**REGION VI**

**WORKFORCE DEVELOPMENT BOARD**

**LEO MEETING MINUTES**

June 11, 2021

Adaland Mansion, Philippi, WV

**CALL TO ORDER:** Chair Ernie VanGilder called the meeting to order at 11:35 am.

**INTRODUCTIONS:**  Members present were Ernie VanGilder, Susie Cvechko, Tony Veltri, Tom Mainella, David Kesling, Rod Wyman, and Don Smith. Also in attendance was Kathy Wagner, Vice Chair of the Region VI Workforce Development Full Board.

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

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda for June 11, 2021

March 12, 2021 Full Board Meeting Minutes

Additional FY21 Dislocated Worker Funds $216,090.00

Preliminary PY21/FY22 Budget Approval

Reconciliation/Financial Statements Available for Review

Financial Report through May 31, 2021

Rapid Response Report through April 30, 2021

PY 20 On-the-Job Training/Incumbent worker Reports through June 8, 2021

Performance Report 3rd Quarter PY20

Youth Program Update May 2021

Unemployment Data for April 2021

Schedule of Meetings for PY21

**APPROVAL OF MINUTES-VOTE**

After reviewing the minutes, Mayor Mainella motioned to approve the minutes for the March 12, 2021 board meeting. Commissioner Smith seconded. **Motion carried.**

**OLD BUSINESS**

West Virginia State Compliance Monitoring-(June 7th-11th, 2021)**:** The WorkForce West Virginia state office conducts the audit annually. The audit is extensive reviewing board composition, by-laws, participant files, invoices, EO policy, One-Stop Operation, etc. The audit is being conducted now, June7-11, 2021 remotely. The final report should be available at the September 2021 board meeting.

One-Stop Operator-Updates/New MOU & Infrastructure Agreements: There are four One-Stops. The comprehensive one is located in Fairmont. The One-Stop Coordinator makes sure the partners are in compliance. The contract expires 6-30-21. The Request for Proposal (RFP) was sent in the Spring of 2021. It has been reviewed by staff and two board members and it is recommended for approval. A new MOU with the partners is being worked on now by the Coordinator.

Supplemental Nutrition Assistance Program Employment &Training (SNAP E&T)-Update: The contract is with the DHHR. 11 of 13 counties are being served. The participants are Able-Bodied Adults Without Dependents (ABAWD’S) They must work, paid or volunteer, 20 hours per week to keep their benefits. The work requirement is being waived because of COVID-19 and may be in place until January 2022. Case managers are helping them with job searches and resume writing.

**NEW BUSINESS**

Youth Committee-New Member (Jessica Greenlief)-**VOTE**: There have been a few members drop off of the committee. Ms. Greenlief is from the Family Resource Network (FRN) in Gilmer County. She is from one of the rural counties served by Region VI WDB. Commissioner Veltri motioned to appoint Ms. Greenlief to the Youth Committee. Commissioner Wyman seconded. **Motion carried.**

Board Renewals-(Janie Lou White and Nick Biafore)-**VOTE**: Commissioner Smith motioned to renew the appointments of Janie Lou White and Nick Biafore for another three-year term ending 5-31-24. Commissioner Cvechko seconded. **Motion carried.**

Appointment of New Board Officers-Chair, 1st Vice Chair, 2nd Vice Chair, Sec.-**VOTE**: After some discussion it was determined that Commissioner VanGilder would serve as Chair, Commissioner Veltri as 1st Vice Chair, Commissioner Wyman as 2nd Vice Chair, and Commissioner Cvechko as Secretary. Mayor Mainella motioned to approve the board officers. Commissioner Smith seconded. **Motion carried.**

One-Stop Contract Proposal Approval (HRDF, Inc.)-**VOTE**: HRDF, Inc. was the only organization to respond. Two Region VI WDB staff members and two board members review the proposal. Revisions were requested and made. The cost from last year is down slightly. Commissioner Wyman motioned to accept the proposal as presented. Commissioner Kesling seconded. **Motion carried.**

Additional FY21 Dislocated Worker Funds $216,090.00: The Change Order came from the state in May 2021 and 80% must be obligated by June 30, 2021. The funds must be spent by June 30, 2022. The state is considering a recapture policy for funds not spent.

