

**REGION VI WORKFORCE INVESTMENT BOARD**  
**Full Board Meeting**  
**Marion County Convention & Visitors Bureau, WV**  
**June 10<sup>th</sup>, 2021 10:30 AM – 12:00 PM**

1. **CALL TO ORDER**
2. **INTRODUCTIONS (Guests)**
3. **APPROVAL of March 11, 2021 FULL BOARD MINUTES-VOTE**
4. **Conflict of Interest Statements – Handout**
5. **OLD BUSINESS**
  - A. West Virginia State Compliance Monitoring – (June 7<sup>th</sup> – 11<sup>th</sup>, 2021)
  - B. One Stop Operator – Contract / Updates / New MOU & Infrastructure Agreements
  - C. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) - Update
6. **NEW BUSINESS**
  - A. Youth Committee – New Member (Jessica Greenlief) **VOTE**
  - B. Board Renewals – (Janie Lou White & Nick Biafore) - **VOTE**
  - C. Renewal of Board Officers – Chair, Vice Chair, Secretary (term 7/1/21-6/30/23) – **VOTE**
  - D. One-Stop Contract Proposal Approval (HRDF, Inc.) – **VOTE**
  - E. Additional FY21 Dislocated Worker Funds \$216,090.00
  - F. Request to Transfer FY 21 Dislocated Worker Funds to Adult Funds (\$220,000) - **VOTE**
  - G. **EXECUTIVE SESSION**
  - H. Finance Committee Recommendation - **VOTE**
  - I. Preliminary PY21/FY22 Budget Approval – **VOTE**
  - J. Staff Reports
    - a. Executive Director Report – MACC, Premiere Virtual, Business Services, Viatrix -TAA, re-allocation of funds, NDWG Grants, Etc.
    - b. Financial Report – **Handout**
    - c. Rapid Response Staff Report– **Handout**
    - d. On-The- Job/Incumbent Worker Training Report– **Handout**
    - e. Performance Report – Shelly McCauley – **Handout**
    - f. Youth Program Update – **Handout**
    - g. Unemployment Data – **Handout**
  - K. Other Items – Meeting Schedule for July 1, 2021 – June 30, 2022
7. **COMMENTS FROM THE FLOOR**
8. **ADJOURNMENTS**

**REGION VI  
WORKFORCE DEVELOPMENT BOARD  
FULL BOARD MEETING MINUTES  
June 10, 2021**

**Meeting was called to order at 10:32 by Chair, Penny Brown.**

**WELCOME/ROLL CALL:**

Members attending in person were Penny Brown, Nancy Vandergrift, Leroy Hunter, Jr., Anne Mezzanotte, Kathy Wagner, Robert Molloyhan, and Frank Jarman. Members attending by conference call were Nick Biafore, Mike Bombard, Mike Callen, Gregory Hefner, Willis McCollam, Lori Turner, and Stephanie Westfall. Serving as proxy for Dr. Hancock was Julie Cryser. LEO Liaison present was Commissioner Tony Veltri from Harrison County. Guests present were Amy Cunningham and Kari Coffindaffer from Pierpont C&TC. Guest by conference call was Nancy Ligus from Pierpont C&TC. Workforce Development Board staff present were Maria Larry and Kathi Waters.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda for June 10, 2021  
Conflict of Interest Statements  
March 11, 2021 Full Board Meeting Minutes  
Additional FY21 Dislocated Worker Funds \$216,090.00  
Preliminary PY21/FY22 Budget Approval  
Financial Report through May 31, 2021  
Rapid Response Report through April 30, 2021  
PY 20 On-the-Job/Incumbent Worker Training Reports through June 8, 2021  
Performance Report 3<sup>rd</sup> Quarter PY20  
Youth Program Update May 2021  
Unemployment Data for April 2021  
Schedule of Meetings for PY21

**APPROVAL OF MINUTES-VOTE**

Nancy Vandergrift motioned to approve the minutes for the March 11, 2021 board meeting. Leroy Hunter seconded. **Motion carried.**

Conflict of Interest Statements-Handout: Members present were given COI's as they came in. Please return to Kathi by the end of the meeting. All others will be mailed out.

**OLD BUSINESS**

West Virginia State Compliance Monitoring-(June 7<sup>th</sup>-11<sup>th</sup>, 2021): The WorkForce West Virginia state office conducts the audit annually. The audit is very comprehensive and includes board composition, performance, accounting, auditing, and validation. All documents requested were uploaded and sent prior to the start of the audit. The audit for this year is being conducted June 7-11, 2021 remotely. The final report should be available by the September 2021 Board meeting.

One-Stop Operator-Contract/Updates/New MOU & Infrastructure Agreements: The Request for Proposal (RFP) is required every three to four years. One proposal was received from the current operator, HRDF, Inc. They will continue if the Board approves the RFP. It was reviewed by staff and two board members. Revisions and modifications were made. Maria is working with the One-Stop Coordinator to complete an updated MOU and Infrastructure Agreements.



