

To: MOV-WIC Members– Mid Ohio Valley
From: Joyce Okes, Program Director
Re: Meeting Minutes – July 27, 2005
Date: July 29, 2005

The Full Board of the Workforce Investment Board – Mid-Ohio Valley met July 27, 2005 at the BIDS Center – WVU-P.

Attendance:

Board Members

John Wiggins
Ron Blankenship
Judith Sutton
Cheryl Woods
Bill Dearian
Julius Diaz
Julia Sheppard
Mark Whitley
Karen Matthews
Carl Reynolds
Kent Spellman

Staff

Joyce Okes, WIB Program Director
Robin Sterling, WIB Staff
Lisa Gossett, WIB Staff
Jim Mylott, MOVRC

Visitors:

Valerie Smith, BEP
Bob Risher, DRS
Rachel Loggins, DRS
Phil Leinbach, HRDF
Bill Monterosso, Ross IES
Steve Organ, Maxwell Consulting
Tim Beardsley, WVU-P
Emmanuel Ogwude, WVU-P
April MacIver, WVU-P

John Wiggins 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 19, 2005, 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 2005 board meeting minutes by M. Whitley. Second by R. Blankenship. Motion carried. **Handouts in minutes book.**

4. Public Forum

N/A

5. Fiscal Report

A. Monthly Update

J. Mylott covered these reports. Motion to approve by M. Whitley. Second by B. Dearian. Motion carried. **Handout in minutes book.**

B. 05-06 WIA Budget

J. Mylott covered this report. An additional \$900,000 is to be added to the projected carryover funds. Due to the GWID reconciliation in our favor and budget decisions that have been made by the Board, we expect to have carryover funds in the approximate amount of \$1.8 million. The WIB received an award letter from GWID which reflects a full year's budget for youth funding. The adult and dislocated worker funding was awarded for a three-month period. The WIB staff is directed to set aside a minimum of \$450,000 in reserve for current contractual responsibilities in the event that no further funding is received for the adult and dislocated worker categories. Motion to approve as amended by K. Matthews. Second by B. Dearian. Motion carried. **Handout in minutes book.**

6. Committee Updates

A. Employment and Training Committee

1. Demand Occupation Policy

Demand Occupations policy provides guidance on definition of demand occupations in the WIB MOV area. Under WIA guidelines, training funds are to be used for occupations that are in demand in the region. The current draft policy identifies industry clusters that are defined as demand in our region. Motion to approve by J. Sheppard. Second by J. Sutton. Motion carried. **Handout in minutes book.**

2. ITA Policy Revision

The ITA policy is modified to reference the Demand Occupations identified in Agenda Item 6.A.1. Motion to approve by J. Sheppard. Second by C. Reynolds. Motion carried. **Handout in minutes book.**

3. OJT Policy Revision

Under this policy modification, OJT contracts are to be written for occupations that meet the WIB MOV definition of a demand occupation. The policy also modifies the following criteria: wage requirement of \$7 per hour, SVP level of 3 or greater. Exceptions may be approved under criteria identified in the policy. Motion to approve by J. Sutton. Second by J. Sheppard. Motion carried. **Handout in minutes book.**

4. Customized Training Policy Revision

Policy modification references demand occupation policy. Policy also targets occupations of SVP level 3 or greater and identifies amount of training funds awarded to an employer based on SVP level. Motion to approve by J. Sutton. Second by J. Sheppard. Motion carried. **Handout in minutes book.**

5. Support Services Policy

Recommend Support Service policy be suspended effective July 1, 2005. The budget for 2005-2006 does not support funding for support services. Motion to approve by J. Sheppard. Second by J. Sutton. Motion carried.

