

To: MOV-WIC Members & Workforce Investment Board-MOV Members
From: Joyce Okes, Program Director
Re: Meeting Minutes – January 28, 2004
Date: February 2, 2004

The Workforce Investment Board – Mid-Ohio Valley full board met January 28, 2004; 2:00 p.m. at Fox Dining Hall – Ohio Valley College.

Attendance:

Hal Foss, Executive Committee
Shirley Johnson, E&T Committee
Robin Jones, MOVRC
Joyce Okes, WIB Program Director
Robin Sterling, WIB Staff
Bill Monterosso, WIB Staff
Ron Blankenship, One Stop
Judith Sutton, One Stop Committee
Lucinda Curry, Executive Committee
John Rockhold, Executive Committee
Vikki Nichols, Youth Committee

Bill Dearian, Executive Committee
Lisa Gossett, WIB Staff
Karen Matthews, SCSEP
Steve Frantz, BEP
Joe Badgley, WVU-P
Dianna Flanagan, RESAV
Russell Fry, BEP
Jim Kinnett, Finance Committee
Jerry Carper, DRS

Visitors:

Liz Matheny, Gianfagna Group
Saunders Clegg, HRDF
Mark Helmick, Paxen
David Tanner, Arbor

Hal Foss, Chairperson, called the meeting to order.

1. Attendance/Quorum

Attendance was taken and it was determined there was a quorum with one public sector person not participating to meet the 51% private sector majority. Dianna Flanagan volunteered.

2. Public Notice of Meeting

On January 22, 2004, a notice of this meeting was mailed to papers in all nine counties and e-mailed to interested parties.

3. Approval of Minutes

John Rockhold made a motion to approve the November minutes. Second by Jim Kinnett. Motion carried. **Handout in minutes book.**

4. New Business

A. State of the Workforce Report

Ed Strong presented an overview of the report. He conducted an exercise on demand occupations in our region. There were hard copies and CD's available for those that requested a copy. **Handout in minutes book.**

B. Demand Occupation Discussion

5. Committee Updates

A. Employment & Training Committee

1. Training Program Approval Process – Committee recommends that the WIB Staff be authorized to approve training programs based on criteria established by the WIB. This request is a result of the over 2000 applications that the WIB office receives. If it is a new program, it would be brought to the committee for review and approval. Motion to approve by John Rockhold. Second by Judith Sutton. Motion carried. **Handout in minutes book.**

2. HRDF Older Worker Budget Modification – Recommend increase of \$50,000 to the Senior Works program operated by HRDF. They need more staff to cover all nine counties and want to serve an additional 15 customers through 6/30/04. Motion to approve by John Rockhold. Second by Ron Blankenship. Motion carried.

3. Priority of Service Policy – A modification has been made to include individuals employed by businesses located in the Mid-Ohio Valley region. Motion to approve by John Rockhold. Second by Shirley Johnson. Motion carried. **Handout in minutes book.**

4. Enrollment Guidelines Policy – A modification has been made to establish point of registration based on GWID's policy. Registration will occur when services are provided that will be part of an on-going plan or relationship with the customer. Motion to approve by John Rockhold. Second by Shirley Johnson. Motion carried. **Handout in minutes book.**

B. One Stop Committee

1. Rapid Response Contract-HRDF – Recommend funding a modified Rapid Response budget with HRDF to provide rapid response activities to Schott Glass employees. (Not to exceed \$40,000). Motion to approve by Ron Blankenship. Second by John Rockhold. Motion carried. **Handout in minutes book.**

C. Performance Measures Committee

Nothing to report at this time. Will have a report at the next meeting.

D. Youth Committee

Vikki Nichols reported that there are now representatives from all nine counties. They are in the process of scheduling the annual Summer Summit. Bill Monterosso, Mike Flanagan and Michele Wilson attended a youth conference in San Diego, CA last week.

6. Fiscal Report

Fiscal Report

A. Monthly Update

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

B. Budget Modifications

Robin Jones presented budget modifications to the committee. Motion to approve the modifications by Jim Kinnett. Second by Ron Blankenship. Motion carried. **Handout in minutes book.**

7. Old Business

Nothing to report.

8. Director's Report

- The State has changed the logo. It is now WorkForce WV. Also, the WIB will adopt a logo to compliment the WorkForce logo. A statewide announcement will be made on Friday, Jan. 30th
- We have partnered with WTAP for marketing purposes. You can now access WorkForce WV through their website on their Job Connection page and their Reunion Central page. They will be able to track how many people are accessing our site through them.
- BEP came on-line with the MACC and are working successfully with that.
- The WIB would like to support a Retraining fund that has been proposed by GWID to coordinate funding streams between the local WIB, TAA and State set-aside funds. By coordinating these funds, it allows the State to best leverage the federal dollars to meet the retraining needs across the State. It is requested that the Board send a letter to the Governor in support of this. If it is coordinated properly, this will alleviate any possibility of the recapture of funds.
- WorkForce WV Day at the Legislature is scheduled for March 11, 2004. Each region, along with GWID will have a display. We are looking for success stories and volunteers to attend with us that day.
- The National Association of Workforce Board annual meeting is scheduled for March 14 through 16. Three Board members have requested to attend.
- There has been a couple of WIB staff changes. Gina Huffman has taken a new position as Program Specialist-Employer Services covering mostly Wood County. Susan Moran has been hired as a Program Specialist-Employer Services for the outlying counties. Jill Minette has relocated to North Dakota.
- Bill Monterosso is participating in the Chamber of Commerce Leadership Development Program.
- The WIB has applied for the following grants:
 - ARC Grant with Roane Co. Comm. on Aging. Funds would be used for HVAC system for the Youth center.
 - GWID State set-aside WIA funds for tourism/hospitality related activities in Ritchie and Clay counties.
 - Labor Market Information Grant-Partnership with WVU-P, WorkForce WV, BEP and WTAP. Funding was denied.
- Staff monitoring is complete for our funded contract partners. Where appropriate, correction action has been requested.
- HRDF sponsored a case management and performance training session with Jodie Sue Kelley. Additional staff from Arbor, Paxen and the WIB also attending the training.

9. Public Forum

N/A

10. Next Meeting and Adjourn

The next meeting will be April 28th, 2004. Meeting location to be determined. Motion to adjourn by John Rockhold. Second by Jim Kinnett. Motion carried.