

REGION VI LOCAL ELECTED OFFICIAL BOARD – AGENDA (REVISED)

Minards Spaghetti Inn, 813 E. Pike St., Clarksburg, WV

March 14, 2025

11:00 am – 2:00 pm

1. CALL TO ORDER

2. WELCOME TO HARRISION COUNTY (Introductions) – New WDB Staff (Samantha Morris)

3. APPROVAL of December 13, 2024 LEO BOARD MINUTES-VOTE****

4. Conflict of Interest Statements – Handout

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 LEO Board Officers for Chair, Vice Chair, 2nd 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. Reconciliation/Financial Statements Available for Review – **VOTE**
- J. Staff Reports
 - Executive Director Report – Save the Dates, Federal USDOL Monitoring Review (Board Interviews – Tour) & New State Compliance Review by Maher Duessel.
 - 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**

7. Other Items – Meeting Schedule for July 1, 2024 – June 30, 2025

8. COMMENTS FROM THE FLOOR

9. ADJOURNMENTS

To be approved on June 13, 2025

REGION VI
WORKFORCE DEVELOPMENT BOARD
LEO MEETING MINUTES
March 14, 2025

The meeting was called to order at 11:08 am by Chair Ernest VanGilder

Welcome/Roll Call:

Members attending in person were Ernest VanGilder, Douglas Bush, Susan Thomas, Tim Bowen and Brent Boggs. The members absent were David Strait, Jacqueline Hashman, Jim Malfregeot, Rod Wyman, Joe Abu-Ghannam, Jeffrey Arnett, Hunter Thomas, David Kesling, Toni Veltri and Michael Rosenau. Ernest VanGilder was proxy for Anne Bolyard. The Workforce Development Board staff present were Maria Larry and Samantha Morris.

A quorum was established.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for March 13, 2025
December 2024 Full Board Meeting Minutes
Revised Priority of Service Policy
Revised Support Service Policy
Policy for Policy Development (New Policy)
Community Outreach Report January 2025– March 2025
Reconciliation/Financial Statements for November 2024, December 2024 and January 2025
Rapid Response Report for February 2025
On-the-Job/Incumbent Worker Training Reports through February 24, 2025
Performance Reports for PY24 Quarter 2
Youth Program Monthly Reports for February 2025
Unemployment Data for December 2024
Schedule of Meetings for PY24

APPROVAL OF MINUTES-VOTE

Susan Thomas motioned to approve the minutes for the December 13, 2024 board meeting as presented. Douglas Bush seconded. **Motion carried.**

Conflict-of-Interest Statements-Handout: No Conflict-of-Interest Statements are due.

OLD BUSINESS

One Stop Operator: Sydney Stansberry is the new one stop coordinator.

Supplemental Nutrition Assistance Program and Employment & Training Update: The Division of Health and Human Resources, which works with abled bodied individuals that receive snap benefits. These individuals either have to volunteer or work 20 hours a week in order to keep those benefits. Ginny Layton is currently covering all 13 counties. The grant was signed on January 25, 2025, which is the latest we have received money. The grant for this year is \$141,000.00.

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HRDF, Inc. Career Planners (Adult, DW & Youth): HRDF holds 3 contracts with us. Those contracts are Case Management (Career Planners), One Stop and Youth contracts. Complaints were made to the upper staff at HRDF regarding errors being made by the contracted career planners for Adult, Dislocated and Youth Services. We had previously brought to the board a plan of action, which was to be revisited in December. At that time, we felt there was no way to show improvement due to 5 of the contracted career planners no longer being employed at HRDF. In December, we voted to give HRDF an extended plan of improvement period. In January we held an extensive one-on-one training session with contracted career planners of HRDF. Region 6 also employed a third party “retired case manager” through Manpower to observe the one-on-one career planner counseling sessions of each of the contracted staff. She also conducted phone surveys of WIOA participants. Overall, the survey responses were positive and a detailed report of her observations was provided to Maria Larry. Since then, 2 additional career planners have resigned from their positions and HRDF is currently interviewing for those positions. HRDF has taken the matter seriously but due to additional departure of staff, our recommendation is to let this matter go until June’s meeting. HRDF is to continue with the plan for improvement until that time.

