

**REGION VI LOCAL ELECTED OFFICIAL BOARD – AGENDA**  
**Gourmet Express – 1216 W Main St., Grafton, WV**  
**June 13, 2025**  
**11:00 am – 2:00 pm**

1. **CALL TO ORDER**
2. **WELCOME TO TAYLOR COUNTY (Introductions)**
3. **APPROVAL of March 14, 2025 LEO BOARD MINUTES-**VOTE****
4. **Conflict of Interest Statements – Handout**
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) – 1<sup>st</sup> Qtr. Eval
  - C. HRDF, Inc. Career Planners (Adult, DW & Youth) – Plan of Improvement – Tabled (New staff)
  - D. Federal DOL Audit – Debrief May 8<sup>th</sup> – Update
  - E. Workforce WV State Compliance Audit – Update (Report Issued)
  - F. DW Transfer Request submitted for \$500,000 – approved 4/17/25
6. **NEW BUSINESS**
  - A. Board Renewals – Rick Rock and Jason Fridley - **VOTE**
  - B. Election of LEO Board Officers for Chair, Vice Chair, 2<sup>nd</sup> 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. Reconciliation/Financial Statements Available for Review – **VOTE**
  - N. 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, 2025 – June 30, 2026
8. **COMMENTS FROM THE FLOOR**
9. **ADJOURNMENTS**

**REGION VI  
WORKFORCE DEVELOPMENT BOARD  
LEO MEETING MINUTES  
June 13, 2025**

**The meeting was called to order at 11:12 am by Chair Ernest VanGilder**

**Welcome/Roll Call:**

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

A quorum was established.

**Information provided to each member present:**

Agenda for June 13, 2025  
March 14, 2025 Leo Board Meeting 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

Maria circulated the bank reconciliations and financial statements for review.

**Approval of LEO Board Meeting Minutes**

Susan Thomas made the motion to approve the minutes for the March 14, 2025 board meeting as presented. Hunter Thomas seconded. The **motion carried**.

**Conflict of Interest Statements:** None to sign.

**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 were reviewed and signed by the board chair at yesterday's full board 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 8<sup>th</sup>: 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 Roberts 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 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 24<sup>th</sup>. 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. Ernie VanGilder and Kathy Wagner sat in on the debriefing.

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.

## **NEW BUSINESS**

Board Renewals – Rick Rock and Jason Fridley: Tim Bowen made the motion to approve the board renewals of Rick Rock and Jason Fridley. Susan Thomas seconded the motion. Motion Carried. Maria requested contact names and numbers of business individuals that could be recommended. Hunter recommended an individual from Prodigy. We have to have 51% business membership.

### Election of LEO Board Officers for Chair, Vice Chair, 2<sup>nd</sup> Vice Chair and Secretary- VOTE

Tim Bowen made the motion for Ernest VanGilder to continue to be Chair. Douglas Bush seconded.  
**Motion Carried**

Tim Bowen made the motion for Hunter Thomas to be Vice Chair. Douglas Bush seconded. **Motion Carried**

Tim Bowen made the motion for Susan Thomas to be Second Vice Chair. Douglas Bush seconded.  
**Motion Carried**

**No motion made for secretary.**

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. Conely 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.

Douglas Bush made the motion to approve the Executive committee's recommendation to bring those services in-house and change personnel accordingly. Hunter Thomas seconded. **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. Hunter Thomas made the motion to approve the revised out of school youth incentives and stipends policy. Tim Bowen 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. Tim Bowen made the motion to approve the Adult/Dislocated Follow-up Policy as presented. Hunter Thomas seconded. **The 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. Doug Bush made the motion to approve the new measurable skills gain policy as presented. Susan Thomas seconded. **The 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). Susan Thomas made the motion to approve the final renewal of the case management contract with HRDF, Inc. Hunter Thomas seconded the motion. **The 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). Hunter Thomas moved to renew the out-of-school youth contract with HRDF, Inc. contract. Tim Bowen seconded the motion. **The 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- Approved by Executive Committee at May Meeting

Maher Duessel requested we get the approval prior to June so that they can start their engagement work. They didn't have any change in price; it is still \$16,800.00. This was approved at the executive committee meeting in May.

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. Tim Bowen made the motion to approve the preliminary PY 25/FY26 WIOA Budget draft. Doug Bush seconded. **The motion carried.**

Reconciliation/Financial Statements- Maria circulated the reports at the beginning of the meeting so that everyone could review them. Susan Thomas made the motion to approve, as presented, the bank reconciliations and financial statements for the months of February 2025, March 2025 and April 2025. Hunter Thomas seconded. **The 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 asked for recommendations for venues to hold our next 4 meetings. It was discussed to hold one meeting at the Region VI Workforce Development Board office, possibly having one meeting at CJ Maggies, one meeting at the Fairview and one meeting at Gourmet Express. Tentatively, we will have the September 12, 2025 meeting (11:00am) at the Region VI Workforce Development Board office; December 12, 2025 (11:00am) at CJ Maggies in Buckhannon; March 13, 2026 (11:00am) at The Fairview in West Union; June 12, 2026 (11:00am) at Gourmet Express in Grafton. When the venues have been chosen all members will receive a copy of the schedule with the venues filled in.

**COMMENTS FROM THE FLOOR:** None

**ADJOURNMENT:** The final motion to adjourn by Douglas Bush at 12:46 pm.

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

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