REGION VI WORKFORCE INVESTMENT BOARD
Full Board Meeting
Marion County Convention & Visitors Bureau, WV
March 12, 2026, 10:30 AM – 12:00 PM
"REVISED" AGENDA

1. **CALL TO ORDER**

2. **INTRODUCTIONS (Guests)**

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

4. **Conflict of Interest Statements – Due Annually**

5. **OLD BUSINESS**
   A. One Stop Operator – Updates – Statewide Standardized MOU coming soon.
   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. Workforce West Virginia – Regional Spot Monitoring Report
   E. PY25/FY26 Budget – Approval Clarification
   F. Transfer of DW funds to Adult – Update

6. **NEW BUSINESS**
   A. Board Renewals – None
   B. Board Resignations – Robert Mollohan, Michael Bombard, Stacy Downey
   C. Board Composition Explanation
   D. New Appointments – Andrew Curtis (MHI RJ) & Annetta Johnson (AR Contracting) - **VOTE**
   E. Nomination & Approval for new Vice Chair (must be from business) - **VOTE**
   F. New Youth Committee Appointments – Annetta Johnson & Anne Mezzanotte - **VOTE**
   G. New State Oversight & Monitoring Policy – Discussion – Regional Revisions
   H. RFP Review and Evaluation Discussion – Youth Program Contract & Case Management Contract
   I. Youth Committee Recommendation for PY26 Youth Program Contract– **VOTE**
   J. Evaluator's Recommendation for PY26 Assessment & Case Management Contract – **VOTE**
   K. PY26/FY27 Budget Concerns / Board Guidance - **VOTE**
   L. Staff Reports
      a. Executive Director Report – Staff AI Usage Policy & Trainings, Personnel Updates, Financial Updates
      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**

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

REGION VI
WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
March 12, 2026

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

Introduction: New Member Jamie Parker with Community Care WV was welcomed.

Welcome/Roll Call:
The board members attending in person are Joseph Second, Kathy Wagner, Annetta Johnson, Jason Roberts, John Daniels, Jamie Parker. Representing Region VI were Maria Larry and Samantha Morris. The board members attending via video conference are Terri Villain, Brian Greynolds, Diane Heldreth and Jason Carr. Michael Callen and Anne Mezzanotte gave proxy to Kathy Wagner. Board members absent are Jason Fridley, Brandon Tenney, Rick Rock, Michael Ruffing, Toni Veltri, and Dr. Michael Waide.

A quorum was established.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:
Agenda for March 12, 2026
December 11, 2025, Full Board Meeting Minutes
Youth Program Evaluations and Comments
Assessment & Case Management Program Evaluations and Comments
Financial Report through February 2026
Rapid Response Report for February 2026
OJT February 2026
Performance Report
Unemployment Data for December 2025
Meeting Schedule for July 1, 2025, through June 30, 2026

APPROVAL OF MINUTES -VOTE
Jason motioned to approve the December 2025 Full Board meeting minutes as presented. Annetta seconded. **The motion carried.**

Conflict of Interest Statements:
All Conflict of Interest (COI) statements have been signed and returned. COI statements require annual signatures each September. Amy Hall will send an email with a link to a short state-required training video. Maria requested that everyone watch the video and submit the COI training attestation form.

OLD BUSINESS:

One Stop Operator – Update
All seven regions have their own MOU. The State Workforce Office is exploring a standardized MOU for all regions, with the option for regional addendums. The timeline for the standardized version is unknown. As the current MOU expires June 30, we will proceed with our own renewal until we are advised to amend it.

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

The SNAP E & T Program period runs from October- September. In September we signed and submitted all the required paperwork. In December, we reported that the signed grant had not yet been received. The signed grant, in the amount of $135,555.00 was received on January 16, 2026.

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

For approximately the last 18 months we have been updating the board on HRDF, Inc. and the improvement plan implemented for their organization. Monthly monitoring's were initiated, HRDF staff received in-house training and attended statewide training, staff removals were recommended, and a formal improvement plan was provided. In April 2025, most of the staff were replaced, with one original staff member remaining. Biweekly TIDBITS meetings are held to address concerns, errors, and provide guidance in addition to monthly file and case note monitoring by the WDB staff. Some progress has been made, and it is noted that it can typically take about a year of intensive training and experience for staff to fully develop a strong understanding of the programs.

