WIC and Mid-Ohio Valley Regional Council for provision of administrative and fiscal services related to WIA funded activities. Motion to approve by D. Waybright. Second by J. Sheppard. Motion carried.
- F. Local Plan for 2007-08  
Local plan outlines services and delivery plans for program year 2007-08. The plan is an update to last year's plan. Modifications address updated statistics and policy changes approved during the past year including:  
\*Demand occupations as identified by area development authorities, industry leaders, and employment and training providers.  
\*Self-sufficiency guidelines based on 200% of Lower Living Income Standards.  
\*Priority of service  
\*Updated statistics  
\*Possible use of youth funds to assist older youth with training.  
Motion to release Local Plan for 30-day comment period by B. Dearien. Second by D. Waybright. Motion carried.

- G. Dept. of Labor Grant Opportunities  
During the past several years, the Dept. of Labor has solicited grant applications that are connected to “regional” economies. DOL is interested in proposals that cross local WIB and state borders in the delivery of service. This agenda solicits input from board members on how WIB MOV might identify a regional economy and partner with other organizations for the mutual benefit of all. Recommend authorizing H. Foss to speak on behalf of WIB MOV regarding the grant opportunities. Motion to approve by D. Waybright. Second by M. Gnage. Motion carried.

9. **Directors Report**

- Display provided of recent region-wide meetings and the mini-meetings that followed in Roane, Clay and Mason counties.
- Provided CD’s with the Common Orientation program for those who wanted.
- Displayed Hit-the-Ground-Running projects to committee.
- Distributed new Marketing brochure that highlights employer activities.
- “Learn how to speak like Businesses think” is the topic of a training that will be conducted on May 8<sup>th</sup>, 2007 at the Comfort Suites in Mineral Wells from 9am-4pm. People from around the State will be in attendance.
- Discussed the industrial sewing machine classes being offered at Calhoun-Gilmer Career center to help with hiring needs at Mustang Survival in Wirt County.
- WIB Directors meeting handouts.

10. **Next Meeting**

Motion to adjourn by J. Sheppard. Second by J. Sutton. Motion carried.  
The next meeting will be August 1<sup>st</sup>, 2007 rather than regular meeting time to allow board and staff to attend State Workforce WV conference last week of July. Location to be determined.