**REGION VI**

**WORKFORCE DEVELOPMENT BOARD**

**LEO MEETING MINUTES**

December 10, 2021

Marion County Convention and Visitors Bureau, Pleasant Valley, WV

**CALL TO ORDER:** Chair Ernie VanGilder called the meeting to order at 11:05 am.

**INTRODUCTIONS:**  Members present were Susie Cvechko, James Marino, Ernie VanGilder, and Tom Mainella. Those attending by conference call were John Bennett, Melvin Gum, Rod Wyman, Jenny Selin, and Don Smith. Proxy for Terry Cutright was Rod Wyman and James Marino for Susan Thomas. Board members absent were Jeff Arnett, David Kesling, Michael Rosenau, Clinton Means, and Tony Veltri.

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

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda for December 10, 2021

September 10, 2021 LEO Board Meeting Minutes

Governor’s Letter Certifying the Local Board for another 2-year term

Reconciliation/Financial Statements Available for Review

PY20 Annual Newsletter

Financial Report through November 30, 2021

On-the-Job Training/Incumbent worker Reports through December 2, 2021

Performance Report 1st Quarter PY21

Youth Program Update November 2021

Unemployment Data for October 2021

Schedule of Meetings for PY21

**APPROVAL OF MINUTES-VOTE**

After reviewing the minutes, Commissioner Cvechko motioned to approve the minutes for the September 10, 2021 board meeting. Mayor Marino seconded. **Motion carried.**

**OLD BUSINESS**

Maher Duessel-Audit Draft Report**:** The draft report was received this morning. There is no indication of findings or recommendations. The final copy will be emailed to board members when it is received.

One-Stop Operator-Update: There are four One Stops. The current MOU expires in 2022. A new one is being prepared now. Board members will be updated at the March 2022 meeting.

Career Closet: The One-Stop Operator will be starting a career closet. Pierpont C&TC no longer has space for a career closet. They asked the WDB if they would be interested in hosting the closet. The One-Stop Operator was able to secure space in their current location at Veterans’ Square. The space will be considered an in-kind contribution. A policy is being written to establish rules/criteria. Initially the Career Closet will be open by appointment only. If it is successful, it may open two days per month. The participants will have to be referred to the Career Closet. Partners may be asked to volunteer time to meet participants for their appointments and this will be considered an in-kind contribution. FirstEnergy has made a large donation of professional clothing each year and is prepared to make a donation this year on December 15th. If anyone knows of any other organizations that would like to donate professional clothing, please let Maria or April Pierson know. The goal is to open the Career Closet in January of 2022. In the future there may be a section dedicated to scrubs for those entering the medical profession.

Supplemental Nutrition Assistance Program Employment &Training (SNAP E&T)-Update: The approval for this year is from October 1, 2021, through September 30, 2022. The amount of the grant has decreased slightly. Able-Bodied Adults Without Dependents (ABAWD’s) are required to work paid or unpaid for 20 hours per week to continue qualifying for benefits. The requirement is being waived presently because of COVID-19. Some participants are still complying by working and turning in timesheets.

Tri-State Energy & Advanced Manufacturing Consortium (TEAM)-Update: The consortium is starting its fourth year and momentum has increased. The Pennsylvania cracker plant is slated to open in early 2022. The focus is shifting to also include the clean energy sector. The consortium was formed to design programs for advanced manufacturing and other occupations centered around the cracker plant located in Beaver County, PA and future plants in Ohio and West Virginia. Grant funds applied for will provide for three full time project managers, one for each state, to educate employers and job seekers about skills needed, potential employment opportunities and includes funds for marketing in the tri-state area. A goal of the TEAM Consortium is to expand geographically from 27 counties to 45 counties partnering across state lines. MIT prepared a report for the federal government and the TEAM Consortium was mentioned twice in the report as a model to imitate.

