

**REGION VI WORKFORCE INVESTMENT BOARD**  
**Full Board Meeting**  
**Marion County Convention & Visitors Bureau, WV**  
**June 13, 2024 10:30 AM – 12:00 PM**  
**REVISED AGENDA**

1. **CALL TO ORDER**
2. **INTRODUCTIONS (Guests)**
3. **APPROVAL of March 14, 2024 FULL BOARD MINUTES-VOTE**
4. **Conflict of Interest Statements – Handout**
5. **OLD BUSINESS**
  - A. One Stop Operator – Update – All Partner / Resource Event – June 7<sup>th</sup>, 2024 - Elkins
  - B. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) – Update
  - C. State Compliance Audit – June 28<sup>th</sup> – 29<sup>th</sup> – PowerNotes – Final Report included
  - D. Statewide Compliance Monitoring by Maher Duessel - Update
  - E. State Workforce Board - Update – Next Meeting June 25<sup>th</sup>, 2024 – Huntington – 4 new policies
  - F. Strategic Planning/Local Planning – Update – Sector Strategy Committee - Survey Results
  - G. Governor’s Regional Board Certification – New Certification Requested – Sent 4/29/24
  - H. Opioid Grant Submission - Update
6. **NEW BUSINESS**
  - A. Board Renewals – (Diane Heldreth – Div. of Rehabilitation)– **VOTE**
  - B. 2024-2028 Local Plan Approval - **VOTE**
  - C. Nurses Policy Extension – Increased Tuition for LPN & RN Nursing Students– **VOTE**
  - D. Region VI On-the-Job Training Policy – Revise due to funding - **VOTE**
  - E. Request to Transfer DW funds to Adult Funds from FY24 – up to \$350,000.00 – **VOTE**
  - F. Finance Committee Recommendation for Personnel - **VOTE**
  - G. PY24/FY25 WIOA Budget Approval – **VOTE**
  - H. Region VI WDB Contract Renewals: Next program year – Requests for Proposals Due
    - PY24 Case Management (HRDF, Inc.) – **VOTE**
    - PY24 Out-of-School Youth Contract (HRDF, Inc.) – **VOTE**
    - PY24 One Stop Operator Contract (HRDF, Inc.) – **VOTE**
    - PY24 Accounting Vendor Contract (Conley CPA Group) - \$49,800 (2% increase) - **VOTE**
    - PY24 Audit Contract (Maher Duessel) - \$16,800 (6% increase) - **VOTE**
  - I. Staff Reports
    - a. Executive Director Report – Performance Negotiations 2024/2025 – Fiscal Training 6/4/24 – Legislation update for the reauthorization of WIOA – Stronger Workforce for America Act (**Handouts**)
    - 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**
  - J. Other Items – Meeting Schedule for July 1, 2024 – June 30, 2025
7. **COMMENTS FROM THE FLOOR**
8. **ADJOURNMENTS**

**REGION VI  
WORKFORCE DEVELOPMENT BOARD  
FULL BOARD MEETING MINUTES  
June 13, 2024**

**The meeting was called to order at 10:31 by Chair, Seneca Raines.**

**INTRODUCTIONS (Guests):** Maria introduced Clifton Jackson of Fairmont State University and AllPro Home Improvement and Grace Jackson of AllPro Home Improvement.

**WELCOME/ROLL CALL:**

Members attending in person were Jason Fridley, Jason Roberts, Joe Second, Kathy Wagner, Seneca Raines, Annetta Johnson, Robert Mollohan, and Terri Vilain. Board members attending by video conference were Mike Bombard, Mike Callen, Diane Heldreth, Anne Mezzanotte, Michael Ruffing, Brandon Tenney, Michael Waide, Stephanie Westfall, and Stacy Downey. LEO Liaison present was Tony Veltri. Board members absent were Brian Greynolds and Rick Rock.

A quorum was established.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda for June 13, 2024  
March 14, 2024, Full Board Meeting Minutes  
State Compliance Audit-June 28<sup>th</sup>-29<sup>th</sup>-PowerNotes-Final Report  
Strategic Planning/Local Planning-Update-Sector Strategy Committee-Survey Results  
Nurses Policy Extension-Increased Tuition LPN & RN Nursing Students Statistics  
PY24/FY25 WIOA Budget Approval Report  
Performance Negotiations 2024/2025 Statistics  
Legislation update for the reauthorization of WIOA-Stronger Workforce for America Act Report  
Community Outreach Report through June 13, 2024  
Financial Report July 1, 2023, through May 31, 2024  
Rapid Response Report for May 2024  
On-the-Job/Incumbent Worker Training Reports through June 11, 2024  
Performance Reports for PY23 Quarter 3 (Rolling 4 quarters)  
Youth Program Monthly Reports for May 2024  
Unemployment Data for April 2024  
Schedule of Meetings for PY24

**APPROVAL OF MINUTES-VOTE**

Joe Second motioned to approve the minutes for the March 14, 2024 board meeting as presented. Annetta Johnson seconded. **Motion carried.**

Conflict of Interest Statements-Handout: Conflict-of-Interest Statements were handed out to anyone that needed to fill one out.

