



WIB Meeting

August 1, 2007 – 2:00pm

1. **Attendance**

Committee

Marie Gnage
Keith Burdette
Karen Matthews
Sammy Burdette
Hal Foss
Ann Conageski
Vikki Nichols
Bill Dearien
Judy Sutton
John Wiggins
Odie Parkins
Dick Waybright
Ron Blankenship
Shannon Dugan

Staff

Joyce Okes
Robin Sterling
Sandy Butcher
Susan Moran
Carol Jackson

Visitors

Phil Leinbach, HRDF
Wade Coffindaffer, Ross

S. Burdette and S. Dugan recused themselves 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 July 25, 2007, and e-mailed to interested parties.

3. **Approval of Minutes**

Motion to approve the April 2007 minutes by J. Sutton. Second by K. Burdette.
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 '06 audit that was conducted by Suttle and Stalnaker is complete and copies are available to the board. **Handouts.**

6. **Committee Updates**

- A. Employment and Training Committee – H. Foss reported that the committee focused the last meeting on the demand and targeted occupations list. The committee and Staff are working to narrow down and refine the list. K. Burdette reported on the HINO plant opening. Plant personnel were very pleased with the cooperation they received from the Workforce WV staff.
- B. One Stop Committee – J. Sutton reported that the committee met on July 19th and the main topic of discussion was facility issues and updates. **Handout.**
- C. Youth Committee – R. Blankenship reported that the committee met on June 14th. There was no meeting during July. Included in handouts are the end of year youth reports and a list of those youth who were honored at the year end Youth Celebration. **Handouts.**

7. **Old Business**

- A. Executive Session – Contracts
No business that required movement to Executive Session.
- B. Workforce WV Facilities – 2007-08 Program Year
J. Okes discussed the facility plans for the year. There are changes planned for the Calhoun, Jackson, Pleasants, Ritchie, Wirt and Wood county offices this year. For Wood County, renovations have begun and we are looking at an October-November time frame for the move. For Calhoun County, the full time office will be closed and staff will be working out of the DHHR office in Grantsville. For Pleasants, Ritchie and Wirt counties, we have arranged for the phone and internet lines to be combined with our partner agencies to eliminate additional costs. Staff is exploring options in Jackson County for a different location. There have been continual issues with the building we currently lease and want to pursue other options that are readily available. Motion to approve recommended facility changes by D. Waybright. Second by A. Conageski. Motion carried. **Handout.**
- C. Contracts & Agreements for 2007-08 Program Year
 - 1. One Stop Agreement 2007-08 – Ross IES
 - 2. OJT Agreement 2007-08 – HRDF
 - 3. Hit the Ground Running Agreement 2007-08 – RESA V
 - 4. Youth In School Agreement 2007-08 – Ross IES
 - 5. Youth Out of School Agreement 2007-08 – Ross IES
 - 6. Computer Maintenance Agreement 2007-08 – Ken RexAgreements for services during the 2007-08 contract year have been negotiated. Recommend approval of the above stated contracts. Committee was given handout to reflect \$ amounts associated with each contract. Motion to approve recommended contracts by K. Burdette. Second by D. Waybright. Motion carried. **Handout.**

- D. WIB MOV Budget 2007-08
The proposed budget for 2007-08 is submitted for review and approval. The budget is based on the allocation for the program year along with projected carry over amounts from the current budget. Motion to approve by H. Foss. Second by R. Blankenship. Motion carried. **Handout.**

8. **New Business**

- A. Nomination and Election of Board Officers
S. Burdette, representing the Nomination Committee, nominates the following for WIB MOV officers:
Chair – Judy Sutton
Vice-Chair – Bill Dearien
Secretary – Dianna Flanagan
Motion to accept nominations by K. Burdette. Second by M. Gnage. Motion carried. Motion to close nominations by D. Waybright. Second by K. Burdette. Motion carried. Motion to elect by acclamation by H. Foss. Second by D. Waybright. Motion carried.

9. **Directors Report**

- This is the time of year when a committee member can switch committees. If a board member wishes to do so, please contact Joyce.
- Joyce attended a conference in Kansas City and she will be sharing the information with the other WIB Directors.
- The State Workforce WV conference was held last week in Chester, WV. The One Stop Management Team conducted a presentation on the system-wide meeting that was held in February.
- The meeting schedule for the year is included in the packet.
- The State has indicated they expect to award some additional funding to the regions. This will include \$35,000 for TAA/rapid response activities. It will also include \$25,000 for dislocated worker training. It was originally stipulated for ITA's, but we have requested that it be used also for OJT and customized training activities.
- The Local Plan has been conditionally approved. The State is asking for clarification on several issues, including why they contract with private organizations versus a consortium.

10. **Next Meeting**

Motion to adjourn by K. Burdette. Second by D. Waybright. Motion carried. The next meeting date and location is yet to be determined.