

**REGION VI WORKFORCE INVESTMENT BOARD**  
**Full Board Meeting**  
**Marion County Convention & Visitors Bureau, WV**  
**July 9, 2020 10:30 AM – 12:30 PM**

1. **CALL TO ORDER**
2. **INTRODUCTIONS (Guests)**
3. **APPROVAL of March 12, 2020 FULL BOARD MINUTES-VOTE**
4. **Conflict of Interest Statements – Handout**
5. **OLD BUSINESS**
  - A. West Virginia State Compliance Monitoring – May 18-23, 2020 - **Postponed**
  - 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
  - E. Case Management Contract – New Career Planners – Update
  - F. 2020-2023 Local Business Plan - Update
6. **NEW BUSINESS**
  - A. Region 6 WBD Office Activity during COVID-19 Pandemic
  - B. New Board Appointments, Renewals and Vacancies - **VOTE**
  - C. Board Officers – Update
  - D. PY18 & PY19 Budget Modifications
  - E. PY20/FY21 Budget Approval - **VOTE**
  - F. Region VI WDB On-line Training Program Policy - Update
  - G. **EXECUTIVE SESSION**
  - H. Finance Committee Recommendation - **VOTE**
  - I. 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**
  - J. 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  
July 9, 2020**

**Meeting was called to order at 10:35 by Chair, Penny Brown.**

**WELCOME/ROLL CALL:**

Members present were Kathy Wagner, Leroy Hunter, Robert Mollohan, Penny Brown, Janie White and Nancy Vandergrift. Tied in by conference call were Nick Biafore, Mike Bombard, Gregory Hefner, Frank Jarman, Jeremy Jeffers, Michael Manypenny, Willis McCollam, Anne Mezzanotte, Robert Morris, Ben Guillow, and Stephanie Westfall.

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

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

New board members introduced were Nancy Vandergrift and Ben Guillow.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda for July 9, 2020

March 12, 2020 Full Board Meeting Minutes

Conflict of Interest Statements

2020-2023 Local Business Plan Update and Approval Letter

PY18 & PY19 Budget Modifications

PY20/FY21 Budget Draft

Email dated 6-26-20 showing PY20 Allocations

Financial Report through June 30,, 2020

Rapid Response Report through April 3, 2020

PY 19 OJT/Customized Training/Incumbent Worker/Transitional Training Reports through June 30, 2020

PY19 Quarter 3 Statewide Performance Report

Youth Program Update Report

Unemployment Data for May 2020

Schedule of Meetings for PY20

**APPROVAL OF MINUTES-VOTE**

Frank Jarman motioned to approve the minutes for the March 12, 2020 board meeting. Leroy Hunter seconded.

**Motion carried.**

Conflict of Interest Statements-Handout: Penny stated all those needing to sign a new Conflict of Interest Statement were given one as they came into the meeting.

**OLD BUSINESS**

West Virginia State Compliance Monitoring-May 18-23, 2020 Postponed: The WorkForce West Virginia state office conducts the audit. They contacted the Region VI WDB office to let them know the review would be postponed and there may be a desk review because of COVID-19. To date they have requested EO documents that are due by 7-31-20. The documents are being prepared for review.

One-Stop Operator-Updates: This is the fourth year for the contract. There will be a RFP in the upcoming year. The One-stop Operator April Pierson has done a fantastic job. She was co-located in the Fairmont One-stop. Since the COVID-19 pandemic and security breaches with unemployment the WorkForce offices no longer allow access

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to the general public. She has moved to another location so that she may continue working with network Partners. This has resulted in a small increase in the budget to pay for rent, phone, and internet service.

Supplemental Nutrition Assistance Program (Employment & Training) SNAP E&T-Update: There are case workers in Morgantown, Clarksburg, and Fairmont. Ten of the 13 counties are covered. Case workers have been able to help participants using the telephone, video conference, regular mail, etc. The Morgantown case worker has begun working for WorkForce WV. Ginny Layton will cover her counties until someone is hired to replace her.

Tri State Energy & Advanced Manufacturing (TEAM) Consortium-Update: There are two webinars per month since the pandemic started, one for the Executive Committee and one for the Full Committee. Maria serves on the Executive Committee for West Virginia representing workforce. Despite recent developments the mission and goals have remained the same. Getting the word out to the youth is very important particularly the junior high and high school youth.

Case Management Contract-New Career Planners-Update: WorkForce no longer wanted to do case management. They have held the contract since 2000. The RFP went out and HRDF, Inc. bid and at the March 2020 board meeting the contract was approved. Also, a transitional contract was approved from March 1, 2020 through June 30, 2020. This allowed time for the new career planners to be trained. There is one career planner for each of the One-stops. They have been trained by video-conference and in-person using social distancing. The contract originally placed the career planners inside of each One-stop. The contract amount has increased because the career planners in Elkins, Fairmont, and Morgantown have to be housed outside of the One-stops because the State Workforce Offices are temporarily closed to the public and they are not allowing partner agencies in their space. Our new career planners have been serving participants by telephone, video conference, document upload, etc. No TABE testing has been done because it has to be done in person. TABE testing has been waived for now using DOL guidelines. Workforce WV no longer has local phone numbers. They are utilizing a centralized call center.

