

REGION VI WORKFORCE INVESTMENT BOARD
Full Board Meeting
Marion County Convention & Visitors Bureau, WV
June 9, 2022 10:30 AM – 12:00 PM

1. **CALL TO ORDER**
2. **INTRODUCTIONS (Guests)**
3. **APPROVAL of March 10, 2022 FULL BOARD MINUTES-**VOTE****
4. **Conflict of Interest Statements – Handout**
5. **OLD BUSINESS**
 - A. One Stop Operator – Update – New MOU- **VOTE** - and Mobile AJC Centers
 - B. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) – Update
 - C. New Website – Update
 - D. Google Certificates – Update
 - E. Recapture of unobligated PY21 Funds - Update
 - F. Region VI Business Plan / Combined Plan Modification 2020-2024 – Approve - **VOTE**
6. **NEW BUSINESS**
 - A. Board Renewals – (Rick Rock & Stephanie Westfall) – **VOTE**
 - B. Board Resignations & New Members – (Frank Jarman/Graham Godwin) & (Chad Oleska/Jason Fridley)- **VOTE**
 - C. Board Replacements – (Lori Turner/Jason Roberts) & (Robert Morris/Jennifer Bostian) - **VOTE**
 - D. Nomination for Board Secretary to complete Frank Jarman’s term – **VOTE**
 - E. Approval of Tuition Reimbursement Increase for LPN & RN Nursing Students - **VOTE**
 - F. Request to transfer FY22 Dislocated Worker funds to Adult (\$500,000) - **VOTE**
 - G. PY22/FY23 “Preliminary” Budget Approval - **VOTE**
 - H. Region VI WDB Contract Renewals:
 - Case Management (HRDF, Inc.) – **VOTE**
 - Out-of-School + In-School Youth Contract (HRDF, Inc.) – **VOTE**
 - One Stop Operator Contract (HRDF, Inc.) – **VOTE**
 - Accounting Contract (CONLEY CPA Group) – **No change**
 - Audit Contract (Maher Duessel) - **VOTE**
 - I. **EXECUTIVE SESSION**
 - J. Finance Committee Recommendation – Personnel - **VOTE**
 - K. Staff Reports
 - a. Executive Director Report – Glenville State Grant Initiative, WIOA Conference, State Compliance Review
 - b. Financial Report – **Handout**
 - c. Rapid Response Staff Report– **Handout**
 - d. On-The- Job/Incumbent Worker Training Report– **Handout**
 - e. Performance Report – **Handout**
 - f. Youth Program Update – **Handout**
 - g. Unemployment Data – **Handout**
 - L. Other Items – Meeting Schedule for July 1, 2022 – June 30, 2023
7. **COMMENTS FROM THE FLOOR**
8. **ADJOURNMENTS**

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

June 9, 2022

Meeting was called to order at 10:35 by Vice Chair, Kathy Wagner.

WELCOME/ROLL CALL:

Members attending in person were Lori Turner, Leroy Hunter, Janie Lou White, Robert Mollohan, Kathy Wagner, and Annetta Johnson. Members attending by conference call were Mike Bombard, Mike Callen, Anne Mezzanotte, and Stephanie Westfall. LEO Liaison Commissioner Tony Veltri was present. Guest present by conference call was Rhett Duesenberry. Guest attending in person was Jason Roberts. Proxies were Nancy Ligus for Dr. Anthony Hancock and Kathy Wagner for Gregory Hefner. Board members absent were Penny Brown, Ben Guillow, Patricia Heldreth, Michael Manypenny, Robert Morris, Chad Oleksa, Rick Rock, Frank Jarman, Michael Manypenny, and Nancy Vandergrift. Workforce Development Board staff present were Maria Larry, Kathi Waters, and Micki Cutlip.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for June 9, 2022
March 10, 2022 Full Board Meeting Minutes
Conflict of Interest Statements
Website Analytics showing number of visitors from March 2022 through June 9, 2022
Google Certificate Scholarships Flyer
Preliminary Operating Budget for PY22-FY23
Financial Report through April 30, 2022
On-the-Job/Incumbent Worker Training Reports through June 1, 2022
Performance Reports 3rd Quarter PY21
Youth Program Monthly Report May 2022
Unemployment Data for April 2022
Schedule of Meetings for PY22

APPROVAL OF MINUTES-VOTE

Lori Turner motioned to approve the minutes for the March 10, 2022 board meeting as presented. Leroy Hunter seconded. **Motion carried.**

Conflict of Interest Statements-Handout: Board members needing to sign a Conflict-of-Interest Statement received one as they came into the meeting. All others will be mailed.

