

REVISED

REGION VI LOCAL ELECTED OFFICIAL BOARD - AGENDA

Adaland Mansion, Philippi, WV

December 15, 2023

11:00 am – 2:00 pm

1. CALL TO ORDER
2. INTRODUCTIONS (Guests)
3. APPROVAL of September 15, 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
 - E. Strategic Planning/Local Planning – Update
6. NEW BUSINESS
 - A. Sector Strategies/Career Pathways – Regional Initiatives
 - B. Maher Duessel Audit Report & 990 (Draft) - **VOTE**
 - C. Board Renewals – (Kathy Wagner & Annetta Johnson) – **VOTE**
 - D. Board Resignations – (Nancy Vandergrift – retired)
 - E. Board Removal – (Mark Zeck – Did not follow through) - **VOTE**
 - F. New Board Appointments - (Terri Vilain – Whitehall Pharmacy) – **VOTE**
 - G. New Youth Committee Member (Courtney Basil – Randolph Co. YOUTHBUILD) – **VOTE**
 - H. Youth Committee Member Renewals (Angela Inglese, Julie Sole, Robert Mollohan) - **VOTE**
 - I. Request to Transfer \$750,000.00 of FY24 Dislocated Worker Funding to Adult Funding - **VOTE**
 - J. USDOL Opioid Grant Submission - \$920,509.59
 - K. Reconciliation/Financial Statements Available for Review – **VOTE**
 - L. Staff Reports
 - Executive Director Report -PY22 Region 6 Annual Newsletter, WV Workforce Assoc – update, LevelAll Platform, Governor’s Regional Board Certification? One Stop RFP
 - 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**
 - M. Other Items – Meeting Schedule for July 1, 2023 – June 30, 2024
7. COMMENTS FROM THE FLOOR
8. ADJOURNMENTS

TO BE APPROVED ON MARCH 15, 2024

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

Meeting was called to order at 11:16 by Chair Ernie VanGilder

WELCOME/ROLL CALL:

Members attending in person were Ernie VanGilder, Susan Thomas, Jamie Carpenter, and Hunter Thomas. Members absent were, Clinton Means, Jeffrey Arnett, Douglas Bush, Jacqueline Hashman, Mike Rosenau, David Kesling, and Rod Wyman. Susan Thomas was proxy for Melvin Gum. Ernie VanGilder was proxy for Anne Bolyard, Jenny Selin, and Tony Veltri. Council Member Hattie Wright was proxy for Jim Malfregot. Workforce Development Board staff present were Maria Larry and Kathi Waters.

A quorum was established.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for December 15, 2023
September 15, 2023 LEO Board Meeting Minutes
Conflict of Interest Statements
Draft Goal Statements & Strategies
Sector Strategies Information (example from state of Florida)
Region VI Annual Newsletter
Level All online platform information
Reconciliation/Bank Statements September through November 2023
Community Outreach Report through December 2023
Financial Report July 1, 2023 through November 30, 2023
Rapid Response Report for December 6, 2023
On-the-Job/Incumbent Worker Training Reports through December 6, 2023
Performance Reports for PY22 Quarter 4 (4 rolling quarters)
Youth Program Monthly Report for November 2023
Unemployment Data for October 2023
Schedule of Meetings for PY23

APPROVAL OF MINUTES-VOTE

Susan Thomas motioned to approve the minutes for the September 15, 2023 board meeting as presented. Jamie Carpenter seconded. **Motion carried.**

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

OLD BUSINESS

One-Stop Operator-Update: There are four locations in Region VI. The contract is currently with HRDF, Inc. and a Request for Proposal will be sent out in January 2024. A planning committee is needed for the late spring event that will be conducted by the partners. The event is being planned for May 2024. This event is being discussed today at the partner meeting. There will be a follow-up meeting in January 2024. Board members were encouraged to be a part of the planning committee.

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Update: The waiver has been lifted. Some participants continued to work during the time the waiver was in place. Prior to the waiver being lifted, there were approximately 410 referrals per month. There were 262 referrals from July through October 2023 with some taking part in training.

TO BE APPROVED ON MARCH 15, 2024

State Compliance Audit-June 28th-29th-PowerNotes-Update: The state contracted with a third-party vendor, PowerNotes. It was a comprehensive audit including a review of the board composition, policies, participant files, etc. Region VI was given a good report. There were a few recommendations such as creating a PII (Personal Identifiable Information) policy, encrypting email. Those recommendations have been put in place. The complete report will not be available until after all seven regions have been audited.

State Workforce Board-Update: The most recent meeting was held in Huntington on 12-13-23. The Executive Director attended by video conference. There were three policies that passed concerning the One-Stop delivery system. These replaced the previous policies to comply with the DOL findings, no major changes. Copies were available for review at the meeting and the policies can be read on the WorkForce WV website.

Strategic Planning/Local Planning -Update: There have been two meetings with the state and the local plan will be updated after the state plan is complete. Local Workforce Development Boards follow the state plan and can add focus that is specific to our region. There are four strategies that were emphasized in the draft of the state plan. The Executive Director referred all to the draft goals and strategies in their folder and reviewed the strategies of the state plan. The state plan will be available mid to late January. Board members will be asked to participate in focus groups and committees to help the staff with implementing the local business plan. The education sector including trades/apprenticeships needs to be included in developing the plan to ensure that training is in place for jobs that will be in demand in the future.

