

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

1. CALL TO ORDER

2. INTRODUCTIONS (Guests)

3. APPROVAL of July 9, 2020 FULL BOARD MINUTES-VOTE

4. Conflict of Interest Statements – Handout

5. OLD BUSINESS

- A. West Virginia State Compliance Monitoring – Enhanced Desk Monitoring Review – 8/17/2020
- B. One Stop Operator – Updates
- 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. Board Renewal- (Frank Jarman) **VOTE**
- B. Maher Duessel Audit – Starting the week of September 21, 2020
- C. Request for Extension of PY18 Grant
- D. 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**
- E. Other Items – Meeting Schedule for July 1, 2020 – June 30, 2021

7. COMMENTS FROM THE FLOOR

8. ADJOURNMENTS

**REGION VI
WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
September 10, 2020**

Meeting was called to order at 10:33 by Chair, Penny Brown.

WELCOME/ROLL CALL:

Members present were Kathy Wagner, Leroy Hunter, Robert Mollohan, Penny Brown, Janie White, Frank Jarman, and Nancy Vandergrift. Tied in by conference call were Nick Biafore, Mike Bombard, Mike Callen, Gregory Hefner, Jeremy Jeffers, Anne Mezzanotte, Robert Morris, Johnny Moore, Rick Rock, and Lori Turner. Workforce Development Board staff present were Maria Larry and Kathi Waters. Guests tied in by conference call were Mr. Deussenberry and Travis Miller.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for September 10, 2020
July 10, 2020 Full Board Meeting Minutes
Conflict of Interest Statements
West Virginia State Compliance Monitoring-Enhances Desk Review-8/17/20 email
Financial Report through August 31, 2020
PY 19 OJT/Customized Training/Incumbent Worker/Transitional Training Reports through September 2, 2020
PY19 Quarter 4 Statewide Performance Report
Youth Program Update Report August 2020
Unemployment Data for July 2020
Schedule of Meetings for PY20

APPROVAL OF MINUTES-VOTE

Janie White motioned to approve the minutes for the July 10, 2020 board meeting with the following correction. *Since the COVID-19 pandemic and security breaches with unemployment the WorkForce offices no longer allow access to ~~partners and the general public.~~* Leroy Hunter seconded. **Motion carried.**

Conflict of Interest Statements-Handout: All those needing to sign a new Conflict of Interest Statement were mailed one prior to today's meeting. Please fill them out and return to the WDB office as soon as possible.

OLD BUSINESS

West Virginia State Compliance Monitoring-Enhanced Desk Review: The WorkForce West Virginia state office conducts the audit. The EO part of the audit has been completed. All were referred to the email in their folder that stated there were no findings. Also available for review were the audit results. The remainder of the audit is being conducted now. It may be finished next week. There will be an update at the December 2020 board meeting.

One-Stop Operator-Updates: The subcontractor, HRDF, Inc. is located across the street from the State office building in Veterans' Plaza. Housed there are the youth staff, career planners, business representative, and program coordinator.

Supplemental Nutrition Assistance Program (Employment & Training) SNAP E&T-Update: This grant is received through the DHHR. 11 of 13 counties are being served. It has been difficult to retain temporary employees for the case manager positions to serve all of the counties. Ginny Layton, Fiscal Manager and Program Director for the SNAP E&T program, will serve those counties not covered by a temporary employee and has turned over some of her fiscal duties to the Financial Assistant.

TO BE APPROVED BY THE FULL BOARD ON December 10, 2020

Tri State Energy & Advanced Manufacturing (TEAM) Consortium-Update: The workforce statistical data available is not captured in real time. It is two years old. It has been difficult to determine how many workers are needed. A company has been hired to capture the data in real time that will let advanced manufacturing, the oil and gas industry, and many other industries know how many workers will be needed. This will be a huge help in determining what support services and other industry workers are needed.

NEW BUSINESS

Board Renewal-(Frank Jarman)-VOTE: Frank Jarman agreed to continue serving on the board. Kathy Wagner motioned to renew the appointment of Mr. Jarman for another three-year term ending 9-17-23. Janie White seconded. **Motion carried.**

Maher Duessel Audit-Starting the week of September 21, 2020: The preliminary documents needed for the audit have been uploaded into ShareFile. The majority of the audit will be conducted remotely. There will be two days that Maher Duessel will come to the WDB office for in-person auditing to view invoices, discuss any concerns, observations, etc. they may have.

Request for Extension of PY18 Grant: The grant has a two-year shelf life for the WDB to use the funds and one additional year for the state to use the funds. The funds were being spent until the current pandemic hit. The schools closed and the funds were not being used. The request for extension was denied. The funds will be returned to the state and used for state set-aside projects and/or given to other regions to use.

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

- Financial Report-Handout-All were referred to the reports in their folders. The report reflects activity through August 31, 2020.
- Rapid Response Staff Report-There were no Rapid Responses conducted since the last meeting of July 10, 2020 so this report was omitted from the board members' folders.
- On-the-Job/Incumbent Worker Training Report-Handout-The reports show activity through September 2, 2020.
- Performance Report-Shelly McCauley-Handout-All were referred to the statewide report in their folder. The report is for PY19 4th Quarter.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for August 2020, including the number of youth served, meetings, events, etc.
- Unemployment Data-Handout-The report reflects a decrease in unemployment in 49 counties for July 2020.

Other Items-Meeting Schedule for July 1, 2020-June 30, 2021: The next meeting will be held on December 10, 2020 at 10:30 am at the Marion County CVB in Pleasant Valley. Usually a joint meeting with the LEO Board is held in December. Due to COVID-19 the meetings will be held separately.

COMMENTS FROM THE FLOOR: None.

ADJOURNMENTS: Leroy Hunter motioned to adjourn the meeting at 11:26 am. Seconded by Frank Jarman. **Motioned carried.**

BOARD MEMBER APPROVAL: _____

DATE: _____