

REGION VI WORKFORCE INVESTMENT BOARD
Full Board Meeting
Marion County Convention & Visitors Bureau, WV
December 11, 2025, 10:30 AM – 12:00 PM
“REVISED” AGENDA

1. CALL TO ORDER

2. INTRODUCTIONS (Guests)

3. APPROVAL of September 11, 2025, FULL BOARD MINUTES-VOTE****

4. Conflict of Interest Statements – Due Annually

5. OLD BUSINESS

- A. One Stop Operator – Update
- B. Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T) - update
- C. HRDF, Inc. Career Planners (Adult, DW & Youth) – Plan of Improvement – Update
- D. Federal DOL Audit – Update
- E. Transfer of DW funds to Adult – Update – (\$200,000 requested December 1st)
- F. PY25/FY26 WIOA Budget – Update
- G. New Conflict of Interest Policy & Procedures – Updates – Board Training

6. NEW BUSINESS

- A. Board Renewals – Dr. Michael Waide (Pierpont CTC) - **VOTE**
- B. New Appointments – Jamie Parker (Community Care) - **VOTE**
- C. Maher Duessel Single Audit Report & 990 (Draft) – **VOTE**
- D. Revised Supportive Services for Adult and DW Policy - **VOTE**
- E. Revised Youth Follow-up Policy– **VOTE**
- F. Revised Monitoring/Validation Policy– **VOTE**
- G. New One Stop Operator Monitoring Policy – **VOTE**
- H. New Fiscal Monitoring Policy - **VOTE**
- I. New State Monitoring Guidelines: “Programmatic Desktop Monitoring”
- J. Executive Committee Recommendations for Personnel - **VOTE**
- K. Request to Transfer FY26 Dislocated Worker Funds to Adult Funds up to \$300,000 - **VOTE**
- L. Staff Reports
 - a. Executive Director Report – RFP’s for Youth Program & Case Management (spring) – audit recommendations
 - 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. Unemployment Data – **Handout**
- M. Other Items – Meeting Schedule for July 1, 2025 – June 30, 2026

7. COMMENTS FROM THE FLOOR

8. ADJOURNMENTS

**REGION VI
WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
December 11, 2025**

The meeting was called to order at 10:32 am by Chair Joe Second.

Introductions: No guests.

Welcome/Roll Call:

The board members attending in person are Joseph Second, Kathy Wagner, and Jason Roberts. Dr. Joni Gray, attending in person, is proxy for Micheal Waide. Representing Region VI were Maria Larry and Samantha Morris. The board members attending via video conference are Mike Bombard, Michael Callen, Stacy Downey, Patricia Diane Heldreth, Anne Mezzotte, Brandon Tenney. The board members absent are Joshua Carr, John Daniels, Jason Fridley, Brian Greynolds, Annetta Johnson, Robert Mollohan, Rick Rock, Michael Ruffing, Toni Veltri, and Terri Vilain.

A quorum was established.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:

Agenda for December 11, 2025
September 11, 2025 Full Board Meeting Minutes
State Letter
USDOL Monitoring Report
Maher Duessel Single Audit Report & 990 (Draft)
Revised Supportive Service for Adult and DW Policy
Revised Youth Follow-up Policy
Revised Monitoring/Validation Policy
New One Stop Operator Monitoring Policy
New Fiscal Monitoring Policy
Community Outreach Report October 2025 through December 2025
Financial Report through November 30, 2025
Rapid Response Report for November 2025
Performance Report
Unemployment Data for August 2025
Meeting Schedule for July 1, 2025 through June 30, 2026

APPROVAL OF MINUTES -VOTE

Jason Roberts motioned to approve the September 2025 Full Board meeting minutes as presented. Kathy Wagner seconded. **The motion carried.**

Conflict of Interest Statements:

All Conflict-of-Interest statements have been signed and returned. These require annual signatures which are due in September.

OLD BUSINESS:

One Stop Operator – Update

We have received all MOU signatures. These documents have been uploaded onto the website and are currently under state review.

