REGION VI

WORKFORCE DEVELOPMENT BOARD

FULL BOARD MEETING MINUTES

December 8, 2022

**WELCOME/ROLL CALL:**

Members attending in person were Jason Fridley, Graham Godwin, Leroy Hunter, Annetta Johnson, Robert Mollohan, Jason Roberts, Nancy Vandergrift, Kathy Wagner, Michael Waide, and Toni Veltri. Board members by conference call were Michael Callen, Diane Heldreth, Anne Mezzanotte, Stephanie Westfall, and Janie Lou White. Board Members absent were Michael Bombard, Michael Manypenny, Greg Hefner, Jennifer Bostian and Rick Rock. Workforce Development Board staff present were Maria Larry and Amy Hall.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda for December 8, 2022

September 8, 2022 Full board Meeting Minutes

Conflict of Interest Statements

MOU between Workforce Development Board and Local Elected Officials

Organizational chart on relationship between CLEO and other entities

Region VI Development Board PY 21 Annual Newsletter

Financial Reports for July 1, 2022 through November 30, 2022

Outreach Report

Rapid Response Report

On the Job and Incumbent Worker Training Report

Performance Reports for PY21 Quarter 4 (4 rolling quarters)

Youth Program Report

Unemployment Data

PY 22 Meeting Schedule

**APPROVAL OF MINUTES-VOTE**

Jason Fridley motioned to approve the minutes for the September 8, 2022 board meeting as presented. Graham Godwin seconded. **Motion carried.**

Conflict of Interest statements: Board members needing to sign a Conflict of Interest statement received one as they came into the meeting.

**OLD BUSINESS**

One Stop Operator Update: The One Stop Operator continues to schedule and set up Mobile AJC’s in the region. The most recent one was in Philippi in Barbour County during the Cupcake Festival. The next one will be in Preston County on December 13, 2022. This one will be held in conjunction with a mobile food basket giveaway and traffic for the event is expected to involve up to 500 cars passing through, who will receive a packet of information on the American Job Centers along with receiving their food basket.

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Update: The grant for the new year of October 1, 2022 through September 30, 2023 has been submitted but not approved to date. The work waiver is still in place through April of 2023. Both SNAP E&T Case Workers are working with recipients, some of whom are in employment even though they do not need to be as of yet.

Statewide WFWV/WDB Retreat (Board Training) Update: The retreat was held in Glade Springs Resort October 11, 12, and 13, 2022. Our Region 6 WDB Secretary, Annetta Johnson attended the Board Training held during the retreat. The state has volunteered to come out to the regions to provide this training to board members. The Executive Director proposed instead to have the training be provided online for Board Members to take on their own time and then complete a Survey Monkey questionnaire which can be documented as proof that the Board Member took the training. All members present agreed that this would be a better method of taking the training. The Executive Director will let everyone know when the training presentation will be available to take.

Also, during the retreat an organizational flow chart was handed out showing the relationship of the Chief Leo Elected Officials to other partners in the workforce system. A simulation of the barriers participants face while navigating the workforce system showed the difficulties encountered by many participants. A representative of the DOL gave training on the One Stop infrastructure costs and the MOU used by the partners. WFWV announced that they are developing a new brand for the state workforce system, with a final format to be revealed at a later date.

**NEW BUSINESS**

Audit Draft-Vote: The PY 21 audit draft report, along with the 990 report was emailed out to each board member prior to the meeting and a copy was made available for review during the meeting. There were no findings. The auditors asked for the audit reports to be voted on and approved by the Board. Maria Larry suggested that the board approve “as presented”. Kathy Wagner motioned to approve the audit report as presented. Michael Waide seconded. **Motion carried.**

Board Renewals-Vote: Dr. Michael Waide has consented to continue his membership on the board. Kathy Wagner motioned to renew his membership. Seconded by Annetta Johnson. **Motion carried.**

New Board Member Appointments-Vote:

