REGION VI

**WORKFORCE DEVELOPMENT BOARD**

**LEO BOARD MEETING MINUTES**

September 9, 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, Rod Wyman, James Marino, and Jenny Selin. Susie Cvechko was proxy for Don Smith, James Marino was proxy for Clinton Means, and Ernie VanGilder was proxy for John Bennett and Tom Mainella. Board members absent were Melvin Gum, 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 September 9, 2022

June 10, 2022 LEO Board Meeting Minutes

Conflict of Interest Statements

WV State Compliance Review/Audit Executive Summary

Board Committee Updates List

Final Operating Budget for PY22-FY23

Reconciliation/Financial Statements for Review March-July 2022

Changes in WIOA Grant Agreement Language

Financial Report through July 31, 2022

Community Outreach Report for August 2022

Rapid Response Report for August 2022

On-the-Job/Incumbent Worker Training Reports through September 2, 2022

Performance Reports 4th Quarter PY21

Youth Program Monthly Report August 2022

Unemployment Data for July 2022

Schedule of Meetings for PY22

**APPROVAL OF MINUTES-VOTE**

Susie Cvechko motioned to approve the minutes for the June 10, 2022 board meeting as presented. Tony Veltri 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.

**OLD BUSINESS**

One-Stop Operator-Update: Region VI WDB serves 13 counties. There are four American Job Centers (AJCs). A new initiative has been implemented to reach the outlying counties. It is a pop-up mobile AJC. Partners that have participated include Adult Education, DHHR, and Business Services. The Mobile AJC has been in Gilmer, Braxton, and Tucker counties. One will be set up in Barbour County on 9-17-22 during the first annual Cupcake Festival. The goal is to do this once a month during favorable weather. It has been well received thus far.

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Update : The contract with DHHR has been in place 12-13 years. The waiver is still in place for the work requirement. Case managers are still helping participants with job searches, partner referrals, resume assistance, etc. Beginning February 2023 the waiver will be lifted. On October 1, 2022 two more counties will be added to the case managers bringing the total to all 13 counties served by Region VI.

WV State Compliance Review/Audit-Update: The audit is conducted annually. Many areas are reviewed including EO compliance and board composition. There were no findings, recommendations, or observations.

Google Certificates-Update: 100 certificates were awarded to Region VI. 19 have been requested to date. Outreach has been done to get the word out that the certificates are available. The requirements are that the person must be at least 18 years old and a US citizen.

**NEW BUSINESS**

New Employee-Tracey Kennedy (Community Outreach Coordinator): Tracey came on board August 1, 2022. She has been successful in reaching out to the community to make them aware of what the Region VI WDB has to offer. She has approached the business sector, economic development authorities, housing authorities, rotary club, and community organizations. She will be providing a report of her activity each month.

Board Renewals-(Michael Bombard and Anne Mezzanotte)-VOTE: Rod Wyman motioned to approve the renewals as presented for another three year term ending 8-30-25. Jenny Selin seconded. **Motion carried.**

Board Committee Updates-Volunteers for Policy Committee: The Executive Director reviewed the purpose of each committee. The vacancy on the One Stop Committee will be filled by April Pierson. A Policy Committee needs to be established for transparency. The purpose is to review updated or new policies that will be implemented. The members will make recommendations to the state. The committee will be made up of three Full Board members and one LEO board member. Full Board members that volunteered are Stephanie Westfall, Michael Waide, and Graham Godwin. A LEO board member is needed to volunteer. Commissioner Ernie VanGilder from Marion County volunteered to be a part of the Policy Committee.

Request to transfer FY22 Dislocated Worker funds to Adult ($750,000)-VOTE: The majority 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. Jenny Selin motioned to approve the request for transfer of funds as presented. Susie Cvechko seconded. **Motion carried.**

PY22/FY23 FINAL Budget Approval-VOTE: The preliminary budget was based on a 10% decrease. The actual decrease from the state was 9.8%. The final budget includes carry over and new funds. The state allows two years to spend the funds. Tony Veltri motioned to accept the Final Budget at presented. Rod Wyman seconded. **Motion carried.**

Statewide WVWV/WDB Retreat-October 24, 25, & 26, 2022: All Workforce Development Board staff, state WorkForce staff, and partners are invited. It will be held in Glade Springs, WV. On the 26th there will be a session for Full Board and LEO Chairs. The LEO Board Chair may not be available. If another board member wants to attend, please let the Executive Director know by September 20, 2022. The board member attending will make a report to the LEO’s at the December meeting. This training was recommended by the USDOL during the review last year.

Region VI has an infrastructure budget in place with partners and the state may use this as a model for all other regions in the state.

Changes in WIOA Grant Agreement Language: The funds come from the USDOL and are funneled through the state to the Workforce Development Boards. All board members were referred to the information in their packets. The changes were reviewed. Changes include that the Full Board meeting minutes must be sent to the state WorkForce office by the 15th of the following month after the meeting is held. They will be sent in draft form since the minutes are not approved until the next board meeting which is three months later. The Executive Director from each WDB must be present at 75% of the meetings or send a designee or the funds may be suspended or terminated. The definition of Marketing/Advertising has been revised. The Workforce logo may no longer be used by the WDB’s.

Reconciliation/Financial Statements Available for Review-VOTE: After the LEO board members present reviewed the statements for March 2022 through July 2022 Rod Wyman motioned to accept the statements as presented. Susie Svechko seconded. **Motion carried.**

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

* Executive Director Report-The independent audit will be conducted by Maher-Duessel beginning October 7, 2022. The DOL has reviewed other regions. Some issues that need to be addressed are to define outreach-what is allowable, make it easier for participants to access support services (a statewide policy will be implemented for this), case notes need to be improved-not cookie cutter, implement a common identifier for all American Job Centers (AJCs). The DOL wants the boards to be more strategic, have more input so board trainings may be conducted in electronic form that will not infringe on the time of each member.
* Financial Report-Handout-All were referred to the report in their folders. The report reflects activity for July 2022.
* Community Outreach Report-This reflects activity for the month of August 2022.
* Rapid Response Staff Report-The report has been redesigned. Recently Euro-Tech in Clarksburg closed. The meeting was led by the state.
* On-the-Job/Incumbent Worker Training Report-Handout-The report reflects activity through September 2, 2022.
* Performance Report-Handout-All were referred to the reports in their folders. The report is for PY21 4th Quarter.
* Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for August 2022, including the number of youth served, certificate acquisitions, meetings, events, etc.
* Unemployment Data-Handout-The report reflects the unemployment rate in each county. The average unemployment rate for the state is 3.7% for July 2022.

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

**COMMENTS FROM THE FLOOR:** None.

**ADJOUNRNMENT**: Jenny Selin motioned to adjourn the meeting at 1:33 pm. Seconded by James Marino. **Motioned carried.**

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

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