REGION VI

**WORKFORCE DEVELOPMENT BOARD**

**LEO BOARD MEETING MINUTES**

June 10, 2022

**Meeting was called to order at 11:09 by LEO Chair, Ernie VanGilder.**

**WELCOME/ROLL CALL:**

Members attending were Tony Veltri, Susie Cvechko, Ernie VanGilder, Don Smith, Ton Mainella, Rod Wyman, Susan Thomas, James Marino, and Terry Cutright. Susie Cvechko was proxy for Melvin Gum, Rod Wyman was proxy for Clinton Means, and Ernie VanGilder was proxy for John Bennett. Full Board member Kathy Wagner was also present. Board members absent were Jenny Selin, Jeff Arnett, David Kesling, and Michael Rosenau. Workforce Development Board staff present were Maria Larry and Kathi Waters.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda for June 10, 2022

March 11, 2022 LEO 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**

Susie Cvechko motioned to approve the minutes for the March 10, 2022 board meeting as presented. Don Smith 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 has been updated, the IFA has been changed to quarterly, etc. Terry Cutright motioned to accept the MOU as presented. Tom Mainella 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.

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.

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. Don Smith motioned to accept the Combined Plan Modification 2020-2024 as presented. Rod Wyman seconded. **Motion carried.**

**NEW BUSINESS**

Board Renewals-(Rick Rock and Stephanie Westfall)-VOTE: Don Smith motioned to approve the renewals as presented for another three year term. Tom Mainella seconded. **Motion carried.**

Board Resignations & New Members-(Frank Jarman/Graham Godwin) & (Chad Oleksa/Jason Fridley)-VOTE: Tom Mainella motioned to appoint Graham Godwin to complete the term of Frank Jarman and Jason Fridley to complete the term of Chad Oleksa. Don Smith seconded. **Motion carried.**

Board Replacements-(Lori Turner/Jason Roberts) & (Robert Morris/Jennifer Bostian-VOTE: Don Smith motioned to accept Jason Roberts and Jennifer Bostian as replacements for Lori Turner and Robert Morris for a three year term as presented. Tony Veltri seconded. **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. Rod Wyman motioned to approve the tuition increase as presented. Don Smith seconded. **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. Don Smith motioned to approve the transfer of funds as presented. Tom Mainella seconded. **Motion carried.**

PY22/FY23 “Preliminary Budget Approval-VOTE: The state has advised that there will be an 8.99% decrease in 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. Don Smith motioned to accept the Preliminary Budget at presented. Tom Mainella seconded. **Motion carried.**

Regin 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.

Susan Thomas motioned to accept the renewal of all contracts as presented. Tom Mainella seconded. **Motion carried.**

**Executive Session**

Susie Cvechko motioned to go into Executive Session. Tony Veltri seconded. **Motion carried.**

Rod Wyman motioned to come out of Executive Session. Tom Mainella seconded. **Motion carried.**

Finance Committee Recommendation-Personnel-VOTE: Tom Mainella motioned to accept the recommendation of the Finance Committee. Rod Wyman seconded. **Motion carried.**

Reconciliation/Financial Statements Available for Review-VOTE: Statements were inadvertently left at the office. They were not available for review. They will be voted on at the September 2022 meeting.

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 tentative schedule was discussed and will be sent to the Board members. The next meeting is scheduled for September 9, 2022.

**COMMENTS FROM THE FLOOR:** None.

**ADJOUNRNMENT**: Susie Cvechko motioned to adjourn the meeting at 1:15 pm. Seconded by Susan Thomas. **Motioned carried.**

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

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