Governor’s Blue Ribbon Task Force Update: In past meetings the discussion has been to perhaps dissolve the regional WDB’s. The Governor must approach the state WDB to make this request. The most recent meeting was held on December 3rd and was very productive. The final meeting will be held on December 17th. Each sub-committee will present a list of recommendations to the Governor. To date the Employer Engagement Sub-committee has prepared a report. The Integration and Co-location Sub-committee that Maria serves on will meet Monday, December 13th to discuss their report to determine how all partners can work together collaboratively. The sub-committees that will also present a report to the Governor are Data sharing, Cross trainings, and Co-enrollment. A combined report of all recommendations will be presented to the Governor. After the recommendations, it appears the state will recommend a combined plan with Workforce, Education and possibly TANF and SNAP.

**NEW BUSINESS**

New Appointment to Full Board-(Annetta Johnson-NWVCIL-replaces Willis McCollam) VOTE: Mayor Mainella motioned to accept the appointment of Annetta Johnson to complete the term of Willis McCollam, ending 12-13-23. Commissioner Cvechko seconded. **Motion carried.**

Full Board Renewals-(Robert Mollohan and Mike Manypenny)-VOTE: Mayor Marino motioned to reappoint Robert Mollohan and Mike Manypenny to another three-year term ending 1-31-25 and 1-13-25 respectively. Seconded by Mayor Mainella. **Motion carried.**

Request to Transfer $300,000 Adult Expenditures to Dislocated Worker Expenditures-VOTE: Dislocated Worker funds make up the bulk of the funding. Most of the participants served in our area are Adults. There are 73 openings in this region for Wastewater Treatment Operators. The training may be funded using WIOA dollars. Four levels need to be completed for certification. Amy will be going to Elkins to meet with seven potential candidates that may qualify for WIOA funding. Most of the individuals that qualify will probably fall under Adult funding and not Dislocated Worker funding. Mayor Mainella motioned to approve the transfer of Adult expenditures to Dislocated worker expenditures as presented. Mayor Marino seconded. **Motion carried.**

Governor’s Letter Certifying the Local Board for another 2-year term: The WDB’s must be certified every two years. The certification letter was received from the Governor on 12-1-21. The certification took effect 7-1-21.

WV Executive Magazine Article-WV Regional Workforce Boards: All seven WDB’s contributed statistics to the article to highlight what the boards accomplish. The statistics provided showed how many job seekers were served along with success stories. Also included in the article are the business resources available to employers.

Reconciliation/Financial Statements Available for Review-**VOTE:** After the LEO board members present reviewed the statements for September, October, and November 2021, Mayor Mainella motioned to approve the statements. Commissioner Cvechko seconded. **Motioned carried.**

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

* Executive Director Report-PY20 Annual Newsletter-Morgantown One-Stop Moving-The annual newsletter describes how many were served, success stories, etc. The Morgantown One-Stop will be moving the weekend of January 14, 2022 and will reopen on January 18, 2022.
* Financial Report-Handout-All were referred to the report in their folders. The report reflects activity July 1, 2021, through November 30, 2021.
* Rapid Response Staff Report-No report was included since there has been no activity since the last meeting.
* On-the-Job/Incumbent Worker Training Report-Handout-The report reflects activity through December 2, 2021.
* Performance Report-Shelly McCauley-Handout-All were referred to the report in their folders. The report is for PY21 1st Quarter.
* Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for November 2021, including the number of youth served, meetings, events, etc.
* Unemployment Data-Handout-The report reflects the unemployment rate in each county for October 2021. The average unemployment rate for the state is 2.9% for October 2021.

Other Items-Meeting Schedule for July 1, 2021-June 30, 2022:

**COMMENTS FROM THE FLOOR:** Board Chair Commissioner VanGilder thanked all the members for their service to the board and their hard work.

**ADJOUNRNMENTS**: Mayor Mainella motioned to adjourn the meeting at 12:02 pm. Seconded by Mayor Marino. **Motioned carried.**

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

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