

REGION VI WORKFORCE INVESTMENT BOARD
Full Board Meeting
Marion County Convention & Visitors Bureau, WV
June 12, 2025 10:30 AM – 12:00 PM

1. CALL TO ORDER

2. INTRODUCTIONS (Guests)

3. APPROVAL of March 13, 2025 FULL BOARD MINUTES-VOTE****
APPROVAL of May 15, 2025 EXECUTIVE COMMITTEE MINUTES – **VOTE (Executive Committee)**

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

5. OLD BUSINESS

- A. One Stop Operator – Update – One Stop Certifications – Statewide MOU/IFA Training 6/24/25
- B. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) – 1st Qtr. Eval
- C. HRDF, Inc. Career Planners (Adult, DW & Youth) – Plan of Improvement – Tabled (New staff)
- D. Federal DOL Audit – Debrief May 8th – Update
- E. Workforce WV State Compliance Audit – Update (Report Issued)
- F. DW Transfer Request submitted for \$500,000 – approved 4/17/25
- G. Policy Committee Update – New committee member (Anne Mezzanotte)

6. NEW BUSINESS

- A. Board Renewals – Rick Rock and Jason Fridley - **VOTE**
- B. Election of Board Officers for Chair, Vice Chair and Secretary – **VOTE**
- C. New State Guidance on Procurement Requirements for Local Workforce Boards
- D. Executive Committee Recommendation – Accounting Services & Personnel - **VOTE**
- E. Revised Out of School Youth Incentives/stipends Policy – **VOTE**
- F. New Adult/DW Follow-up Policy – **VOTE**
- G. New Measurable Skill Gain Policy- **VOTE**
- H. PY25 – Case Management Contract Renewal with HRDF, Inc. (last year) – **VOTE**
- I. PY25 – Out of School Youth Contract Renewal with HRDF, Inc. (last year) – **VOTE**
- J. PY25 – One Stop Operator Contract Renewal with HRDF, Inc. – approved March meeting
- K. PY25 – Audit Contract with Maher Duessel – approved by Executive Committee at May meeting
- L. PY25/FY26 WIOA Budget Approval – Preliminary Draft - **VOTE**
- M. Staff Reports
 - a. Executive Director Report – ARC ARISE Grant & Partnership
 - 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**
- N. Other Items – Meeting Schedule for July 1, 2025 – June 30, 2026

7. COMMENTS FROM THE FLOOR

8. ADJOURNMENTS

TO BE APPROVED BY THE FULL BOARD ON SEPTEMBER 11, 2025

REGION VI
WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
June 12, 2025

The meeting was called to order at 10:30 A.M. by Vice Chair Katherine Wagner.

Introductions: None

Welcome/Roll Call:

Members attending in person were Michael Bombard, John Daniels, Jason Fridley, Anne Mezzanotte, Jason Roberts, Joe Second, and Katherine Wagner. The board members attending via video conference were Michael Callen, Stacey Downey, Diane Heldreth, Brandon Tenney, Michael Waide, and Stephanie Westfall. Katherine Wagner was proxy for Seneca Raines. Michael Bombard is proxy for Josh Carr. The board members absent were Brian Greynolds, Annetta Johnson, Robert Mollohan, Michael Ruffing, Rick Rock, Terri Vilain and Tony Veltri. Staff Present were Maria Larry and Samantha Morris.

A quorum was established.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for June 12, 2025
March 13, 2025 Full Board Meeting Minutes
May 15, 2025 Executive Committee Minutes
State Guidance on Procurement Requirements for Local Workforce Boards
Revised Out of School Youth Incentives/stipends Policy
New Adult/DW Follow-up Policy
New Measurable Skill Gain Policy
PY25/FY26 WIOA Budget Approval – Preliminary Draft
Community Outreach Report April 2025 – June 2025
Financial Report through May 31, 2025
Rapid Response Report for May 2025
On-The- Job/Incumbent Worker Training Report
Youth Program Monthly Report May 2025
Unemployment Data for April 2025
Meeting Schedule for July 1, 2025 – June 30, 2026

APPROVAL OF FULL BOARD MEETING MINUTES- VOTE

Joe Second made the motion to approve the minutes for the March 13, 2025 board meeting as presented. Michael Bombard seconded. **Motion Carried.**

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES- VOTE

Mike Callen made the motion to approve the minutes for the May 15, 2025 Executive Board Meeting as presented. Joe Second seconded the motion. **Motion carried.**

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Conflict of Interest Statements: None; all were signed in September 2024 following the revised Conflict of Interest Policy.

