

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

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

Attendance:

Board Members

Judith Sutton, Exec. Comm.
Diana Ludwig, Exec. Comm.
Bill Dearian, One Stop Comm.
Lucinda Curry, Exec. Comm.
Ron Blankenship, One Stop Comm.
Hal Foss, Exec. Comm.
Denise Taylor, E&T Comm.
Dee Walters, Youth Comm.
Carl Reynolds, Youth Comm.
Kent Spellman, EDA-Ritchie
Jim Kinnett, Finance Comm.
Steve Brodsky, City of PKB
Karen Matthews, One Stop Comm.
Sammy Burdette, One Stop Comm.
Steve Frantz, BEP
Dianne Cockerham, PTS
Dianna Flanagan, RESA V

Staff

Joyce Okes, WIB Program Director
Robin Sterling, WIB Staff
Susan Moran, WIB Staff
Gina Huffman, WIB Staff
Bill Monterosso, WIB Staff
Jim Mylott, MOVRC
Lisa Gossett, WIB Staff
Robin Jones, MOVRC
Kristin Runion, Youth Staff

Visitors:

Cindy Dehner, 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 April 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

A motion to approve the January minutes by Jim Kinnett. Second by Steve Brodsky. Motion carried. **Handout in minutes book.**

4. Fiscal Report

A. Monthly Update

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

B. Allocation for 2004-05

Robin Jones covered the draft budget allocations for the new year. The Finance Committee will meet on May 13th to consider allocations and give guidance to the other programmatic committees and report back to the full board with recommendations.

Handout in minutes book.

5. Committee Updates

A. Employment & Training Committee

1. WVDE-SMCC Contract Modification – St. Marys Correctional center has requested their agreement be modified to increase the number of participants to be served from 44 to 74 during the current year with no increase in the budget. Motion to approve by Diane Ludwig. Second by Steve Brodsky. Motion carried. **Handout in minutes book.**
2. ITA Policy Modification – Recommend removal of ITA restriction that application for WIA assistance must be submitted prior to beginning of training. Motion to approve by Steve Brodsky. Second by Diane Ludwig. Motion carried. **Handout in minutes book.**

B. One Stop Committee

1. MOU w/HRDF DW Center for M&G Polymer and Schott-Recommend approval of MOU to provide rapid response services to employees at these locations. Motion to approve by Ron Blankenship. Second by Jim Kinnett. Motion carried. **Handout in minutes book.**
2. Paxen Contract Addendum – Recommend approval of the addendum of the Paxen contract to include FSE&T, Youth eligibility, State Set Aside activities and Facilities maintenance not to exceed amount of \$69,000. Motion to approve by Ron Blankenship. Second by Jim Kinnett. Motion carried. **Handout in minutes book.**
3. Business Plan Approval – Recommend acceptance of the proposed business plan submitted by Arbor E&T with the condition that they will continue to expand the scope of the plan. Motion to approve by Ron Blankenship. Second by Dianne Cockerham. Motion carried. **Handout in minutes book.**

C. Performance Measures Committee

1. Performance Reports – 3rd Quarter. Lisa Gossett covered the report. We are meeting or exceeding all performance requirements.

D. Youth Committee

1. Basic Skills Deficiency Definition – Recommend definition of Basic Skills Deficient to be determined by the most recent standardized test administered by the Public Schools or the Workforce WV system. Motion to approve by Diane Ludwig. Second by Steve Brodsky. Motion carried.
2. WIA Youth Grant – State Funds – Bill Monterosso introduced Kristin Runion as the Youth Intern for Ritchie County with the Tourism Grant that the WIB received.

3. Recommendation of Youth Program Operator
 - a. In School
 - b. Out of SchoolRecommend approval of HRDF to contract services for the Youth Advantage program pending negotiations. Motion to approve by Lucinda Curry. Second by Diane Ludwig. Ron Blankenship and Darlene Taylor abstained from voting. Motion carried.
4. Youth Committee Appointment
Recommend approval of the appointment of Tony Russell to represent Calhoun County on the Youth committee. PJ Moore has resigned. Motion to approve by Diane Ludwig. Second by Judith Sutton. Motion carried.

6. Old Business

A. State of the Workforce

The State of the Workforce reports were handed out.

7. New Business

A. Local Plan 2004-2005

The local plan is to be submitted to GWID prior to all budgetary line items being confirmed. Jim Mylott suggested adding a disclaimer to the local plan indicating the local plan may be modified prior to July 1 depending on budget decisions. Motion to approve by Jim Kinnett. Second by Diane Ludwig. Motion carried. ** Text of disclaimer provided below. **Handout in minutes book.**

B. EEO Policy Modification

Policy modification to reflect Gina Huffman as the WIB contact for EEO issues. Motion to approve by Jim Kinnett. Second by Steve Brodsky. Motion carried.

8. Director's Report

- GWID performed monitoring in early March. They went through a lot of files. We have been told verbally that there were no findings. When we get something in writing, it will be passed along to board members.
- Joyce Okes, along with Mark Whitley, Carl Reynolds, Diane Ludwig and Dianna Flanagan attended a NAWB conference in Washington D.C.
- Susan Moran and Gina Huffman attended a California Workforce conference in San Diego. Their sessions dealt mostly with employer services and economic development.
- Re-authorization is still pending. The rumor is that it might not see any action until after the election this year.
- Robin Jones will be attending a WIA fiscal conference in Virginia Beach next week.
- The WIB staff will be attending a NAWDP conference in Portland, OR on May 22 through May 27, 2004. David Tanner, Arbor, will also be attending this conference.
- The WIB staff has been assigned members of the Board to serve as liaisons to provide information to Board members prior to monthly meetings.

- The Workforce WV Day at the Legislature was held March 11.
- Arbor held its' first Workforce WV recognition luncheon at the Comfort Suites. They recognized two outstanding employees that were nominated by their peers.
- The State Workforce Investment Council met. Hal Foss attended.

Diane Ludwig commended Bill Monterosso and Jennifer Buttrey for visiting 8 county locations for youth advantage activities on a Saturday.

There was a question on whether our commitment with the Corporation for a Skilled Workforce was complete and did they meet all of our needs. They have one deliverable that they still need to meet and that is their involvement with the healthcare initiative.

9. Public Forum

N/A

10. Next Meeting and Adjourn

The next meeting will be on July 28th, 2004 at 2pm. Location to be determined.

*****The publication of this draft local plan for the WIB-MOV coincides with the initiation of our budgetary process for FY05. Our federal allocation for FY05 has been reduced by 14%, or approximately \$594,000.00. This reduction will require that the WIB-MOV and the Region 4 Board of Directors conduct a thorough review of all of the service provider contracts and partner Memorandum(s) of Understanding. The outcome of this review may result in the elimination or reduction of services that are presently identified in this plan. Accordingly, we request that any reviewers of this plan provide comments regarding the value of the services outlined in this plan. It is also our intent to publish a final Local Plan in July, once the budgetary and programmatic issues have been resolved.***