

REGION VI LOCAL ELECTED OFFICIAL BOARD - AGENDA

Apple Annies, Middletown Commons, Whitehall, WV

September 15, 2023

11:00 am – 2:00 pm

1. CALL TO ORDER

2. INTRODUCTIONS (Guests)

3. APPROVAL of June 9, 2023 LEO BOARD MINUTES-**VOTE**

4. Conflict of Interest Statements – Handout

5. OLD BUSINESS

- A. One Stop Operator – Update
- B. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) – Update
- C. State Compliance Audit – June 28th – 29th – PowerNotes – Update
- D. State Workforce Board - Update

6. NEW BUSINESS

- A. Maher Duessel Audit – Starts October 5th, 2023
- B. Board Renewals – (Graham Godwin expires 9-17-23) - **VOTE**
- C. Board Removal – (Michael Manypenny – Lack of attendance) - **VOTE**
- D. New Board Appointments - (Joe Second & Mark Zeck) – **VOTE**
- E. New Board Member Nominations - Vacancies
- F. PY23/FY24 WIOA Budget Approval – Update
- G. Request to Transfer \$594,114.90 of FY23 Dislocated Worker Funding to Adult Funding - **VOTE**
- H. Strategic Planning/Local Plan Committee Volunteers – State Guidance coming October 1st, 2023
- I. Reconciliation/Financial Statements Available for Review – **VOTE**
- J. Staff Reports
 - Executive Director Report -Training Provider Investigation
 - 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

7. COMMENTS FROM THE FLOOR

8. ADJOURNMENTS

TO BE APPROVED ON DECEMBER 15, 2023

REGION VI
WORKFORCE DEVELOPMENT BOARD
LEO MEETING MINUTES
September 15, 2023

Meeting was called to order at 11:10 by Chair Ernie VanGilder

WELCOME/ROLL CALL:

Members attending in person were Ernie VanGilder, Tony Veltri, Jacqueline Hashman, Rod Wyman, Anne Bolyard, Susan Thomas, and Doug Bush. Members absent were Jamie Carpenter, Clinton Means, Jim Malfregeot, Jenny Selin, Jeffrey Arnett, Hunter Thomas, David Kesling, and Mike Rosenau. Ernie VanGilder was 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 September 15, 2023
June 9, 2023 LEO Board Meeting Minutes
Conflict of Interest Statements
PY23/FY24 WIOA Budget Approval-Update
Reconciliation/Bank Statements June through August 2023
Community Outreach Report through September 2023
Financial Report July 1, 2023 through August 31, 2023
Rapid Response Report for May 2023
On-the-Job/Incumbent Worker Training Reports through September 8, 2023
Performance Reports for PY22 Quarter 4 (4 rolling quarters)
Youth Program Monthly Report for August 2023
Unemployment Data for July 2023
Schedule of Meetings for PY24

APPROVAL OF MINUTES-VOTE

Rod Wyman motioned to approve the minutes for the June 9, 2023 board meeting as presented. Doug Bush seconded.
Motion carried.

Conflict-of-Interest Statements-Handout: Conflict-of-Interest Statements were up to date for all present and all others will be mailed out to those not present.

OLD BUSINESS

One-Stop Operator-Update: There are four American Job Centers (AJC's) in Region VI-Clarksburg, Elkins, Fairmont, and Morgantown. HRDF, Inc. is the subcontractor for the One-Stop Operator. Going forward more in-person meetings will be held more frequently-perhaps every other one. Cross-training of partners is required by the USDOL. It has been proposed that a region-wide newsletter be distributed quarterly to keep all partners informed of upcoming events and services offered by each partner. The Outreach Committee will schedule events that involve the partners, including an annual retreat for all partners with a guest speaker. An apprenticeship event is a good suggestion to bring more attention to them and make youth aware of opportunities available with apprenticeships.

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Update: This contract has been in place with the DHHR for approximately 15 years. The waiver during COVID has been lifted effective 7-1-23. 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, or volunteer. Some participants have continued to work and/or take advantage of training during this period. Those that do not comply with the work requirement will be sanctioned for three years. Per the SNAP E&T coordinator, not many are keeping their scheduled appointments.

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State Compliance Audit-June 28th-29th-Powernotes-Update: The state has contracted with an outside agency. Prior to the visit documents were requested and sent electronically. Overall, the visit was positive. The contractor stated there were no significant issues. Personal Identifiable Information (PII) was discussed. Region VI has prepared a draft PII policy and will wait until the state puts one in place before finalizing it to make sure no essential information is left out. There should be a consortium agreement that states how disallowed costs will be paid for by the LEO Board.

State Workforce Board-Update: The state workforce board meeting will be held in Bridgeport on September 20, 2023 in Region VI. Policies that will be introduced are the MOU with partners and infrastructure funding. These policies are on the State Workforce Development Board website for any that would like to review them, and copies were available during the meeting. The Workforce Development Board needs to be certified by the Governor every two years. The certification was due on 7-1-23. To date it has not been received from the state.

