

REGION VI LOCAL ELECTED OFFICIAL BOARD - AGENDA

Robinson Grand Theatre, Clarksburg, WV

March 10, 2023

11:00 am – 2:00 pm

TOUR OF ROBINSON GRAND THEATRE STARTS AT 10:00 AM

1. CALL TO ORDER
2. INTRODUCTIONS (Guests)
3. Quorum Established
4. APPROVAL of December 9, 2022 LEO BOARD MINUTES-**VOTE**
5. Conflict of Interest Statements – Handout
6. OLD BUSINESS
 - A. One Stop Operator – Update
 - B. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) – Update
7. NEW BUSINESS
 - A. New Board Member Appointments
 - Brian Greynolds – Intl. Union of Bricklayers– replacing Leroy Hunter Jr. – **VOTE**
 - Robbie Skinner – Upshur County Economic Development – replacing Jennifer Bastian – **VOTE**
 - B. New Youth Standing Committee Member – Leah M. Hall, Youth Build North Central - **VOTE**
 - C. Full Board Committee Updates
 - D. Request to transfer FY23 Dislocated Worker funds to Adult (\$750,000) – **VOTE**
 - E. Request approval from Board Chair and LEO Chair of future transfer requests -**VOTE**
 - F. Assessment and Case Management Services Proposal Approval - **VOTE**
 - G. In-School/Out-of-School Youth Services Proposal Approval – **VOTE**
 - H. Reconciliation/Financial Statements Available for Review – **VOTE**
 - I. Staff Reports
 - Executive Director Report – 3rd Party Monitoring June 15th – 16th – POWERNOTES, DOL Youth Nomination, Workforce WV Policies
 - 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
 - J. Other Items – Meeting Schedule for July 1, 2022 – June 30, 2023
8. COMMENTS FROM THE FLOOR
9. ADJOURNMENTS

TO BE APPROVED ON JUNE 9, 2023

REGION VI
WORKFORCE DEVELOPMENT BOARD
LEO MEETING MINUTES
March 10, 2023

Meeting was called to order at 11:18 by Chair Ernie VanGilder

WELCOME/ROLL CALL:

Members attending in person were Ernie VanGilder, James Marino, Anne Bolyard, Hunter Thomas, Tony Veltri, Susan Thomas, Jenny Selin, and Douglas Bush. Members absent were Jamie Carpenter, Melvin Gum, Clinton Means, Jacqueline Hashman, Jeff Arnett, David Kesling, and Michael Rosenau. Ernie VanGilder served as proxy for Rod Wyman. Workforce Development Board staff present were Maria Larry and Kathi Waters.

A quorum was established.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for March 10, 2023
December 9, 2022 LEO Board Meeting Minutes
Conflict of Interest Statements
DOL Youth Nomination
WorkForce WV Letter to Local Elected Officials
Financial Report July 1, 2022 through January 31, 2023
Community Outreach Report for February 2023
Rapid Response Report for February 2023
On-the-Job/Incumbent Worker Training Reports through March 3, 2023
Performance Reports for PY22 Quarter 2 (4 rolling quarters)
Youth Program Monthly Report for February 2023
Unemployment Data for December 2022
Schedule of Meetings for PY22

APPROVAL OF MINUTES-VOTE

Susan Thomas motioned to approve the minutes for the December 9, 2022 board meeting as presented. Tony Veltri seconded. **Motion carried.**

Conflict-of-Interest statements-Handout: Conflict-of-Interest Statements were handed out to members needing to sign one and all others will be mailed out to those not present.

OLD BUSINESS

One Stop Operator Update: The Mobile AJC has been well received in the counties already visited including Tucker, Braxton, and Gilmer. The goal is to reach the outlying counties first. All partners are invited to participate. Upcoming locations include Taylor County and a place to set up is being looked for in Doddridge County. Board members are welcome to make suggestions for locations to set up.

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Update: The waiver is still in place for the work requirement but will be lifted soon. Some participants have continued to work and take advantage of training during this period.

