

To: Workforce Investment Board MOV Members
From: Joyce Okes, Program Director
Re: Meeting Minutes – July 28, 2004
Date: August 3, 2004

The Workforce Investment Board – Mid-Ohio Valley board members met July 28, 2004; 2:00 p.m. at the BIDS center of WVU-P.

Attendance:

Board Members

Judith Sutton, Exec. Comm.
Diana Ludwig, Exec. Comm.
Lucinda Curry, Exec. Comm.
Ron Blankenship, One Stop Comm.
Hal Foss, Exec. Comm.
Jim Kinnett, Finance Comm.
Steve Brodsky, City of PKB
Karen Matthews, One Stop Comm.
Sammy Burdette, One Stop Comm.
Steve Frantz, BEP
John Wiggins, Exec. Comm.
Tom Joyce, St. Joe's Hospital
Julius Diaz, Exec. Comm.
Julia Shephard, Coldwater Creek
Cheryl Woods, Mustang Survival
Marie Gnage, WVU-P

Staff

Joyce Okes, WIB Program Director
Robin Sterling, WIB Staff
Susan Moran, WIB Staff
Gina Huffman, WIB Staff
Lisa Gossett, WIB Staff
Robin Jones, MOVRC

Visitors:

Barry Gentry, Paxen
David Tanner, Arbor
Phil Leinbach, HRDF
Saunders Cleage, HRDF
Bob Risher, DRS

Hal Foss called the meeting to order.

1. Attendance/Quorum

Attendance was taken and it was determined there was a quorum.

2. Public Notice of Meeting

On July 21, 2004, a notice of this meeting was mailed to papers in all nine counties and e-mailed to interested parties.

3. Approval of Minutes

Motion to approve the April minutes by John Wiggins. Second by Diana Ludwig.
Motion carried. **Handout in minutes book.**

Fiscal Report moved to later in meeting.

5. Committee Updates

A. Employment & Training Committee

1. HRDF Senior Works 03-04 Budget Increase - HRDF has requested a \$15,000 increase in the Senior Works budget through completion of program year 03-04. They had requested that funds be provided for expenditure before June and the 04-05 budget be reduced by that amount. Motion to approve by Diana Ludwig. Second by Jim Kinnett. Motion carried.
2. HRDF OJT Training 03-04 Budget Increase - A budget increase of \$15,000 is recommended for the OJT program to complete obligations through the remainder of program year 03-04. Motion to approve by John Wiggins. Second by Diana Ludwig. Motion carried.
3. SW Resources PACE 03-04 Budget Modification - Recommend modification of SW Resources budget to move funds from under-obligated line items. Modification includes an increase in the salary line item which required Board approval. Motion to approve by John Wiggins. Second by Diana Ludwig. Motion carried.
4. SW Resources Contract for 04-05 - Recommend extension of SW Resources contract to serve 60 individual with disabilities. Contract amount is for \$143,000. Motion to approve by Judith Sutton. Second by John Wiggins. Motion carried.
5. HRDF Sr. Works Contract for 04-05 - Recommend extension of HRDF Senior Works contract to serve 55 older workers. Contract amount is for \$155,000. Motion to approve by Sammy Burdette. Second by Tom Joyce. Motion carried.
6. HRDF OJT Contract for 04-05 - Recommend extension of HRDF OJT contract to provide OJT services to 75 individuals. Contract amount is for \$200,000. Motion to approve by Diana Ludwig. Second by John Wiggins. Motion carried.

B. One Stop Committee

1. Arbor One Stop Coordinator Contract 04-05 – Recommend extension of contract to provide One Stop Coordination services. Contract amount is for \$192,000. Motion to approve by Ron Blankenship. Second by Sammy Burdette. Motion carried.
2. Paxen One Stop Integrated Services Contract 04-05 – Recommend extension of contract to provide integrated services in the One Stop. Contract amount is for \$917,000. Motion to approve by Ron Blankenship. Second by John Wiggins. Motion carried.
3. BEP DW Services Contract 04-05 – Recommend extension of contract to provide dislocated worker services in Calhoun, Clay, Jackson and Roane counties. Contract amount is for \$50,000. Motion to approve by Ron Blankenship. Second by John Wiggins.
4. HRDF Dislocated Worker Center Extension through Aug-04 - Recommend extension of HRDF dislocated worker center at Schott Glass through the end of August. Total cost is \$8044. Motion to approve by Ron Blankenship. Second by Tom Joyce. Motion carried.

5. Lease Extension approvals – Recommend extension of leases in Calhoun, Clay, Jackson, Roane and Wood counties. Motion to approve by Ron Blankenship. Second by Lucinda Curry. Motion carried.

