



WIB Meeting

2:00pm – October 26th, 2005

1. **Attendance**

Committee

Ron Blankenship
Dianna Flanagan
Julius Diaz
Lucinda Curry
Judith Sutton
Jerry Carper
Cheryl Woods
Bill Dearian
Kent Spellman
Carl Reynolds
Karen Matthews
Sammy Burdette
John Wiggins
Ann Conageski

Staff

Joyce Okes
Robin Sterling
Jim Mylott
Gail Holleron
Susan Moran

Visitors

Carol Feathers - HRDF
Phil Leinbach - HRDF
Richard Hayhurst – MOVRC Attorney
Bill Monterosso – Ross LLC
Jennifer Buttrey - HRDF
Larry Wolfe - HRDF
Chris Hupp - HRDF
Criss McCauley – Workforce WV
Dwayne Poling - WCCC
Joe Badgley – WVU-P

2. **Public Notice of Meeting**

A notice of this meeting was mailed to papers in all nine counties on October 19, 2005, and e-mailed to interested parties.

3. **Approval of July WIB Minutes**

Motion to approve the July 2005 minutes by C. Woods. Second by J. Sutton. Motion carried. **Handout.**

4. **Public Forum**

N/A

5. **Executive Session**

Recommend move to Executive Session for personnel issues at 2:04pm. Request that J. Mylott and J. Okes remain. Motion by J. Sutton. Second by K. Spellman. Motion carried. Recommend return from Executive Session at 2:19am. Motion by B. Dearian. Second by L. Curry. Motion carried.

7. **Fiscal Report**

A. Final 04-05 Fiscal Report

B. September Fiscal Report

J. Mylott reported on the closeout report and the carryover balance of \$1,719,226. He also discussed the budget balance as of 9/30/05 and the new ruling on expending 70% of funds in the first year. **Handouts.**

6. **Committee Updates**

A. Employment & Training Committee

1. Hit the Ground Running Agreement Budget Modification

The E&T Comm. recommends the HTGR agreement be modified to increase the budget amount from \$50,000 to \$80,000 based on the expectation of classes increasing this fiscal year. Motion to approve by C. Reynolds. Second by K. Spellman. Motion carried.

2. HRDF Sr. Works Proposal 05-06

At the September Exec. Comm./LEO meeting, an extension through 10/31/05 with no increase in budget. The E&T committee recommends approval of the Sr. Works proposal submitted by HRDF in response to the RFP for Special Participant Populations. Recommend approval with a budget of \$65,000 with negotiation for 11/1/05 – 6/30/06. This is based on HRDF's allocation of \$130,000 to our region from their DOL grant. Total line item for this fiscal year including extension and new proposal, would be \$100,000. Motion to approve by L. Curry. Second by D. Flanagan. Motion carried. **Handout.**

3. HRDF OJT Agreement Budget Modification

At the September Exec. Comm./LEO meeting, an increase of \$30,000 was approved for the employer wage reimbursement category. The E&T committee requested HRDF submit a revised budget, expanding the number of contractor writers serving employers in the region (specifically to serve rural counties) and increasing the wage reimbursement category to serve additional employers. This additional funding includes a marketing effort towards OJT. The proposed budget modification is to increase the HRDF agreement to a total of \$470,000. Motion to approve by B. Dearian. Second by K. Spellman. Motion carried. **Handout.**

B. One Stop Committee

R. Blankenship reported that during the last meeting on 10/20, Ross distributed the revised report. He commented that the report has been greatly improved.

1. One Stop Computer Maintenance Agreements Modification

Recommend line item be increased by \$15,000. This would make the total line item \$25,000. Individual contractors would be increased by:

Ken Rex – from \$5,000 to \$12,000

Gary Comer – from \$1,000 to \$5,000

Lloyd's Electronics – from \$4,000 to \$8,000

Motion to approve by R. Blankenship. Second by J. Carper. Motion carried.

2. Evaluation of Computer Capacity/Capital Investment Needs

The One Stop committee discussed the need for updates/replacements of computers within the one stop facilities. They also discussed the possible need of teleconferencing capabilities throughout the one stops. R. Blankenship recommends consideration of a line item being created within the current budget to allow for a one-time purchase of computer and communications equipment. The WIB is to research and prepare quotes for the committees and board. Motion to evaluate this by R. Blankenship. Second by J. Sutton. Motion carried.

