

**REGION VI WORKFORCE INVESTMENT BOARD**  
**Full Board Meeting (REVISED)**  
**Marion County Convention & Visitors Bureau, WV**  
**March 13, 2025 10:30 AM – 12:00 PM**

**1. CALL TO ORDER**

**2. INTRODUCTIONS (Guests) – Introduce New WDB Staff (Samantha Morris)**

**3. APPROVAL of December 12, 2024 FULL BOARD MINUTES-**VOTE****

**4. Conflict of Interest Statements – (None needed at this time)**

**5. OLD BUSINESS**

- A. One Stop Operator – Update – New One Stop Coordinator – Sydney Stansberry
- B. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) – Update
- C. HRDF, Inc. Career Planners (Adult, DW & Youth) – Plan of Improvement - Update

**6. NEW BUSINESS**

- A. HRDF, Inc. Adult, DW & Youth Contract Recommendation – **VOTE**
- B. Board Renewals – Seneca Raines and Mike Callen - **VOTE**
- C. New Board Officers for Chair, Vice Chair and Secretary - **VOTE**
- D. One Stop Operator Contract – Recommendation & Approval - **VOTE**
- E. Revised Priority of Service Policy (Align with State Policy) – **VOTE**
- F. Revised Support Service Policy – **VOTE**
- G. Policy for Policy Development - **VOTE**
- H. Request to Transfer FY25 Dislocated Worker Funds to Adult Funds – up to \$500,000 – **VOTE**
- I. Committee Vacancies – Policy Committee
- J. Staff Reports
  - a. Executive Director Report – Save the Dates, Federal USDOL Monitoring Review (Board Interviews - Tour) & New State Compliance Review with Maher Duessel
  - 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, 2024 – June 30, 2025

**7. COMMENTS FROM THE FLOOR**

**8. ADJOURNMENTS**

**REGION VI  
WORKFORCE DEVELOPMENT BOARD  
FULL BOARD MEETING MINUTES  
December 12, 2024**

**The meeting was called to order at 10:30 A.M. by Chair Seneca Raines.**

**INTRODUCTIONS (Guests):** No guests present

**WELCOME/ROLL CALL:**

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

A quorum was established.

**INFORMATION PROVIDED TO EACH MEMBER PRESENT:**

Agenda for December 12, 2024  
September 12, 2024, Full Board Meeting Minutes  
Statewide Compliance Monitoring by Maher Duessel-Report  
Region VI Annual Newsletter  
WIOA Re-authorization update  
Broadband Workforce Development Grants flyer  
Community Outreach Report through December 10, 2024  
Financial Report July 1, 2023, through November 30, 2024  
Rapid Response Report for November 2024  
On-the-Job/Incumbent Worker Training Reports through November 15, 2024  
Performance Reports for PY24 Quarter 1 (Rolling 4 quarters)  
Youth Program Monthly Reports for November 2024  
Unemployment Data for October 2024  
Schedule of Meetings for PY24

**APPROVAL OF MINUTES-VOTE**

Jason Fridley motioned to approve the minutes for the September 12, 2024 board meeting as presented. Joseph Second seconded. **Motion carried.**

Conflict-of-Interest Statements-Handout: No Conflict-of-Interest Statements are due. All board members have signed and returned the revised one.

**OLD BUSINESS**

One-Stop Operator-Update-New One Stop Coordinator-Caleb Davis: Since the printing of the agenda Caleb Davis has accepted a position at another organization. The former One Stop Coordinator, April Campbell, will be filling in until a One Stop Coordinator is hired.

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Update: The grant is for October 1<sup>st</sup> through September 30<sup>th</sup> each year. There is no budget cut from the DHHS, but the award notice has not been received yet. The case manager located in Clarksburg retired in September. When the funds are received, a case manager will be hired. Until then Ginny Layton will cover all 13 counties. The grant amount is approximately \$120,000.00.

## **TO BE APPROVED BY THE FULL BOARD ON MARCH 13, 2025**

State Compliance Monitoring by Maher Duessel-Update: All were referred to the report in their folder. The extensive monitoring was conducted remotely during May and June. There were two findings that involved financial internal control. The accounting policy and procedures have been updated and sent to Maher Duessel as requested. The findings were addressed and forwarded in a response letter to Maher Duessel which is attached to the report.

Opioid Grant Submission-Update: Workforce WV applied for the grant, approximately \$27 million, and asked all seven WDB's to participate in it. All regions submitted the requested information to the state. The USDOL requested some revisions to the information received. The DOL has decided to focus on one region per year instead of giving the full amount to the state to distribute. Region VI requested \$1.2 million. Hopefully, this amount will remain the same when Region VI is considered for receiving the grant. It may take a year or longer before Region VI hears anything back.

Transfer Request from DW to Adult for additional training-approved November 12, 2024: The Full Board voted to allow a transfer of funds, if necessary, between board meetings. The request was signed by the Full Board Chair, LEO Chair, and the Executive Director along with supporting documentation in late October. The request was approved on November 12<sup>th</sup>. There may be a need to transfer more funds before the March 2025 meetings as the transfer amount has been almost used up.