OLD BUSINESS

One-Stop Operator-Update-New MOU VOTE-and Mobile AJC Centers: The MOU has been revised with a few minor changes effective July 1, 2022: It will be good for one year instead of two years, partner contact information has been updated, the IFA has been changed to quarterly, etc. Janie Lou White motioned to accept the MOU as presented.

Leroy Hunter seconded. **Motion carried.**

Mobile AJC Centers-A One Stop Outreach Committee has been formed. The goal of the mobile centers is to reach outlying counties. The first one was set up on 6-3-22 at the Foodland in Glenville in Gilmer County. The second one will be set up at Walmart in Flatwoods in Braxton County 7-1-22. Two have been requested for Barbour County at a later date.

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Update : The waiver is still in place for the work requirement. Case managers are still helping participants with job searches, partner referrals, resume assistance, etc. Two participants have qualified for the Job Jumpstart Program one-time stimulus payment and two have applied for and started training with the Google Scholarship Certificates.

TO BE APPROVED BY THE FULL BOARD ON SEPTEMBER 8, 2022

New Website-Update: The Region VI Workforce Development Board redesigned website went live April 6th. The most recent Analytics were reviewed. The information highlights number of visits on a daily, weekly, and monthly basis.

Google Certificates-Update: A new flyer was prepared for distribution. To date 12 have signed on to begin training. Progress can be tracked. A fillable application is available on the Region VI WDB website.

Recapture of unobligated PY21 funds-Update: Funds must be 80% obligated by the end of the first year. There are two years to spend the funds. The state has decided not to recapture the funds at this time, but the funds have to be 100% spent by 6-30-23.

Region VI Business Plan/Combined Plan Modification 2020-2024-Approve-VOTE: The Business Plan modification was sent to Full Board and LEO Board members by email and also was uploaded to the website for comments. No comments were received. There were minor changes made after it was reviewed by the state. Janie Lou White motioned to accept the Combined Plan Modification 2020-2024 as presented. Leroy Hunter seconded. **Motion carried.**

NEW BUSINESS

Board Renewals-(Rick Rock and Stephanie Westfall)-VOTE: Leroy Hunter motioned to approve the renewals of Rick Rock and Stephanie Westfall as presented for another three year term ending 5-31-25 and 7-1-25 respectively. Lori Turner seconded. **Motion carried.**

Board Resignations & New Members-(Frank Jarman/Graham Godwin) & (ChadOleksa/Jason Fridley)-VOTE: Lori Turner motioned to appoint Graham Godwin to complete the term of Frank Jarman ending 9-17-23 and Jason Fridley to replace Chad Oleksa for a three year term ending 6-30-25. Annetta Johnson seconded. **Motion carried.**

Board Replacements-(Lori Turner/Jason Roberts) & (Robert Morris/Jennifer Bostian)-VOTE: Janie Lou White motioned to accept Jason Roberts and Jennifer Bostian as replacements for Lori Turner and Robert Morris for a three year term as presented. Leroy Hunter seconded. **Motion carried.**

Nomination for Board Secretary to complete Frank Jarman's term-VOTE: Mr. Jarman is retiring. Leroy Hunter motioned to approved Annetta Johnson to complete the Board Secretary term of Mr. Jarman that expires 6-30-23. Seconded by Janie Lou White. **Motion carried.**

