



WIB Meeting

January 23, 2008 – 2:00pm

1. **Attendance**

Committee

Judy Sutton, Chair
Karen Matthews
Julia Sheppard
Vikki Nichols
Shannon Dugan
Todd Fox
Ron Blankenship
Dianna Flanagan
Rhonda Poling
Odie Parkins
Sammy Burdette
Ann Conageski

Staff

Joyce Okes
Gail Holleron
Sandy Butcher
Jim Mylott
Carol Jackson
Susan Moran

Visitors

Bill Monterosso, Ross
Shawn Brenner, Ross

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

Judy Sutton called the meeting to order.

2. **Public Notice of Meeting**

A notice of this meeting was mailed to papers in all nine counties on January 16, 2008, and e-mailed to interested parties.

3. **Approval of Minutes**

Motion to approve the October 2007 minutes by R. Blankenship. Second by O. Parkins. Motion carried.

4. **Public Forum**

Youth participants presented information on their conference in Chicago.

5. **Fiscal Report**

A. Monthly Update

C. Jackson covered the fiscal reports. A new sheet was added to the fiscal reports of the Statement of Financial Position. This will be a permanent report in the fiscal handouts. **Handouts.**

6. **Committee Updates**

- A. Employment and Training Committee – R. Poling reported that the committee has been discussing demand and targeted occupations related to economic development. Also discussed were business needs and development of employers.

- B. One Stop Committee – D. Flanagan reported that the committee is working on finding out how the “system” is working as a whole. They are working on a survey to help determine additional needs/improvements within the system. The Board was asked to complete one and staff and partners will also be asked to complete the survey. The committee is also continuing to work on business plans and SOP’s.

- C. Youth Committee – R. Blankenship reported that the committee has been focused on changes to the upcoming youth RFP scheduled to be released Feb. 1st. The RFP was refined to eliminate duplication.

7. **Old Business**

No old business to cover at this time.

8. **New Business**

- A. **Youth Request for Proposal**
Request for Proposal for operation of Youth In and Out of School programs for the 2008-09 program year (with option to renew for additional years) is submitted for approval to release. Motion to approve the RFP by R. Blankenship. Second by H. Foss. Motion carried.

- B. **Budget Modification**
A rescission was applied to WIA adult and dislocated worker funds. A budget modification is recommended to bring the budget in line with the reductions. Additional modifications are included to bring specific line items in line with actual spending. Jim and Joyce discussed the effects of this rescission and the possibility of a future rescission. Motion to accept the budget modifications as presented by A. Conageski. Second by J. Sheppard. Motion carried. **Handouts.**

- C. **Workforce WV Survey**
D. Flanagan handed out copies of the survey and explained the questions on it. Joyce will email to Board members and request that they resubmit to Joyce by Jan. 31st. Surveys will be sent out to “system” individuals in February. **Handout**

- D. **Business needs & role of WIB**
Joyce discussed the current role of the Board in their financial responsibility and overseeing and providing input to employment and training needs of our region. How can the Board move beyond WIA funded activities? Hal noted that one major goal of the Board is to be instrumental in leading the integration of all 17 partners into the One Stop centers. Rhonda noted (from the employer standpoint) that emphasis should be placed on soft skills, recruitment issues, and drug testing before training.

9. **Directors Report**

- Included in packet are the One Stop & youth reports for the Board to review.
- WIB Director's information is included in packet.
- Rec'd preliminary performance reports, final report will be out in a couple of weeks.

10. **Next Meeting**

The next meeting will be on April 23rd at 1pm. This is a change from the normal time of 2pm. Location is yet to be determined.