HRDF, Inc Career Planners (Adult, DW & Youth)-Plan of Improvement-Update: In the spring of 2024 there were a lot of errors found during monitoring. HRDF, Inc. was put on a plan of improvement that included reducing errors by 50% by December. Since then, there have been many staff changes including changes in career planners. There was a meeting with the new Director to explain the plan moving forward. Since there has been so much turnover in staff more time will be allowed to get the new members trained. A mandatory in-person training will be held during January 2025. A retired career planner has agreed to conduct the training and will also be randomly sitting in on interviews with career planners and participants. HRDF, Inc. has until the end of February 2025 to improve. If there is not sufficient improvement, then the contract may be sent out for bid or brought in-house. The full board will be informed at the March 2025 meeting of the results of the training and improvement. Board members agreed this is an acceptable plan since the new staff members cannot be held accountable for the former staff members' errors.

### **NEW BUSINESS**

Mahe Duessel Single Audit Report & 990 (Draft)-VOTE: There were no findings. Mahe Duessel requested board members vote to accept the audit report and the 990 as presented before issuing the final report. Jason Fridley motioned to accept the audit report and 990 as presented. Joseph Second seconded. **The motion carried.**

Board Renewals-Robert Mollohan, Michael Ruffing, and Brian Greynolds: Jason Fridley motioned to approve the reappointment of Robert Mollohan, Michael Ruffing and Brian Greynolds to another three-year term. Joseph Second seconded. **The motion carried.**

New Board Appointments-Joshua T. Carr (Arch Resources) & John Daniels (Randolph Technical Center) VOTE: In response to the new state policy a board member is needed to represent the career and technical education sector. Also, a new board member is needed for business so as to be in compliance with 51% of the board comprised of the business sector. Jason Fridley motioned to appoint Joshua Carr and John Daniels as board members for a three-year term. Joseph Second seconded. **The motion carried.**

Local Board Bylaws-REVISED-VOTE: Prior to the meeting today the board members were mailed a draft copy of the revised bylaws for comment. Comments were due by December 6<sup>th</sup>. Only one person responded and had no comment. The Executive Director reviewed the changes which included state policies that referenced the bylaws, conflict-of-interest statement update, and to allow documents to be emailed to board members. There were no comments or questions from the board members. Robert Mollohan motioned to accept the revised Bylaws. Jason Fridley seconded. **The motion carried.**

**TO BE APPROVED BY THE FULL BOARD ON MARCH 13, 2025**

Local Board/LEO MOU-Revision-VOTE: The Memorandum of Understanding is the agreement between Full Board and Local Elected Officials. The Executive Director reviewed the changes. Jason Fridley motioned to accept the revised MOU. Joseph Second seconded. **The motion carried.**

One Stop Coordinator/Rapid Response Contract-Request for Proposal-Out Eary 2025: The One Stop Coordinator is responsible for running all 4 One Stops, cross-training partners, overseeing youth and career planner staff, also rapid response. This contract will go out in January 2025 and hopefully a contractor will be recommended and ready for a vote by the full board at the March 2025 meeting.

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

- Region VI Annual Newsletter-Ginny Layton puts this together every year and does a great job. Thank you to all of the board members for devoting their time to serving on the board.  
RETI (Regional Innovation Engine)-The facility is located in Morgantown at the former Mylan facility. A research grant has been submitted. There is an apprenticeship grant to identify the needs of apprenticeships. The grant was approved through ARC  
WIOA Re-authorization update-The re-authorization is long overdue. The bill proposes to require that 50% of Adult and DW funding per local board be spent on direct training – however, 8% of the 50 can be spent on support services, the proposed bill will allow the state to take an additional 10% for a total of 25% before distributing the remaining funds to the seven regions, redesignation of the workforce development boards is a possibility by reducing the number of Workforce Developments Boards in the state or reducing them to a single state entity. The re-authorization has yet to be passed by the house and senate in the current legislative which is slated to end December 20<sup>th</sup>. It could be bumped up to the new year legislative session.  
Broadband Workforce Development Grants-A meeting was held on December 2nd at Pierpont CTC with satellite and fiber optics companies, and industry leaders to determine barriers, skills and equipment needed in the future. Adult Education, Economic Development and other partners were present. The next meeting will be on December 17<sup>th</sup>.
- Community Outreach Report-This reflects activity through December 10, 2024. The Community Outreach Coordinator meets with commissioners and businesses and also monitors training providers.
- Financial Report-Handout-The report reflects activity through November 30, 2024.
- Rapid Response Report-this reflects activity for November 2024.
- On-the-Job/Incumbent Worker Training Report-Handout-The report reflects activity through November 15, 2024.
- Performance Report-Handout-The report is for PY24 Quarter 1 (Rolling 4 Quarters).
- Youth Program Update-Handout-The reports reflect activity from HRDF, Inc. for November 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 October 2024.

Other Items-Meeting Schedule for July 1, 2024-June 30, 2025: The next meeting will be March 13, 2025.

**COMMENTS FROM THE FLOOR:** None.

**ADJOURNMENT:** Jason Fridley motioned to adjourn the meeting at 11:45 AM. Joseph Second seconded. **Motion carried.**

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

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