

**REGION VI WORKFORCE INVESTMENT BOARD**  
**Full Board Meeting**  
**Marion County Convention & Visitors Bureau, WV**  
**March 12, 2020 10:30 AM – 12:30 PM**

1. **CALL TO ORDER**
2. **INTRODUCTIONS (Guests)**
3. **APPROVAL of December 13, 2019 FULL BOARD MINUTES-**VOTE****
4. **Conflict of Interest Statements – Handout**
5. **OLD BUSINESS**
  - A. Maher Duessel Audit - Completed
  - B. One Stop Operator - Update
  - C. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) - Update
  - D. Tri State Energy & Advanced Manufacturing (TEAM) Consortium –Update
6. **NEW BUSINESS**
  - A. Case Management Contract Award - **VOTE**
  - B. Out-of-School Youth Program Contract Award (Youth Committee Recommendation) – **VOTE**
  - C. 2020-2023 Local Business Plan – Comments/Discussion
  - D. Accounting Contract Quote - **VOTE**
  - E. Auditing Contract Quote - **VOTE**
  - F. Board Appointments / Renewals – **VOTE**
  - G. Request to Transfer PY19 Dislocated Worker Funds to Adult (\$600,000) – **VOTE**
  - H. Statewide Summer Youth Employment Program
  - I. West Virginia State Compliance Monitoring – May 18-23, 2020
  - J. Staff Reports
    - a. Financial Report – **Handout**
    - b. Rapid Response Staff Report– **Handout**
    - c. On-The- Job/Incumbent Worker Training Report– **Handout**
    - d. Performance Report – Shelly McCauley – **Handout**
    - e. Youth Program Update – **Handout**
    - f. Unemployment Data – **Handout**
  - K. Other Items – Meeting Schedule for July 1, 2019– June 30, 2020
7. **COMMENTS FROM THE FLOOR**
8. **ADJOURNMENTS**

**REGION VI  
WORKFORCE DEVELOPMENT BOARD  
FULL BOARD MEETING MINUTES  
March 12, 2020**

**Meeting was called to order at 10:31 by Chair, Penny Brown.**

**WELCOME/ROLL CALL:**

The sign-in sheet was used in lieu of roll call. Members present were Kathy Wagner, Leroy Hunter, Mike Callen, Robert Mollohan, Greg Hefner, Nick Biafore, Penny Brown, Willis McCollam, and Janie White.

Proxies for the meeting were: Kathy Wagner for Mike Bombard.

Guests present were Kimberly Cale from Pierpont CTC and Patsy Trecost from the Harrison County Chamber of Commerce.

Workforce Development Board staff present were Maria Larry, Amy Hall, and Kathi Waters.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda for March 12, 2020

December 13, 2019 Full Board Meeting Minutes

Conflict of Interest Statements

Letters to Board of Directors from auditor Maher Duessel

Flyer from the TEAM Consortium introducing the website

Financial Report through February 29, 2020

Rapid Response Report through February 29, 2020

PY 19 OJT/Customized Training/Incumbent Worker/Transitional Training Reports through March 9, 2020

PY19 Quarter 2 Statewide Performance Report

Youth Program Update Report

Unemployment Data for January 2020

Schedule of Meetings for PY19

**APPROVAL OF MINUTES-VOTE**

Kathy Wagner motioned to approve the minutes for the December 13, 2019 board meeting. Nick Biafore seconded.

**Motion carried.**

**OLD BUSINESS**

Conflict of Interest Statements-Handout: Maria stated all those needing to sign a new Conflict of Interest Statement were given one as they came into the meeting. Please fill it out and return it to Kathi by the end of the meeting.

Maher Duessel Audit-Completed: There were no findings with the audit. All present were directed to the letters addressed to the Board of Directors in their folders. There was a note under Cash Disbursements stating checks should be reviewed for signatures before they are sent out because one check for Comcast was processed without a signature. The audit company is new. They were very thorough and have previous experience conducting audits for Workforce Development Boards in Pennsylvania.

One-Stop Operator-Update: There is a major company closing in Fairmont, the Fairmont Regional Medical Center (FRMC). 528 employees are affected. With a two-week turnaround the One-Stop Operator had a Job/Resource Fair for employees of FRMC. Rapid Response was also conducted at the Fair since FRMC did not respond to calls to allow it to be done on-site or another location. Some employees were not permitted time off to attend the job fair since a two-week notice is required in some departments to request time off from work, so attendance was lower than hoped for. Vendors at the job fair were made aware of OJT opportunities. Board Chair Penny Brown stated

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her company hired two individuals from the job fair. Also Amy Hall has been approached by an employer that would like to take advantage of the OJT funds available. Penny Brown commended April Pierson for a job well done by putting together the job fair. White Hall pharmacy sent April an email stating the job fair exceeded their expectations.

Supplemental Nutrition Assistance Program (Employment & Training) SNAP E&T Grant-Update: Two more counties were added in January of this year, bringing the total to 11 counties out of a total of 13 counties. Gilmer and Braxton counties have not been added but may be at the start of the new grant period in October 2020.

Tri State Energy & Advanced Manufacturing (TEAM) Consortium-Update: All present were referred to the flyer in their packets. The flyer highlights the website that has been launched. Belmont County Ohio broke ground for a cracker plant and one in Pennsylvania has started construction. The TEAM Consortium comprises 27 counties in the tristate area. There are two counties in Region VI-Marion and Monongalia counties. The next meeting is scheduled for March 25<sup>th</sup>.

