

REGION VI WORKFORCE INVESTMENT BOARD
Full Board Meeting
Marion County Convention & Visitors Bureau, WV
September 8, 2022 10:30 AM – 12:00 PM

1. CALL TO ORDER

2. INTRODUCTIONS (Guests)

3. APPROVAL of June 9, 2022 FULL BOARD MINUTES-VOTE****

4. Conflict of Interest Statements – Handout

5. OLD BUSINESS

- A. One Stop Operator – Update
- B. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) – Update
- C. WV State Compliance Review/Audit - Update
- D. Google Career Training Scholarships - Update

6. NEW BUSINESS

- A. New Employee Introduction – Tracey Kennedy (Community Outreach Coordinator)
- B. Board Renewals – (Michael Bombard & Anne Mezzanotte) – **VOTE**
- C. Board Committee Updates – Volunteers for Policy Committee
- D. Request to transfer FY22 Dislocated Worker funds to Adult (\$750,000) - **VOTE**
- E. PY22/FY23 FINAL Budget Approval – **VOTE**
- F. Statewide WFWV/WDB Retreat – October 24, 25 & 26, 2022
- G. Changes in WIOA Grant Agreement Language
- H. Staff Reports
 - a. Executive Director Report
 - b. Financial Report – **Handout**
 - c. Community Outreach Report - **Handout**
 - d. Rapid Response Staff Report– **Handout**
 - e. On-The- Job/Incumbent Worker Training Report– **Handout**
 - f. Performance Report – **Handout**
 - g. Youth Program Update – **Handout**
 - h. Unemployment Data – **Handout**
- I. 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**

September 8, 2022

Meeting was called to order at 10:315 by Chair, Nancy Vandergrift.

WELCOME/ROLL CALL:

Members attending in person were Jason Fridley, Graham Godwin, Leroy Hunter, Annetta Johnson, Jason Roberts, Nancy Vandergrift, and Michael Waide. LEO Liaison Commissioner Tony Veltri was present. Guest present was Laren Carte from WV Division of Rehabilitation Services. Board members by conference call were Michael Callen, Greg Hefner, Anne Mezzanotte, Stephanie Westfall, and Janie White. Board members absent were Mike Bombard, Jennifer Bostian, Ben Guillow, Patricia Heldreth, Robert Mollohan, Rick Rock, and Kathy Wagner. Workforce Development Board staff present were Maria Larry, Kathi Waters, and Tracey Kennedy.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for September 8, 2022
June 9, 2022 Full Board Meeting Minutes
Conflict of Interest Statements
WV State Compliance Review/Audit Executive Summary
Board Committee Updates List
Final Operating Budget for PY22-FY23
Changes in WIOA Grant Agreement Language
Financial Report through July 31, 2022
Community Outreach Report for August 2022
Rapid Response Report for August 2022
On-the-Job/Incumbent Worker Training Reports through September 2, 2022
Performance Reports 4th Quarter PY21
Youth Program Monthly Report August 2022
Unemployment Data for July 2022
Schedule of Meetings for PY22

APPROVAL OF MINUTES-VOTE

Leroy Hunter motioned to approve the minutes for the June 9, 2022 board meeting as presented. Jason Fridley seconded. **Motion carried.**

Conflict of Interest Statements-Handout: Conflict-of-Interest Statements will be mailed to all needing a new one.

OLD BUSINESS

One-Stop Operator-Update: The contract is with HRDF, Inc. The offices are located in Morgantown, Clarksburg, Fairmont, and Elkins. A new initiative has been implemented to reach the outlying counties. It is a pop-up mobile AJC. Partners are welcome to participate. The Mobile AJC has been in Gilmer, Braxton, and Tucker counties. One will be set up in Barbour County on 9-17-22 during the first annual Cupcake Festival. The goal is to do this once a month during favorable weather. It has been well received in the communities visited.

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. Three participants have applied for and started training with the Google Scholarship Certificates. The wavier is still in place but may be lifted in February 2023. The grant runs October 1, 2022 through

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

September 30, 2023. On October 1, 2022 two more counties will be added to the case managers bringing the total to all 13 counties served by Region VI.

WV Compliance Review/Audit-Update: The state WorkForce office conducts a comprehensive audit annually. It includes case management, governance, board composition, etc. It was conducted in June 2022. There were no findings, observations, or recommendations.

