

REGION VI LOCAL ELECTED OFFICIAL BOARD – AGENDA
Region VI Workforce Development Bd, 17 Middletown Road, Whitehall, WV
September 12, 2025
11:00 am – 2:00 pm
REVISED

1. CALL TO ORDER

2. WELCOME TO MARION COUNTY (Introductions)

3. APPROVAL of June 13, 2025, LEO BOARD MINUTES-VOTE****

4. Conflict of Interest Statements - **New COI Statements are needed by September 30th.**

5. OLD BUSINESS

- A. One Stop Operator – Update – MOU/IFA finalized
- 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. State Guidance on Procurement Requirements for Local Workforce Boards – Update
- F. In-house Bookkeeping - Update

6. NEW BUSINESS

- A. Board Renewals – Jason Roberts, Anne Mezzenotte, Mike Bombard - **VOTE**
- B. Board Resignation – Seneca Raines (Greenfield Cabinetry), Stephanie Westfall (Quality Water)
- C. New Procurement Methods - **VOTE**
- D. New CDL Pre-Requisite Policy- **VOTE**
- E. New Conflict of Interest Policy – **VOTE**
- F. Appoint Regional Ethics Officer – **VOTE**
- G. New State Policy “Digital Documentation & Records Management
- H. New State Guidance “Career Awareness and Access to Information on High-Wage Occupations
- I. PROWD Grant – “Partners for Reentry Opportunities in Workforce Development”
- J. PY25/FY26 WIOA Budget Approval – Revised Draft – **VOTE**
- K. Request to transfer Dislocated Worker funds to Adult funds up to \$300,000 - **VOTE**
- L. Reconciliation/Financial Statements Available for Review – **VOTE**
- M. Staff Reports
 - Executive Director Report – Maher Duessel Audit Schedule – Oct. 20-24th, Business Board Members Needed, Legislative Updates
 - Community Outreach Report - **Handout**
 - Financial Report – **Handout**
 - Rapid Response Staff Report– **Handout**
 - On-The- Job/Incumbent Worker Training Report– **Handout**
 - Performance Report – **Handout**
 - Unemployment Data – **Handout**

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

8. COMMENTS FROM THE FLOOR

9. ADJOURNMENTS

TO BE APPROVED ON DECEMBER 12, 2025

REGION VI
WORKFORCE DEVELOPMENT BOARD
LEO MEETING MINUTES
September 12, 2025

The meeting was called to order by Chair Ernie VanGilder at 11:07 am.

A quorum was established.

Welcome/Roll Call:

Present: Ernie VanGilder, Tony Veltri, and Danielle Trumble. Tony Veltri is proxy for Douglas Bush. Ernie VanGilder is proxy for Anne Bolyard. Representing the Region VI office is Maria Larry and Samantha Morris. Absent members are David Straight, Brent Boggs, Tim Bowen, Jacqueline Hashman, Susan Thomas, Jim Malfregeot, Rod Wyman, Jeffrey Arnett, Hunter Thomas, David Kesling, and Michael Rosenau.

Information Provided to Each Board Member Present:

Agenda for September 12, 2025
June 12, 2025 Board Meeting Minutes
New Procurement Methods
New CDL Pre-Requisite Policy
New Conflict of Interest Policy
New State Policy "Digital Documentation & Records Management"
New State Guidance "Career Awareness and Access to Information on High Wage occupations"
Py25/FY26 Budget
May, June and July 2025 Bank Reconciliations
Community Outreach Report July 2025 – September 2025
Financial Report through August 31, 2025
Rapid Response Report for August 2025
On-The- Job/Incumbent Worker Training Report
Performance Report
Youth Program Monthly Report August 2025
Unemployment Data for July 2025
Meeting Schedule for PY 25

Welcome to Marion County (Introductions):

Ernie introduced Morgantown Mayor Danielle L. Trumble. Her first term started in July.

Approval of Minutes (Vote)

Tony Veltri made the motion to accept the June 13, 2025 LEO Board minutes as presented. Danielle Trumble seconded the motion. **Motion carried.**

Conflict of Interest Statements

Each member present was provided with a new COI statement in their folder. These statements are needed by September 30, 2025 to stay in compliance. The state modeled the new COI after the WV ethics commission as much as they could. We updated our policy based on their guidance letter. We

sent the COI to the state for review prior to presenting them to the board. An email was sent to the full board members reminding them to have the COI to us by Sept. 29, 2025.

OLD BUSINESS:

One Stop Operator- Update (MOU/IFA Finalized)

We operate 4 one stops in our regions, covering 13 counties. Maria updated Danielle with information regarding our One Stop Operators. We finalized our MOU; Youth Build in Randolph County is the only signature needed prior to being complete.