OLD BUSINESS:

One Stop Operator Update: Annually for all our partners, we bring an MOU and an infrastructure funding agreement. We were hoping to bring these to today's meeting; however, the state has set up a meeting on 06/24/2025 in Charleston for Executive Directors and all the main partners of all 7 regions to hash out more of a streamline process of those agreements. Charleston individuals are getting 7 different MOU's and Infrastructure Funding Agreements, so they are going to try to pull everyone together for better communication for all 7 Regions. Maria will be sending out an update via email as she goes along the process. Every 2 years, all four one stop locations must be certified. One of our staff goes out and does that. She gets the ADA accessibility report from the state billing office. Maria has them present at the meeting and offered for board members to review. These reports will be reviewed and signed by the board chair today following the meeting.

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T): We received our first ever review of our snap program for our first quarter performance review which shows we are not performing as well as expected. The performance metrics they are holding us to are nearly impossible. Of the referrals they send to us, they want 65 % of those referrals in approved activities. These individuals are snap recipients, and it is a voluntary program. We receive the referral from DHHR and then we have to reach out to them, get them in job search, OJT, etc. Most of the time we cannot get in touch with the participants; typically, because their phone number isn't working and their second contact won't provide additional information. They want 25% of referrals in demand credential. If the individual doesn't comply, they get sanctioned from their SNAP benefits for 3 years. 55 individuals were referred to us and of those 55, roughly 20 were not even good referrals as they did not fall within the eligibility guidelines but were still counted against us. We have expanded our monthly report in response to these findings. Now, we record our 3 attempts of contact (phone, email, regular mail) and show successful and unsuccessful contact. One finding mentioned was little to no co-enrollment in the WIOA program. In order to enroll into our program, they have to be willing to do it and provide eligibility documentation (proof of citizenship, birth certificate). We also need 25 % in paid employment. Maria voiced concerns about being able to keep this contract.

HRDF, Inc. Career Planners (Adult, DW & Youth) Plan of Improvement: Since last year we have talked about having HRDF under a plan of improvement. We have tabled the plan of improvement at the moment due to the fact that there are three new staff members. To help reduce the number of errors, we trained all three new staff together, we had our own individual in house training, we hired a previous career planner and assistant, we bumped up to monthly monitoring instead of quarterly, applications are now being sent to Amy for review (checking for every box checked, lines filled out) and all career planners participated in statewide mandatory training a couple of weeks ago. Shelly has been working with the new individuals since mid-April; they are all doing a great job. Shelly is keeping Maria updated. This contract is for one more year, then it has to go out to RFP. Maria will update members in September.

Federal DOL Audit- Debrief May 8th: For this audit, they were going to have multiple interviews (with partners, staff, one stop operators, etc.) but ultimately last minute decided to do less. For the debrief, Jason was pulled in for Wagner Peyser and some staff members. Maria was unable to attend the meeting due to a death in the family but made arrangements to talk to them a couple weeks later one on one. We have not received our final report yet. The report will go to the state and then the state issues us a report on behalf of what they get out of the federal review. It could be mid-July before we hear anything about that. A direct request from the DOL was an update to our Youth Incentives/Stipends policy. Our policy

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stated that we notate in the students ISS if they were receiving Incentives or Stipends. Our statewide database is not capable of allowing us to do this, so we have been case noting this information. We had to update our policy to state that we are case noting. Another note was there were signatures missing on the ISS forms. They had us do an update on our discrimination policy as ours referenced an older state policy and we did not change the references when the state updated theirs. They wanted us to come up with a process for reviewing our policies and then deciding a timeline when they need to be reviewed again. They were upset with the waitlist we were required to put together in order to receive our transfer money from the state, which they will be taking up with the state. We provided them with the process. They provided guidance on our Plan of Improvement with the case management contract. If we do bring the contract in house that would mean we would have to obtain an agreement between our LEO and the Governor. We could keep that for two years. We should have an assessment for individuals coming in needing training to determine their basic skill deficiency level. We put together an assessment form for that and took it to the C.P. and put that in motion last month. They didn't like the IFA policy for one stop, they think it's cumbersome, which is what brought about the meeting on June 24th. More contact between career planners and students in training. There are some other minor things. If a non-board member is sitting on a committee, they need to sign a conflict of interest as well. Jason Roberts did not have any additional information to add from his meeting with them.

Workforce WV State Compliance Audit- Update: Maher Duessel was contracted to complete this audit, which showed no significant findings. Financial/Fiscal/Payroll all said no exceptions were noted. The only concern (not finding) they voiced was out of the 25 files that they reviewed, 5 of the applications were missing a checkmark in the box that indicates if the participant is adult vs Dislocated Worker. Region VI is considering taking the box off the application because the form is completed by the participant only. The determination of Adult vs Dislocated Worker is noted in the MACC database by the career planner.