**OLD BUSINESS**

One-Stop Operator-Update-All Partner/Resource Event-June 7<sup>th</sup>, 2024-Elkins: There were two community events held along with the partners for the public. The first event was held at the Disability Action Center in Fairmont. There was information to let the public know what services are available to them, also included were free haircuts, clothing for interviews, games for those with children, and food. During the 2<sup>nd</sup> half of the day employers were present to conduct interviews. A second event was held June 7<sup>th</sup> in Randolph County. Greenfield Cabinetry hired two people from the event. Both events were successful. The event was called Empower Fest 2024. Hopefully, this can be held again next year at two different locations.



**TO BE APPROVED BY THE FULL BOARD ON SEPTEMBER 12, 2024**

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Update (SNAP E&T): This program works with Able-bodied Adults Without Dependents (ABAWDS). During COVID the work component was waived and therefore voluntary. It has been reinstated. Since then, there have been some participants that have been exited out of the program because of non-compliance.

State Compliance Audit-June 28th-29<sup>th</sup>-Powernotes-Final Report included: The report contained four findings. Two were actually non-findings. Corrective action responses have been submitted. Extensive in-person training has been conducted with the career planners for the case management of WIOA participants.

Statewide Compliance Monitoring by Maher Duessel-Update: The state contracted with Maher Duessel to conduct the audit this year. The audit began in May and is still underway. It is being conducted remotely. No completion date has been set.

State Workforce Board-Update-Next Meeting-June 25<sup>th</sup>, 2024-Huntington-4 new policies: The policies were sent to the board members in advance of today's meeting to review. They can be viewed at the WV State Board website portal. One of the policies to be voted on at the meeting will affect how the Full Board operates. One point in the policy requires that a career and technical education representative be added to the Full Board. If the policy passes, that means a member of the business sector will be added to the board to meet the requirement that 51% of the board be comprised of the business sector. The Local Elected Officials L(EO's) will be required to solicit to nominate a member to the full board. Full board members will be required to sign a statement about financial disclosure. The LEO's will write the statement for all to sign. Region VI WDB will have to revise their policies if the state approves the policies.

Strategic Planning/Local Planning-Update-Sector Strategy Committee-Survey Results: Each board member was referred to the survey results in their folders. There were 40 responses. The number one priority was healthcare, 2<sup>nd</sup> IT, and 3<sup>rd</sup> energy. The board members were asked if a Sector Strategy Committee was needed to earmark a certain percentage of WIOA funding for in-demand emerging sectors. The consensus was yes. Maria will send an email to all board members asking for volunteers to be a part of the committee.

Governor's Regional Board Certification-New Certification Requested-Sent 4/29/24: The Governor's office requested recertification after receiving the previous recertification in March 2024. The requested information was sent 4-29-24. To date there has been no response from the state.

Opioid Grant Submission-Update: Additional information has been requested since the last update including the day before this meeting. Indications are Region VI will be approved to receive the grant. This is a national emergency grant. Region VI will serve 25 individuals. Emphasis will be on training individuals in recovery. Reporting will be required monthly instead of quarterly as with the WIOA grant.

## **NEW BUSINESS**

Board Renewals-(Diane Heldreth-Div. Of Rehabilitation)-VOTE: Jason Fridley motioned to reappoint Diane Heldreth to another three-year term. Joe Second seconded. **Motion carried.**

2024-2028 Local Plan Approval-VOTE: In March Maria sent the local business plan to all board members in an email to review prior to today's meeting. Annetta Johnson motioned to approve the local business plan as presented. Robert Mollohan seconded. **Motion carried.**

Nurses Policy Extension-Increased Tuition for LPN & RN Nursing Students-VOTE: Robert Mollohan motioned to extend the current policy. Jason Fridley seconded. **Motion carried. Mike Callen abstained.**

Region VI On-the-Job Training Policy-Revise due to funding: The revisions will include a minimum of \$12.00 per hour for participants, 30 hours or more of work per week, and reimburse the employer 50% with less than 100