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

For the past 18 years we have received an annual supplemental grant to work with abled bodied individuals who receive snap benefits. These individuals are required to work or volunteer 20 hours per week to stay in this program. If they don't comply, they could be sanctioned for 3 years. This year, the grant is for \$135,555.00. This amount is slightly less than last year's figure by roughly a couple thousand dollars. We sent our signed agreement to the state, but haven't received approved grant back yet. We do have some carryover money which should help us get by until we receive the grant funds.

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

Over the last year we have put our career planners under a plan of improvement. In April, we hired 3 new career planners which are doing great. To date, we have completed in-person training as well as the required statewide training. We are happy with the results we are getting now. In early January/February this contract will go back out to bid. We are required to bid out every 3 years for this contract.

Federal DOL Audit- Update

We were informed we should get an update in July; we still do not have that information. The Federal DOL has to send their audit to the state and then the state updates us with that information. During the full board meeting yesterday, it was noted that the feds had a lot of recent turnovers which could be causing the delay. We are hopeful that we can update you at the meeting in December.

State Guidance on Procurement Requirements for Local Workforce Boards- Update

All Workforce Development Boards are now subject to the WV purchasing handbook. During our attempt to write/update our policy, it became apparent that we will be unable to follow the handbook exactly as written. Since we are non-profit, we do not have the same access to resources that the state has. Due to this concern, Maria reached out to the state for guidance. We were advised that we don't have to follow several items listed due to the limited access. Maria asked for an updated statement to their policy, but we have not heard back. We put together our Procurement policy based on the information we were provided with, according to their conversation.

In-house Bookkeeping- Update

With the new procurement policy, we would have to go out to bid for bookkeeping services every 3 years. It would be very time-consuming teaching a new accountant about WIOA funding. Since bringing the bookkeeping in-house, everything has been going great. During the transition, there was one hiccup that Conley's will be correcting.

New Business:

Board Renewals (Jason Roberts, Anne Mezenotte, Mike Bombard)

Daneille made the motion to approve all three board renewals, which will be for a term of 3 years. Toni Veltri seconded the motion. The **motion carries**. Maria noted that Mike Bombard is close to retirement, however, he states that if he does retire, he will try to get someone from his organization to take his place.

Board Resignation (Seneca Raines-Greenfield Cabinetry; Stephanie Westfall- Quality Water)

Due to personal reasons, Seneca Raines must step away from Greenfield Cabinetry which means she has to step away from the board. Maria stressed that we are barely in compliance with our full board due to members leaving. Maria went over what percentages and information that are required in order to stay in compliance. Maria reminded everyone that the commissioners are supposed to be helping bring in members. We have to maintain a minimum of 51%. Currently, we are at 52% with 19 board members. The individual serving on the board must be in higher executive status, head of HR, in demand occupations, industrial, etc. Ernie states he may have someone in mind. Tony will also reach out to individuals.

New Procurement Methods- Vote

Updates to our Procurement Policy are highlighted. Almost all of the updates were just language changes. Maria went over these changes with the board members. Tony Veltri made the motion to approve the New Procurement Methods. Danielle Trumble seconded the motion. The **motion carried**.

New CDL Pre-Requisite Policy- Vote

We train over 50% of individuals in CDL training. The course training is minimal on time with some programs only being 4 weeks long. Participants spend two weeks in the classroom, sit for their permit, then spend two weeks in a truck training. Currently, our policy is to pay 50% of tuition at the start of program and then 50% at midpoint. Some Training Providers have continued to retain students beyond the midpoint knowing that the student would not be able to complete the program. To address this concern, this new policy will require that all individuals entering CDL programs provide a copy of their DMV driving record to help ensure that they are eligible to obtain a permit. The midpoint invoice will not be paid unless we receive their certificate from the DMV which states they are ready for driving. This policy was approved by the Full Board at yesterday's meeting.

Danielle Trumble made the motion to approve the New CDL Pre-Requisite Policy. Tony Veltri seconded the motion, **motion carried**.

Conflict of Interest Policy- VOTE

The state came out with new guidance on our COI policy. We updated our policy and submitted it to the state. The state responded and said that we needed to change the status of the ethics officer prior to the final draft but otherwise it looked good. Since the ethics officer's position requires a lot of paperwork, Maria recommended that one of our staff take on this responsibility. Maria recommended Amy Hall from our office for this position, as it does require a lot of paperwork etc. Tony Veltri made the motion to approve the new Conflict of Interest Policy as presented, Danielle Trumble seconded. The **motion carried**.

Appointing Regional Ethics Officer

During our Conflict-of-Interest Policy discussion, Amy Hall was recommended by Maria to be appointed as the Regional Ethics Officer. The Full Board voted yesterday for her approval. No vote required today.