Google Certificates-Update: Region VI was awarded 100 certificates. Information has been sent to all of the board members concerning the availability of the certificates. Also the information is available on the Region VI website along with a fillable application, posted on Facebook and shared at Mobile AJC pop-ups. The requirements are that the person must be at least 18 years of age and a US citizen.

NEW BUSINESS

New Employee Introduction-Tracey Kennedy (Community Outreach Coordinator): Tracey started employment on August 1, 2022. She has been successful in reaching out to the community to make them aware of what the Region VI WDB has to offer. She has approached the business sector, economic development authorities, housing authorities, rotary club, and community organizations. She will be providing a report of her activity each month.

Board Renewals-(Michael Bombard and Anne Mezzanotte)-VOTE: Michael Waide motioned to approve the renewals of Michael Bombard and Anne Mezzanotte as presented for another three year term ending 8-30-25. Graham Godwin seconded. **Motion carried.**

Board Committee Updates-Volunteers for Policy Committee: The Executive Director reviewed the purpose of each committee. The vacancy on the One Stop Committee will be filled by April Pierson. A Policy Committee needs to be established for transparency. The purpose is to review updated or new policies that will be implemented. The committee members will make recommendations to the full board and LEO board for approval. The committee will be made up of three Full Board members and one LEO board member. Full Board members that volunteered are Stephanie Westfall, Michael Waide, and Graham Godwin. A LEO Board member will be asked to volunteer at the meeting tomorrow.

Request to transfer FY22 Dislocated Worker funds to Adult (\$750,000)-VOTE: The majority 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. Michael Waide motioned to approve the request to transfer funds as presented. Annetta Johnson seconded. **Motion carried.**

PY22/FY23 FINAL Budget Approval-VOTE: The preliminary budget was based on a 10% decrease. The actual decrease from the state was 9.8%. The final budget includes carry over and new funds. The state allows two years to spend the funds. Michael Waide motioned to accept the Final Budget as presented. Graham Godwin seconded. **Motion carried.**

Statewide WFWV/WDB Retreat-October 24, 25, & 16, 2022: All Workforce Development Board staff, state WorkForce staff, and partners are invited. It will be held in Glade Springs, WV. On the 26th there will be a session for Full Board and LEO Chairs. The Full Board Chair may not be available. If another board member wants to attend, please let the Executive Director know by September 20, 2022. The board member attending will make a report to the Full Board at the December meeting. This training was recommended by the USDOL during the review last year. Region VI has an infrastructure budget in place with partners and the state may use this as a model for all other regions in the state.

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Changes in WIOA Grant Agreement Language: The funds come from the USDOL and are funneled through the state to the Workforce Development Boards. All board members were referred to the information in their packets. The changes were reviewed. Changes include that the Full Board meeting minutes must be sent to the state WorkForce office by the 15th of the following month after the meeting is held. They will be sent in draft form since the minutes are not approved until the next board meeting which is three months later. The Executive Director from each WDB must be present at 75% of the meetings or send a designee or the funds may be suspended or terminated. The definition of Marketing/Advertising has been revised. The Workforce logo may no longer be used by the WDB's.

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

- Executive Director Report-The independent audit will be conducted by Maher-Duessel beginning October 7, 2022. The DOL has reviewed other regions. Some issues that need to be addressed are to define outreach-what is allowable, make it easier for participants to access support services (a statewide policy will be implemented for this), case notes need to be improved-not cookie cutter, implement a common identifier for all American Job Centers (AJCs). The DOL wants the boards to be more strategic, have more input so board trainings may be conducted in electronic form that will not infringe on the time of each member.
- Financial Report-Handout-All were referred to the report in their folders. The report reflects activity through July 2022.
- Community Outreach Report-This reflects activity for the month of August 2022.
- Rapid Response Staff Report-The report has been redesigned. Recently Euro-Tech in Clarksburg closed. The meeting was led by the state.
- On-the-Job/Incumbent Worker Training Report-Handout-The report reflects activity through September 2, 2022.
- Performance Report-Handout-All were referred to the reports in their folders. The report is for PY21 4th Quarter.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for August 2022, including the number of youth served, certificate acquisitions, meetings, events, etc.
- Unemployment Data-Handout-The report reflects the unemployment rate in each county. The average unemployment rate for the state is 3.7% for July 2022.

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

COMMENTS FROM THE FLOOR: None.

ADJOURNMENT: Michael Waide motioned to adjourn the meeting at 11:50 am. Seconded by Annetta Johnson. **Motioned carried.**

BOARD MEMBER APPROVAL: _____

DATE: _____