

**REGION VI
WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES**

March 11, 2021

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

WELCOME/ROLL CALL:

Members attending in person were Frank Jarman, Leroy Hunter, Robert Mollohan, Kathy Wagner, Penny Brown, and Nancy Vandergrift. Members attending by conference call were Nick Biafore, Mike Bombard, Michael Callen, Greg Hefner, Michael Manypenny, Anne Mezzanotte, Lori Turner, Stephanie Westfall, and Janie White. Workforce Development Board staff present were Maria Larry and Kathi Waters.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for March 11, 2021
Conflict of Interest Statements
December 10, 2020 Full Board Meeting Minutes
West Virginia Manufacturing Association statistics
WIOA Guide for Chief Local Elected Officials
Financial Report through February 28, 2021
Rapid Response Report through February 28, 2021
PY 20 On-the-Job Training Reports through March 5, 2021
Performance Reports 2nd Quarter PY20
Youth Program Update February 2021
Unemployment Data for January 2021
Schedule of Meetings for PY20

APPROVAL OF MINUTES-VOTE

Leroy Hunter motioned to approve the minutes for the December 10, 2020 board meeting. Nancy Vandergrift seconded. **Motion carried.**

Conflict of Interest Statements-Handout: Members present were given COI's as they came in. All others will be mailed out.

OLD BUSINESS

West Virginia State Compliance Monitoring-Update: The WorkForce West Virginia state office conducts the audit annually. The audit is very comprehensive and includes board composition, performance, invoicing and validation. The audit for this year is tentatively set for June 7-11, 2021. It may be conducted remotely, depending on COVID-19 restrictions.

One-Stop Operator-Contract/Request for Proposal Updates: The Request for Proposal was sent out in January 2021. The four-year contract will expire June 30, 2021. The only organization to respond was HRDF, Inc. It was reviewed by staff. Revisions and modifications are needed which are due by the end of March 2021. At that time the proposal will be reviewed by two board members and a recommendation will be made. The proposal will be voted on at the June 2021 board meeting.

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)-Update: The waiver is still in place at least through April 2021 because of COVID-19. Active job searches and work requirements are on hold. Some participants are still working and turning in timesheets. Case managers are still receiving referrals. This is voluntary through April 2021.

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Tri State Energy & Advanced Manufacturing (TEAM) Consortium-Update: The consortium meets once a month. Maria is on the Executive Committee that also meets once a month. The cracker plants are moving forward. A poll was taken of high school, junior high and middle school students to ask if they would be interested in these jobs. The preliminary response was very positive. The parents were more skeptical. Going forward the focus will be to educate parents about manufacturing jobs. When the poll is complete, the results will be shared with board members. Board members were referred to the WV Manufacturing Association statistics and trends (changes during COVID-19, office space needed, changes in population nation-wide, policy issues, etc.) were reviewed.

NEW BUSINESS

Board Renewal-(Robert Morris)-VOTE: Robert Mollohan motioned to renew the appointment of Robert Morris for another three-year term ending 3-31-24. Frank Jarman seconded. **Motion carried.**

New Board Appointments-(Dr. Anthony Hancock, Pierpont CTC & Chad Oleska, Plumbers & Pipefitters 152)-VOTE: Dr. Hancock will complete the term of Dr. Moore which ends on 11-30-22 who has taken another position and Chad Oleska will complete the term of Jeremy Jeffers which ends on 6-30-22 who is no longer with the carpenters apprenticeship. Lori Turner motioned to approve the new board members. Nancy Vandergrift seconded. **Motion carried.**

Renewal of Board Officers (current terms expire in June)-Discussion: The positions of Chair, Vice Chair, and Secretary will expire on June 30, 2021. The Chair and Vice Chair must be members from the business sector. Please let the nomination committee know if any members are interested in the positions.

Maher Duessel Audit-FINAL Audit-copies available for review: The final audit was received and there were no changes from the draft audit. There were no findings.

Request to Transfer FY20 Dislocated Worker Funds to Adult Funds (\$250,000)-VOTE: The Adult allocation has been spent. The funds requested will not deplete the DW allocation. 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. Frank Jarman seconded. **Motion carried.**

Out-of-School Youth Contract Renewal-(Youth Committee Recommendation)-VOTE: This is for the 2nd year renewal. The Youth Committee approved and recommend approval to the Full Board. Funding will be contingent on the budget amount received in June 2021 for the period beginning July 1, 2021. Nancy Vandergrift motioned to approve the Youth Contract Renewal. Leroy Hunter seconded. **Motion carried.**

Case Management Contract Renewal-VOTE: This is for the 2nd year renewal. HRDF, Inc. currently holds the contract. Leroy hunter motioned to approve the contract renewal. Frank Jarman seconded. **Motion carried.**

Audit Contract-Renewal-VOTE: This is the second year for this contract. It does not have to be voted on per the procurement policy. Maher Duessel has agreed to continue providing this service. The increase was one percent. The increase allowable is up to 10%. Frank Jarman motioned to approve the audit contract for a second year. Nancy Vandergrift seconded. **Motion carried.**

WIOA Guide for Chief Local Elected Officials-Handout (www.workforcegps.org): Workforce GPS provides training on WIOA services, board governance trainings, etc. The guide is for LEO's but the information is comprehensive and also good for Full Board members. The guide includes information on One-stop functions, MOU's, partners, services offered, performance indicators, duties of LEO's and Full Board, etc. Board members may create an account on the Workforce GPS website and receive notifications of all trainings offered. Sessions are recorded so they can be viewed if members are not available at the time of live training sessions. There are also materials available for print if needed.

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

- Financial Report-Handout-All were referred to the reports in their folders. The report reflects activity through February 28, 2021.
- Rapid Response Staff Report-The report reflects activity through February 28, 2021.
- On-the-Job Training Reports-Handout-The reports shows activity through March 5, 2021.
- Performance Report-Shelly McCauley-Handout-All were referred to the report in their folders. The report is for PY20 2nd Quarter.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for February 2021, including the number of youth served, meetings, events, etc.
- Unemployment Data-Handout-The report reflects a decrease in unemployment in 6 of the 13 counties served for January 2021.

Other Items-Meeting Schedule for July 1, 2020-June 30, 2021: The next meeting will be held on June 10, 2021 at 10:30 am at the Marion County CVB in Pleasant Valley.

COMMENTS FROM THE FLOOR: Kathy Wagner advised there may be some COVID-19 vaccines available in Harrison County. She provided the website for Harrison and Monongalia counties. The Louis A. Johnson Medical Center will provide a walk-in clinic for veterans to receive COVID-19 vaccines on Saturday, March 13, 2021. Nancy Vandergrift advised the MVA Health Centers are also offering COVID-19 vaccines. Call and leave a message. The phone call will be returned and an appointment will be scheduled. Maria informed the board members that the commissioner from Harrison County has been replaced and a LEO liaison will need to be appointed to the Full Board.

ADJOURNMENT: Kathy Wagner motioned to adjourn the meeting at 11:32 am. Seconded by Frank Jarman. **Motioned carried.**

BOARD MEMBER APPROVAL: _____

DATE: _____