New State Policy “Digital Documentation & Records Management”

This new policy, set in place by the State, will take effect on October 1, 2025. It was sent to each Region early for review and comments. Our office requested they extend the timeframe in which to upload documents from 3 days to 5 days. That request was denied as they want it as close to real time as possible. Ernie questioned if our office could handle the additional tasks without hiring someone else. Maria addressed his concerns. Maria also discussed the repercussions for noncompliance. A meeting has been scheduled with our Career Planners on September 30, 2025 to discuss this policy and make sure everyone is on the same page with the requirements and PII confidentiality. Region VI WDB will adopt the state policy as is.

New State Guidance “Career Awareness and Access to Information on High-Wage Occupations”

This policy is to ensure that we address things in a gender-neutral, unbiased manner and to inform our participants of the impact their job (i.e.: wages) has on social security benefits. Our office will not be making a policy on this information, since this is the state’s policy.

PROWD Grant- “Partners for Reentry Opportunities in Workforce Development”

The state office has applied to the Dept. of Labor for the PROWD grant. They have included local boards and requested we put together a budget to train approximately 24 just out of incarceration individuals that are ready to go to OJT. This grant will help give them support to pay rent, mileage reimbursement up to \$4,000 etc. We submitted a \$281,0000 budget to the state; they will apply to the feds. Maria will provide an update in December.

PY25/FY26 WIOA Budget Approval- Revised Draft- Vote

A preliminary budget draft was presented to the board in June as we didn’t have any figures in from the state. In August, official numbers were provided, which Maria went over. There was a cut in Dislocated Worker from last year to this year. We are allocated part of this budget in July (PY), but the majority of the budget comes in after October (FY- federal).

Danielle Trumble made the motion to approve the PY25/FY26 WIOA Budget as presented, Tony Veltri seconded. **Motion carried.**

Request to transfer Dislocated Worker funds to Adult funds up to \$300,000.00

We have obligated all of our Adult money but only some of our dislocated worker money is obligated, therefore, we are requesting the ability and flexibility to be able to move up to \$300,000.00 from DLW to Adult funding before our December meeting. Once the amount is finalized, we are required to have the Full Board Chair (Joe Second), LEO Board Chair (Ernie VanGilder), and Region VI Executive Director (Maria Larry) sign and submit the transfer to the state. Tony Veltri made the motion to transfer up to \$300,000.00 of DLW funds to Adult funds. Danielle Trumble seconded the motion. **Motion carries.**

Reconciliation/Financial Statements Available for Review- Vote

Maria passed around the May, June and July 2025 Bank Reconciliation/Financial statements. Tony Veltri made the motion to approve as presented; Danielle Trumble seconded the motion. **Motion Carried.**

Staff Reports:

Maria discussed the official LEO roles; provided a handout.

Executive Director Report – Maher Duessel Audit Schedule – Oct. 20-24th, Business Board Members Needed, Legislative Updates

Maria will bring audit draft in December.

Community Outreach Report – Handout

Tracey Kennedy attends various meetings, conferences, advisory throughout region. She helps with reentry fairs in Hazelton. Talks to employers when needed. Talked to the new glass company in Clarksburg (200 individuals).

Financial Report – Handout

The financial reports for period ending August 31, 2025 were provided to all board members.

Rapid Response Staff Report– Handout

Handout provided to all present board members. The One Stop Operators offer steps in and offers information on services when 50 or less individuals are affected when a store closes. The state gets involved with any closure with 50 or more layoffs; we also attend.

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

List of all the individuals in OJT with various companies. The participant will go in and learn that job and receive certification when they are there. We reimburse up to 50% for up to 480 hours of training (sometimes up to 75%). Incumbent worker training is a company that already has the individual that work for them that need upscaled. We can go in and pay up to 50% of their wages while training to earn the additional skill.

Performance Report – Handout

Maria discussed the performance report, noting there are no red categories.

Unemployment Data – Handout

July 2025 Handout provided. This report is typically 2 months behind.

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

Maria asked that everyone post the meeting scheduled on their bulletin board where individuals can see this. Our next meeting, December 12, 2025, will be held at CJ Maggie's in Buckhannon.

COMMENTS FROM THE FLOOR:

Maria wanted to let the board know we have a very small amount of adult money remaining. We may have to do temporary low earnings, or layoffs if the feds don't release money soon or if the government shuts down.

TO BE APPROVED ON DECEMBER 12, 2025

ADJOURNMENT: Danielle Trumble made the motion to adjourn the meeting at 1:05pm, Tony Veltri seconded the motion.

BOARD MEMBER APPROVAL: _____

DATE: _____