DW Transfer Request submitted for \$500,000 – approved 4/17/25: The approval of transfer was granted at the March Board meeting; however, we did not need the funds at that time. In April, we contacted the LEO and Board Chair, got the paperwork signed, and received our transfer. We started using the transfer funds on April 17, 2025 for Adult expenditures and the funds are being utilized quickly.

Policy Committee Update – New committee member (Anne Mezzanotte): We needed an additional Policy Committee member. Maria reached out to everyone via email and Anne Mezzanotte agreed to sit on that committee. We had our first committee review of policies. The last 3 policies were emailed out and also placed on the website for public review. Of the 4 committee members, 3 approved the policies. The 4th member was out of town. No feedback was provided by the public.

NEW BUSINESS

Board Renewals – Rick Rock and Jason Fridley: John Daniels made the motion to approve the board Renewals of Rick Rock and Jason Fridley. Jason Fridley seconded the motion. **Motion carried.**

Election of Board Officers for Chair, Vice Chair and Secretary

Currently our chair is Seneca Raines. Due to personal reasons, Seneca is unable to renew for a second term. Kathy Wagner is currently vice chair and has served two consecutive terms, therefore is not eligible to be re-elected. Annetta Johnson is currently our secretary but is also not eligible for re-election. The chair and vice chair must be business representatives. The secretary can be any sector. Joe Second volunteered to be chair. Stacy Downey volunteered to be vice chair. Anne Mezzanotte volunteered to be secretary. Jason Fridley made the motion to elect Joe Second as Chair, Stacy Downey as Vice Chair and Anne Mezzanotte as secretary. John Daniels seconded the motion. The **motion carries**. Their term starts July 01, 2025 and is a two-year term.

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New State Guidance on Procurement Requirements for Local Workforce Boards: The state sent a guidance notice in April requiring local boards to adhere to the WV state purchasing handbook for procurement. The policy outlines the highlights they were most concerned about. When the policy came out, Maria contacted the state due to concern over compliance as we are not a state agency. The state indicated that our vendors did not have to be Oasis registered, as we do not have access to Oasis in order to run reports, and we cannot go to state surplus, as we do not have access. Maria had questions regarding building space since we have been in our building for 17 years, the state said we would be grandfathered in, but this only referred to new spaces. Bookkeeping is not something we feel they will back down on. Right now, contract with Conley CPA. If we must take this to bid, they will not come in as the lowest bidder, and we don't want to jeopardize our financial records by having to go out every three years to the lowest bidder. Previously, we did not have enough staff to maintain internal controls. With 3 individuals (Samantha Morris, Micki Cutlip, and Maria Larry) in place, we feel we can maintain internal controls as one person will not be completing all financial tasks. At this time, we feel it is the best time to bring bookkeeping in-house. Conley CPA is willing to give us technical guidance until the end of their contract in June. Starting in July, they will have all our financial records, including payroll, integrated over to Quickbooks Online. We can contract with them on an hourly rate for technical guidance, not to exceed \$5,000.00 annually. We have already paid for their auditing assistance under this year's contract for our audit this fall. All of this is in writing via email to Maria. We will not change our procurement policy until we hear back from the state. Maria's main concern with the policy is the broad statement that states "LWDBs are subject to West Virginia's Purchasing Division standards including the Purchasing Handbook, even though there are parts of the Handbook that cannot be followed by our agency.

Executive Committee Recommendation – Accounting Services & Personnel: The Executive committee met prior to this meeting and discussed bringing the bookkeeping in-house. This would mean updating QB desktop to QB online. To maintain internal control, it will also add additional responsibilities for 3 of our staff members. Our state grant agreement only requires approval for bonuses, incentives or merit pay increases. Does not require approval for title changes and subsequent increases in pay. Since bringing the bookkeeping in-house adds additional responsibilities, the Executive Committee recommends changing Micki Cutlip and Samantha Morris' job titles and is also recommending wage increases for Micki and Samantha since they will be taking on most of those additional responsibilities. Maria did research on wages for similar work at ONET and met with the Executive committee prior to today's meeting.

Micki is currently a fiscal manager. She will now be Samantha's supervisor and in charge of all fiscal related items. Her proposed title would change to fiscal director. Samantha came in as a program administrative assistant and we are suggesting her title change to Program Fiscal Assistant. The Executive Committee is suggesting \$5,000.00 annual salary increases for both employees that aligns with their respective title changes.

Joe Second made the motion to approve the Executive committee's recommendation to bring those services in-house and change personnel accordingly. Mike Bombard and John Daniels seconded the motion at the same time. **Motion carried.**

Revised Out of School Youth Incentives/stipends Policy

This policy was posted on our website for public comment. We had in our policy that we were going to show that the individual was receiving these in their ISS, but our database does not allow us to do this. We had to update our policy to reflect that we case note this in the MACC.

