

REGION VI WORKFORCE INVESTMENT BOARD
Full Board Meeting
Marion County Convention & Visitors Bureau, WV
June 8, 2023 10:30 AM – 12:00 PM

1. **CALL TO ORDER**
2. **INTRODUCTIONS (Guests) – Dr. Geraldine Beckett, Harrison County Liaison Specialist for Career Tech Ed Programs – Public information.**
3. **APPROVAL of March 9, 2023 FULL BOARD MINUTES-**VOTE****
4. **Conflict of Interest Statements – Handout**
5. **OLD BUSINESS**
 - A. One Stop Operator – Update – New MOU Guidance - and Mobile AJC Centers
 - B. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) – Update
 - C. Executive Committee Roles and Responsibilities
 - D. State Compliance Audit – June 28th – 29th – PowerNotes – Update
 - E. State Workforce Board – New Policies - Update
6. **NEW BUSINESS**
 - A. Board Renewals – (none)
 - B. Board Resignations – Gregory Hefner – First Energy
 - C. New Board Officers (Nominations) Chair, Vice Chair and Secretary – **VOTE**
 - D. Pilot Policy Extension - Tuition Increase for LPN & RN Nursing Students - **VOTE**
 - E. Additional FY23 Dislocated Worker funds received \$10,565.00 (training)
 - F. PY23/FY24 WIOA Budget Approval - **VOTE**
 - G. Region VI WDB Contract Renewals:
 - PY23 Case Management (HRDF, Inc.) – **VOTE**
 - PY23 Out-of-School + In-School Youth Contract (HRDF, Inc.) – **VOTE**
 - PY23 One Stop Operator Contract (HRDF, Inc.) – **VOTE**
 - PY23 Accounting Vendor Contract (CONLEY CPA Group)
 - PY23 Audit Contract (Maher Duessel) – 10% Increase (15,800)- **VOTE**
 - H. **EXECUTIVE SESSION**
 - I. Finance Committee Recommendation – Personnel - **VOTE**
 - J. Staff Reports
 - a. Executive Director Report – WV Workforce Association MOU
 - b. Community Outreach Report - **Handout**
 - c. Financial Report – **Handout**
 - d. Rapid Response Staff Report– **Handout**
 - e. On-The- Job/Incumbent Worker Training Report– **Handout**
 - f. Performance Report – **Handout**
 - g. Youth Program Update – **Handout**
 - h. Unemployment Data – **Handout**
 - K. Other Items – Meeting Schedule for July 1, 2023 – June 30, 2024
7. **COMMENTS FROM THE FLOOR**
8. **ADJOURNMENTS**

**REGION VI
WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
June 8, 2023**

The meeting was called to order at 10:42 by Chair, Nancy Vandergrift.

WELCOME/ROLL CALL:

Members attending in person were Robert Mollohan, Janie Lou White, Brian Greynolds, Jason Fridley, Annetta Johnson, Seneca Raines, Kathy Wagner, Diane Heldreth, and Nancy Vandergrift. LEO Liaison Commissioner Tony Veltri was also present. Board members attending by conference call were Michael Callen, Graham Godwin, Jason Roberts, Michael Ruffing, Stephanie Westfall, and Robbie Skinner. Guest present was Dr. Geraldine Beckett, Harrison County Liaison Specialist for Career Tech Ed Programs. Board members absent were Michael Manypenny, Michael Waide, and Rick Rock. Workforce Development Board staff present were Maria Larry, Kathi Waters, and Micki Cutlip.

A quorum was established.

INTRODUCTIONS (Guests)-Dr. Geraldine Beckett, Harrison County Liaison Specialist for Career Tech Ed Programs-Public Information

Dr Beckett states she works with high school students and local businesses to create job shadowing and internship opportunities to help high school students make good career choices and help local businesses grow their workforce.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for June 8, 2023
March 9, 2023 Full Board Meeting Minutes
Conflict of Interest Statements
Executive Committee Roles and Responsibilities Bylaws Interpretation
Statistics for PY22 LPN and RN participants
Email from WorkForce WV increasing DW funding by \$10,565 for FY23
FY23/FY24 WIOA Budget Proposal
Community Outreach Report though June 2023
Financial Report July 1, 2022 through May 31, 2023
Rapid Response Report for May 2023
On-the-Job/Incumbent Worker Training Reports through June 1, 2023
Performance Reports for PY22 Quarter 3 (Rolling 4 quarters)
Youth Program Monthly Report for May 2023
Unemployment Data for April 2023
Schedule of Meetings for PY23-Sugestions

APPROVAL OF MINUTES-VOTE

Janie Lou White motioned to approve the minutes for the March 9, 2023 board meeting as presented. Robert Mollohan 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-MOU Guidance-and Mobile AJC Centers: The Mobile AJC was set up at the Strawberry Festival in Buckhannon. The next one will be in Weston on 6-30-23. The current MOU with partners expires on 6-30-23. The state has not given guidance to date so Region VI will go ahead and prepare one for all partners. The MOU includes an infrastructure budget which is the cost to operate a One-Stop.

TO BE APPROVED BY THE FULL BOARD ON SEPTEMBER 14, 2023

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Update: The waiver for the work requirement will be lifted 7-1-23. Those affected have been notified by letter. Able-bodied Adults Without Dependents (ABAWD's) between the ages of 18 and 49 are required to work 80 hours per month including paid, unpaid, in-kind, volunteer, etc. Some participants have continued to work and/or take advantage of training during this period.