6. **OJT Contract with HRDF**
MOU with HRDF to provide On the Job Training activities for PY 05-06. Agreement is for \$200,000 to serve 67 individuals. Motion to approve by J. Sutton. Second by J. Sheppard. Motion carried.
 7. **Sr. Works Contract with HRDF**
MOU with HRDF to continue Sr. Works agreement through Sept. 30, 2005. The budget for the remaining 3 months is \$35,000. Motion to approve by J. Sutton. Second by J. Sheppard. Motion carried.
 8. **Customized Training Agreement with GWID**
Recommend approval of MOU with GWID to coordinate Customized Training agreement for PY 05-06. GWID will receive 5% of any customized training agreement that does not have any state funding included in the employer training proposal. Motion to approve by J. Sheppard. Second by B. Dearian. Motion carried.
 9. **Hit the Ground Running Agreement with RESA**
Recommend approval of MOU with RESA V to operate Hit the Ground Running for PY 05-06. The proposed budget is \$50,000. Motion to approve by J. Sutton. Second by J. Sheppard. Motion carried.
- B. One Stop Committee**
1. **One Stop Operations Contract with Ross IES**
Following contract negotiation, recommend approval of an agreement with Ross IES for operation of the One Stop system in the WIB MOV area. Contract amount is not to exceed \$900,000. Motion to approve by R. Blankenship. Second by J. Sutton. Motion carried.
 2. **Termination of Paxen FSE&T Contract**
The agreement with Paxen to run the Food Stamp Employment & Training Program is scheduled to expire Sept. 30, 2005. With the termination of the WIA Direct Participant Services contract ending June 30, 2005, Paxen has requested the FSE&T contract also end effective that date. WIB Staff agrees with the request from Paxen and have discussed those responsibilities with Ross IES to be effective July 1, 2005. Motion to approve by R. Blankenship. Second by J. Sutton. Motion carried.
 3. **Transitional Budget for Ross IES**
Ross IES hired the One Stop Coordinator in June 2005 to assist with the transition during that month. In addition, Ross proposes to begin staff training during that month. A transitional budget for the month of June is recommended at an amount not to exceed \$20,357. Motion to approve by R. Blankenship. Second by B. Dearian. Motion carried.

4. Facilities Update for Workforce WV Centers

We are looking for alternate locations in Calhoun County. The landlord has agreed to reduce the rent, but it's the utilities as well at this location. The Clay County office has been closed. We have moved all the furniture and equipment to Jackson County and the landlord has completed a walk-through with J. Okes. The landlord for Jackson County agreed to reduce our rent and we have moved HRDF's youth staff into that facility. Our Mason County office is located in the Pt. Pleasant Job Service office and we have combined telephone lines with them to cut expenses. Our Pleasants County office is located in the DHHR office and we have minimal expenses there. Ritchie and Wirt offices are located in the CRI offices and we are meeting with them to see where we can better utilize space and combine telephone lines there. Roane County has a minimal cost associated with it so we are remaining at that location. The landlord for Wood County has agreed to not increase the rent for the year. We do have some air conditioning issues at this location.

C. Youth Committee

1. In School Youth Agreement and budget request with HRDF

Recommend a 3-month extension for the In School Youth agreement with a budget amount not to exceed \$179,400. Motion to approve by J. Sutton. Second by C. Woods. Motion carried.

2. Out of School Youth Agreement and budget request with HRDF

Recommend a 3-month extension for the Out of School agreement with a budget amount not to exceed \$119,600. Motion to approve by J. Sheppard. Second by J. Sutton. Motion carried.

3. Appointments to Youth Committee

Youth Committee recommends the following appointments to the Youth Committee representing categories as outlined in WIA:

- Juvenile Justice - Joan Fontaine, Wood County Probation
- HUD - Stephanie Glaspell, Parkersburg Housing
- Former Participant - Sabrina Naylor, Wood County
- Calhoun Co. Rep. - Greg Cartwright, Calhoun Co. Schools
- Crystal Bell - Current Participant
- Megan Adams - Former Participant

Motion to approve appointments by J. Sheppard. Second by C. Reynolds. Motion carried.