2020-2023 Local Business Plan-Update: Board members were reminded the Business Plan is on the Region VI WDB's website. It has been approved by the state and a copy of the approval letter is in the folder of each board member. The Local Business Plan is in effect until 6-30-2024.

## **NEW BUSINESS**

Region 6 WDB Office Activity during COVID-19 Pandemic: Region 6 WDB office staff began working remotely the third week of March 2020. Maria Larry worked from home approximately 2 weeks with frequent trips into the office to check the mail, sign checks, etc. Starting the first part of April, Maria Larry covered the physical office fielding phone calls, mail and preparing the office for the return of the rest of the staff. All staff came back to the office fulltime on 7-6-2020. All did an excellent job working remotely to ensure the office ran smoothly. Video conference staff meetings were held on a regular basis during the time staff worked remotely.

New Board Appointments, Renewals and Vacancies-VOTE: Board members were advised that Gregory Hefner's term has expired. He agreed to continue serving on the board. Robert Mollohan motioned to reappoint Gregory Hefner to another three-year term 7-1-20 through 6-30-2023. Leroy Hunter seconded. **Motion carried.**

Board officers-Update: Effective 7-1-19 Penny Brown committed to one year serving as Board Chair depending on the approval of her employer. Penny Brown has agreed to serve as Board Chair for a second year. The term for board officers is for two years. Effective 7-1-21 new officers will be chosen for a two year term.

PY18 & PY19 Budget Modifications: There were three budget modifications since the last board meeting. All modifications fell under the \$20,000 threshold that would need board approval. Maria referred all board members present to the modifications and reviewed the increases in each of the budgets.

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PY20/FY21 Budget Approval: Maria referred all to the draft budget in their folders. She advised the allocations have been received from the state. Normally an approval letter is sent but has not received one to date. She referred all to the email dated 6-26-2020 received from the state showing the allocations received. The board was reminded that contracts were approved at the March 12, 2020 meeting contingent on the allocations. Those contract budgets are included in the budget presented. Janie White motioned to approve the budget as presented. Leroy Hunter seconded. **Motion carried.**

Region VI WDB On-line Training Program Policy-Update: The current policy states that training providers that offer on-line courses may only be approved if the training provider has a physical presence in Region VI. The policy also states that training will not be paid for up front in full. Fifty percent is paid when the participant begins training and another 50% is paid when the participant completes half of the instructional hours on or before the midpoint of training. The Region VI WDB wants to open up on-line training to providers that have a physical presence in the state and nearby and that will follow the billing guidelines set by Region VI WDB. With current conditions and the importance of being able to train remotely, she feels we need to be able to offer clients more options. Also Pierpont CTC is cancelling their on-line classes through the college, which leaves less on-line training options available in Region 6. Two online providers that have been approved by the state and other WV WDB's are Med-Certs and WVU Parkersburg. Maria has spoken with some of the other WDB's in the state and received positive feedback on these two providers. Maria will use her discretion as Executive Director to add on-line training providers to the Region 6 list.

**EXECUTIVE SESSION:** Leroy Hunter motioned to go into Executive Session. Robert Molloy seconded. Following discussion Robert Molloy motioned to come out of Executive Session. Nancy Vandergrift seconded.

Finance Committee Recommendation: Kathy Wagner motioned to accept the Finance Committee recommendation for Staff Incentives. Robert Molloy seconded. **Motion carried.**

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

- Financial Report for period ending June 30, 2020-Handout-Maria reviewed the report advising some of the funding will be returned on 6-30-20.
- Rapid Response-This report reflects activity through April 2020. There have been no layoffs since the date of the report. Fairmont Region Medical Center had a big layoff in April 2020. There have however been many furlough notices that do not require Rapid Response.
- On-the-Job Training Report through June 30, 2020-Handout-Maria advised there has not been a slow-down in activity during the COVID-19 pandemic. Included in the report is information on the funds used for Incumbent Workers, Transitional Workers and Customized Training.
- Performance Report for PY19 3<sup>rd</sup> Quarter-Handout-All were referred to the statewide report in their folder. Region VI did not meet the negotiated levels in two areas of the Youth Measure. This is partly because the negotiated level was raised from 80% to 90% and though follow-up is conducted it is difficult to get participants to respond.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc. through May 31, 2020, including the number of youth served.
- Unemployment Data for May 2020-Handout-The report reflects a decrease in unemployment for all 55 counties.

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

**COMMENTS FROM THE FLOOR:** None

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**ADJOURNMENTS:** Nancy Vandergrift motioned to adjourn the meeting at 11:50 am. Seconded by Leroy Hunter. **Motioned carried.**

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

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