



WIB Meeting

2:00pm – October 25th, 2006

1. Attendance/Quorum

Committee

Judith Sutton
Ron Blankenship
Sally Schneider
Karen Matthews
Bill Dearien
Jerry Carper
John Wiggins
Criss McCauley

Staff

Joyce Okes
Robin Sterling
Susan Moran
Sandy Butcher
Carol Jackson

Visitors

Cyndi Auth, Ross
Trina Ross, Ross
Phil Leinbach, HRDF
John Stiltner, DRS

J. Wiggins called the meeting to order. J. Carper recused himself to allow for a 51% private sector majority during the meeting.

2. Public Notice of Meeting

A notice of this meeting was mailed to papers in all nine counties on October 18, 2006, and e-mailed to interested parties.

3. Approval of WIB Minutes

A. July 2006 WIB Minutes – Motion to approve by R. Blankenship. Second by J. Sutton. Motion carried. **Handout.**

B. Correction to April 2006 WIB Minutes – Minutes did not list John Wiggins as being in attendance. John was present and served as Chair. Motion to approve correction by J. Sutton. Second by C. McCauley. Motion carried. **Handout.**

4. Public Forum

There were no requests from the public to speak.

5. Executive Session

None Held.

6. Fiscal Report

A. FY 05-06 Fiscal Closeout Report

C. Jackson covered expenditures from closeout report ending June 30, 2006.

B. WIB MOV Budget Modification for 2006-07

Proposed modification to 2006-07 budget:

Category	Previous Amount	New Amount
PY 05-06 Carryover	\$1,285,455	\$1,196,072
Projected Interest Income	0	\$6,000
Projected Rental Income	0	\$5,000
On the Job Training	\$350,000	\$385,000
Customized Training	\$50,000	\$15,000
HRDF In School	\$112,000	\$123,064
HRDF Out of School	\$90,000	\$115,337
Supplemental Budget		
Customized Training	\$25,000	\$15,000
OJT	\$25,000	\$35,000

Motion to approve above budget modifications by R. Blankenship. Second by J. Sutton. Motion carried.

C. 1st Quarter 2006-07 Expenditure Report

C. Jackson covered the expenditures for the first quarter of the year. **Handout.**

7. **Committee Updates**

A. Employment & Training Committee

The main topic of discussion during the employment & training committee meeting was ITA's and OJT's and the success of each of these programs and the ramifications of reducing the number of people served or reducing the benefits of each in order to alleviate budget restraints. **Handout**

B. One Stop Committee

J. Sutton, Chair, reported that the committee discussed the progress of the common facility. Floor plans were distributed to show how the partners will be set up at the current job service office along with Workforce staff. Year end one stop report was distributed. **Handout**

C. Youth Committee

R. Blankenship, Chair, reported that the committee discussed monthly reports and the transition between HRDF and Ross and the file transfer. The transition and file transfer went smoothly.

8. **Old Business**

HRDF Youth Advantage Extension through Sept. 15

The agreement with HRDF to provide in and out of school services through Sept. 15, 2006 was approved by LEO/Exec. Item submitted to full board for concurrence:

-In School budget from 7/1-9/15/06 - \$123,064

-Out of School budget from 7/1-9/15/06 - \$115,337

Motion to approve by R. Blankenship. Second by S. Schneider. Motion carried.

9. New Business

- A. HRDF On the Job Training Budget Modification
Recommend increase of HRDF OJT budget by \$35,000 from regular budget and an additional \$35,000 from supplemental budget. All additional funding will be in wage reimbursement line item. Motion to approve by B. Dearien. Second by J. Sutton. Motion carried.
- B. Certification of Training Provider Policy
Recommend modification of policy to clarify application, approval and appeal process. Motion to approve by J. Sutton. Second by S. Schneider. Motion carried. **Handout.**
- C. MOU with Workforce WV (state office) for Customized Training
Recommend approval of MOU with State Workforce WV office to coordinate customized training for region. No administrative costs will be charged if joint project between local WIB and state. Workforce WV would charge \$1 if a project does not involve state funds. Motion to approve by J. Sutton. Second by B. Dearien. Motion carried.
- D. Nomination and Election of Vice-Chair
Julius Diaz, DuPont, has obtained employment out of state and has resigned from WIB MOV. Action item is to elect vice-chair to replace Julius. The nominating committee comprised of Bill Dearien, Sammy Burdette and Dianna Flanagan met at SW Resources on 10/13/06 and discussed the vacant position. As a result of that meeting, the committee nominates Judith Sutton, Mountain State College, as Vice-Chair. Motion to close and accept the nomination of Judy as Vice-Chair by R. Blankenship. Second by B. Dearien. Motion carried.
- E. Appointments to Youth Committee
Recommend the following be appointed to WIB MOV Youth Committee:
- Connie Lupardus, CAEZ, Clay County
- Marilyn Pasquarelli, Westbrook, Wood County
Motion to approve the above appointments by B. Dearien. Second by R. Blankenship. Motion carried.
- F. WIB MOV Annual Performance Information
Distributed the final year-end that the State has reported for the 05-06 program year. **Handout.**
- G. Wood County Facility Co-location
Propose moving to common facility in Lakeview Center. WIA activities would be co-located in same facility with ES, UI, Vets, etc. Facility would expand current space to include H&R Block space. Yearly lease

payment would potentially increase. Utilities, phones, janitorial expenses, etc. would be shared between state and WIB proportionally.

Request authorization to negotiate plan, contingent upon state also approving co-location and their share of expenses. Motion to approve by J. Sutton. Second by B. Dearien. Motion carried. **Handout**

10. **Director's Report**

- WIB Directors Agenda and minutes from last meeting.
- Introduction of Sandy Butcher, new youth program specialist for the WIB.
- J. Okes/D. Flanagan will attend the state ABE conference in Morgantown to present at a workshop on collaboration.
- The WIB has been selected to be a learner in a program funded by DOL. We will be matched with a mentor from an agency with similar programs. Joyce and Gail will be in Denver the first of November.
- WIB has developed a new reporting format for all contractors to use to give more consistency to the monthly reporting.

11. **Next Meeting**

The next meeting will be scheduled for January 24th, 2007 at 2:00pm. The location is to be determined.