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Jason Fridley made the motion to approve the revised out of school youth incentives and stipends policy. Mike Bombard seconded. The **motion carried**.

New Adult/DW Follow-up Policy

This policy was posted on our website for public comment. The state board and workforce wv updated their adult and dislocated follow up policy. We updated our policy to reflect that career planners will follow up with participants for the first 90 days, after the 90 days Shelly will continue following up for the remaining 9 months. Otherwise, this policy follows the state's new policy.

Jason Fridley made the motion to approve the Adult/Dislocated Follow-up Policy as presented. Mike Bombard seconded. **Motion carried**.

New Measurable Skill Gain Policy:

This is a brand-new policy. The state is still working on their policy, however, we have to start complying with this policy now. We did research at the federal level to write this policy. We are required to get at least one MSG per program year, per person. This counts in our performance indicators. If a person is in training, they can gain skills throughout that training (moving up a grade level, occupational degree, certification, transcripts, raises if on the job training) period. When the state policy comes out, we may have to update our policy. We have sent this policy to our staff and training providers.

Jason Fridley made the motion to approve the new measurable skills gain policy as presented. Mike Bombard seconded. **Motion carried**.

PY25 – Case Management Contract Renewal with HRDF, Inc. (last year)

This is the last year for the contract renewal before going back out to bid (Spring 2026).

Jason Fridley made the motion to approve the final renewal of the case management contract with HRDF, Inc. Joe Second seconded the motion. **Motion Carried**.

PY25 – Out of School Youth Contract Renewal with HRDF, Inc. (last year)

This is the last year for the contract renewal before going back out to bid (Spring 2026).

Jason Fridley moved to renew the out-of-school youth contract with HRDF, Inc. contract. Joe Second seconded the motion. **Motion carried**.

PY25 – One Stop Operator Contract Renewal with HRDF, Inc. – approved March meeting

In March we sent this out for RFP, it was approved by the board in March.

PY25 – Audit Contract with Maher Duessel – Reviewed and approved by Executive Committee at May meeting. Their contract amount stayed the same as last year.

PY25/FY26 WIOA Budget Approval – Preliminary Draft – We received a notification from Dept. of Labor; the states had been given the formula numbers, but the state has not given us our allocation yet. The state took a 10% decrease in Dislocated Worker funding. The adult and Youth increased slightly statewide. Maria directed Micki to keep the Adult and Youth budget the same, and to decrease the Dislocated Worker budget by 10 %. In September the numbers could come back differently. We have had some significant dislocations in our region (coal companies, first energy and Novalis). Maria recommended approving the “Preliminary Draft” Budget for the sake of starting the new program year, and the Final budget will hopefully be presented at the September meeting contingent on the state providing us with the final allocations.

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Jason Fridley made the motion to approve the preliminary PY 25/FY26 WIOA Budget draft. John Daniels seconded. **Motion carried.**

Staff Reports

Executive Director Report – ARC ARISE Grant & Partnership: We were approached by Ohio and Pennsylvania to partner with an ARC grant to raise awareness for apprenticeship programs, crossing over state lines, and pulling together research in a planning (ARISE) group. A 500,000.00 grant was awarded (42,500.00 to each area included in this) for our time sitting on the advisory committees and the planning committees. There will be a much larger grant available in the fall we can apply for. Maria will keep everyone updated on this.

Community Outreach Report – Handout provided. This report shows where Tracey Kennedy (Outreach Coordinator) has been the last quarter. She has also been spending time with the Tri-state apprenticeship consortium.

Financial Report – Handout provided. This report reflects what we have remaining. Our adult funds are getting low. This is what the transfer was for.

Rapid Response Staff Report– Handout provided. We have the closure (June 30) of Novalis.

On-The- Job/Incumbent Worker Training Report– Handout provided. These are the companies we have been working with.

Performance Report – The state has not provided us with second or third quarter performance reports. We have been in contact with the state, as of yesterday afternoon they still have not provided us with that information. Maria will send this information out in an email once we receive it.

Youth Program Update – Handout Provided.

Unemployment Data – Handout from April 2025 provided.

Other Items – Meeting Schedule for July 1, 2025 – June 30, 2026

Maria discussed continuing meetings in person and having the zoom option. Discussion regarding holding the meetings at the Region VI office. The only time this would not be possible is when we have to discuss employee salaries.

COMMENTS FROM THE FLOOR: None

ADJOURNMENT: The final motion to adjourned by Jason Fridley, seconded by John Daniels at 12:02 pm.

BOARD MEMBER APPROVAL: _____

DATE: _____

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