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employees instead of 75%. Amy Hall will revise the policy to reflect the changes effective July 1, 2024. Stephanie Westfall motioned to revise the policy. Annetta Johnson seconded. **The motion carried.**

Request to Transfer DW funds to Adult Funds from FY24-up to \$350,000.00-VOTE: The request to transfer funds will not take place now but will be needed before the September 2024 board meeting. This will allow the transfer to take place when needed and may not include the full \$350,000.00 that is now available in DW funding. The request will still need to be signed by the Full Board Chair, LEO Chair, and the Executive Director. Kathy Wagner motioned to approve the transfer of DW funds to Adult funds up to \$350,000.00 when needed. Joe Second seconded. **Motion carried.**

Finance Committee Recommendation for Personnel-VOTE: Maria stated the Finance Committee was formed for personnel and budgetary issues. Maria stated there was a decrease overall of 14% in the budget. Kathy Wagner advised the formula is complex for determining the budget. Therefore, the Finance Committee recommends no raises for the Region VI WDB staff due to the budget cuts. Kathy stated Maria proposed to the Finance Committee giving staff additional paid time off in addition to annual leave. These days would not be included in annual leave. The Finance Committee determined 5 additional days of paid time off for each staff member. This equates to approximately a 2% increase. The 5 days will have to be used between 7-1-24 and 6-30-25. Kathy Wagner on behalf of the Finance Committee motioned to approve the additional days of paid time off to be used between 7-1-24 and 6-30-25. Mike Callen seconded. **Motion carried.**

PY24/FY25 WIOA Budget Approval-VOTE: The Executive Director reviewed the information showing the decreases in the budget. Kathy Wagner on behalf of the Finance Committee motioned to accept the budget as proposed. Michael Waide seconded. **Motion carried.**

Region VI WDB Contract Renewals: Next program year-Request for Proposals Due:

- PY24 Case Management (HRDF, Inc.)-VOTE: Michael Waide motioned to renew the Case Management contract for another year. Jason Fridley seconded. **Motion carried.**
- PY24 Out-of-School Youth Contract (HRDF, Inc.)-VOTE: Michael Waide motioned to renew the Out-of-School Youth Contract for another year. Jason Fridley seconded. **Motion carried.**
- PY24 One Stop Operator Contract (HRDF Inc.)-VOTE: Michael Waide motioned to renew the One Stop Operator Contract for another year. Jason Fridley seconded. **Motion carried.**
- PY24 Accounting Vendor Contract (Conley CPA Group)-\$49,800 (2% increase)-VOTE: Michael Waide motioned to renew the Accounting Vendor Contract for another year. Jason Fridley seconded. **Motion carried.**
- PY24 Audit Contract (Maher Duessel)-\$16,800 (6% increase)-VOTE: Michael Waide motioned to renew the Audit Contract for another year. Jason Fridley seconded. **Motion carried.**

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

- Executive Director's Report-Performance Negotiations 2024/2025-Fiscal Training 6/4/24-Legislation update for the reauthorization of WIOA-Stronger Workforce for America Act (Handouts): Performance negotiations have increased slightly. After reviewing the last three years of performance there was no room for negotiations because Region VI had met or exceeded all of the goals set by the state. The report is final. Diligence will be necessary in case management.  
Maria and Micki attended mandatory fiscal training as the Uniform Guidance had many changes. The reauthorization of WIOA which has passed in the House of Representatives includes 50% of the funding be mandated for direct training. This does not include any provisions for case management which is required by law, staff, support services, etc.  
The WIOA reauthorization passed in the House of Representative and is now being considered in the Senate.
- Community Outreach Report-This reflects activity through June 13, 2024.
- Financial Report-Handout-The report reflects activity through May 31, 2024.
- Rapid Response Report-May 2024. Rue 21 in Harrison County is closing.

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- On-the-Job/Incumbent Worker Training Report-Handout-The report reflects activity through June 11, 2024. Maria stated on-the-job training funding requests have increased substantially from employers. This is outstanding.
- Performance Report-Handout-The report is for PY23 Quarter 3 (Rolling 4 Quarters).
- Youth Program Update-Handout-The reports reflects activity from HRDF, Inc. for May 2024, including the number of youths served, certificate acquisitions, meetings, events, work experience, etc.
- Unemployment Data-Handout-The report reflects the unemployment rate in each county for the month of April 2024.

Other Items-Meeting Schedule for July 1, 2024-June 30, 2025: The next meeting will be September 12, 2024.

**COMMENTS FROM THE FLOOR:** None

**ADJOURNMENT:** Joe Second motioned to adjourn the meeting at 11:54 AM. Jason Fridley seconded. **Motion carried.**

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

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