Supplemental Nutrition Assistance Program Employment & Training Update (SNAP E&T)

We have not received the signed agreement from DHHR, as the process was delayed due to the government shutdown in October. They have assured us that the funding is approved but is tied up in the financial department. Last year our funds were not disbursed until February. We are currently utilizing carryover from last year, which will need to be reimbursed once the new grant is received. We currently have about \$40,000.00 in our account, which will sustain operations for the next few months.

HRDF, Inc. Career Planners (Adult, DW & Youth) – Plan of Improvement – Update

We have reported over the year that there has been some turnover at HRDF. HRDF has received several letters or emails of concern, and recently we asked for a corrective action plan for the youth program. The staff and board will have to decide if we should continue to allow HRDF to provide this service. We are working with them the best we can. We will be bringing recommendations to the next board meeting.

Maria briefly touched on the new state policy, but it will be discussed in more detail later in the meeting.

We are going into spring, where this contract will be going out for RFP. HRDF is typically the only contractor in the past to bid. Under the new state procurement, we must find at least 3 organizations to either bid or decline. There are a few potential providers in the southern regions that could be contacted; however, they would have to be interested in moving further north. The new policy also allows us to do our own career services; however, the governor must give approval, and the county commissioners must give permission. We would only be allowed to do this for 2 years and then will be required to bid back or ask for another waiver. Going into the new year we might have to consider this option, but preferably not at this time. 3 regions were grandfathered in; they have to provide success stories and justifications. The concern is that we can't provide this information if we haven't done it before.

Federal DOL Audit – Update

Maria emailed this report to everyone prior to the meeting for review. In the report it is noted that this covered a lot of programs (some of Jason's, Wagner Peyser, TAA). Maria has highlighted items that were most relevant to our Region. When you receive federal funding, it is mandatory to note in marketing materials that you are in receipt of federal funding and to what percentage was used. We were following this, however, when the feds came in, they wanted to know the yearly total which was not included in our handouts. With this amount changing yearly, all marketing materials and social media will have to be changed. Maria went over the amounts with everyone. Updated materials were submitted to Charleston to document compliance. Partners were also notified of this requirement, and compliance is mandatory for continued presence in the centers.

Sub recipient monitoring: we have been doing validation monitoring annually (exited individuals). Some of the errors were not able to be fixed due to the participant having already exited, therefore corrective action plans were not requested. We broke down our current monitoring policy into 3 separate policies and added language into those policies regarding corrective action plans and the subrecipients response to findings or observations. The three policies are Monitoring/Validation Policy, Fiscal Monitoring Policy and the One Stop Operator Monitoring Policy.

Changes have been made due to the state themselves getting written up for things they weren't doing, which trickles down to us. The state is required to address the issue with the feds.

No questions from board members.

Transfer of DW funds to Adult – Update – (\$200,000 requested December 1st)

This request was previously approved by the board and was carried out on December 1, 2025. Ernie Vangilder and Joe Second signed off on the transfer. They sent us back the change order quickly so that we can release some adult funds since we have been operating on a waitlist.

PY25/FY26 WIOA Budget – Update

The previous budget voted on in September has not changed, even though we voted on it as still preliminary, given the anticipated government shutdown and not knowing if the FY portion would be approved. Per the State financial department, our FY allocation had already been appropriated, and we are good through July of next year. The PY25/FY26 budget voted on in September is the final budget and no vote is necessary. Currently, some of the house members would like to see adult workforce training funds (adult ed, WIOA, TANF, etc) combined and sent to the state to determine where the money should go; the language remains unclear at this time. We have the grant for FY26, though there are concerns for FY27. We do have June (PY25) funding in hand now.

New Conflict of Interest Policy & Procedures – Updates – Board Training

We are required for the board to have an annual training session. This year's training will be completed independently using a PowerPoint presentation, after which board members will sign an acknowledgement of completion. Amy Hall will get this out at the first of the year; she has until Sept 30, 2026 to turn them in. Maria encouraged everyone to get this completed ASAP.

NEW BUSINESS:

Board Renewals – Dr. Michael Waide (Pierpont CTC) – VOTE

We are required to have Community and Technical College board member. Dr. Michael Waide is the only representative in our region. Kathy Wagner made the motion to approve the board renewal for Dr. Michael Wade (Pierpont CTC). Jason Roberts seconded the motion. The motion carries.