Approval of Tuition Reimbursement Increase for LPN & RN Nursing Students: After some discussion it was determined there is a need to increase tuition for those in the LPN and RN programs. There has been a 30% increase in the demand for nurses. This will be a pilot program for one year and will be considered for other in-demand occupations at the end of the program year. LPN's will be eligible for up to \$10,000 in tuition reimbursement and RN's will be eligible for up to \$20,000 in tuition reimbursement. Leroy Hunter motioned to approve the tuition increase as presented. Robert Mollohan seconded. Mike Callen abstained. **Motion carried.**

Request to transfer FY22 Dislocated Worker funds to Adult (\$500,000)-VOTE: 83% of the funds are being used for Adults. Documents justifying the transfer along with a letter signed by the Full Board Chair and the LEO Chair will be sent to the state for approval. Lori Turner motioned to approve the transfer of funds as presented. Robert Mollohan seconded. **Motion carried.**

PY22/FY23 "Preliminary Budget Approval-VOTE: The state has advised that there will be an 8.99% decrease in WIOA funds across the state. The funding amounts for Region VI have not been received. Once the state notifies Region VI of the actual budget amount a final budget will be presented at the September 2022 board meeting. Robert Mollohan motioned to accept the Preliminary Budget at presented. Janie Lou White seconded. **Motion carried.**

TO BE APPROVED BY THE FULL BOARD ON SEPTEMBER 8, 2022

Region VI WDB Contract Renewals:

- Case Management (HRDF, Inc.)-VOTE. Lori Turner motioned to renew the contract as presented. Leroy Hunter seconded. **Motion carried.**
- Out-of-School & In-School Youth Contract (HRDF, Inc.)-VOTE. Leroy Hunter motioned to renew the contract as presented. Robert Mollohan seconded. **Motion carried.**
- One Stop Operator Contract (HRDF, Inc.)-VOTE. Janie Lou White motioned to approve the renewal as presented. Janie Lou White motioned to accept the renewal as presented. Annetta Johnson seconded **Motion carried.**
- Accounting Contract (Conley CPA Group)-**No change**
- Audit Contract (Maher Duessel)-VOTE. Lori Turner motioned to renew the contract as presented. Annetta Johnson seconded. **Motion carried.**

EXECUTIVE SESSION

Janie Lou White motioned to go into Executive Session. Leroy Hunter seconded. **Motion carried.**
Lori Turner motioned to come out of Executive Session. Janie Lou White seconded. **Motion carried.**

Finance Committee Recommendation-Personnel-VOTE: Robert Mollohan motioned to accept the recommendation of the Finance Committee. Annetta Johnson seconded. **Motion carried.**

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

- Executive Director Report-Glenville State Grant Initiative, WIOA Conference, State Compliance Review: Executive Director Maria Larry has been invited to a retreat scheduled for June 2022. Region VI WDB staff will be attending a WIOA Conference June 21 & 22 in Morgantown sponsored by the Division of Rehabilitation Services. Documents will be uploaded to the virtual library to let those in attendance know what Region VI WDB offers. The State Compliance Review is scheduled for June 27 through July 1. Some documents have already been requested and they are being prepared now.
- Financial Report-Handout-All were referred to the reports in their folders. The report reflects activity July 1, 2021 through April 30, 2022.
- Rapid Response Staff Report-No report was included since there has been no activity since the last meeting. Recently Euro-Tech in Clarksburg closed. The Rapid Response will be led by the state.
- On-the-Job/Incumbent Worker Training Report-Handout-The report reflects activity through June 1, 2022.
- Performance Report-Handout-All were referred to the reports in their folders. The report is for PY21 3rd Quarter.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for May 2022, including the number of youth served, meetings, events, etc.
- Unemployment Data-Handout-The report reflects the unemployment rate in each county. The average unemployment rate for the state is 3.6% for April 2022.

Other Items-Meeting Schedule for July 1, 2022-June 30, 2023: The next meeting is scheduled for September 8, 2022.

COMMENTS FROM THE FLOOR: None.

ADJOURNMENT: Lori Turner motioned to adjourn the meeting at 11:58 am. Seconded by Annetta Johnson. **Motioned carried.**

BOARD MEMBER APPROVAL: _____

DATE: _____