REGION VI LOCAL ELECTED OFFICIAL BOARD – "REVISED" AGENDA
Region VI Workforce Development Office – 17 Middletown Road, Whitehall, WV
March 13, 2026
11:00 am – 2:00 pm

1. **CALL TO ORDER**

2. **WELCOME TO MARION COUNTY (Introductions)**

3. **APPROVAL of December 12, 2025, LEO 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. New State Oversight & Monitoring Policy – Discussion – Regional Revisions
   - F. RFP Review and Evaluation Discussion – Youth Program Contract & Case Management Contract
   - G. Youth Committee Recommendation for PY26 Youth Program Contract– **VOTE**
   - H. Evaluator's Recommendation for PY26 Assessment & Case Management Contract – **VOTE**
   - I. PY26/FY27 Budget Concerns – Full Board Guidance
   - J. Reconciliation/Financial Statements Available for Review – **VOTE**
   - K. Staff Reports
     - Executive Director Report – Staff AI Usage Policy & Trainings, Personnel Updates, Financial 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 BY THE LEO BOARD ON June 12, 2026

REGION VI
WORKFORCE DEVELOPMENT BOARD
LEO BOARD MEETING MINUTES
March 13, 2026

The meeting was called to order at 11:03 AM by Chair Ernie Vangilder.

Introductions: No guests.

Welcome/Roll Call:
The board members attending in person are Ernie VanGilder, Toni Veltri, Danielle Trimble, Anne Bolyard, Susan Thomas, and Tim Bowen. Representing Region VI were Maria Larry and Samantha Morris. Doug Bush gave proxy to Toni Veltri. Brent Boggs and Rod Wyman gave proxy to Ernie VanGilder. The board members absent are David Straight, Jacqueline Hashman, Jim Malfregeot, Jeffrey Arnett, Hunter Thomas, David Kesling, and Michael Rosenau.

A quorum was established.

INFORMATION PROVIDED TO EACH MEMBER PRESENT:
Agenda for March 13, 2026
December 12, 2025 LEO 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
Anne Bolyard made the motion to approve the December 2025 LEO Board meeting minutes as presented. Toni Veltri 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)
Maria briefly discussed the SNAP E & T program. She mentioned that the program's age was increased to 64, as opposed to 59. Maria reported to the board of the meeting she and ginny will be attending next week. 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 back on January 16, 2026.

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

HRDF currently runs our one stops, youth program, and case management. 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

The state failed in monitoring all regional offices and the DOL said they needed to update their procedures and policies. We have updated our policies, which were approved by the board in December. Maria went over the quarterly monitoring we are undergoing. We got our first spot monitoring report back in January; there were no findings. Many of the errors and concerns identified through this monitoring date back to a time when different career planners were in place. We asked the state to sit down and do technical assistance with us and were the only region to do so. We were happy with the meeting and technical assistance provided by the Workforce WV staff. There will be new statewide in-person training in May for career planners. Board members who wish to review the monitoring report may email Maria and she will forward a copy.

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 currently.

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 with the Governors office.

Board Composition Explanation

Every 2 years, the governor has to certify our board based on the compliance guidelines. Maria reviewed those requirements with the board. The board is currently in compliance, but Maria requested the LEO board continue to look for business representatives as we could fall out of compliance if there are any resignations in the near future.

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. Tim Bowen made the motion to appoint Andrew Curtis and Annetta Johnson. Susan Thomas seconded the motion. The motion carries for both appointments.

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 Wednesday and determined their recommendation is for Ross to take over the PY26 Youth Program. Maria brought that information to the full board meeting yesterday. After much discussion, the full board moved to take the Youth Committees recommendation to approve Ross for the PY 26 Youth Program and recommend the approval to the LEO Board.. Maria read the youth committee's 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 other parts of the state as well.
Danielle Trumble moved to go with the Youth Committee and Full Board's recommendation to approve Ross as the new Youth Program for PY 26. Anne Bolyard seconded the recommendation. The motion carried.

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

Maria announced that the Full Board made a recommendation to keep HRDF as the Case Management contract for PY26. Unlike the Youth program, there is no committee designated for Case Management. The board was 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. The board questioned how HRDF has been on a long-term improvement plan but received perfect scores from 2 evaluators. It was noted that the evaluation form doesn't leave room for subjectivity. Board members discussed whether HRDF remains the most suitable provider, noting that despite extended time to implement improvements, errors continue to occur. Maria was asked to comment on the level of oversight required. Maria stated that a significant amount of staff time, primarily for one of her employees, is dedicated to ensuring that career planners meet required standards. It was noted that HRDF came in lower with their Case Management budget vs. Ross. Maria noted HRDF has rarely utilized their budget to the full amount and typically have funds remaining which are carried over into the following year. Questions arose if HRDF is aware of carryover, did that influence their decision to submit a lower budget. The board expressed that a lower budget alone should not be the sole determining factor in awarding this contract. Board members emphasized concerns regarding delays in addressing performance issues and discussed how long continued leniency is appropriate when sufficient progress has not been demonstrated. The Board considered the potential challenges associated with transitioning providers. It was noted that Ross' proposal included provisions addressing transition planning and implementation. Ross also allows for our guidance on recruiting current contracted staff. Following extensive discussion, Tim Bowen made the motion to give the Case Management contract to Ross for PY26 term. Anne Bolylard seconded the motion. The motion carried without opposition.

PY26/FY27 Budget Concerns/Board Guidance-

At the previous board meeting, concerns were raised regarding the administrative budget. Micki has reviewed 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 funds, which is not necessarily their fault. The full board made the recommendation to have a financial and Executive merged meeting to receive guidance regarding solutions to the budget. Maria requested Ernie VanGilder to sit in at the Financial/Executive committee meeting to act as liaison between the boards.

Reconciliation/Financial Statements Available for Review- VOTE

Susan Thomas made the motion to approve the reconciliation/financial statements for December 2025, January 2026 and February 2026 as presented. Anne seconded the motion. The motion carried.

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. During her absence from the office, staff members will temporarily absorb some of her duties (i.e. Maria has never had to take on RFP's). Amy has accrued plenty of sick leave and it was noted that she has been with Region VI for more than 20 years.

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

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.

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.

ADJOURNMENTS: Tim Bowen made the motion to adjourn the meeting at 12:27 pm.

BOARD MEMBER APPROVAL: ______________________________

DATE: ______________________________