NEW BUSINESS

Maher Duessel audit-Starts October 5, 2023: They have been the auditor for three years. An engagement letter will be sent and the request for documents will follow with a request to send them electronically. The entrance, mid-point, and exit meetings will be held via videoconference.

Board Renewals-(Graham Godwin expires 9-17-23)-VOTE: Anne Bolyard motioned to reappoint Graham Godwin for another three-year term. Susan Thomas seconded. **Motion carried.**

Board Removal-(Michael Manypenny-Lack of attendance)-VOTE: The state office requested the most recent list of board members. Mr. Manypenny has not attended any meetings for over a year. Susan Thomas motioned to remove Michael Manypenny from the board for lack of attendance. Doug Bush seconded. **Motion carried.**

New Board Appointments-(Joe Second & Mark Zeck)-VOTE: Robbie Skinner, Executive Director of the Upshur County Development Authority, advised the Executive Director that he can no longer serve on the Full Board because of time constraints and other endeavors. He would like to suggest that Brandon Tenney, who is the Assistant Director of the Upshur County Development Authority, take his place. Doug Bush motioned to approve Joe Second and Mark Zeck to a three-year term ending September 15, 2026 and to approve Brandon Tenny to complete the term of Robbie Skinner ending March 31, 2024. Rod Wyman seconded. **Motion carried.**

New Board Member Nominations-Vacancies: Two board members are needed for the Full Board. The Executive Director has typically searched for new members but it is the responsibility of the LEO Board to find new members as needed.

PY23/FY24 WIOA Budget Approval-Update: The state advised all WDB's it will pay the annual MACC data fee due to budget cuts. The amount of the annual fee is approximately \$48,000 per year for Region VI, that is paid quarterly. The budget was approved at the June 2023 board meeting. This updated financial report reflects that the MACC data fee was transferred to supportive service payments and Adult, Dislocated Worker, and Youth training. This report is final since closeouts have been finalized.

Request to Transfer \$594,114.90 of FY23 Dislocated worker Funding to Adult Funding-VOTE: The USDOL allows the transfer of DW funds to Adult funds and vice-versa up to 100%. The requirements to request the transfer have been completed. After the request has been signed by the Executive Director, Full Board Chair, and LEO Chair the request will be sent to the state. Doug Bush motioned to approve the transfer as presented. Anne Bolyard seconded. **Motion carried.**

Strategic Planning/Local Plan Committee Volunteers-State Guidance coming October 1, 2023: The Business Plan is updated every two years. The Workforce Development Board has until Spring 2024 to update the Region VI Business Plan. Next will be public comment. The Business Plan must be finalized by June 2024. The board members were invited

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to read, comment, proofread, etc. the Business Plan. The current Business Plan is on the Region VI WDB website. Maria will be asking for volunteers from the board at a later date to assist with the development of the local plan and/or provide feedback and technical assistance.

Reconciliation/Financial Statement Available for Review-VOTE: After the LEO board members present reviewed the statements for June through August 2023 Anne Bolyard motioned to accept the statements as presented. Tony Veltri 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-The state has applied for an opioid grant and Region VI is included. The state will also apply for a National Emergency Grant (NEG) because of the recent storms. Braxton County is in Region VI and will be included in the application. The Executive Director met with the president of Pierpont C&TC. He would like to begin a CDL program and create a pathway to nursing among other programs. The meeting was very productive. The I-79 Council has asked Region VI WDB to become a partner. The WV Pioneer Community Network which includes Braxton and Gilmer counties in Region VI will serve the population in rural communities that are often underserved so they will succeed. This grant is an expansion of the Rural Partners Network. The Benedum Foundation, TEAM Consortium, and the ARC are considering applying for a planning grant. Region VI WDB has been asked to participate. Maria briefed those in attendance on one of Region VI’s training providers under investigation regarding fraudulent activities. The investigation is being handled by the state fraud unit and the state attorney general’s office. She will pass on any updates as she receives them.
- Community Outreach Report-This reflects activity to the end of September 2023.
- Financial Report-Handout-The report reflects activity through August 31, 2023.
- Rapid Response Report-No report included.
- On-the-Job/Incumbent Worker Training Report-Handout-The report reflects activity through September 8, 2023.
- Performance Report-Handout-The report is for PY22 2nd Quarter 4 (4 rolling quarters). All performance measures have been met or exceeded.
- Youth Program Update-Handout-The report reflects activity from HRDF, Inc. for August 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 July 2023.

Other Items- Meeting Schedule for July 1, 2023 -June 30, 2024: The next meeting is scheduled for December 15, 2023 at 11am at Adaland Mansion in Philippi, WV.

COMMENTS FROM THE FLOOR: None.

ADJOURNMENT: Jacqueline Hashman motioned to adjourn the meeting at 1:18pm. Seconded by Doug Bush. **Motion carried.**

BOARD MEMBER APPROVAL: _____

DATE: _____