New Business

HRDF, Inc. Adult, DW & youth Contract Recommendation- VOTE

Maria Larry reported that HRDF is the only company that has historically bid on this annually and we would prefer not to bring this contract in house. We would like to give HRDF additional time to turn things around. If needed, we will consider an RFP for Case Management following the June meeting. Tim Bowen moved to continue with the current contract with an update at the next meeting, Susan Thomas and Brent Boggs seconded at the same time. **The motion carried.**

Board Renewals- Seneca Raines and Mike Callen- VOTE

Seneca Raines and Mike Callen are up for renewal for another term. Douglas Bush made the motion to approve the renewal. Susan Thomas seconded. **The motion carried.**

New Board Officers for Chair, Vice Chair and Secretary-VOTE

Officers hold a two-year term. The chair, vice chair, second vice chair and secretary will expire in June. Toni Veltri has been on our board for a very long time, but has missed two meetings. Maria wants to check with Toni to see if he is willing to continue as vice chair. Maria will send out an email before the June meeting asking for volunteers. We will bring this to the June meeting. No vote.

One Stop Operator Contract- Recommendation and Approval-VOTE

Request of proposal went out in February. HRDF holds the contract and has held it since 2017. They are the only ones that sent in a proposal. The proposal was sent to two volunteer board members (Kathy Wagner and Seneca Raines) to evaluate the proposal. Susan Thomas moved that we accept HRDF as the one stop operator contract. Tim Bowen seconded. **The motion carried.**

Revised Priority of Service Policy (Align with State Policy)- VOTE

The state came out with a policy in the fall of last year, which our policy was in line with. The state board’s policy was more transparent. We aligned our policy with the state which added more language and definition with terms that were in our original policy. Brent Boggs moved to accept the policy. Susan Thomas seconded. **The motion carried.**

Revised Support Service Policy- VOTE

Our most current support service policy was revised last year because of declining funds. Also, the current policy is written in a way that offers transportation support service as more of an incentive. Ex: If a student attended 80% of training time, they were eligible to receive their support payment – if they

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didn't meet the 80% attendance requirement they were not eligible for the transportation support. Support services were not meant to be treated as an incentive. We tweaked the same policy we had before, but we updated it to be \$5.00 per day of travel (attendance), not to exceed \$25.00 a week regardless of if the student met 80 % attendance. This policy was put in effect on January 01, 2025. Tim Bowen motioned to approve the revised policy making it effective on January 1, 2025. Douglas Bush seconded. **The motion carried.**

Policy for Policy Development- VOTE

We are now required to have a policy on how we develop our policies. Previously, our program director researched the rules of WIOA (federal and state), we would put together a regional policy based on our needs and then it would be sent directly to the Full Board for approval. The policy committee was established early last year. Stephanie Westfall, Ernie Vangilder, Dr. Waide and former Chair -Nancy Vandergrift make up our cur policy committee. Nancy Vandergrift has retired, leaving a vacancy. We will be reaching out to get volunteers to get at least one more person on that committee. Moving forward, our policy will be to still do the research in-house, emailing a new policy out to the policy committee to see if it follows protocol and/or needs revisions. Once approved by the committee, it will go on our website for public review and then be brought to the next board full meeting for approval. If something happens in between quarterly board meetings, the executive committee does have the authority to approve policies. They don't have the authority to change bylaws. As a note, there are no state guidelines on how long the policy must stay on our website. Tim Bowen made the motion to approve the policy for policy development as presented. Douglas Bush seconded the motion. **The motion carried.**

Request to transfer FY 25 Dislocated worker funds to adult's funds up to \$500,000- VOTE

As of March 12, 2025, we are operating adult training on a waitlist. The state will not initiate a transfer until we can send a list of names of people waiting. We have to provide the state with a waitlist and provide projections on how much we need in order to transfer. The board chair, local elected official chair and Maria Larry have to sign off on it. Based on our need, we are requesting to be able to transfer up to \$500,000.00 of our current available Dislocated Worker funds at such time it is needed to avoid having to wait for the next board meeting. Once the need arises, Maria will obtain the Board Chair and LEO Chair's signatures and send to state for approval. Updates will be provided at the following board meeting. Brent Boggs made the motion to approve up to 500,000.00 of dislocated funds to be moved to adult funds as needed. Susan Thomas seconded the motion. **The motion carried.**

