

REGION VI WORKFORCE INVESTMENT BOARD
Full Board Meeting
Marion County Convention & Visitors Bureau, WV
September 9th, 2021 10:30 AM – 12:00 PM

1. **CALL TO ORDER**
2. **INTRODUCTIONS (Guests)**
3. **APPROVAL of June 10, 2021 FULL BOARD MINUTES-VOTE**
4. **Conflict of Interest Statements – Handout**
5. **OLD BUSINESS**
 - A. West Virginia State Compliance Monitoring – Final Report - Recommendations
 - B. One Stop Operator – Update – One Stop Certifications (every 2 years)
 - C. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) – Update
 - D. Tri-State Energy & Advanced Manufacturing Consortium (TEAM) - Update
6. **NEW BUSINESS**
 - A. Blue Ribbon Task Force Invitation and Discussion
 - B. New Appointment to Board – (Diane Heldreth – WV Div. of Rehabilitation Services) **VOTE**
 - C. Committee Membership Recommendations
 - D. Final PY21/FY22 Budget Approval – **VOTE**
 - E. Request to increase ITA Scholarship Tuition Amounts - **VOTE**
 - F. Revision to Region VI Invoicing Policies and Procedures to allow for 100% up front payment – **VOTE**
 - G. Revision to Region VI ITA Policy - **VOTE**
 - H. Staff Reports
 - a. Executive Director Report – 2 new National Emergency Grants – Opioid Resources Navigator & Support Service Resource Navigators.
 - 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**
 - I. 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**

September 9, 2021

Meeting was called to order at 10:38 by Chair, Nancy Vandergrift.

WELCOME/ROLL CALL:

Members attending in person were Nancy Vandergrift, Chad Oleksa and Leroy Hunter. Members attending by conference call were Mike Bombard, Mike Callen, Dr. Anthony Hancock, Michael Manypenny, Anne Mezzanotte, Lori Turner, Kathy Wagner, Stephanie Westfall, and Janie White. Serving as proxy for Penny Brown was Kathy Wagner. LEO Liaison present was Commissioner Tony Veltri from Harrison County. Guests present were Rhett Dusenbury and Diane Heldreth. Board members absent were Ben Guillow, Robert Mollohan, Robert Morris and Rick Rock. Workforce Development Board staff present were Maria Larry and Kathi Waters. Maria introduced Diane Heldreth, District 2 Manager from DRS. She also introduced Nancy Vandergrift as the new Board Chair.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for September 9, 2021
Conflict of Interest Statements
June 10, 2021 Full Board Meeting Minutes
Committee Membership Recommendations
Final PY21/FY22 Budget Approval
Request to increase ITA Scholarship Tuition Amounts
Revision to Region VI Invoicing Policies and Procedures to allow for 100% up-front payment
Revision to Region VI ITA Policy
Financial Report through August 31, 2021
On-the-Job/Incumbent Worker Training Reports through September 3, 2021
Performance Report 4th Quarter PY20
Youth Program Update August 2021
Unemployment Data for July 2021
Schedule of Meetings for PY21
Resolution Designating September 2021 as National Workforce Development Month

APPROVAL OF MINUTES-VOTE

Kathy Wagner motioned to approve the minutes for the June 10, 2021 board meeting as presented. Anthony Hancock seconded. **Motion carried.**

Conflict of Interest Statements-Handout: Everyone needing to sign a Conflict of Interest Statement will receive it by mail.

OLD BUSINESS

West Virginia State Compliance Monitoring-Final Report-Recommendations: The WorkForce West Virginia state office conducts the audit annually. The audit is very comprehensive. All documents requested were uploaded and sent prior to the start of the audit. The audit was conducted remotely. The issues were reviewed with the board members along with the corrective action plan. The final report and corrective action plan will be emailed to all board members.

One-Stop Operator-Update-One Stop Certifications (every 2 years): There are four One Stops. The Fairmont One-Stop is the comprehensive center with all partners co-located or located nearby. Re-certification of all 4 One-Stops was conducted and all are in compliance. A checklist was given by the state and completed and now it will be signed by the Board Chair and Executive Director and returned to the state.

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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). The approval for this year is from October 1, 2021 through September 30, 2022. The amount of the grant has decreased slightly. Eleven of the 13 counties are being served. The requirement is to work, in-kind 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. Participants are still being contacted to offer help with job search, resume writing, etc. Some participants are still working and turning in timesheets.

Tri-State Energy & Advanced Manufacturing Consortium (TEAM)-Update: Maria is part of the executive committee. The consortium was formed to design programs for advanced manufacturing and other occupations centered around the cracker plant located in Beaver County, PA and future plants in Ohio and West Virginia. The executive committee meets monthly. The annual meeting for the whole consortium will be held virtually at the end of October 2021. New funding has been secured for the upcoming year. This will provide for three full time people, one for each state, to educate employers and job seekers about skills needed, potential employment opportunities and also includes some funds for marketing in the tri-state area.

NEW BUSINESS

Blue Ribbon Task Force Invitation and Discussion: A Blue Ribbon Task Force has been formed by executive order of the governor to present a proposal on how to better serve the business sector and job seekers. A letter was sent to Governor Justice in response to the Blue Ribbon Task Force "Subcommittee on Integration and Co-location" discussions that have taken place so far. The letter expressed some concerns and issues with proposed changes and was signed by six of the seven Workforce Development Board Executive Directors, Board Chairs, and LEO Chairs. The letter was drafted by one of the other Executive Directors with input from all Directors. The Governor's Chief of Staff responded with a letter claiming the Directors letter was premature and contained errors and misinformation. Copies of both letters were sent to both the Full Board and LEO Board members. The task force is scheduled to meet every 3 weeks through December 24th at which time they will deliver a report and/or recommendation to the Governor. After some discussion it was determined that the board members support the Executive Director's concerns and issues and want her to continue to participate on the task force.