NEW BUSINESS

New Board Member Appointments-Vote: Douglas Bush motioned to approve the appointment of Brian Greynolds to complete the term of Leroy Hunter, Jr. who is retiring and Robbie Skinner to complete the term of Jennifer Bostian who accepted a new position out of state. Mr. Hunter's term expires 2-28-25 and Ms. Bostian's term expires 3-31-24. James Marino seconded. **Motion carried.**

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New Youth Standing Committee Member-Leah M. Hall, Youth Build North Central-VOTE: This item was stricken from the meeting because Ms. Hall is no longer employed at Youth Build North Central.

Full Board Committee Updates: The following committees have openings on the Full Board: Executive, Finance, and One-Stop committees. Full Board member Michael Callen agreed to fill the opening on the Executive Committee. The Finance Committee should preferably be filled with someone from the business sector. There is no preference which board member fills the opening on the One-Stop Committee. One LEO Board member should sit on each committee. Any board members that are interested can call or email Maria.

Request to transfer FY23 Dislocated Worker funds to Adult (\$750,000)-VOTE: There are more DW funds available, but the majority of the population served are Adults. The Adult funds include Incumbent Worker Training, On-the-Job Training and Apprenticeships. Documents justifying the transfer request along with a letter signed by the Full Board Chair, LEO Chair, and the Executive Director will be sent to the state for approval. Douglas Bush motioned to approve the request to transfer funds as presented. Hunter Thomas seconded. **Motion carried.**

Request approval from Board Chair and LEO Chair of future transfer requests-VOTE: The Executive Director advised that after some discussion, this item was tabled at the Full Board meeting on 3-9-23.

Assessment and Case Management Services Proposal Approval-VOTE: Request for Proposal was sent out and only one proposal was received, HRDF, Inc. The proposal was reviewed by three of the Full Board members and recommended that the Full Board accept the proposal. Jenny Selin motioned to accept the proposal. Susan Thomas seconded. **Motion carried.**

In-School/Out-of-School Youth Services Proposal Approval-VOTE: One proposal was received, HRDF, Inc. Three of the Full Board members reviewed the proposal and also the Youth Standing Committee met to discuss the proposal. Both recommended the Full Board accept the proposal. Jenny Selin motioned to accept the proposal. Susan Thomas seconded. **Motion carried.**

Reconciliation/Financial Statement Available for Review-VOTE: The statements were not available and will be brought to the June 2023 meeting.

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

- Executive Director's Report-**3rd Party Monitoring June 15th-16th-POWERNOTES, DOL Youth Nomination, Workforce WV Policies.** The state has contracted with a company called POWERNOTES to conduct the annual audit. The Acting Commissioner sent a letter to LEO's to request they attend training so they will be aware of what their responsibilities are, and this also includes Full Board members. A list of the locations and times will be sent to the Full Board and LEO Board members. A youth was nominated by Region VI and the USDOL has asked the youth to participate in a video that highlights the success of participating in the workforce system. Workforce WV will be updating policies. Two have been forwarded to board members for their review. The public comment period is two weeks. The state board will vote on the policies on 3-22-23. The Region VI WDB Policy Committee will need to meet before the June 2023 board meeting to review some policies. The Executive Directors from all seven regions have been meeting and discussing the possibility of forming an association.
- Financial Report-Handout-All were referred to the report in their folders. The report reflects activity through January 2023.
- Community Outreach Report-This reflects activity for the month of February 2023.
- Rapid Response Report-The report reflects activity through February 2023.
- On-the-Job/Incumbent Worker Training Report-Handout-The report reflects activity through March 3, 2023.
- Performance Report-Handout-All were referred to the reports in their folders. The report is for PY22 2nd Quarter (4 rolling quarters). All performance measures have been met or exceeded.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for February 2023, including the number of youth served, certificate acquisitions, meetings, events, etc.
- Unemployment Data-Handout-The report reflects the unemployment rate in each county for the month of December 2022.

TO BE APPROVED ON JUNE 9, 2023

Other Items- Meeting Schedule for July 1, 2022 -June 30, 2023:

COMMENTS FROM THE FLOOR: None.

ADJOURNMENT: Tony Veltri motioned to adjourn the meeting at 12:44pm. Seconded by Douglas Bush. **Motion carried.**

BOARD MEMBER APPROVAL: _____

DATE: _____