

REGION VI WORKFORCE INVESTMENT BOARD
Full Board Meeting
Video Conference via Zoom
December 10, 2020 10:30 AM – 12:30 PM

1. **CALL TO ORDER**
2. **INTRODUCTIONS (Guests)**
3. **APPROVAL of September 10, 2020 FULL BOARD MINUTES-VOTE**
4. **Conflict of Interest Statements – Handout**
5. **OLD BUSINESS**
 - A. West Virginia State Compliance Monitoring – Enhanced Desk Monitoring Review –Update
 - 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- (Willis McCollam, Nancy Vandergrift & Kathy Wagner) **VOTE**
 - B. Maher Duessel Audit – DRAFT Audit
 - C. Increase Adult Eligibility for Training to 250% of Lower Living Standard Income Level
 - D. One Stop Operator Contract Expiration – Request for Proposal out early 2021
 - E. 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**
 - F. 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
December 10, 2020**

Meeting was called to order at 10:36 by Chair, Penny Brown.

WELCOME/ROLL CALL:

Members attending via video conference were Nick Biafore, Mike Bombard, Penny Brown, Mike Callen, Ben Guillow, Gregory Hefner, Leroy Hunter, Frank Jarman, Jeremy Jeffers, Michael Manypenny, Willis McCollam, Anne Mezzanotte, Nancy Vandergrift, Kathy Wagner, and Janie White. Proxy for Lori Turner was Janie White. Commission Hinkle from Harrison County was also in attendance.

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

Guests were Mr. Deussenberry, Mr. Neff, and Kimberly Cale.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for December 10, 2020

September 10, 2020 Full Board Meeting Minutes

West Virginia State Compliance Monitoring-Enhanced Desk Monitoring Review

Increase Adult Eligibility for Training 250% of Lower Living Standard Income Level

Financial Report through November 30, 2020

Rapid Response Report through November 30, 2020

PY 20 On-the-Job Training Report through December 7, 2020

Performance Report 1st Quarter PY20

Youth Program Update November 2020

Unemployment Data for October 2020

Schedule of Meetings for PY20

Newsletter-Program Year 2019 Summary

APPROVAL OF MINUTES-VOTE

Frank Jarman motioned to approve the minutes for the September 10, 2020 board meeting. Nick Biafore seconded.

Motion carried.

Conflict of Interest Statements-Handout: No Conflict of Interest Statements are due as of this meeting. All are up to date.

OLD BUSINESS

West Virginia State Compliance Monitoring-Enhanced Desk Monitoring Review-Update: The WorkForce West Virginia state office conducts the audit. There were no findings. The audit was very comprehensive and included board composition, EO, drawdowns and participant files. The only concerns that were noted were with a few participant files. Particularly that the case notes for the participant files should be more thorough. This has been addressed with all case managers.

One-Stop Operator-Updates: The contract ends 6-30-21. A Request For Proposal will be sent out early next year. The proposals will be evaluated and a recommendation will be presented at the March 2021 board meeting for a vote. Because the Federal DOL requires that the One-Stop Operator's budget be charged in part to the Workforce Development Board's administration budget and/or partner contributions, it may be necessary to seek guidance from a consultant on how this should be done.

TO BE APPROVED BY THE FULL BOARD ON March 11, 2021

Supplemental Nutrition Assistance Program (Employment & Training) SNAP E&T-Update: The state DHHR has put a waiver in place until March 2021 because of COVID-19. Active job searches and work requirements are on hold. Some participants are still working and turning in timesheets. This is voluntary until March 2021.

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 manufacturing industry has slowed down some. The consortium has been speaking with the community colleges so they may prepare a curriculum for students that are interested in skilled trades and meets the needs of the industries.

NEW BUSINESS

Board Renewals-(Willis McCollam, Nancy Vandergrift & Kathy Wagner)-VOTE: All agreed to continue serving on the board. Frank Jarman motioned to renew the appointments of Willis McCollam for another three-year term ending 12-13-23, Nancy Vandergrift for a three year term ending 12-31-23, and Kathy Wagner for another three year term ending 12-31-23. Mike Callen seconded. **Motion carried.**

Maher Duessel Audit-DRAFT Audit: The draft was received this morning, just prior to the start of today's meeting. A copy will be emailed to all board members after the meeting today. There were no findings.

Increase Adult Eligibility for Training to 250% of Lower Living Standard Income Level: Increasing the LLSIL to 250% allows more Adults to become eligible for training.

One Stop Operator Contract Expiration-Request for Proposal out early 2021: HRDF, Inc. is currently the subcontractor. After the proposals are evaluated, the recommendation will be brought to the Full Board at the March 2021 meeting for a vote. This will allow time for a transition period if necessary. The new contract will begin July 1, 2021.

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 November 30, 2020.
- Rapid Response Staff Report-The report reflects activity through November 30, 2020.
- On-the-Job Training Report-Handout-The report shows activity through December 7, 2020.
- Performance Report-Shelly McCauley-Handout-All were referred to the report in their folders. The report is for PY20 1st Quarter.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for November 2020, including the number of youth served, meetings, events, etc.
- Unemployment Data-Handout-The report reflects a decrease in unemployment in all 55 counties for October 2020.

Other Items-Meeting Schedule for July 1, 2020-June 30, 2021: The next meeting will be held on March 11, 2021 at 10:30 am at the Marion County CVB in Pleasant Valley. The annual newsletter was prepared by Ginny Layton. She does a good job putting this together. The newsletter reflects the summary of program year 2019.

COMMENTS FROM THE FLOOR: None.

ADJOURNMENTS: Frank Jarman motioned to adjourn the meeting at 11:37 am. Seconded by Nancy Vandergrift. **Motioned carried.**

BOARD MEMBER APPROVAL: _____

DATE: _____