New Appointment to Board-(Diane Heldreth-WV Div. of Rehabilitation Services) VOTE: Leroy Hunter motioned to accept the appointment of Diane Heldreth to complete the term of Nick Biafore, ending 5-31-24. Kathy Wagner seconded. **Motion carried.**

Committee Membership Recommendations: The Board Chair can approve the committees. It was explained that the Exceptions Committee must have a non-board member serve. Peggy Tingler from DRS was recommended. The Executive and Finance committees will be combined. The Nomination Committee is no longer needed and will be dissolved. The law states the LEO's should recommend/nominate board members when needed. The One Stop Committee must have a non-board member serve with expertise. April Pierson was recommended. Board member Willis McCollam also agreed to serve because of his expertise in working with individuals with disabilities. The Training Provider Committee was deleted since the state approves the training providers and each region approves the providers that offer training programs for in-demand occupations for that region. The Youth Standing Committee does not need any changes. Board Chair Nancy Vandergrift approved of the changes. The updated committee list will be presented at the December board meeting.

Final PY21/FY22 Budget Approval-VOTE: Maria explained that she had previously brought a preliminary draft budget to the board meetings in June in order to start the new year with a budget because, at that time, the State had not given the boards information on their annual allocations. The new budget is an actual 3% decrease from the previous year's annual allocation, instead of the proposed 10% decrease drafted in the preliminary budget from June. Leroy Hunter motioned to accept the final budget as presented. Lori Turner seconded. **Motion carried.**

Request to increase ITA Scholarship Tuition Amounts-VOTE: Board members were reminded that at the March 2021 board meeting they were informed WorkForce WV requires 80% of funds be obligated by the end of the fiscal

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year or the funds may be recaptured. During the COVID-19 pandemic employers that would use OJT funds and training providers shut down. Also, some training providers have increased tuition. Leroy Hunter motioned to approve the increase in the ITA Scholarship Tuition Amounts. Seconded by Kathy Wagner. **Motion carried.** Board Member Mike Callen abstained.

Revision to Region VI Invoicing Policies and Procedures to allow for 100% up-front payment-VOTE: Tuition is paid 50% after the first day the student attends and 50% at the halfway mark of enrollment. If the state recaptures the funds, there may not be funds available to pay the 2nd half of tuition. To make sure funds are obligated and available the recommendation is to pay 100% up front and if the student withdrawals or quits the program prior to the completion date it will be the responsibility of the school to issue a refund to the Workforce Development Board in accordance with their approved refund policy. All training providers are required to submit and receive approval of a refund policy to the state Community & Technical College System in order to be approved to conduct training in the state of West Virginia. Maria pointed out that this clause is in the new policy. Our office will receive a copy of the refund policy of all of the training providers approved in Region VI. This vote applies to in-person training only. The policy for on-line training will remain the same. Kathy Wagner motioned to approve the revision of the Region VI Invoicing Policies and Procedures to allow for 100% up-front payment. Seconded by Leroy Hunter. **Motion carried.**

Revision to Region VI ITA Policy-VOTE: The changes include allowing participants to progress in their profession and would request a second WIOA funding. Example: an LPN wants to become a RN. The participant must have a work history of nine consecutive months prior before applying for the progression in the same field along with other guidelines. Change the wait period to apply for a 2nd WIOA funding to one year instead of the current policy which requires three years. Leroy Hunter motioned to approve the revision to the Region VI ITA Policy. Seconded by Anthony Hancock. **Motion carried.**

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

- Executive Director Report-2 new National Emergency Grants Opportunities - Opioid Resource Navigator & Support Service Resource Navigators. The Opioid Resources Navigator will be hired through the local Workforce Development Boards to help individuals affected or impacted by substance abuse. Employers will be approached and encouraged to hire these individuals to give them the opportunity to improve their lives. The Support Service Resource Navigator will be hired by the State Workforce West Virginia agency to pull together and keep updated, all support service and wrap-around resources in the region to make them available to individuals that may have barriers to employment. One Support Service Resource Navigator will be located in each region to assist the local WDB's, but will be housed in WFWV offices.
- Financial Report-Handout-All were referred to the reports in their folders. The report reflects activity through August 31, 2021. The report has been revamped to be more comprehensive. After some discussion the board members decided they like the new format and would like to see it going forward.
- Rapid Response Staff Report-No report was included since there has been no activity since the last meeting. The Eat N Park Restaurant in Bridgeport, WV will be closing soon.
- On-the-Job Training Reports-Handout-The reports shows activity through September 3, 2021.
- Performance Report-Handout-All were referred to the report in their folders. The report is for PY20 4th Quarter.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for August 2021, including the number of youth served, meetings, events, etc.
- Unemployment Data-Handout-The report reflects the unemployment rate in each county for July 2021. The average unemployment rate for the state is 4.5% for July 2021.

Other Items-Meeting Schedule for July 1, 2021-June 30, 2022: The next meeting is tentatively scheduled for December 10, 2021. It is usually a joint meeting with the LEO Board members. This is subject to change because

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of COVID-19 restrictions. Included in each member's packet was the resolution designating September 2021 as National Workforce Development month

COMMENTS FROM THE FLOOR: Commissioner Veltri mentioned that the Blue Ribbon Task Force may not have all of the information needed to make a good decision.

ADJOURNMENT: Lori Turner motioned to adjourn the meeting at 12:41 pm. Seconded by Leroy Hunter.
Motioned carried.

BOARD MEMBER APPROVAL: _____

DATE: _____