NEW BUSINESS

Sector Strategies/Career Pathways-Regional Initiatives: All members present were referred to the sector strategies information in their folders. Highlighted was information on short-term and long-term ideas on how to deliver training for in-demand occupations. It needs to be determined what the goals are for Region VI. Board members will be informed by email of any information from the state to keep them updated.

Revise Region VI ITA Invoicing Policy effective January 1, 2024-VOTE: The Executive Director advised that the original policy will be put back in place. Fifty percent of the tuition will be paid after the first day of class and 50% will be paid at the halfway point of the program. Hunter Thomas motioned to return to the original invoicing policy. Susan Thomas seconded. **Motion carried.**

Maher Duessel Audit Report & 990 (Draft)-VOTE: The draft was emailed to all board members prior to this meeting. There were no findings. The information is to be voted on as presented. Susan Thomas motioned to accept the draft audit as presented. Hunter Thomas seconded. **Motion carried.**

Board Renewals-(Kathy Wagner & Annetta Johnson)-VOTE: Hattie Wright motioned to reappoint Kathy Wagner and Annetta Johnson to another three-year term. Jamie Carpenter seconded. **Motion carried.**

Board Resignations-(Nancy Vandergrift)-retires: Ms. Vandergrift retired from her position as CEO from MVA Health Clinics on 11-20-23.

Board Removal-(Mark Zeck-Did not follow through)-VOTE: Mr. Zeck did not follow through with his decision to accept the invitation to join the Full Board. He decided to decline. Jamie Carpenter motioned to remove Mark Zeck from the board. Hattie Wright seconded. **Motion carried.**

New Board Appointments-(Terry Vilain-White Hall Pharmacy)-VOTE: The Executive Director reached out to a small business owner to become a board member. Jamie Carpenter motioned to appoint Terry Vilain as a new board member to a three-year term. Susan Thomas seconded. **Motion carried.**

New Youth Committee Member (Courtney Basil-Randolph Co. YOUTHBUILD)-VOTE: Jamie Carpenter motioned to appoint Courtney Basil to the Youth Committee. Hattie Wright seconded. **Motion carried.**

Youth Committee Member Renewals (Angela Inglese, Julie Sole, Robert Mollohan)-VOTE: Jamie Carpenter motioned to reappoint Angela Inglese, Julie Sole, and Robert Mollohan to the Youth Committee. Hunter Thomas seconded. **Motion carried.**

TO BE APPROVED ON MARCH 15, 2024

Request to Transfer \$750,000.00 of FY24 Dislocated Worker Funding to Adult Funding-VOTE: Several employers have requested funds for On-the-Job training. Also, there are many adults that have requested training. After the request has been signed by the Executive Director, Full Board Chair, and LEO Chair the request will be sent to the state along with required documentation. Susan Thomas motioned to approve the transfer as presented. Jamie Carpenter seconded.

Motion carried.

USDOL Opioid Grant Submission-\$920,509.59: The state applied for the grant and requested all seven regions participate. The focus and goal for Region VI is to serve 25 individuals with approximately 10 in training and 15 in temporary work assignments. Those working will be paid \$12.00 per hour and work 20 hours per week. Support services needed will be in transportation and childcare. The support letter from Region VI has already been submitted.

Reconciliation/Financial Statement Available for Review-VOTE: After the LEO board members present reviewed the statements for September through November 2023 Susan Thomas motioned to accept the statements as presented. Hattie Wright 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 Region VI Annual Newsletter included statistics showing how many received training and in what occupations, the amount paid out in support services, and success stories from participants and employers. WV Workforce Association update: All regions meet monthly. A bi-monthly newsletter will be provided. A draft newsletter was reviewed with the board members. The next meeting is in February 2024 to do strategic planning. The Full Board Chair and the LEO Chair will be invited to participate. Level All Platform is a mobile app offered free to WV designed to teach soft skills, life skills, career path choices, etc. This will be helpful to everyone including in-school youth since funding is limited to serve them. WIOA eligibility is not required. All partners are encouraged to participate, and employers may create an employer "journey" on the platform. Those that choose to use the platform can be tracked to see their progress. Governor's Region Board Certification? To date the certification has not been received. It was due July 1, 2023. Also, the Request for Proposal for the One-Stop Operator will be sent out in the Spring of 2024. It must be procured every three years.
- Community Outreach Report-This reflects activity through December 14, 2023.
- Financial Report-Handout-The report reflects activity through November 30, 2023.
- Rapid Response Report-December 2023. Walgreens in Tucker County had a layoff 11-17-23.
- On-the-Job/Incumbent Worker Training Report-Handout-The report reflects activity through December 6, 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 November 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 October 2023.

Other Items- Meeting Schedule for July 1, 2023 -June 30, 2024: The next meeting is scheduled for March 15, 2024 at 11am at Preston County Inn, Kingwood, WV.

COMMENTS FROM THE FLOOR: None.

ADJOURNMENT: Susan Thomas motioned to adjourn the meeting at 12:46 pm. Seconded by Jamie Carpenter.
Motion carried.

BOARD MEMBER APPROVAL: _____

DATE: _____