



## WIB Meeting

October 22, 2008 – 2:00pm

1. **Attendance**

Committee

Larry Wolfe  
Judy Sutton  
Cheryl Woods  
Rhonda Poling  
Todd Fox  
Shannon Dugan  
Dick Waybright  
Hal Foss  
Ron Blankenship  
Bill Dearien

Staff

Joyce Okes  
Gail Holleron  
Robin Sterling  
Carol Jackson  
Susan Moran

Visitors

Trina Ross, Ross  
Kim Wood, Workforce WV  
Phil Leinbach, HRDF

Absent: Joyce Harris, Sally Schneider, Kent Spellman, John Wiggins, Marie Gnage, Buddy Malone, Steve Ellis, Odie Parkins, Vikki Nichols, Criss McCauley, Mark Whitley, Keith Burdette, Karen Facemyer, Julia Sheppard, Sammy Burdette, Ann Conageski, Dianna Flanagan, Karen Matthews

2. **Public Notice of Meeting**

A notice of this meeting was mailed to papers in all nine counties on October 13, 2008, and e-mailed to interested parties.

3. **Approval of Minutes**

Motion to approve the July 2008 minutes by R. Blankenship. Second by R. Poling. Motion carried.

4. **Public Forum**

No public signed up to address the Board.

5. **Fiscal Report**

A. Monthly Update

Carol covered the monthly reports. We have received our final allocation for the year and will have an estimated additional \$44,000 in adult and dislocated worker funds. This amount is not reflected in today's budget handout. **Handout.**

6. **Committee Updates**

- A. Employment and Training Committee – R. Poling reported that the committee met last week and the major item of discussion was the drug-testing issue for our participants. Carrie Brainard, Mid-Ohio Valley Health Department, was in attendance to discuss her role as Tobacco Prevention Coordinator. Ms. Brainard discussed the substance abuse coalition. She conveyed ways that she and the health department can partner with the one stop to conduct educational sessions with potential participants. Also, Kent Spellman, a long-standing member of the Board and the Employment & Training Committee is accepting a new position as Executive Director of the WV Economic Development HUB in Clarksburg, WV.
- B. One Stop Committee – J. Sutton reported that the committee met in September and discussed facilities and the common MOU with the State. There was no meeting held in October.
- C. Youth Committee – R. Blankenship reported that the committee met Oct. 9<sup>th</sup> and the major item of discussion was youth policy update/changes which will come before the Board at the January meeting. On October 17<sup>th</sup>, there was a luncheon held for the Youth Advantage staff in Ripley. Ross was recognized in July with the Youth Provider of the Year award through Workforce WV. The youth committee and WIB staff was on hand to present individual awards to the youth case managers. Monthly reports are in your packet.

7. **Old Business**

No old business to conduct at this time.

8. **New Business**

A. **Budget Modifications**

Recommend modifications to the WIB-MOV budget as outlined on handout. Modifications are as a result of updated carry-over information and additional negotiations of contracts. Motion to approve budget as presented by H. Foss. Second by D. Waybright. Motion carried. **Handout**

B. **OJT Operations 2008-2009**

Recommend continuing agreement with HRDF for operation of the OJT program. The proposed budget is for \$150,000 from 10/1/08 – 6/30/09. As with last year, 65% of all expenditures must be for wage reimbursement. Motion to approve by D. Waybright. Second by R. Poling. Motion carried.

C. **Targeted and Demand Occupations**

Employment & Training Committee recommends adding Business Programs and Mining to the list of Demand and Targeted Occupations. ITA and OJT funds could be used for those individuals who are pursuing training in those fields. Motion to approve by C. Woods. Second by D. Waybright. Motion carried.

D. WorkKeys Memorandum of Understanding

Recommend entering into an agreement with WVU-Parkersburg for WIB to serve as satellite site for coordination of WorkKeys in region. State Workforce WV office will pay some of the testing fees associated with this activity for one year. WIB would be responsible for coordinating and invoicing for testing in the region. Motion to approve by H. Foss. Second by R. Blankenship. Motion carried.

E. Flex-E Grant Project Resolution

WIB MOV is pursuing a grant through Appalachian Regional Commission to assist with collaboration and coordination of Employment & Training activities in our region. A total of \$10,000 is being requested in this grant. The majority of funds will be used for a system wide meeting of front line staff. Activities will include a national speaker to discuss national best practices on system development. (As of this date, the grant has been awarded). Motion to approve by D. Waybright. Second by H. Foss. Motion carried.

F. WIB-MOV By Laws

By-laws modifications require executive committee have representation from both larger and smaller counties. Also requires representations from both northern and southern portions of the region. Motion to approve by D. Waybright. Second by T. Fox. Motion carried.

9. Directors Report

- The PIT Crew Mentoring project is underway. Joyce and Bill attended the match meeting session in Atlanta, GA last week and our region has been matched with the Virgin Islands. They will make a visit here before December and have requested front line staff to visit there facilities.
- Gail and Robin have been working on monitoring, more comprehensively on youth and one stop negotiated performance monitoring.
- Joyce and Susan have been working with counselors to help coordinate an 8<sup>th</sup> grade career fair in Wood County.
- There will be a Career Fair tomorrow 10/23 at the Grande Point Conference Center in Vienna from 11am to 7pm. There will be approx. 30 employers on hand with information regarding employment opportunities.
- The WIB's continue to work on a Common MOU with the State to standardize. On Nov. 6<sup>th</sup> in Charleston, several task forces will meet to discuss also standardizing forms throughout the regions.

10. Next Meeting

The next meeting will be on January 28th at 2:30pm at the One Stop office in the Lakeview Plaza, Parkersburg.