**TO BE APPROVED BY THE FULL BOARD ON September 9, 2021**

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)-Update: This contract is through the DHHR. It serves Able-Bodied Adults Without Dependents. (ABAWD'S). Eleven of the 13 counties are being served. The requirement is to work, volunteer or paid, for 20 hours per week. The requirement is being waived presently because of COVID-19. The waiver may be in place until January 2022. Some participants are still working and turning in timesheets. Case managers are still receiving referrals.

**NEW BUSINESS**

Youth Committee-New Member (Jessica Greenlief)-VOTE: There have been a few members drop off of the committee. Ms. Greenlief is from the Family Resource Network (FRN) in Gilmer County. She was happy to join. Nancy Vandergrift motioned to appoint Ms. Greenlief to the Youth Committee. Frank Jarman seconded. **Motion carried.**

Board Renewals-(Janie Lou White and Nick Biafore)-VOTE: Frank Jarman motioned to renew the appointments of Janie Lou White and Nick Biafore for another three-year term ending 5-31-24. Nancy Vandergrift seconded. **Motion carried.**

Renewal of Board Officers-Chair, Vice Chair, Secretary (term 7/1/21-6/30/23)-VOTE: The Chair and Vice Chair must be appointed from the business sector. After some discussion it was determined that Nancy Vandergrift would serve as Chair for a two-year term. Kathy Wagner would serve as Vice Chair and Frank Jarman would serve as Secretary for a two-year term. Leroy Hunter motioned to approve the board officers. Robert Mollohan seconded. **Motion carried.**

One-Stop Contract Proposal Approval (HRDF, Inc.)-VOTE: HRDF, Inc. was the only organization to respond. Two Region VI WDB staff members and two board members reviewed the proposal. Revisions were requested and made. Frank Jarman motioned to accept the proposal as presented. Nancy Vandergrift seconded. **Motion carried.**

Additional FY21 Dislocated Worker Funds \$216,090.00: The Change Order came from the state in May 2021 and 80% must be obligated by June 30, 2021.

Request to Transfer FY21 Dislocated Worker Funds to Adult Funds (\$220,000)-VOTE: There have been several large OJT contracts. This amount must be approved by the Full Board, LEO Board, and the state. The funds will be used from now through June 30, 2021. Kathy Wagner motioned to approve the transfer. Lori Turner seconded. **Motion carried.**

**EXECUTIVE SESSION:** Frank Jarman motioned to move into Executive Session. Nancy Vandergrift seconded. **Motion carried.** Leroy Hunter motioned to exit Executive Session. Lori Turner seconded. **Motion carried.**

Finance Committee Recommendation-VOTE: Kathy Wagner motioned to accept the recommendation of the Finance Committee. Frank Jarman seconded. **Motioned carried.**

Preliminary PY21/FY22 Budget Approval-VOTE: Maria explained the information on the report. It will be effective 7-1-21. The budget is not final because allocations have not been received from the state. The allocations should be received from the state by the September 2021 Board meeting. Contract renewals were presented to the board at the March 2021 meeting. By approving the preliminary budget the board is also approving the contracts based on the preliminary budget. The final budget will be presented at that meeting for approval by the Board. Frank Jarman motioned to accept the preliminary budget and contract renewals as presented. Lori Turner seconded. **Motion carried.**

Staff Reports: Maria referred the board members present to the following reports in their folders and reviewed them all.

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- Executive Director Report-MACC, Premier Virtual, Business Services, Viatris-TAA, re-allocation of funds, NDWG Grants, Etc.-The state database (MACC) was down for approximately 1 ½ months but is up and running now. The state hopes to procure a new database system that will be more integrated for the partner network, The state purchased licenses from Premier Virtual for all of the regions in the state. This is a platform that will allow the regions to hold virtual job fairs. Business Services Team will be ramping up since it was slowed down by COVID-19. There is a resource guide on the Region VI WDB website for businesses to use. Viatris was approved for TAA funding for the employees being laid off. WIOA funds won't be used. The state is considering a policy to recapture unused funds and re-allocate them to a region that is in need.
- Financial Report-Handout-All were referred to the reports in their folders. The report reflects activity through May 31, 2021. The report will be revamped going forward to be more comprehensive.
- Rapid Response Staff Report-The report reflects activity through April 30, 2021.
- On-the-Job Training Reports-Handout-The reports shows activity through June 8, 2021.
- Performance Report-Handout-All were referred to the report in their folders. The report is for PY20 3<sup>rd</sup> Quarter.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for May 2021, including the number of youth served, meetings, events, etc.
- Unemployment Data-Handout-The report reflects a decrease in unemployment in 54 counties for April 2021. All counties served by Region VI show a decrease in unemployment.

Other Items-Meeting Schedule for July 1, 2021-June 30, 2022: The next meeting will be held on September 9, 2021 at 10:30 am at the Marion County CVB in Pleasant Valley.

**COMMENTS FROM THE FLOOR:** Robert Mollohan requested the documents from each meeting be numbered to match the numbers on the agenda.

**ADJOURNMENT:** Kathy Wagner motioned to adjourn the meeting at 11:43 am. Seconded by Frank Jarman. **Motioned carried.**

**BOARD MEMBER APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_