



WIB Meeting

October 24, 2007 – 2:00pm

1. **Attendance**

Committee

Marie Gnage
Odie Parkins
Ron Blankenship
Bill Dearien
Ann Conageski
Judy Sutton
Sammy Burdette
Rhonda Poling
Todd Fox

Staff

Joyce Okes
Robin Sterling
Susan Moran
Carol Jackson
Sandy Butcher
Gail Holleron

Visitors

Wade Coffindaffer, Ross
Valerie Smith, Workforce WV

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 October 17, 2007, and e-mailed to interested parties.

3. **Approval of Minutes**

Motion to approve the August 2007 minutes by O. Parkins. Second by M. Gnage. Motion carried.

4. **Public Forum**

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

5. **Fiscal Report**

A. Monthly Update

C. Jackson covered the fiscal reports. **Handouts.**

B. Budget Modifications

Due to more carryover than anticipated, committees have recommended changes to the budget. The Youth committee recommends increasing the hit-the-ground-running line item by \$10,000 to include youth participants and increasing the ITA line item by \$40,000 to include youth participants and increasing the marketing line item by \$5,000 for youth. Also, to help offset the deficit in the dislocated worker budget, the two state set-aside grants of \$25,000 and \$35,000 will be used in the ITA and One Stop contract line items.

Recommendations are to reduce the ITA category by \$25,000 and reduce the One Stop Coordinator contract by \$35,000 and use the State set-aside grants to offset those line items. Also, we have received the FSE&T grant renewal for the new year beginning 10/07 through 9/08 and Ross will operate the contract for this program. Recommend approval of these budget modifications. Motion to approve by S. Burdette. Second by B. Dearien. Motion carried. **Handout.**

6. **Committee Updates**

- A. Employment and Training Committee – R. Poling reported that the committee has been discussing demand and targeted occupations. The committee has been analyzing data provided by the WIB staff and Ross staff and have recommended adding truck driver training back to the approved list. They also recommend modifying the ITA approval amount to \$3000 from the previous \$4000. This will be covered under New Business.
- B. One Stop Committee – The committee has been discussing the facility issues and changes and also updating the chartering criteria. **Handout.**
- C. Youth Committee – S. Butcher reported that Ross staff continues to provide their monthly reports and have exceeded their goal for In school youth and are conducting recruiting activities. They are also conducting other activities such as college site visits, football games and they recently toured the Lakin Correctional facility in Mason County. Sandy is currently monitoring the youth program. **Handouts.**

7. **Old Business**

- A. **Local Plan Modification**
The local plan has been modified to further address issues identified by Workforce WV including the following:
 - Technical format issues, including table of contents, title, page, etc.
 - Training and skills acquired by individuals “in the pipeline”
 - Programmatic and financial resources available to meet workforce needs
 - Analysis of gaps between current and desired state of the workforce
 - Strategies/plans to meet strategic goals
 - Role of local board and resources committed to addressing strategic goals
 - Information on partner contributions to operation of Workforce WV centers
 - Performance measures informationMotion to approve the modifications to the local plan by R. Blankenship. Second by O. Parkins. Motion carried.

8. **New Business**

A. **Individual Training Account Policy**

Recommend modification of ITA policy. Changes include:

- Reduce amount allowed for training from \$4000 to \$3000 for each participant for each year.
 - Clarification for allowable re-training options
 - Clarification of required GPA to continue eligibility for training
 - Reference procedure to develop 'waiting list' if funds are fully obligated
- Motion to approve by B. Dearien. Second by A. Conageski. Motion carried. **Handout**

B. **Demand Occupation Policy**

Recommend modification of Attachment 1 to Demand Occupation Policy. The attachment identifies occupations for which WIA training funds may be used. Recommend approval of list based on data and research conducted by WIB and Ross staff. Motion to approve by A. Conageski. Second by M. Gnage. Motion carried. **Handout**

C. **Appointment to Youth Committee**

Recommend the following individuals be appointed to serve on the WIB MOV Youth Committee:

- *Marsha Spiker, Rehabilitation Services
- *Karen Empfield, Rehabilitation Services

Motion to approve these appointments by S. Burdette. Second by R. Blankenship. Motion carried.

9. **Directors Report**

- Included in packet are the State performance reports for '06-'07. Our region has met all required performance measures.
- Corrective actions have been submitted to Suttle and Stalnaker from the last audit conducted. We are also in the process of responding to the recent State internal audit that was conducted.
- WIB staff has been conducting monitoring of contractors this past week.
- The Wood County facility is almost complete. We expect the staff to be in the new facility by the end of this week.
- We are pending a lease agreement in Jackson County for a new facility. We do have a sketch of the new offices.
- We have now closed the Calhoun office and staff has been relocated.
- In Ritchie County, we are pending a lease agreement with Regenerations to house our Youth staff person.
- There was a career fair recently conducted at Grand Central Mall which was very successful. There will be another career fair on November 9th at the MOV campus of Marshall in Point Pleasant.
- Included in packet are the One Stop and Youth reports that were distributed at the respective committee meetings.

10. **Next Meeting**

The next meeting will be on January 23rd. Location is yet to be determined.