



WIB Meeting

April 22, 2009 – 2:30pm

1. **Attendance**

Committee

Judy Sutton, Chair
Rhonda Poling
Julia Sheppard
Ron Blankenship
Shannon Dugan
Dianna Flanagan
Odie Parkins
Keith Burdette
Karen Matthews

Staff

Joyce Okes
Robin Sterling
Susan Moran
Gail Holleron
Bob Leach
Carol Jackson
Jim Mylott

Visitors

Kim Wood, Workforce WV
Bill Monterosso, Ross
Valerie Smith, Workforce WV

Absent: Joyce Harris, Sally Schneider, Kent Spellman, John Wiggins, Marie Gnage, Buddy Malone, Steve Ellis, Vikki Nichols, Mark Whitley, Karen Facemyer, Sammy Burdette, Hal Foss, Cheryl Woods, Ann Conageski, Bill Dearien, Criss McCauley, Dick Waybright,

2. **Public Notice of Meeting**

A notice of this meeting was mailed to papers in all nine counties on April 13, 2009, and e-mailed to interested parties.

3. **Approval of Minutes**

Motion to approve the January 2009 minutes by D. Flanagan. Second by K. Matthews. Motion carried.

4. **Public Forum**

N/A

5. **Fiscal Report**

A. Monthly Update

Carol covered the March monthly reports. **Handout.**

6. **Committee Updates**

- A. Employment and Training Committee – R. Poling reported that the committee met and discussed the recovery act funding and policy changes. The committee has elected to expand the demand occupation list, increase training account funds for individuals and have explored support services options for participants.
- B. One Stop Committee – D. Flanagan reported that the committee has discussed recovery act funding and the need for additional space and staffing at various locations. The one stop report is included in packet.
- C. Youth Committee – R. Blankenship reported that the youth committee met and the major item of discussion was the summer youth component. The youth report is included in the packet.

7. **Old Business**

N/A

8. **New Business**

A. **Demand Occupations Policy**

Recommend adding additional occupations to demand policy. Occupations include those related to business management, criminal justice and education.

B. **Individual Training Account Policy**

Recommend increasing caps on ITA's to \$4000 for first 12 months and \$4000 for additional training up to a maximum of 36 months.

C. **Priority of Service Levels**

Recommend raising priority of service level to 200% of lower living income standards for training under adult funding.

Motion to approve items A., B., & C. by K. Burdette. Second by D. Flanagan. Motion carried.

D. **Hit the Ground Running Budget Modification**

Hit the Ground Running requests a budget increase of \$45,000. The significant increase in budget is required to address the number of dislocated workers participating in the program. Motion to approve by K. Burdette. Second by O. Parkins. D. Flanagan recused. Motion carried.

E. **Entrepreneurial Training Policy**

Policy addresses requirements to assist individual pursuing training in an entrepreneurial occupation. Participant will be required to complete training related to management finance for a small business and develop a viable business plan prior to receiving training in the subject specific occupation.

After major discussion on this topic, it was determined that the Demand Occupations Policy (item 8.A.) needs to be revised to include training for Farriers. The Entrepreneurial Training Policy will be tabled until more information is provided on the implementation process. Recommend re-opening item 8.A. to be revised to include training for farriers. Motion to approve by K. Burdette. Second by R. Blankenship. Motion carried. Motion to table item 8.E. by K. Burdette. Second by R. Poling. Motion carried. **Handout**

- F. One Stop Operator Contract Modification
Recommend increase of \$32,748 for Ross IES. Funds are to be used for additional staff to assist with increased case load. Staffing includes an additional case manager and 2 resource specialists. Motion to approve by K. Burdette. Second by J. Sheppard. Motion carried.
- G. Computer Needs/Upgrades
Recommend purchase of laptop computers for use as 2 mobile labs, HTGR classes, youth programs, dislocated worker workshops, etc. Motion to approve by O. Parkins. Second by J. Sheppard. Motion carried.
- H. Mason County Workforce WV Site
One Stop committee recommends considering moving from current site to a new facility that would better accommodate the space needed for current case load. All information is not currently available to make decision. Staff recommends the Chair appoint a sub-committee to review information as it becomes available and commit on behalf of the board, if needed, prior to May LEO / Exec. meeting. Motion to approve by R. Blankenship. Second by R. Poling. Motion carried. D. Flanagan recused.
- I. Build it Keep it Share it Summer 2009 (BIKISI)
Youth committee recommends approval of \$15,000 to fund three BIKISI classes in region. Plans are for 30 youth advantage participants to take part in the program. Motion to approve by J. Sheppard. Second by O. Parkins. Motion carried.
- J. Youth Advantage 2008-09 Budget Increase
Recommend increase of \$11,839 for additional staff and travel under Ross IES youth contract. Motion to approve by K. Burdette. Second by R. Blankenship. Motion carried.
- K. Summer Work Program – Recovery Act funds
Recommend approval to operate a summer work program in WIB MOV 9 county area. Policy provides guidance on program operations. Plan is to provide work experience activity for up to 400 youth across region. Rate of pay is \$7.25 per hour for participants. Out of school participants will participate in a combination Hit the Ground Running Program and work experience. In School youth will have work experience and at least 3 hours of work readiness training each week. Recommend additional \$5000 for Ross IES to cover additional staff time needed outside regular contract to complete eligibility requirements of program. Proposal to pay up to \$15,000 to MOVRC for expenses related to fiscal responsibilities related to summer program. Motion to approve by R. Blankenship. Second by K. Burdette. Motion carried. **Handout**

L. 2008-09 Budget Modification

- Line 6 adds Recovery Act funds to budget.
- Line 17 increases Hit the Ground Running budget by \$45,000. Additional sessions have been required due to increased unemployment.
- Line 23 increase Ross One Stop budget by \$32,748. Funds will be used for additional staff to assist with DW activity.
- Line 23 also increased youth share of costs to 2% in line with cost allocation plan
- Line 26 redistributed line between adult, dw, and youth in line with cost allocation plan and increased line item to purchase additional laptops.
- Line 30 increased Youth Advantage by \$11,839 for additional staff and travel costs
- Line 31 added to reflect funding for summer work component.
- Line 35 increased to include \$15,000 for Build It, Keep It, Share It computer project for summer 2009.
- Line 36 increased and re-distributed in line with state' MOU for MACC costs.

Motion to approve the noted budget modifications by K. Burdette. Second by O. Parkins. Motion carried. Handout.

9. Directors Report

- A partner meeting will be held on May 20th at the Grande Point Conference Center in Vienna. A nationally known speaker, Kip Stottlemeyer, will be conducting the meeting. Notices will be sent out within the next week. Mr. Stottlemeyer will continue the next day with a sub-committee assigned to address the WIB's 5-year strategic plan.
- Hit the Ground Running classes are recruiting for mock interviews. If anyone is interested in participating, please contact D. Flanagan.
- Ron Radcliff, Director of Workforce WV, will be retiring at the end of the month.
- Staff will be working on updating the Local Plan. The recovery act funding will be included and will be out for 30-day comment.

10. Next Meeting

The next meeting will be in July 2009. The exact date and location is to be determined.