

To: MOV-WIC Members– Mid Ohio Valley
From: Joyce Okes, Program Director
Re: Meeting Minutes – October 27, 2004
Date: November 1, 2004

The Executive Committee and the Local Elected Officials of the Workforce Investment Board – Mid-Ohio Valley met October 27, 2004; 2:00 p.m. at the Holiday Inn, Parkersburg.

Attendance:

LEO

Larry McCallister, Calhoun Co. Comm.
Floyd Hodge, Ritchie Co. Comm.

Board Members

John Wiggins
Hal Foss
Dianna Flanagan
Kent Spellman
Dick Waybright
Julius Diaz
Diana Ludwig
Sammy Burdette
Mark Whitley
Steve Brodsky
Lucinda Curry
Judith Sutton
Bill Dearian
Dee Walters
Julia Shephard
Jerry Carper
Carl Reynolds

Karen Matthews
Teresa Ward
Marie Foster-Gnage

Staff

Joyce Okes, WIB Program Director
Robin Sterling, WIB Staff
Bill Monterosso, WIB Staff
Gina Huffman, WIB Staff
Robin Jones, MOVRC
Susan Moran, WIB Staff
Jim Mylott, MOVRC

Visitors:

David Tanner, Arbor
Phil Leinbach, HRDF
Saunders Cleage, HRDF
Barry Gentry, Paxen
Kevin O’Keefe, Paxen
Mark Helmick, Paxen
Valerie Smith, BEP
Russell Fry, BEP
Joe Baldwin, BEP

Gordon Garrett presented information on performance, leading indicators, demographics, etc. A copy of the powerpoint file is attached.

John Wiggins called the meeting to order.

1. Attendance/Quorum

Attendance was taken and it was determined there was a quorum. R. Blankenship recused himself to maintain a 51% private sector majority.

2. Public Notice of Meeting

On October 19, 2004, 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 July 2004 board meeting minutes by M. Whitley. Second by D. Ludwig. Motion carried. **Handouts in minutes book.**

4. Fiscal Report

A. FY03-04 Final Report

Robin Jones provided the final fiscal reports for year ending 6/30/04. However, these reports are still considered preliminary until the audit is performed in November and also the reconciliation of the books at GWID. **Handout in minutes book.**

B. September 2004 Monthly Update – Handout in minutes book.

C. FY04-05 Budget and Proposed Modifications

J. Mylott reported that due to a dramatic increase in ITA/SSP customers, the budget needs to be modified. During the FY03 fiscal year, we enrolled approximately 460 ITA's. For the **first three months** of the current fiscal year, we have enrolled 492 which constitutes an increase of 428%. This has had a major impact on the budget. WIB Staff, along with members of the E&T Committee, the One Stop Committee and the Finance Committee, recommend the deficit reduction actions listed in this handout. **The first recommendation is that we need to immediately suspend issuing any new ITA/SS vouchers at this time.** The concern is with Walker closing and the impact of any customers that we would get from that. Walker will be receiving TAA. Walker also has the potential of receiving a NEG grant. A question was raised concerning the elimination and/or reduction of current SSP payments and why this wasn't an option to be considered. The reason for this not being an option is that 1] the student has a signed document stating that we will provide these support service payments, 2] this would create a problem for a lot of students that depend on these payments in order to get to school, and 3] it would have a negative impact on the whole system as far as perception in the community. Another question raised concerning SSP payments is that some students need this funding and others do not. It would be a large administrative task in determining the needs of SSP for students in this fiscal year. This is something that the WIB staff will need to look at before the beginning of the next fiscal year.

In order to cover the current deficit, the following recommendations for budget reductions are being made:

- 1] Modify the Marketing budget line item to \$35,000 for a savings of \$145,000.
- 2] Modify the Consultant/Contractual budget line item to \$10,000 for a savings of \$20,000.
- 3] Modify the Staff Development budget line item to \$10,000 for a savings of \$20,000.

