REGION VI WORKFORCE DEVELOPMENT BOARD
"EXECUTIVE" COMMITTEE MEETING
WDB Conference Room, White Hall, WV or via ZOOM
April 9, 2026
3:00 pm – 4:00 pm

1. **CALL TO ORDER**

2. **NEW BUSINESS**
   A. Recommendation to Adjust Administrative Staff Work Week + recommendations for reducing personnel costs (PEIA & SEP) - **VOTE**

3. **COMMENTS FROM THE FLOOR**

4. **ADJOURNMENT**

FUTURE MEETING DATES
FULL BOARD MEETING/LEO BOARD Combined Emergency Meeting
April 24, 2026 – 10:00 am
WDB Conference Room, White Hall, WV or via ZOOM

To be approved at the Full Board meeting on June 12, 2026

REGION VI WORKFORCE DEVELOPMENT BOARD
"EXECUTIVE/FINANCE" COMMITTEE MEETING
Zoom Meeting
April 09, 2026
3:00 pm

The meeting was called to order at 3:06pm by Annetta Johnson (Vice Chair). Joe Second joined the meeting at 3:10pm.

Welcome/Roll Call:
The members present via Zoom were Annetta Johnson, Joe Second, Anne Mezzanotte, Katherine Wagner, and Tony Veltri (by phone). Region VI WBD staff present were Maria Larry, Micki Cutlip, and Samantha Morris and representing the LEO Board in person is Chair Ernie VanGilder. The committee member absent was Mike Callen.

Old Business:
None

New Business:

Recommendation to Adjust Administrative Staff Work Week + Recommendations for reducing personnel costs (PEIA & SEP)- VOTE

Maria called this emergency meeting of the Executive and Finance Committee to seek guidance regarding the administrative funding concerns. The current administrative budget balance is $137,764.22. At the current rate of spending, administrative funds could be depleted prior to new year funds being available, also leaving no carryover in the administrative budget. Although funding is expected in July, historically these funds may not be accessible until later in the year (e.g., November). Maria reviewed cost- saving measures already implemented, including bringing bookkeeping in house. She explained that while some staff are fully charging to program funding, the majority of hers, Micki and Samantha's salaries, are allocated to administrative funds. Maria advised the board that administrative funding is spent on salaries, fringes, retirement, insurance, travel, board expenses, and any general operating expenses. Administrative funding is limited to 10% allocated from each of the three funding sources, and transfers into administrative funding are not permitted. Recently, Micki and Maria have been able to charge some time to program funding. Maria provided the board with an Excel spreadsheet outlining the remaining admin allocation and the anticipated savings and number of months to operate with each of the following cost-saving proposals.

1- **Staffing:** reducing administrative staff (Maria, Micki and Samantha) to a 4-day work week. All affected employees have indicated no objection to this change. A flexible schedule would be required to accommodate workload variations. This change would need to go into effect by May 1st and last at least through September, then re-evaluate.

2- **PEIA Insurance**: We have always followed the state guidelines but have never had a spousal surcharge in place. Implementing a spousal surcharge for employees whose spouses have alternative insurance access and establishing a standard 80/20 premium contribution split (80% Board, 20% Employee) for all employees is recommended. PEIA is in open enrollment; all changes will need to be made before May 02, 2026. The changes will take effect on July 01, 2026.
3- **Retirement**: Though it is not ideal, as three employees will potentially have their salaries reduced, adjusting the SEP contribution rate for all employees from 14% to 12%. This change would only save approximately $2,000.00 annually.

The Board discussed all options and acknowledged that adjustments could be made as needed further into the program year. Micki will closely monitor the administrative budget to alert Maria and the board if additional changes are needed.

Joe Second made the motion to approve the reduced hours for Maria, Micki, and Samantha to 4 days a week, no changes to the SEP retirement for this year or next at this time, and to implement the recommended PEIA changes. Annetta seconded the motion. The motion carries without objection.

Comments from the floor: An emergency meeting of the Full Board and Leo Board is required to formally vote on these recommendations. All members present agreed to meet on April 24, 2026, at 10:00 a.m. for this purpose. Maria will get the required public notice out.

Adjournment:

Annetta Johnson moved to adjourn the meeting at 3:43 pm; Kathy Wagner seconded the motion.

BOARD MEMBER APPROVAL: ________________________________

DATE: ________________________________