The Executive Director updated the Board on some changes to the membership. Penny Brown has retired, and Ben Guillow resigned. Both represented business. As replacements, Michael Ruffing of Problem Solvers Consultants in Upshur County and Seneca Raines of Greenfield Cabinetry in Randolph County have been nominated to replace Penny Brown and Ben Guillow. Graham Godwin motioned to approve the appointment of both to the board. Michael Waide seconded. **Motion Carried.**

The Executive Director informed the board that a new Economic Development representative will need to be appointed as Jennifer Bostion with the Upshur County Development Authority has left that position to take another job. Kathy Wagner will assist with recruiting another regional representative from economic development and provide Maria Larry with some suggestions at a later date.

Updated MOU between LEO and Full Board for signatures-Vote: The DOL has recommended that the MOU be signed every year or when signatories change. The MOU was last signed in 2017, when changes from WIA to WIOA were put into place. The MOU as presented only requires new signatures of the LEO chair and the current Board chair as no changes to the provisions of the MOU are necessary at this time. Kathy Wagner motioned to approve the updated MOU. Annetta Johnson seconded. **Motion carried.**

Request to transfer PY 21/FY 22 Dislocated Worker funds to Adult ($364,000)-Vote: Region VI has obligated all available Adult Training funds and currently has a wait list for individuals requesting ITA’s (Individual Training Account scholarships). A transfer letter is ready to be sent with Board approval to the state. Michael Callen motioned to approve the request to transfer funds as presented. Graham Godwin seconded. **Motion carried.**

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

* Executive Director report – PY 21 Annual Newsletter outlined the accomplishments of the WDB in the past program year. The Executive Director highlighted the Career Clothing Closet activity. SPOKES has moved into the Veteran’s Square facility and has combined their Clothing Closet with ours. The One Stop Operator has made the extra effort to bring clothing to referrals who cannot make it to the facility with the result of a Mobile Career Clothing Closet being an idea in development.
* Financial Report- The report reflects activity through November 30, 2022.
* Community Outreach report- This reflects activity for the month of November 2022.
* Rapid Response Staff Report – Most of the closings on the report reflect only 1-2 employees being laid off from the companies. Individuals were mailed packets with information on services available to them.
* On the Job/Incumbent Worker Training report- The report reflects activity through December 2, 2022.
* Performance Report- The report is for PY 21 rolling 4 quarters performance. The report is much improved from the last report as there are no red boxes. WDB staff have met with Career Planners and Youth staff to improve their reporting methods in the MACC system.
* Youth Program Reports-The report reflects activity from HRDF Inc. for November 2022 including the number of youth served, certificate acquisitions, meetings, events, etc.
* Unemployment Data -The report reflects the unemployment rate in each county. The average unemployment rate for the state is 4.0% for October 2022.

The Executive Director informed the board that the state is in the process of updating all of their policies as a result of the DOL review. As new policies are developed the state will post drafts for public comment for 2 weeks on the [www.workforcewv.org](http://www.workforcewv.org) website. The first one up for public comment is the policy on developing policies, which was sent out to all board members for comment. If anyone wants to comment, send them to the Executive Director or send them directly to Scott Adkins (contact listed in the policy.) The Executive Director listed 2 concerns with the policy-who will be the Subject Matter Experts (SME’s) assisting in the development of the policies and there was no inclusion of Local WDB’s in the development of the policies.

The state has informed the LWDB’s that future state compliance and monitoring reviews will be conducted by state staff with the assistance of a 3rd party contracted company. Our monitoring date has not been set yet.

Other Items- Meeting Schedule for July 1, 2022 -June 30, 2023- The next meeting is scheduled for March 9, 2023.

**COMMENTS FROM THE FLOOR:**  None.

**ADJOURNMENT:** Michael Waide motioned to adjourn the meeting at 11:30 am. Seconded by Annetta Johnson. **Motion carried.**

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

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