Reconciliation/Financial Statements: Members were given time to review the November 2024, December 2024 and the January 2025 Bank Reconciliation Statements. Tim Bowen moved to approve the bank reconciliations as presented. Susan Thomas seconded. **The motion carried.**

Staff Reports:

Maria referred board members present to following updates and reports in their folders and reviewed them all

- We were notified in January that we were picked for a federal review. We have never had a federal review in 25 years. 3 regions in the state were chosen. For this federal review, they are not looking at financials. The review is mostly focused on our One-Stop Operations or AJC's, partnerships, board governance, board policies and program contracts. We had to turn in the job duties of our staff, how they are charged to different funding streams, organization charts etc.

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The review will be mostly remote, but an in-person visit will happen in the last week of April. The federal representative will be visiting our one stop locations, interviewing partners, interviewing board members, interviewing staff, interviewing WIOA participants, case managers and subcontract staff. If anyone has any questions, please reach out to Maria Larry; she will go over anything with you. Maria will oversee schedules for interviews.

- The annual state compliance review began about 2 weeks after getting the notification of the federal review. We get this annually and it is more of a financial review. No questions regarding either review.
- We will be sending out save the date emails for upcoming board meetings instead of post cards moving forward.
- Community Outreach Report - Tracey Kennedy gets out and talks with local businesses and attends various types of partnership meetings. In October, she was tasked with monitoring our service providers that provide our adult and dislocated classroom training. Provided in your packet is a list of those organizations/businesses she has worked with over the last quarter. The monitoring is working out well.
- Financial Report- We have updated how we report this information to you. We separated everything out on admin, adult, youth and dislocated. This report will show you how much funding we have available for dislocated workers that we have to use within 2 years. Historically we get more dislocated worker funding than adult. Which is why we are asking for a transfer to be able to use some of our dislocated worker funding for adult training.
- Rapid Response Staff Report- Since our last meeting we have had a couple of dislocations. Over 100 employees were displaced with Wolfe Run Mining in Barbour County. The Barbour County Commission reached out to us, and we reached out to the state's rapid response unit, and they have set up meetings for that area. We had 10 employees at VA medical center, we left a voicemail but have not heard anything back from them. The one stop coordinator also serves as our rapid response coordinator in the region.
- On-The-Job/incumbent Worker Training Report-Employer portion of our training. Incumbent workers are individuals that may be working for this company that may need upscale. We can offset some of their wages.
- Performance Report- We have 2 reports. We have levels that we negotiate with the state that everyone we put in training must meet. We have another report that comes tracks everyone registered in our system, regardless if they go into training. Some people may be entered but never train and we still have to follow these individuals. At the last meeting, we had several red items in these reports; but these have improved. We still have one red item under Youth performance, the measurable skills gain. This is where the student must obtain some recognized certificate. This could be getting a food handlers card, first aid, safety course, etc. If a student is in school and we see improvement with their grades (report card), this would qualify for skills gain. Youth can opt out of follow up, adult and dislocated are not allowed to opt out. This makes it difficult to get youth performance information. No questions from board members.
- Youth Program Update-We had 5 nursing participants graduate from Randolph Tech. One individual obtained their GED. Youth participants can be paid incentives (\$100) for obtaining a GED or Certification. Youth who obtain measurable skill gains will receive \$25. These allowable

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incentives are helpful in getting the information from the youth, who unfortunately aren't as apt to keep in contact with their career planner. This in turn increases our performance numbers.

- Unemployment Data Handout- The report reflects the unemployment rate in each county for the month of December 2024.

Other Items- No other questions

Comments from the floor: Brent Boggs mentioned that our orientation manuals were very informative.

Adjournment: Doug Bush motioned to adjourn the meeting at 11:45am.

BOARD MEMBER APPROVAL: _____

DATE: _____