C. Performance Measures Committee

1. Performance Reports – 3rd Quarter. Lisa Gossett covered the report. We are meeting performance requirements for adult and dislocated worker. Struggling with Youth retention numbers. **Handout in minutes book.**

D. Youth Committee

1. Modification to HRDF In School 03-04 Budget – Recommend modification to HRDF In School 03-04 budget to move funds from under-obligated line items. Motion to approve by Diana Ludwig. Second by Tom Joyce. Motion carried.
2. Modification to HRDF Out of School 03-04 Budget – Recommend modification to HRDF Out of School 03-04 Budget to move funds from under-obligated line items. Motion to approve by Sammy Burdette. Second by John Wiggins. Motion carried.
3. HRDF 04-05 In School Contract – Recommend approval of HRDF In School Youth contract for 04-05. Contract amount is for \$952,500. Motion to approve by John Wiggins. Second by Judith Sutton. Motion carried.
4. HRDF 04-05 Out of School Contract – Recommend approval of HRDF Out of School contract for 04-05. Contract amount is for \$412,500. Motion to approve by Lucinda Curry. Second by John Wiggins. Motion carried.

6. Old Business

A. Local Plan Approval

This is the final approval. Notice of public comment went out with 2 return comments. Will release again after final approval. Motion to approve by Diana Ludwig. Second by Steve Brodsky. Motion carried.

B. Trade Act Activity and Coordination

Recommend support of Trade Act obligations in coordination with WIA approved customers. WIA will pick up expenses incurred by TAA customers during the 2004 Winter, Spring and Summer terms. The authorization for retroactive payment will expire on August 10, 2004. Motion to approve by Ron Blankenship. Second by John Wiggins. Motion carried. **Handout in minutes book.**

7. New Business

- A. Marketing Proposal Recommendation – Marketing committee recommends Gianfagna as marketing contract for 04-05. Contract amount is for \$25,000. Motion to approve by John Wiggins. Second by Tom Joyce. Motion carried.
- B. Computer/Telecommunications Contract Recommendations – Recommend Lloyd’s Electronics to provide computer service in Calhoun, Pleasants, Ritchie, Wirt and Wood counties. Contract not to exceed \$6000. Recommend Ken Rex to provide computer services in Clay, Jackson and Roane counties. Contract not to exceed \$7500. Recommend Computers4U/PC Doctor to provide computer services in Mason County. Contract not to exceed \$1500. Motion to approve by Tom Joyce. Second by John Wiggins. Motion carried.
- C. MOU between WIB and LEO – Recommend extension of MOU between WIB and LEO. Motion to approve by Ron Blankenship. Second by Steve Brodsky. Motion carried. **Handout in minutes book.**
- D. MOU between WIB, LEO and MOVRC – Recommend extension of MOU between LEO, WIB and MOVRC and administrative and fiscal services. Motion to approve by John Wiggins. Second by Diana Ludwig. Motion carried. **Handout in minutes book.**

(Added agenda items)

RESA V HTGR Contract 04-05 – Recommend extension of HTGR contract for 04-05. Contract amount is for \$80,000. Motion to approve by Judith Sutton. Second by Karen Matthews. Motion carried.

MACC Budget 04-05 – Recommend approval of cost of administering MACC system. GWID is now requiring payments from regions in order to continue to maintain this system. Our annual cost will not exceed \$70,290. Motion to approve by Sammy Burdette. Second by Steve Frantz. Motion carried.

- E. Election of Officers for 04-05 – The nomination committee selects John Wiggins as Chair, Julius Diaz and Vice-Chair and Judith Sutton as Secretary. No additional nominations occurred. By acclamation, nominations stand.

4. Fiscal Report

A. Monthly Update

Robin Jones provided the monthly update for the committee. **Handout in minutes book.**

B. Proposed Budget for PY 04-05

Robin Jones covered the budget allocations for the new year. Recommend approval of proposed budget for 04-05. The budget will require adult funds to be moved to dislocated worker funds part way through the year to meet proposed obligations. Motion to approve by John Wiggins. Second by Diana Ludwig. Motion carried. **Handout in minutes book.**

8. Director's Report

- Attached is the agenda from the GWID Director's report.
- There are handouts, articles and letters for your information.
- Introductions were conducted for new Board members present.
- The BREATH project is very active. The state funded project has helped to clean up lakes and rivers and have had many youth involved in the activities.
- HTGR presentations on hand for Board members to view.
- Attached is a schedule of WIB meetings for the year. Tentative meetings scheduled for November and December due to holidays.
- WIB Staff attended training in Portland, Oregon and Chester, WV. Several Board members also attended. The DOL presented at the Chester conference outlining the presidential initiatives and his request to increase people in training programs.
- BEST Team is making progress, coordinating efforts and finding how to best serve employers.

9. Public Forum

- Barry Gentry from Paxen introduced himself and emphasized Paxen's commitment to delivery of services in our region.
- Julia Shephard of Colwater Creek reminded all that they are hiring and requested interested individuals be referred.
- Tom Joyce stated that St. Joseph's Hospital has just hired a participant from the WIA program. As a board member, he was able to see results of our program and the appreciation of the customer.

10. Next Meeting and Adjourn

The next meeting will be a combined Executive Committee and Full Board on October 27th, 2004. Location to be determined.