Workforce West Virginia- Regional Spot Monitoring Report

A random list of participant files, including all eligibility documents, was requested to be uploaded into the MACC, followed by a spot-check monitoring review from the state. A report from this review was received in January, and a technical assistance meeting with the state was requested. Several items noted in the report have already been addressed, and a meeting was held last week to clarify requirements and confirm that the corrective actions taken meet state expectations. The reviewers acknowledged the significant workload carried by the career planners, and no critical findings were issued.

One example discussed involved documentation practices that began during COVID-19, when an administrative memo from the U.S. Department of Labor allowed programs to avoid administrative barriers for participants who could not obtain documents such as a birth certificate. At that time, a printed profile screen from the MACC was accepted as proof of residency. As there was no formal notice discontinuing this practice, it continued until this report was received. The career planners were then immediately updated on the current documentation requirements.

Board members who wish to review the monitoring report may email Maria and she will forward a copy. A second spot-check monitoring review is currently underway, and another report may be received by the end of the month. Maria will continue to keep the Board updated. The Workforce West Virginia monitoring will continue to occur on a quarterly basis.

PY25/FY26 WIOA Budget – Approval Clarification

Maria wanted to make clarification regarding the PY25/FY26 budget. In June of last year, we had not yet received a budget from the state. As a result, a preliminary draft was developed based on historical funding levels and then reduced by 10%. The Board approved this preliminary draft.

In September, the state provided budget figures; however, due to the potential government shutdown, there was concern for the budget to change. In December, the state confirmed approval of the same figures that had been provided in September. Maria clarified that because the numbers did not change, the Board's vote in September remained valid and an additional vote in December was not required.

Transfer of DW funds to Adult- Update

In December the board approved a transfer of up to $300,000.00 from Dislocated Worker funds to Adult funds. At this time, no funds have been transferred.

One stipulation is to ensure that sufficient DLW funding remains available to address any unforeseen major dislocations. Currently, there is a major dislocation in Tucker County with Mettiki Coal which is affecting more than 200 employees. There is a rapid response meeting on March 18, 2026. Until we have a better understanding of the situation and any potential needs related to this dislocation, we will hold off on making the transfer.

NEW BUSINESS:

Board Renewals – None

There are no board renewals at this time.

Board Resignations- Robert Mollohan, Michael Bombard, Stacy Downey

Maria reviewed the board resignations with the board members. The board is currently at 55% business, workforce partner at 22%, and 2 labor representatives. Recertification is required, with submission due in June to maintain compliance.

Board Composition Explanation

With the resignation of a couple of board members, our board was out of compliance. Guidelines specify that 51% of members must be from business, with at least 20% from workforce organizations (e.g., Jason), we must have one representative from economic development, higher education, or career and technical education, and at least two labor representatives. Outreach was made to LEOs to identify new members. Annetta was initially at risk of being dropped but was reclassified as a business member due to her and her husband's business ownership. One resignation included the appointment of a successor. With these changes, the board remains in compliance. We are required to have our board be certified by the governor, Maria will request the LEO's to continue to look for business representatives; we could fall out of compliance if there are any more resignations.

New Appointments- Andrew Curtis (MHI RJ) & Annetta Johnson (AR Contracting)- VOTE

Maria presented Andrew Curtis and Annetta Johnson for consideration for appointment to the board representing business. Kathy Wagner made the motion to appoint Andrew Curtis and Annetta Johnson. John Daniels seconded the motion. The motion carries for both appointments.

Nomination & Approval for new Vice Chair (must be from business) VOTE

Annetta Johnson was nominated to serve as Vice Chair of the board. Jamie Parker made the motion to appoint Annetta Johnson as new Vice Chair. John Daniels seconded the motion. The motion carries.

New Youth Committee Appointments- Annetta Johnson & Anne Mezzanotte– VOTE

Maria presented Annetta Johnson and Anne Mezzanotte to be appointed to the Youth Committee. John Daniels made the motion to approve Annetta Johnson & Anne Mezzanotte to the Youth Committee. Kathy Wagner seconded the motion. The motion carries.