- 4] Delay any new ITA/SSP effective November 1, 2004 until additional funds are available and place new customers on a waiting list. Paxen will still continue to process customers, but will be told that funds are not available at this time and when funds are available, they will be placed in the system. Furthermore, the WIB staff has been instructed to not obligate funds for more than 110% of the ITA/SSP line item.
- 5] WIB to investigate reduction of current ITA/SSP in an amount not to exceed 5%.
- 6] Reduce HRDF's Senior Works contract to \$127,000 for a savings of \$28,000.
- 7] Reduce SW Resources contract to \$108,000 for a savings of \$35,000.
- 8] Terminate BEP's Rapid Response contract for a savings of \$29,000.

Motion to approve all of the modifications listed above by B. Dearian. Second by S. Brodsky. Motion carried. **Handouts in minutes book.**

5. Committee Updates

A. Employment and Training Committee

1. Customized Training MOU

Recommend approval of MOU with Governor's Workforce Investment Division for administration of Customized Training Projects. For any contract not jointly funded by GWID and WIB MOV, an additional 5% over amount of contract will be provided to GWID for administration. Maximum annual payment to GWID for administrative costs will be \$10,000. Motion to approve by S. Brodsky. Second by D. Ludwig. Motion carried.

B. One Stop Committee

1. MOU with HRDF for DW services at Walker Systems

Recommend approval of MOU in the amount of \$28,000 with HRDF for an on-site Dislocated Worker Center at Walker Systems. Walker will provide space, computers, phones, etc. Cost of MOU will be for staff and administrative support. Motion to approve by J. Sutton. Second by S. Burdette. Motion carried.

C. Performance Measures Committee

1. PY 03-04 Final Performance Report

Our region either met at 100% or at 80% for all performance measures. **Handout in minutes book.**

2. PY 04-05 First Quarter Performance Report

We are in the first quarter and in the process of identifying our cohorts and any issues associated with that and will pass along any new information as it comes in. **Handouts in minutes book.**

D. Youth Committee

D. Walters stated that they are experiencing low attendance at their meetings and invited members of the board to attend. They have established a matrix calendar to determine which day of the week would work better for committee members. They will focus on sub-committees that have been established which consist of 1] planning, 2] resource development, 3] systematic oversight and 4] recognition systems. A recognition dinner will be held in January for the BREATH project.

6. Old Business

N/A

7. New Business

A. Review of By-Laws

Recommend modifications to the by-laws that include: the name change from Region 4 to Mid-Ohio Valley, change Work4WV to Workforce WV, modify Section 1.6, Article III and Article IV. Motion to approve by S. Brodsky. Second by S. Burdette. Motion carried. **Handout in minutes book.**

B. Food Stamp Employment & Training Contract

Recommend approval of agreement with Dept. of Health and Human Resources for provision of employment & training related services for Food Stamp program. Contract duration is Oct. 1, 2004 through Sept. 30, 2005 at a negotiated cost of \$76,013. Paxen staff will provide delivery of services (Proposed contract addendum) at a cost of \$68,412. This is a continuation of a grant received and administered last fiscal year. Motion to approve by S. Brodsky. Second by D. Ludwig. Motion carried.

8. Director's Report

- The Trade Act program is being moved from the Bureau of Employment Programs to the Governor's Workforce Investment Division. The local workforce regions will be discussing how to coordinate these services.
- Within the next few months, our services will be put back out for bid. We are required to do this every two years. In January, we will release Request for Proposal's. We will be working on how those are to be structured in light of the budget restraints that we have experienced. Proposals will be expected back in by March. Contract should be ready to approve by the April Board meeting to be effective in July 2005.
- The State has development a State of the One Stop report which will be given to the Legislature next week.
- ABE has moved into the Jackson County Workforce WV facility.
- We are getting ready to be reviewed by the State. They will be in to do data validation with us as well as to monitor the WIB. Will share those results when they become available.
- WIB Staff has been doing a great deal of monitoring with contractors.
- Enclosed is the report along with action items from the WIB Director's meeting.

9. Public Forum

N/A

10. Next Meeting and Adjourn

The next meeting will be in January 26th, 2005 beginning with the Executive Committee meeting at 11am and the Full board meeting at 2pm. The meeting is tentatively scheduled to be held at the BIDS Center at WVU-P. Motion to adjourn by S. Brodsky. Second by F. Hodge. Motion carried.