

REGION VI WORKFORCE DEVELOPMENT BOARD
“EXECUTIVE” COMMITTEE MEETING
WDB Conference Room, White Hall, WV or via ZOOM
June 2nd, 2026
11:00 am – 11:30 am

- 1. CALL TO ORDER**
- 2. APPROVAL of April 9, 2026, EXECUTIVE/FINANCE COMMITTEE MINUTES – VOTE**
- 3. OLD BUSINESS**
 - A. Adjusted Work Week for Staff – Update
- 4. NEW BUSINESS**
 - A. PY26/FY27 WIOA Formula Allocations – 14% Overall Decrease from PY25/FY26
 - B. Recommendations after meeting with the State’s Fiscal Staff – Discussion
 - C. Staffing and Personnel Issues
 - D. Executive/Finance Committee Recommendation to the Full Board
(Approval of Proposed PY26/FY27 WIOA Budget & Personnel Issues) - **VOTE**
- 3. COMMENTS FROM THE FLOOR**
- 4. ADJOURNMENT**

FUTURE MEETING DATES
FULL BOARD MEETING
June 11, 2026 – 10:30 am
Marion Co. Visitor’s Bureau, Fairmont, WV, or via ZOOM

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The meeting was called to order at 11:02 am by Joe Second.

Welcome/Roll Call:

The members present via Zoom were Anetta Johnson, Joe Second, Anne Mezzanotte, and Katherine Wagner. The committee members absent were Tony Veltri and Mike Callen. Region VI staff present were Maria Larry, Micki Cutlip and Samantha Morris.

APPROVAL of April 9, 2026, EXECUTIVE/FINANCE COMMITTEE MINUTES – VOTE

Annetta Johnson voted to approve the executive/finance committee meeting minutes as presented. Kathy Wagner seconded the motion. Motion carried.

OLD BUSINESS:

Adjusted Work Week for Staff – Update

The four-day work week for the three administrative employees has been implemented and two employees' spouses obtained health insurance coverage through other sources. The PY26 budget was received several weeks ago and reflects an overall funding decrease of approximately 14%. Given this reduction, it is anticipated that the three administrative employees will need to remain on a four-day work schedule for the foreseeable future in order to maintain current staffing levels. Alternative measures would likely require a reduction in personnel.

NEW BUSINESS:

PY26/FY27 WIOA Formula Allocations – 14% Overall Decrease from PY25/FY26

The PY26 allocation reflects a 10% reduction in Youth funding, an 11% reduction in Adult funding, and a 16% reduction in Dislocated Worker (DLW) funding. These reductions have a direct impact on our administrative budget.

Recommendations after meeting with the State’s Fiscal Staff – Discussion

Following receipt of the PY26 budget, State staff requested a meeting to discuss the region's plan for addressing the funding reductions. During the meeting, staff reviewed budget line items and outlined proposed cost-saving measures. State representatives indicated their support for the region's approach and expressed appreciation for the organization's proactive planning and prompt response to the budget reductions. It was noted that other regions were required to reduce staffing as a result of the funding decreases.

Staffing and Personnel Issues

At the previous meeting, reduced workdays to admin staff, insurance and SEP contribution changes were discussed. After reviewing available options, it was recommended maintaining the SEP contribution rate at 14%. A Salary and Fringe Calculation Worksheet was provided to the committee. It was noted that

reducing the SEP contribution rate from 14% to 12% would result in savings of less than \$5,000 annually. Additionally, three employees have already experienced salary reductions, which have correspondingly reduced SEP contributions. Maria requested that the committee maintain the current SEP contribution rate at 14% and opened the floor for discussion. Committee members noted that the projected savings from a reduction were minimal and recommended maintaining the current contribution rate, provided the organization remains within budget. Maria advised the committee that an update would be provided in December. It was further noted that employees have not received annual salary increases in recent years. In previous years, employees were granted an additional five days of paid time off (PTO) in lieu of salary increases. A request was made to provide employees with an additional five days of PTO for the upcoming year. It was noted that this adjustment would not have a budgetary impact. Committee members expressed support for the proposal.

Executive/Finance Committee Recommendation to the Full Board

The proposed budget was developed based on maintaining the four-day work week for the three administrative employees and retaining the SEP contribution rate at 14% for all employees during PY26. FY27 will begin in October. The legislation votes on the FY appropriations in October. We sent an email to the state, that came back vague, which said it was appropriated for WIOA. Should federal funding levels change, budget adjustments may be required. Maria reviewed several cost-saving measures implemented to assist with administrative expenses. Certain expenditures previously funded by the organization have been reduced or eliminated for the coming year. Carryover funds from accounting services were reallocated to payroll expenses. The State has also covered costs associated with several required conferences. Two staff members attended a youth conference at the States expense, and another staff member recently attended a separate conference. Funding remains budgeted for attendance at the required Federal conference in August, as mandated by the DOL. Maria discussed that the bulk of our training dollars are in the Dislocated Worker funding stream. At the upcoming board meetings, we will be requesting a transfer, when needed, of approximately \$300,000.00 to the adult funding stream to support participant training needs. We are currently estimating our carry-over amount. Our close out is in September, which will tell us our final carry-over amount.

Approval of Proposed PY26/FY27 WIOA Budget & Personnel Issues – VOTE

Kathy Wagner motioned to approve the proposed PY26/FY27 budget as presented, with the understanding that adjustments may be made later in the program year if necessary. Anetta Johnson seconded the motion. No opposition.

COMMENTS FROM THE FLOOR

Discussion was held regarding the Workforce Pell Grant program. It was noted that participants who qualify for Workforce Pell funding will be required to utilize those funds before accessing WIOA training funds. Participants will be counseled regarding eligibility requirements, and those who qualify and select an eligible training program will be directed to pursue Workforce Pell funding prior to receiving WIOA-funded training assistance.

ADJOURNMENT

The Executive Committee's recommendations will be presented to the full Board. Joe Second and Kathy Wagner will attend the Full Board meeting to present the committee's recommendations.

TO BE APPROVED BY THE EXECUTIVE BOARD ON June 11, 2026

Maria advised Joe that Board recertification documents required by the State will need to be signed at the next Full Board meeting.

Kathy Wagner made the motion to adjourn the meeting at 11:29 a.m.

FUTURE MEETING DATES

FULL BOARD MEETING

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BOARD MEMBER APPROVAL: _____

DATE: _____