Executive Committee Roles and Responsibilities: All were referred to the handout in their folder. It included a portion of the bylaws stating the duties and responsibilities of the Executive Committee. It was reviewed with all present along with the interpretation by an attorney. Going forward the Executive Committee will meet to approve the transfer of funds as needed and give a report to the Full Board at the next meeting.

State Compliance Audit-June 28th-29th-Powernotes-Update: The state has contracted with an outside agency. It is a very comprehensive review. The date has been moved from June 15th and 16th to June 28th and 29th.

State Workforce Board-New Policies-Update: The state workforce board is made up of people from all over the state. According to the US Department of Labor some policies needed to be updated. These policies will affect policies at the local Workforce Development Boards. Four policies have been updated and added to the state website. They are 1) Allowable Costs, 2) One-Stop Operator Procurement, 3) Statewide common identifier-logo for WV AJC's, 4) Federal US DOL limit on salaries for Executive Directors using WIOA funding which is \$212,000. The state set a lower maximum limit of \$90,000.00. This is effective 7-1-23. There are three Executive Directors that make more and will have their salaries reduced beginning 7-1-23 unless they secure funding from other sources.

NEW BUSINESS

Board Renewals-(none):

Board Resignations-Gregory Hefner-First Energy: The replacement needs to come from the business sector to keep the board membership in compliance with WIOA law. Hopefully it will be someone from the energy industry. Maria will be looking for someone soon so that person can be approved at the September 2023 meeting.

New Board Officers (Nominations) Chair, Vice Chair and Secretary-VOTE: After some discussion it was determined Nancy Vandergrift would serve as Chair, Kathy Wagner would serve as Vice Chair and Annetta Johnson would serve as Secretary all for a two-year term. Jason Fridley motioned to approve the board officers. Janie Lou White seconded. **Motion carried.**

Pilot Policy Extension-Tuition Increase for LPN & RN Nursing Students-VOTE: All members were directed to the statistics in their folder that showed the number enrolled, in training, and those working in the field of nursing. The request is to extend the tuition increase for another year. Kathy Wagner motioned to extend the tuition increase for LPN's and RNs for another year. Jason Fridley seconded. **Motion carried.**

Additional FY23 Dislocated Worker funds received \$10,565.00 (training): The state has given an additional \$10,656 of funding for Dislocated Workers for fiscal year 2023.

PY23/FY24 WIOA Budget Approval-VOTE: It was explained that the overall budget was decreased by 3%. Adult funding decreased by 14%, dislocated worker funding increased by 6.6%, and youth funding decreased by 17%. Jason Fridley motioned to accept the PY23/FY24 budget as presented. Brian Greynolds seconded. **Motion carried.**

Region VI WDB Contract Renewals:

- PY23 Case Management (HRDF, Inc.)-VOTE
- PY23 Out-of-School & In-School Youth Contract (HRDF, Inc.)-VOTE
- PY23 One Stop Operator Contract (HRDF, Inc.)-VOTE
- PY23 Accounting Vendor Contract (CONLEY CPA Group)

TO BE APPROVED BY THE FULL BOARD ON SEPTEMBER 14, 2023

- PY23 Audit Contract (Maher Deussel)-10% Increase (15,800)-VOTE

The Executive Director reviewed all of the contract amounts and the amount of time left on each one. The accounting contract does not have to be voted on because it is a vendor contract that does not have to be bid out. After some discussion Jason Fridley motioned to approve the contract renewals. Annetta Johnson seconded. **Motion carried.**

EXECUTIVE SESSION: Janie Lou White motioned to go into Executive Session. Kathy Wagner seconded. **Motion carried.** Janie Lou White motioned to come out of Executive Session. Kathy Wagner seconded. **Motion carried.**

Finance Committee Recommendation-Personnel-VOTE: Kathy Wagner motioned to approve the Finance Committee Recommendation. Mike Callen seconded. **Motion carried.**

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

- Executive Director's Report-WV Workforce Association MOU-To date four signatures have been secured of the seven regions.
- Community Outreach Report-This reflects activity to the end of June 2023.
- Financial Report-Handout-The report reflects activity through May 31, 2023.
- Rapid Response Report-The report reflects activity through May 31, 2023.
- On-the-Job/Incumbent Worker Training Report-Handout-The report reflects activity through June 1, 2023.
- Performance Report-Handout-The report is for PY22 2nd Quarter 3 (4 rolling quarters). All performance measures have been met or exceeded.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for May 2023, including the number of youths served, certificate acquisitions, meetings, events, etc.
- Unemployment Data-Handout-The report reflects the unemployment rate in each county for the month of April 2023.

Other Items-Meeting Schedule for July 1, 2023-June 30, 2024: The next meeting is scheduled for September 14, 2023.

COMMENTS FROM THE FLOOR: Kathy Wagner advised there will be a career fair June 9, 2023, from 1-4pm at the WV State Office Building in Clarksburg. Boscov's needs a Human Resources Manager and Department Manager. Open interviews will be held on 8-15-23 at the Meadowbrook Mall. Applications are also being accepted at boscovs.com. 250 employees are still needed. The soft open will be 10-5-23 and 10-7-23 will be the opening for the public.

ADJOURNMENT: Jason Fridley motioned to adjourn the meeting at 12:20 pm. Annetta Johnson seconded. **Motion carried.**

BOARD MEMBER APPROVAL: _____

DATE: _____