New Appointments – Jamie Parker (Community Care) – VOTE

Jamie Parker, legal counsel for Community care, returned their nomination and information forms back to us. We believe Jamie will make a nice addition to the board. Jamie was referred to the board by Kathy Wagner. Kathy Wagner made the motion to approve Jamie Parker (Community Care). Jason Roberts seconded the motion. The motion carries.

Maher Duessel Single Audit Report & 990 (Draft) – VOTE

Maher Duessel requires a board vote to accept the audit and 990 as presented in order to proceed. An extension was filed due to the federal compliance report, which was released in December. This audit was nerve wracking as we had transitioned from Conely to In-house bookkeeping. The audit was completed with no findings and no management letter recommendations, however, there were some things that they wanted to discuss for next year. They wanted to know if we had cyber security insurance. We have a huge contract with Netranom and anything that comes and goes is locked down through them, however, we do not have cyber security insurance. This year Maher Duessel really urged us to obtain coverage. Cybersecurity coverage was added to the liability insurance at a cost of approximately \$500 annually. They also recommended a policy on the usage of AI tools within our organization. We will need to write a policy for this. Joe states that you can have an "AI Client" take meeting minutes, he excludes this service from meetings with patient information due to confidentiality. We are hoping by the spring meeting to have an AI usage policy in our office. No questions about 990.

Jason Roberts made the motion to approve the Maher Duessel Single audit Report and 990 Draft. Kathy Wagner seconded the motion. The motion carries.

Revised Supportive Services for Adult and DW Policy – VOTE

Supportive Services is when we reimburse individuals for transportation costs to and from training. It is required that they justify a need for this reimbursement, be heavily case noted that they sought out other ways of getting to school, and that they are low income. Some individuals will go 90 days without turning in a timesheet. Samantha has a 3-day window to upload received timesheets, and if the timesheets are 2-3 months old, the state will question why we paid it. This updated policy will put a 90-day clause in. If we

TO BE APPROVED BY THE FULL BOARD ON MARCH 12, 2026

don't hear from a participant and they don't provide a timesheet, we are requiring them to go back to the career planner to be reassessed and counseled on how to get timesheets turned in on time. Jason Roberts made the motion to approve the Revised Supportive Services for Adult and DW Policy as is. Kathy Wagner seconded the motion. The motion carried.

Revised Youth Follow-up Policy– VOTE

The state requires follow-up with youth participants every three months. For our Region, follow-ups had been conducted monthly to maintain engagement with the youth. Due to additional state requirements, we recommend contact every other month instead.

Kathy Wagner made the motion to approve the Revised Youth Follow-up Policy as is. Jason Roberts seconded the motion. The motion carried.

Revised Monitoring/Validation Policy– VOTE

We have decided to separate a few policies and update them to make the policies more comprehensive. This monitoring is done once a year with all subrecipients, as well as an informal monthly review that one of our staff members completes. Though this is very time-consuming, it keeps us on top of things instead of waiting until the end of the year to find out there is a major problem. We do weekly checks on end dates, or if Maria sees an issue, she can monitor a particular individual.

Jason Roberts made the motion to approve the Revised Monitoring/Validation Policy as is. Kathy Wagner seconded the motion. The motion carried.

New One Stop Operator Monitoring Policy – VOTE

They are a subrecipient, more refined to One-Stop Operations than career services. We are looking at the AJC and whether or not they are complying (posters up, continuous improvement and cross training). Monitoring tools have been updated to make the process more comprehensive and transparent.

Kathy Wagner made the motion to approve the new One Stop Operator Monitoring Policy as is. Jason Roberts seconded the motion. The motion carried.

New Fiscal Monitoring Policy - VOTE

This process was revised and separated, with more comprehensive monitoring tools added for fiscal items.

Jason Roberts made the motion to approve the new Fiscal Monitoring Policy as is. Kathy Wagner seconded the motion. The motion carried.