Request to Transfer FY21 Dislocated Worker Funds to Adult Funds ($220.000)-**VOTE:** There have been several large OJT contracts. This amount must be approved by the Full Board, LEO Board, and the state. The funds will be used from now through June 30, 2021. Commissioner Veltri motioned to approve the transfer. Commissioner Wyman seconded. **Motion carried.**

**EXECUTIVE SESSION**: Mayor Mainella motioned to move into Executive Session. Commissioner Cvechko seconded. **Motion carried.** Mayor Mainella motioned to exit Executive Session. Commissioner Smith seconded. **Motion carried.**

Finance Committee Recommendation-**VOTE**: Mayor Mainella motioned to accept the recommendation of the Finance Committee. Commissioner Wyman seconded. **Motioned carried.**

Preliminary PY21/FY22 Budget Approval-**VOTE**: Maria explained the information on the report. It will be effective 7-1-21. The budget is not final because allocations have not been received from the state. The allocations should be received from the state by the September 2021 Board meeting. Contract renewals were presented to the board at the March 2021 meeting. By approving the preliminary budget, the board is also approving the contracts based on the preliminary budget. The final budget will be presented at that meeting for approval by the Board. Mayor Mainella motioned to accept the preliminary budget as presented. Commissioner Veltri seconded. **Motion carried.**

Reconciliation/Financial Statements Available for Review-**VOTE:** After the LEO board members present reviewed the statements for March, April, and May 2021, Commissioner Cvechko motioned to approve the statements. Commissioner Wyman 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-MACC, Premier Virtual, Business Services, Viatris-TAA, re-allocation of funds, Etc.- The state database (MACC) was down for approximately 1 ½ months but is up and running now. The state hopes to procure a new database system that will be more integrated for the partner network, The state purchased licenses from Premier Virtual for all of the regions in the state. This is a platform that will allow all regions to hold virtual job fairs. Business Services Team will be ramping up since it was slowed down by COVID-19. There is a resource guide on the Region VI WDB website for businesses to use. Viatris was approved for TAA funding for the employees being laid off. WIOA funds won’t be used. The state is considering a policy to recapture unused funds and re-allocate them to a region that is in need.
* Financial Report-Handout-All were referred to the reports in their folders. The report reflects activity through May 31, 2021. The report will be revamped going forward to be more comprehensive.
* Rapid Response Staff Report-The report reflects activity through April 30, 2021.
* On-the-Job Training Reports-Handout-The reports shows activity through June 8, 2021.
* Performance Report-Handout-All were referred to the report in their folders. The report is for PY20 3rd Quarter.
* Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for May 2021, including the number of youth served, meetings, events, etc.
* Unemployment Data-Handout-The report reflects a decrease in unemployment in 54 counties for April 2021. All counties served by Region VI show a decrease in unemployment.

Other Items-Meeting Schedule for July 1, 2021-June 30, 2022-Suggestions: The meeting on September 10, 2021 will be held at the Hickory House in Jane Lew. Suggestions for the December 10, 2021 meeting were Stonewall Jackson Resort, Tygart Lake, or the conference room at the NCWV Airport. Commissioner Smith will check on the Preston County Inn for the March 11, 2022 meeting. Commissioner Veltri will check on the Gourmet Express restaurant in Taylor County for the June 10, 2022 meeting.

**COMMENTS FROM THE FLOOR:** None

**ADJOUNRNMENTS**: Mayor Mainella motioned to adjourn the meeting at 1:00 pm. Seconded by Commissioner Smith. **Motioned carried.**

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

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