



WIB Meeting

2:00pm – January 25th, 2006

1. **Attendance**

Committee

Ron Blankenship
Dianna Flanagan
Sammy Burdette
John Wiggins
Cheryl Woods
Bill Dearian
Judith Sutton
Jerry Carper
Karen Matthews
Julia Sheppard
Denise Higgs

Staff

Joyce Okes
Robin Sterling
Jim Mylott
Gail Holleron
Susan Moran

Visitors

John Stiltner-DRS
Phil Leinbach - HRDF
Bill Monterosso – Ross LLC
Criss McCauley – Workforce WV
Paul Milhoan – WVU-P
Dwayne Poling - WCCC
Valerie Smith-Workforce WV
Beth Brinly-DOL

2. **Public Notice of Meeting**

A notice of this meeting was mailed to papers in all nine counties on January 11, 2006, and e-mailed to interested parties.

3. **Approval of October WIB Minutes**

Motion to approve the October 2005 minutes by S. Burdette. Second by J. Sutton.
Motion carried. **Handout.**

4. **Public Forum**

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

5. **Executive Session**

N/A

6. **Fiscal Report**

A. Monthly Update

J. Mylott covered the fiscal report for period ending December 31, 2005. The MOVRC has hired a new Comptroller, Carol Jackson, who began work on Monday, January 23rd. They have a rising level of confidence in the budget information and are still working diligently to solve the software problems with the new accounting system. Expenditures have been modest so far this year and staff is keeping a close watch on the carryover amount. **Handouts.**

7. **Committee Updates**

A. **Employment & Training Committee**

J. Sheppard reported that the committee met in November and January. The committee agreed that support services should not be re-implemented at this time. The committee is awaiting further information regarding Work Keys from the WIB to make a determination on that issue.

B. **One Stop Committee**

The committee met in November and January. They approved the expansion at the Jackson County facility and the addition of a line item within the current budget to allow for the purchase of new computers at the One Stop facilities.

C. **Youth Committee**

This committee was the only one to meet in December. The biggest issue at this time is the release of the Youth Request for Proposal. The committee will be working on this for the next two months.

8. **Old Business**

A. **Local Plan Modification**

The Local Plan was released for 30-day comment. WIB received one request but received no comments.

9. **New Business**

A. **Appointments to Youth Council**

The Youth Committee recommends the following appointments:
Diane Rhodes-Roane County Family Resource Network (replaces Roger Miller)
Judy Nutter-Pleasants County (replaces Ruth Wagner)
Motion to approve by B. Dearian. Second by J. Carper. Motion carried.

B. **Youth Request for Proposal**

The Request for Proposal is soliciting proposals for operation of the Youth Advantage Program in the WIB-MOV area for a 2-year period beginning July of 2006. Target populations are identified as in school youth and out of school youth. The notice also solicits proposals that may serve youth that are aging out of foster care, teen pregnant or parenting, involved in the juvenile justice system, or are homeless/runaway. Motion to approve release of RFP by R. Blankenship. Second by J. Sheppard. Motion carried. **Handout.**

C. **Harassment Policy**

The proposed policy outlines the WIB-MOV guidelines prohibiting harassment, including sexual harassment, and the complaint procedure to address violations. Motion to approve pending review and approval by MOVRC attorney by D. Flanagan. Second by B. Dearian. Motion carried. **Handout.**

D. Special Populations Proposal-SW Resources

The E&T committee recommends funding SW Resources to operate a grant serving individuals with disabilities. The program would serve 25 individuals between January and June 2006. Under the proposed performance based contract, WIB-MOV funds would be provided at the following points in service for each individual:

*Enrollment in SW Resources program = \$1000

*Job Skills Development (reimbursement of wages and related expenses not to exceed \$800 per participant)

*Placement into competitive employment = \$1000

Budget not to exceed \$70,000 for January 2006 through June 2006.

Motion to approve by J. Sheppard. Second by J. Carper. Motion carried.

E. Capital Expenditures

The One Stop committee recommends that \$200,000 be placed into a new line item within the current 2005-06 WIB-MOV budget for capital expenditures. Funds would be used to upgrade technology in the Workforce WV system. WIB staff has received quotes from 3 entities the procurement policy requires that it be advertised in local papers. Motion to approve by J. Sutton. Second by D. Flanagan. Motion carried.

Handout.

10. **Presentation by Beth Brinly** – Employment & Training Administration – US Department of Labor

11. **Review of Strategic Plan**

J. Okes distributed an abbreviated version of the Strategic Plan and asked for committee members to be available to work on this. Committee members to contract J. Okes or R. Sterling if they would like to serve on this committee.

12. **Director's Report**

- WIB staff has completed monitoring of the youth, one stop operations, OJT and Sr. Works programs.
- WIB has processed 192 ITA's.
- The WIB Director's agenda is enclosed per requirement.
- Reports of the FY06 Annual Funding Stream and State of the One Stop are available.
- There are vacancies on the full board if committee members have suggestions.
- The latest Youth Advantage newsletter is enclosed.

13. **Next Meeting**

The next meeting will be scheduled for April 26th, 2006 at 2:00pm. The location is to be determined.