

# REGION VI LOCAL ELECTED OFFICIAL BOARD - AGENDA

Gourmet Express, Grafton, WV

June 9, 2023

11:00 am – 2:00 pm

## 1. CALL TO ORDER

## 2. INTRODUCTIONS (Guests)

## 3. APPROVAL of March 10, 2023 LEO 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 of Full Board
- D. State Compliance Audit – June 28<sup>th</sup> – 29<sup>th</sup> – PowerNotes – Update
- E. State Workforce Board – New Policies - Update

## 6. NEW BUSINESS

- A. Board Resignations – Gregory Hefner – First Energy – Need a replacement/nomination
- B. New Board Officers (Nominations) Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair and Secretary – **VOTE**
- C. Pilot Policy Extension - Tuition Increase for LPN & RN Nursing Students - **VOTE**
- D. Additional FY23 Dislocated Worker funds received \$10,565.00 (training)
- E. PY23/FY24 WIOA Budget Approval - **VOTE**
- F. 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) - 4% Increase
  - PY23 Audit Contract (Maher Duessel) – 10% Increase (15,800)- **VOTE**
- G. Reconciliation/Financial Statements Available for Review – **VOTE**
- H. **EXECUTIVE SESSION**
- I. Full Board Recommendation for Staff Salaries - **VOTE**
- J. Staff Reports
  - Executive Director Report – WV Workforce Association MOU
  - Community Outreach Report - **Handout**
  - Financial 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**
- K. Other Items – Meeting Schedule for July 1, 2023 – June 30, 2024- Suggestions

## 7. COMMENTS FROM THE FLOOR

## 8. ADJOURNMENTS

**TO BE APPROVED ON JUNE 9, 2023**

REGION VI  
WORKFORCE DEVELOPMENT BOARD  
LEO MEETING MINUTES  
June 9, 2023

**Meeting was called to order at 11:32 by Chair Ernie VanGilder**

**WELCOME/ROLL CALL:**

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

A quorum was established.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda for June 9, 2023  
March 10, 2023 LEO Board Meeting Minutes  
Conflict of Interest Statements  
Statistics for PY22 LPN and RN participants  
Email from WorkForce WV increasing DW funding by \$10,565 for FY23  
Reconciliation/Bank Statements November 2022 through May 2023  
FY23/FY24 WIOA Budget Proposal  
Community Outreach Report through 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 (4 rolling quarters)  
Youth Program Monthly Report for May 2023  
Unemployment Data for April 2023  
Schedule of Meetings for PY23  
Flyer introducing Dr. Geraldine Beckett

**APPROVAL OF MINUTES-VOTE**

Tony Veltri motioned to approve the minutes for the March 10, 2023 board meeting as presented. Hunter Thomas 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.

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: At the March 2023 Full Board meeting the request was made to allow the Executive Committee to approve transfer of funds from DW to Adult. A board member objected to giving the Executive Committee this authority. After some discussion, the item was tabled. The bylaws were reviewed and



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interpreted by an attorney who is also a full board member. The attorney determined that the Executive Committee does have the authority to approve transfer of funds. 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. There were no objections at the June 2023 Full Board 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 15<sup>th</sup> and 16<sup>th</sup> to June 28<sup>th</sup> and 29<sup>th</sup>.

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 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, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair and Secretary-VOTE: After some discussion it was determined Ernie VanGilder would serve as Chair, Tony Veltri as 1<sup>st</sup> Vice Chair, Anne Bolyard as 2<sup>nd</sup> vice Chair, and Hunter Thomas as Secretary all for a two-year term. Douglas Bush motioned to approve the board officers. Tony Veltri 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. Tony Veltri motioned to extend the tuition increase for LPN's and RNs for another year. Anne Bolyard 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. The funds have been recaptured from other states. They can be transferred to DW if necessary.

Reconciliation/Financial Statement Available for Review-VOTE: After the LEO board members present reviewed the statements for November 2022 through May 2023 Hunter Thomas motioned to accept the statements as presented. Tony Veltri seconded. **Motion carried.**

**EXECUTIVE SESSION:** Doug Bush motioned to go into Executive Session. Hunter Thomas seconded. **Motion carried.** Doug Bush motioned to come out of Executive Session. Anne Bolyard seconded. **Motion carried.**

Full Board Recommendation for Staff Salaries-VOTE: Doug Bush motioned to approve the Full Board Recommendation for Staff Salaries. Hunter Thomas 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 through 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 2<sup>nd</sup> 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.

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- 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 tentative schedule was discussed and will be emailed to the Board members. The next meeting is scheduled for September 15, 2023 at 11am.

**COMMENTS FROM THE FLOOR:** None.

**ADJOURNMENT:** Hunter Thomas motioned to adjourn the meeting at 1:42pm. Seconded by Anne Bolyard. **Motion carried.**

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

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