C. Youth Committee

1. HRDF In School Agreement Extension and Budget Modification

HRDF was awarded the bid to operate the In School Youth Advantage contract for Program year 04-05 with the option to extend for a second year. In the Spring of 05, WIB MOV opted to extend the agreement through September 2005 rather than the full year because of performance concerns. Continued extensions were to be based on corrective action and performance. The Exec. Comm./LEO approved, at the recommendation of the Youth Committee, an extension with budget modification at the Aug. 05 meeting. Motion included extending agreement through Dec. 05 increasing budget to \$307,80. The Youth Committee now recommends the contract now be extended through 6/30/06 with total budget amount not to exceed \$615,600. HRDF has implemented corrective action and met short term goals established by the Youth Committee and WIB staff. Motion to approve by C. Reynolds. Second by C. Woods. Motion carried. **Handout.**

2. HRDF Out of School Agreement Extension with Budget Modification

HRDF was awarded the bid to operate the Out of School Youth Advantage contract for Program year 04-05 with the option to extend for a second year. In the Spring of 05, WIB MOV opted to extend the agreement through September 2005 rather than the full year because of performance concerns. Continued extensions were to be based on corrective action and performance. The Exec. Comm./LEO approved, at the recommendation of the Youth Committee, an extension with budget modification at the Aug. 05 meeting. Motion included extending agreement through Dec. 05 increasing budget to \$205,000. The Youth Committee now recommends the contract now be extended through 6/30/06 with total budget not to exceed \$410,400. HRDF has implemented corrective action and met short term goals established by the Youth Committee and WIB Staff. Motion to approve by C. Reynolds. Second by C. Woods. Motion carried. **Handout.**

7. **Fiscal Report**

C. **Rapid Response Fiscal Award**

WIB has been awarded \$30,000 for use from 9/05 to 6/06 for rapid response services in our region. Motion to accept these funds by L. Curry. Second by K. Spellman. Motion carried. **Handout.**

D. **Trade Act Fiscal Award**

WIB has been awarded \$53,000 for use from 9/05 to 6/07 for trade act services for period ending 6/30/05. Award was based on number of TAA participants active. Staff feels that the calculation used to arrive at this total is incorrect and would ask the committee to approve this award, with the stipulation of sending a letter to the State asking that the award be reviewed and will return funding if not needed. Motion to accept these funds by C. Reynolds. Second by D. Flanagan. Motion carried. **Handout.**

E. **Food Stamp Employment & Training Program Award**

WIB has been awarded \$76,013 from DHHR for use from 10/05 to 9/06 for providing a contracted staff member to provide food stamp employment and training services. Motion to accept these funds by J. Carper. Second by C. Woods. Motion carried. **Handout.**

F. **Additional Allocation for FY06**

WIB has received the remainder of the FY06 funding for adults and dislocated workers from 10/1/05 to 6/30/06. The amount is over by \$631 in the adult funding category. The amount awarded for adult is \$950,923.00. The amount awarded for dislocated worker is \$408,948.00. **Handout.**

8. **Old Business**

A. **Status of Local Plan**

WIB sent a letter to the State requesting a response as to whether our Local Plan was approved and if no further information was received, WIB will assume the Local Plan is approved. Still have received no response.

9. **New Business**

A. **Consultant Contract Approval**

Exec. Comm./LEO approved a consultant contract with Lisa Gossett to help with the transition of training a new employee. Rate of pay will be \$25/hour. Request concurrence of WIB. Motion to approve by S. Burdette. Second by K. Spellman. Motion carried.

B. **Contracted Welding Class**

WIA allows for training to be contracted outside individual training accounts if a limited number of training providers are available in the region. Aluminum welding has been identified as a demand occupation in the region with limited access to training.

Recommend WIB consider contracting with WVU-P for aluminum welding training to meet the needs of area employers. Contracting for this training service requires a change in the Local Plan and a 30-day comment period. Motion to approve by R. Blankenship. Second by B. Dearian. Motion carried.

C. Open Meetings Law Information

J. Mylott provided information on the issue that was raised at the last meeting regarding timeliness and content of meeting agendas. J. Mylott recommended that in the future, agendas that refer to budgetary issues be included with the word "fiscal". R. Blankenship also made a recommendation to add budget modifications to the 'New Business' section.

10. Director's Report

- The WIB Director's agenda is included in packet per State law.
- An organizational chart for the new Workforce WV system is in packet.
- The Calhoun office has been moved to a smaller, more cost efficient location effective 11/1/05.
- We have met all performance measures at 100% except for younger youth retention at 80%.
- WIB has processed 181 ITA's with an obligation of approx. \$500,000 this fiscal year.
- It is time for the Strategic Plan to be re-done. WIB will be soliciting board members to serve on a committee to help with this process.
- An Annual Report has been completed for the 04-05 program year and distributed to committee members.

11. Next Meeting

The next meeting will be scheduled for January 25th, 2006 at 2:00pm. The location is to be determined.