New State Monitoring Guidelines: “Programmatic Desktop Monitoring”

Federal DOL reviews identified that the state had fallen behind on programmatic monitoring, which previously focused mostly on fiscal oversight. A new policy effective October 1st requires quarterly monitoring. Two regions will receive full monitoring while the remaining five receive spot checks. Region VI is currently undergoing a spot check, with full monitoring scheduled for January 2026. Findings from these reviews could impact contractors, including potential corrective actions or sanctions, and the Board may ultimately be responsible for disallowed costs if contractors fail to correct issues.

Monthly monitoring by staff helps identify and resolve issues early. For example, a \$100 incentive payment was recovered from HRDF after it was issued incorrectly to an exited participant. The Board's policy allows termination of subrecipients if necessary, but repayment of extraordinary amounts (e.g., \$20,000) would require Local Elected Officials to determine responsibility. All issues identified to date have been minor and handled appropriately, with subrecipients reimbursing any improper payments.

Executive Committee Recommendations for Personnel – VOTE

Tracey Kennedy will be leaving Region VI, with her last day tomorrow. She was hired three years ago to assist Maria with community outings and cross-training for employees nearing retirement. Duties have been reassigned to other staff. Due to uncertainty around WIOA funding and limited administrative funds, the position will not be refilled at this time.

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Maria explained payroll allocations. Tracey's salary utilized mostly program funding. While raises for other staff are not currently feasible, as most staff utilize administrative funding and administrative funds are limited. Maria recommended granting staff an additional 5 PTO days to use between now and June 30, 2026. The extra days would not increase staff's yearly annual leave accrual or be payable upon resignation or end of employment prior to utilizing them. The Executive Committee was notified via email and agreed to recommend this PTO adjustment to eligible staff.

Kathy Wagner, on behalf of the Executive Committee, made the motion to approve the Executive Committee recommendation for all staff including the Executive Director effective today through June 30, 2026. Joe Second seconded the motion. The motion carried.

Request to Transfer FY26 Dislocated Worker Funds to Adult Funds up to \$300,000 – VOTE

We would like to do the same blanket vote as previously requested. We may utilize these funds in January. Jason Roberts made the motion to approve the request to transfer FY26 Dislocated Worker Funds to Adult funds (up to \$300,000.00). Kathy Wagner seconded the motion. The motion carries.

Staff Reports:

Executive Director Report – RFPs for Youth Program & Case Management (spring) – audit recommendations

We discussed Audit insurance and AI earlier during this meeting; no other management items to discuss. RFP: will have to get at least 3 people bid or to formally decline.

Community Outreach Report – Handout

The Community Outreach Report was provided for each board member. This report reflects the events, meetings and conferences Tracey Kenedy has attended over the last quarter. Tracey and Maria are on the Tristate Apprenticeship; Tracey attended a meeting in Parkersburg. She heads up business service team; meeting was held this week.

Financial Report – Handout

Maria reviewed the financial report with the board members. Our remaining funds, for December through June, are \$207,000.00. Micki has assured Maria that she feels there are enough Admin funds to get through to the end of July. While funding should be expected in July, it is not typically received on time. If funding is not received, an emergency executive committee meeting may be held in May to determine whether low earnings will be necessary. This could warrant an emergency board meeting as well. All employees are required to complete timesheets allocating time among Snap E&T, Dislocated Worker, Adult, Youth and Administrative activities. Additional expenses, including fringe benefits and office costs, are similarly allocated, which can increase overall administrative expenses.

Rapid Response Staff Report– Handout

Our One Stop Operator has responded to a few recent rapid responses. Today we were informed that Torrid will be going out of business.

On-The-Job/Incumbent Worker Training Report– Handout

All of our PY 24 and PY 25 contracts are complete and there are no new contracts at this time. No report given.

Performance Report – Handout

Everything that they put in the MACC roles up into report cards. We have a few reds in the "all participants" report; this will be part of our criteria to look at sub recipients at the end of the year.

Unemployment Data – Handout

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The August map has been provided to the Board members. This map is behind due to the recent government shutdown.

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

COMMENTS FROM THE FLOOR: None

ADJOURNMENTS: Jason Roberts made the motion to adjourn the meeting at 11:39 am; Kathy Wagner seconded the motion.

BOARD MEMBER APPROVAL: _____

DATE: _____