7. Old Business

N/A

8. New Business

A. Election of Officers

Nominating Committee recommends Chair-John Wiggins, Vice-Chair-Julius Diaz and Secretary-Judith Sutton. Motion to close nominations by M. Whitley. Second by K. Spellman. Motion carried. Motion to accept nominations by acclamation by C. Woods. Second by C. Reynolds. Motion carried.

B. MOU between LEO & WIB

WIA requires a Memorandum of Understanding between the Local Elected Officials and the Workforce Investment Board. Recommend approval of an addendum to extend the MOU from July 1, 2005 through June 30, 2006. Motion to approve by J. Sutton. Second by J. Sheppard. Motion carried. **Handout in minutes book.**

C. MOU between LEO, WIB & MOVRC

The WIB and LEO have a Memorandum of Understanding with MOVRC to provide fiscal and administrative services for WIA related activities. Recommend approval of an addendum to extend the MOU from July 1, 2005 through June 30, 2006. Motion to approve by J. Sutton. Second by J. Sheppard. Motion carried. **Handout in minutes book.**

D. CRI (DREAP) Flood Relief Budget Modification

CRI has requested, with concurrence by WIB staff and HRDF, a modification of their agreement in the following categories:

*Increase the number of participants approved from 6 individuals to 14 individuals (increase of 8).

*Increase the amount awarded from \$70,000 to \$125,270 (increase of \$55,270)

CRI has also requested additional funds for a supervisor for the St. Marys project. This increase amounts to \$6,890 which brings the total increase for CRI's DREAP budget to \$132,160. Motion to approve by J. Sutton. Second by B. Dearian. Motion carried.

E. MACC Agreement with GWID

MOU from GWID identifies WIB MOV costs for MACC at \$70,290 (same amount as last year). The amount last year was computed based on 1.8% of the allocation. Staff recommends the MOU for this year be modified to reflect 1.8% of this year's allocation. (\$56,740). Motion to approve by C. Woods. Second by J. Sutton. Motion carried.

F. Performance Levels for 05-06

The adult performance measure categories will remain the same for this year. There will be a change in the dislocated worker category. Previously, we had to meet a wage replacement percentage, we will now have to meet a wage replacement amount. The State DW wage replacement is + \$100. The WIB-MOV's performance for DW wage replacement is - \$100. **Handout in minutes book.**

G. Computer and Phone Maint. Agreements for 05-06

Recommend contracting with Ken Rex for computer services in Calhoun, Clay, Roane and Jackson counties and Lloyd's Electronics for computer services in Mason, Pleasants, Ritchie, Wirt and Wood counties. Recommend contracting with Comer Wiring Service for all counties in telecommunications services. The budget for this line item is \$10,000. Motion to approve by J. Sutton. Second by J. Sheppard. Motion carried.

9. Director's Report

- The WIB Directors continue to meet with Ron Radcliff as needed.
- BEP and GWID have merged to become Workforce WV and are working to streamline activities with those organizations.
- The State Board met and has passed a policy that will require WIB's to expend 70% of allocations in the first year of the award.
- Consultants from PPV came in to work with our Youth program. The report was sent to our Youth Committee and the LEO's and Executive Committee.
- WIB Staff has been working to audit inventory lists for all counties and working with the file transfer process to help transition them to Ross. Paxen will be held fiscally responsible for files that cannot be located.
- LEO's will be appointing new members to the WIB.
- With assistance from MOVRC and WVU-P, the WIB was able to receive funding for aluminum welding equipment to conduct training. Many from class have now become full time employees with local businesses.
- A year end review reflects that we had 116 participants in the OJT program. We had 356 ITA's (210 of those were TAA). And 567 participants received support services. 482 participants became employed after our program.

10. Next Meeting and Adjourn

The next meeting will be October 26th, 2005 at 2pm. Location to be determined.