



WIB Meeting

January 28, 2009 – 2:30pm

1. **Attendance**

Committee

Judy Sutton, Chair
Bill Dearien
Larry Wolfe
Rhonda Poling
Dianna Flanagan
Ann Conageski
Criss McCauley

Staff

Joyce Okes
Carol Jackson
Robin Sterling

Visitors

Bill Monterosso, Ross
Kim Wood, Workforce WV

Participating via conference call: Dick Waybright, Odie Parkins, Ron Blankenship, Gail Holleron, Susan Moran, Valerie Smith, Karen Matthews

Absent: Joyce Harris, Sally Schneider, Kent Spellman, John Wiggins, Marie Gnage, Buddy Malone, Steve Ellis, Vikki Nichols, Mark Whitley, Keith Burdette, Karen Facemyer, Julia Sheppard, Sammy Burdette, Hal Foss, Cheryl Woods

2. **Public Notice of Meeting**

A notice of this meeting was mailed to papers in all nine counties on January 13, 2009, and e-mailed to interested parties.

3. **Approval of Minutes**

Motion to approve the October 2008 minutes by R. Poling. Second by L. Wolfe. Motion carried.

4. **Public Forum**

Bill noted that he had copies of thank you letters from two participants, one youth and one adult that have achieved success through our programs.

5. **Fiscal Report**

A. Monthly Update

Carol covered the monthly reports. **Handout.**

B. Rapid Response Contract Modification

Recommend contracting with State for rapid response funds to be increased by \$10,000 for use by the local WIB for additional costs associated with dislocations. Motion to approve by D. Flanagan. Second by B. Dearien. Motion carried.

6. **Committee Updates**

- A. Employment and Training Committee – R. Poling reported that the committee met last week. HRDF has withdrawn from the OJT contract and the WIB has taken the responsibility of operating the contract. Currently, they have one signed contract with one slot, three contracts pending with three slots and three prospects for contracts. The drug testing issue has been tabled for now and the WIB will continue to search for educational opportunities for participants and create signage in the one stops regarding drug-testing. The WIB had recommended changed to the ITA policy for entrepreneurial activities. The committee requested that more specifics be incorporated into the policy. WIB staff will modify the policy and bring it before the committee at the next meeting.
- B. One Stop Committee – The One Stop committee did not meet last month. No report at this time.
- C. Youth Committee – Joyce reported that the committee discussed policy changes and the major item of discussion was recruitment.

7. **Old Business**

A. **OJT Contract Update**

HRDF has notified the WIB that due to staffing vacancy, they are cancelling the OJT contract with WIB MOV. This cancellation will be effective the end of November. WIB Staff recommend the OJT contract with HRDF be cancelled and functions be moved in house to the WIB at this time and reimburse HRDF an amount not to exceed \$3000. The Employment & Training Committee will evaluate the options for OJT administration. Motion to approve by B. Dearien. Second by R. Poling. Motion carried.

8. **New Business**

A. **Budget Modifications**

Final allocations have been received for the 2008-09 program year. Recommend budget modifications as outlined in attachment. It is expected that adult funds will need to be transferred to dislocated worker to balance budget during the final quarter of the year. Motion to approve by A. Conageski. Second by L. Wolfe. D. Flanagan abstained from voting. **Handout**

B. **Youth Program Elements Policy**

Recommend modifications of program elements to eliminate duplication between those required by the Workforce Investment Act and those required by local WIB. Maintains emphasis on employment related skills and individual plans. Motion to approve by D. Waybright. Second by R. Blankenship. Motion carried. **Handout.**

C. **Performance Measures for Youth**

Recommend policy modification to include DOL Common Measure performance information. Motion to approve by R. Blankenship. Second by A. Conageski. Motion carried. **Handout**

D. Certification of Training Providers Policy

Recommend policy modification to require training be of sufficient length to provide the customer the skills needed to obtain employment in the chosen field. Courses that assist in preparing an individual for a licensure examination will only be considered if in conjunction with skill training in the chosen field. Motion to approve by D. Waybright. Second by O. Parkins. Motion carried. **Handout**

E. Individual Training Account Policy

Requires that participant maintain a full course schedule each semester/quarter so as to graduate within the time allowed for funding/program completion. Clarifies participant must maintain contact with case manager. Motion to approve by O. Parkins. Second by C. McCauley. Motion carried. **Handout.**

F. Priority of Service Policy

Recommend priority of service at 200% of lower living income guidelines for On the Job training programs for remainder of 08-09 program year. Individual training accounts will remain at 100% of lower living income guidelines. Motion to approve by R. Poling. Second by D. Waybright. Motion carried.

9. Directors Report

- The PIT Crew Mentoring project is still progressing. There has been turnover in the staff in the Virgin Islands which has slowed the process. Also, they have DOL scheduled to arrive for review.
- Gail will begin another round of monitoring this quarter on the food stamp program and the adult side.
- WorkKeys is progressing. Staff has been trained and have been marketing to employers.
- Ron Radcliff is scheduled to visit a comprehensive center in each region beginning Feb. 12th.
- Robin has developed a newsletter and will continue to produce one quarterly. If anyone wants to learn more about a particular program, let her know and she will include it in the next issue.

10. Next Meeting

The next meeting will be on April 22nd at 2:30pm at the Parkersburg City Building, 2nd floor conference room.