New State Oversight & Monitoring Policy- Discussion- Regional Revisions

The state requested that we revise our Oversight and Monitoring Policy. Maria will update the policy to incorporate missing elements, including a requirement that every contractor complete a risk assessment checklist provided by the state. Contractors scoring high on the risk assessment only have the minimum monitoring, which is once a year. Contractors with a medium level score will be required to have monitoring twice a year and those with a low score will require quarterly monitoring. Once the draft is complete, it will be reviewed by the Policy Committee and released for public comment. The draft must be submitted to the state by April. Maria noted that this will only be a draft, as the Board does not meet until June. We will bring a final policy to the board in June for approval. The state requires this update to address their DOL corrective actions.

RFP Review and Evaluation Discussion- Youth Program Contract & Case Management Contract

Historically, we have only had one contractor, HRDF, Inc., bid on our Assessment and Case Management, One Stop and Youth contract over the past 10-15 years. Last year, the state issued a new procurement policy, requiring us to solicit, advertise, and make sure we did our due diligence to get at least 3 organizations to show interest in the contract and ultimately bid or provide an explanation for not submitting a bid. Maria called other regions to inquire who they use. In total, we received 4 entities interested in the Youth contract and 3 entities for Case Management. Not everyone showed up at the bidder's conference and ultimately only 2 proposals were submitted for the Youth program contract and 2 proposals for the Assessment and Case Management contract. The two companies that submitted proposals were HRDF, Inc. and Ross Innovation and Employment Solutions. Ross provides Youth Services in the Beckley area and Career Management in Parkersburg. Three WDB members volunteered to review and evaluate all proposals. The Youth Committee were given the rankings, scores and comments of the proposal evaluations during their meeting yesterday to vote on their recommendation for the youth contract for the board. Annetta was at the youth committee meeting but was unable to vote due to not being officially placed in that position at that time, however, she was able to provide feedback.

Youth Committee Recommendation for PY26 Youth Program Contract- VOTE

Maria provided the board with the Youth Program evaluations and comments for Ross and HRDF. The Youth Committee met yesterday to determine their recommendation, which is being brought to the board today. Maria read the youth committee motion to the board members. Julie Sole made a motion to recommend Ross innovative Employment Solutions (RIES) for the WIOA Out-of-School youth contract based on evaluator scores and proposal strength. Courtney Lambert seconded the motion, and Angela Inglese supported the recommendation. Motion carried. The Youth committee agreed to forward the recommendation to the Full Board and LEO Board for final approval.

Board members asked questions regarding the budgets included in the proposals. Maria stated the final budget is not known yet; however, the anticipated budget was provided to each company at the bidder's conference. All bidders were informed that the final budget, expected in July, could be higher or lower than the estimated amount. Maria noted that there may be a need to negotiate the budget, as we cannot exceed the final approved amount. She clarified that while the Youth Program cannot be awarded to a for-profit company, Case Management services may be contracted to a for-profit entity.

Board members asked if Maria had consulted with other the other Region that currently utilizes Ross as their youth management. Maria states that the other region is happy with the way Ross provides services but noted HRDF has programs across the state as well. Maria states they are probably pretty close to the same in their knowledge and experience. One reviewer of the proposal stated that Ross came out a little higher in points. It was noted that Ross did have to provide a transition plan in their proposal and will consider, based on our recommendation, offering current career planners a position with their company.

Kathy Wagner moved to take the Youth Committees recommendation to approve Ross for the PY 26 Youth Program and recommend the approval to the LEO Board. John Daniels seconded. The motion carries without opposition.

Evaluator's Recommendation for PY26 Assessment & Case Management Contract- VOTE

Unlike the Youth program, there is no committee designated for Case Management. Board members were each provided with an Assessment and Case Management Program Evaluations and Comments sheet for review. It was noted that HRDF received a perfect score from Evaluators #1 and #2 but was rejected by Evaluator #3. Kathy stated that the proposal met compliance requirements; however, attention to detail appeared to be lacking in certain areas of HRDF's submission. Jason, evaluator #3, explained that the rejection resulted from a misunderstanding of the evaluation instructions. He stated that all required elements were present in HRDF proposal, but felt the proposal lacked sufficient detail regarding how the organization would conduct internal monitoring. Jason also noted that he did not see where HRDF addressed issues that have been observed over the past 18 months. He indicated that he was more satisfied with Ross' proposal regarding internal monitoring and the level of detail provided. Board members questioned the length of the contract. Maria explained that the term is one year, with the option for renewal for up to three additional years, and that the contract must be presented to the Board annually. The Board also inquired about the budget. Maria clarified that the companies were not informed that budget would be a factor in the decision-making process. A board member noted that the Board does not want program services to decrease and emphasized the importance of maintaining services at the current level. Maria further noted that HRDF has historically been allocated a set budget each year and rarely utilizes the full amount, with the remaining funds typically carried over into the following year. It was suggested that this may be due to lower personnel costs or other expenses compared to the other entity. Maria also noted that Ross operates as a for-profit organization.

