

# REGION VI LOCAL ELECTED OFFICIAL BOARD - AGENDA

Muriales Restaurant, Fairmont, WV

December 9, 2022

11:00 am – 2:00 pm

**1. CALL TO ORDER**

**2. INTRODUCTIONS (Guests)**

**3. APPROVAL of September 9, 2022 LEO 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. Statewide WFVW/WDB Retreat (Board Training) - Update

**6. NEW BUSINESS**

- A. Maher Duessel – Audit Draft Report/990 Form (Approve as presented) - **VOTE**
- B. Board Renewals – (Dr. Michael Waide – Pierpont CTC) – **VOTE**
- C. New Board Member Appointments
  - Michael Ruffing – Problem Solvers Consultants – replacing Penny Brown – **VOTE**
  - Seneca Raines – Greenfield Cabinetry – replacing Ben Guillow - **VOTE**
- D. Updated MOU between LEO and Full Board (New Signatures) - **VOTE**
- E. Request to transfer PY21/FY22 Dislocated Worker funds to Adult (\$364,000) - **VOTE**
- F. Reconciliation/Financial Statements Available for Review – **VOTE**
- G. Staff Reports
  - Executive Director Report – PY21 Annual Newsletter
  - Financial Report – **Handout**
  - Community Outreach Report - **Handout**
  - Rapid Response Staff Report– **Handout**
  - On-The- Job/Incumbent Worker Training Report– **Handout**
  - Performance Report – **Handout**
  - Youth Program Update – **Handout**
  - Unemployment Data – **Handout**
- H. Other Items – Meeting Schedule for July 1, 2022 – June 30, 2023

**7. COMMENTS FROM THE FLOOR**

**8. ADJOURNMENTS**

REGION VI  
WORKFORCE DEVELOPMENT BOARD  
LEO MEETING MINUTES  
December 9, 2022

**WELCOME/ROLL CALL:**

Members attending in person were Ernie VanGilder, Tom Mainella, Susan Thomas, David Kesling, Don Smith, James Marino, Rod Wyman, Susie Cvechko, and Jenny Selin. Members absent were Tony Veltri, Melvin Gum, Clinton Means, Jeff Arnett, Michael Rosenau, Doug Bush and John Bennett. Ernie VanGilder served as proxy for John Bennett. Workforce Development Board staff present were Maria Larry and Tracey Kennedy. There were no attendees via conference call.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda for December 9, 2022  
September 9, 2022, LEO Board Meeting Minutes  
MOU between Workforce Development Board and Local Elected Officials  
Bank Statements for August, September and October 2022  
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**

Susie Cvechko motioned to approve the minutes for the September 9, 2022, board meeting as presented. Tom Mainella seconded. **Motion carried.**

No Conflict-of-Interest statements due at this time.

**OLD BUSINESS**

One Stop Operator Update: The One Stop Operator continues to schedule and set up Mobile AJCs 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 yet.

Statewide WFWV/WDB Retreat (Board Training) Update: The retreat was held in Glade Springs Resort October 11, 12, and 13, 2022. Region VI Board 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 in their own time and then complete a Survey Monkey questionnaire which can be documented as proof the Board Member took the training. All members present

## **TO BE APPROVED ON MARCH 10, 2023**

agreed that this would be a better method of taking the training. The Executive Director will let everyone know when it 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. 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 to be voted on and approved by the Board. Maria Larry suggested the board approved "as presented". Don Smith motioned to approve the audit report as presented. Tom Mainella seconded. **Motion carried.**

Board Renewals-Vote: Dr. Michael Waide has consented to continue his membership on the board. Tom Mainella motioned to renew his membership. Seconded by Don Smith. **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 businesses. 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. Don Smith motioned to approve the appointment of Michael Ruffing to the board. James Marino seconded. Don Smith motioned to approve the appointment of Seneca Raines to the board. Susan Thomas 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. Susie Cvechko motioned to approve and sign the updated MOU. Don Smith 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 ITA's (Individual Training Account scholarships). A letter is ready to be sent with Board approval to the state. Susie Cvechko motioned to approve the request to transfer funds as presented. James Marino seconded. **Motion carried.**

Reconciliation/Financial Statements Available for Review – VOTE : After the LEO board members present reviewed the statements for August 2022 through October 2022 Susie Cvechko motioned to accept the statements as presented. Don Smith 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 and the Mobile American Job Centers. The Executive Director informed the board that the state is in the process of updating all their policies because of the DOL review. As new policies are developed the state will post drafts for public comment

**TO BE APPROVED ON MARCH 10, 2023**

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.

- Financial Report- The report reflects activity through November 30, 2022.
- Community Outreach report- This reflects activity for September – December 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 youths 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.

Other Items- Meeting Schedule for July 1, 2022 -June 30, 2023- The next meeting is scheduled for March 10, 2023.

**COMMENTS FROM THE FLOOR:** None.

**ADJOURNMENT:** Tom Mainella motioned to adjourn the meeting at 12:30pm. Seconded by James Marino. **Motion carried.**

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

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