### **NEW BUSINESS**

Case Management Contract Award-VOTE: Maria advised the third year renewal is up. The contract has been with WorkForce West Virginia for approximately 20 years. WorkForce West Virginia has opted not to bid. A Request for Proposal went out and there was one bidder at the bidders' conference, HRDF, Inc. Amy and Maria met with HRDF, Inc. for clarification on some items submitted. Two board members evaluated the proposal and all items are in compliance. There will be a transition period beginning April 1, 2020 so that HRDF, Inc. staff will be ready to serve the participants with no interruption of service beginning July 1, 2020. The final amount of the budget will be known in June or September. There will be negotiation at that point if the preliminary budget is different from the final budget. Five full time employees will be needed for Case Management contract. There will be one Case Manager in each of the four One-Stops and the fifth person will help with employer services. Mike Callen motioned to approve the bid for the Case Management Contract with the preliminary budget as presented. Leroy Hunter seconded. **Motion carried.**

Out-of-School Youth Program Contract Award (Youth Committee Recommendation)-VOTE: HRDF, Inc. was the only bidder for this contract. They currently have the contract and have had it since the inception of WIA which is now WIOA. Maria and Amy spoke with HRDF, Inc. about the needs of serving the youth. Two board members reviewed the proposal and all items were in compliance. Kathy Wagner stated HRDF, Inc. has done a good job until now and have proved they are capable of administering the contract. The amount may have to be negotiated when the final budget is received. Janie White moved to accept the bid for the Out-of-School Youth Program Contract with the preliminary budget at presented. Kathy Wagner seconded. **Motion carried.**

2020-2023 Local Business Plan-Comments/Discussion: Board members were notified by email prior to the board meeting that the Business Plan is on regionviwv.org website for their review prior to today's meeting. It has been advertised in the newspaper that the Business Plan is on our website for public comment. The final copy with comments is due to the state by March 31<sup>st</sup>. Amy advised that the Business Plan is the same as before with some updates. There were no comments from the board members.

Accounting Contract Quote-VOTE: Conley CPA Group currently is contracted to do the accounting/bookkeeping for Region VI WDB. They have not increased the contract for the past several years. It was increased by \$180.00 this year because they have been asked to prepare 1099's. This was done by the previous auditor Arnett Carbis Toothman but this was not included in the contract with Maher Duessel. Leroy Hunter moved to accept the accounting contract quote. Nick Biafore seconded. **Motion carried.**

Auditing Contract Quote-VOTE: The board was advised the contract amount has increased approximately 3%. Mike Callen moved to accept the auditing contract quote. Willis McCollam seconded. **Motion carried.**

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Board Appointments/Renewals-VOTE: Board members were advised two members from the business sector resigned. One because of no longer being employed and the other one because of not being able to attend board meetings due to time constraints. In order to be in compliance with the board composition, Maria has spoken to two people that are willing to serve that are also from the business sector. They are Nancy Vandergrift, CEO of MVA in Marion County and Ben Guillow from the SI Group in Monongalia County. Greg Hefner moved to appoint Nancy Vandergrift and Ben Guillow as new board members effective March 13, 2020. Mike Callen seconded. **Motion carried.**

Request to Transfer PY19 Dislocated Worker Funds to Adult (\$600,000)-VOTE: The board members were advised that it is hard to spend DW funds because the unemployment rate is so low. A letter will be sent to make the request along with documentation. Janie White motioned to approve the request as presented. Willis McCollam seconded. **Motion carried.**

Statewide Summer Youth Employment Program: Maria was notified by the State Workforce Director that Governor Justice is asking for funds during legislation to conduct a summer youth program for In-school Youth. If the program is approved, Region VI will concentrate on the most impoverished areas. Since Region VI covers 13 counties, it will difficult to cover all of the counties with the funds that may become available. This will have to be done quickly, if approved, because the students have to be reached before they complete the school year in May. Personnel will have to be hired to supervise the students. Board members will be kept abreast if the program is approved.

West Virginia State Compliance Monitoring-May 18-23, 2020: The monitoring is conducted annually by the state. Some of the items they check are invoices, board composition, EO, policies, business plan, and file validation. The audit is very thorough.

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

- Financial Report for period ending February 29, 2020-Handout- Dislocated Worker expenditures are very low due to very few dislocated workers requesting training. Maria is requesting from the West Virginia State WorkForce office that \$600,000.00 be transferred from DW to Adult along with supporting documentation.
- Rapid Response-This report reflects activity through February 2020. There is a major closure in Marion County, Fairmont Regional Medical Center that will be closing in March. It is not included in this report.
- On-the-Job Training Report through March 9, 2020-Handout-Maria reviewed the companies that have most recently used OJT funds. The majority of funds is being spent on Adults. Included in the report is information on the funds used for Incumbent Workers, Transitional Workers and Customized Training.
- Performance Report for PY19 2<sup>nd</sup> Quarter-Handout-All were referred to the statewide report in their folder. Maria reviewed the report. Region VI did not meet the negotiated levels in two area of the Youth Measure. This is partly because the negotiated level was raised from 80% to 90%. She and Amy have spoken with the Youth Provider about the percentages and have asked for improvement measures.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc., the youth contractor.
- Unemployment Data for January 2020-Handout-The report reflects an increase in unemployment for 46 counties.

Other Items-Meeting Schedule for July 1, 2019-June 30, 2020: The next meeting will be held on June 11, 2020 at the Marion County CVB in Fairmont

**COMMENTS FROM THE FLOOR:** Janie White advised that public transit authorities are working with those affected by the opioid crisis. The goal is to provide free transportation for those in treatment statewide.

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**ADJOURNMENTS:** Penny Brown adjourned the meeting at 11:29 am.

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

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