The Board discussed that the score from the third evaluator lowered the overall evaluation score for HRDF. Board members discussed the options further and stressed that they would recommend approval for one year and would require updates from the staff over the course of the year to determine whether to act upon the option for renewal next spring or whether to do another RFP. Kathy Wagner motioned that the PY26 Case Management Contract be awarded to HRDF and that the recommendation be sent to the LEO Board for final approval. John Daniels seconded the motion. The motion carried without opposition.

PY26/FY27 Budget Concerns/Board Guidance- VOTE

At the previous board meeting, concerns were raised regarding the administrative budget. The Fiscal Director has reviewed our budget and reported that, based on current projections, we should be able to operate through August with the funds currently available. It was noted that the state has historically experienced delays in distributing new program year funds, which is not necessarily their fault.
Administrative funds mostly support the salaries of Maria, Micki and Samantha. Maria noted that the Department of Labor closely reviews job descriptions, and that she has recently assumed some duties normally performed by Amy whose title is Program Manager, resulting in a decrease in administrative charges; Maria's title, however, does not allow significant charges to program funding.
Maria is requesting guidance from the Board regarding possible cost-saving measures to reduce the overall administrative expenditures for the upcoming quarter and the upcoming program year. Options discussed included temporarily transitioning to a four-day work week, which has been discussed with employees, reviewing the structure of health insurance contributions, and the contribution percentage to SEP. It was noted that Maria currently follows the state salary scale for determining staff's contribution to health insurance premiums, but the Board could consider alternative structures. Maria also noted that some adjustments have already been made throughout the year, including charging allowable time to program activities, the departure of Tracey, and bringing bookkeeping services in-house.
Kathy Wagner recommended having the Executive and Finance Committees meet with Maria and develop recommendations for the Board. Maria requested that the matter be addressed as soon as possible. Kathy Wagner made a motion to seek guidance from the Executive and Finance Committees to review the administrative budget and develop recommendations for the Board. Jamie Parker seconded the motion. The motion carried with no opposition

Staff Reports:

Executive Director Report – Staff AI Usage Policy & Trainings, Personnel updates, financial updates

Amy has two family members who are very ill and she is their only caregiver and consequently been away from the office more than usual. During her absence from the office, staff members are temporarily absorbing some of her duties (i.e. Maria has never had to take on RFP's). Amy has accrued plenty of sick leave as she has been with Region VI for over 20 years.

Maria has put together an AI policy, as recommended by our auditors. The staff has been asked to take an introduction to AI training as recommended by policy. It was noted that Goodwill offers free online training through Coursera that staff has utilized.

As was previously stated, Maria is concerned about the Administrative budget, especially if the Region gets a cut in funding for the upcoming program year.

Community Outreach Report – Handout

This was accidentally left on the agenda. As Tracey is no longer with us, there is no report to be given.

Financial Report – Handout

Maria reviewed the financial report with the board. We run two program years at one time. The first page reflects our total admin. Remaining amounts for each program we run are included. Maria advised board members to review the contractual expenses. The youth contract has $279,000.00 left.

Rapid Response Staff Report– Handout

Our One Stop Operator has responded to a few recent rapid responses. The coal company shutdown is not included in this report because the state took the lead in providing Rapid Response.

On-The-Job/Incumbent Worker Training Report– Handout
Not as many OJT Contracts as last program year.

Performance Report – Handout
Everything that is input into the statewide data system (MACC) is calculated quarterly into the performance report.

Unemployment Data – Handout
The December 2025 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, provided.

COMMENTS FROM THE FLOOR: House bill 4594; saw no movement in legislature as per Kathy Wagner. Session ends on Saturday.

ADJOURNMENTS: John Daniels made the motion to adjourn the meeting at 11:53 am.

BOARD MEMBER APPROVAL: ____

DATE: ____