



**DRAFT**

**Region 1 Executive Committee Meeting**  
Raleigh County WorkForce West Virginia Career Center  
Beckley, West Virginia  
Thursday, February 1, 2018 @ 1PM

**Attending**

Joe Brouse, New River Gorge Regional Development Authority  
Shawn Cook, Adult Education  
Wes Dangerfield, Summers County ARH  
Karen Lobban, Lobban Funeral Home  
Amy New, Stephen P. New Attorney at Law  
Jack Woodrum, Summers County Commission

**Not Attending**

Brett Dillon, UMWA Career Centers  
Mike Lushbaugh, Welch Kentucky Fried Chicken

**Guests**

Angela Henson, R1WDB  
Robin Morgan, R1WDB  
Sarah Sweatte, R1WDB  
Ethan Fox, R1WDB

**Welcome – Angela Henson**

Angie welcomed everyone to the meeting.

She shared with those present her current state with treatments and the steps that are being taken in office to assure things run smoothly when she is out of office. She expressed confidence in the staff that is in place at the Workforce Development Board, and the capabilities of getting things done. Robin Morgan is currently in training and will be overseeing things in the office, in case of Angie's absence.

She shared that there will be double signatures on some of the checks that are sent out. This has been approved before with previous similar circumstances. Robin has been receiving training on the incoming or outgoing payments, so she will be able to help with that approval process as well.

Angie said that there would be calls to the bank in the near future to see about what may be needed for the approval of an additional live signature for checks.

The committee members agreed that this would be a good thing to do, and getting Robin cleared to sign on the checks as well, if needed.

Call to Order – Karen Lobban

Karen called the meeting to order @ 1:07pm.

Approval of Minutes – Karen Lobban

Karen asked those present to look over the minutes from the previous meeting. She asked for a motion to approve the minutes.

Motion: Jack Woodrum

2<sup>nd</sup>: Shawn Cook

The minutes from Executive Committee meeting held on Thursday, November 2, 2017 are approved.

Funding / Fiscal Report – Angela Henson / Ethan Fox

Ethan went over the most recent Fiscal and Grants summary. There was a copy included in each committee member's packet.

There were no questions concerning the report.

Compliance / Audit Reviews – Angela Henson / Ethan Fox

Angie let the committee members know that she would not be attending the Workforce Develop Board (WDB) of Directors meeting on February 15<sup>th</sup> due to treatment. She stated that Derek Godwin of Herman and Cormany in Charleston would be present to go over the audit review.

Ethan Fox said that working with Derek and his staff has been pleasant and seamless. He said that Derek would try to have a full review in-hand by early next week.

Other Business – Angela Henson

Angie shared that the R1WDB staff has been working diligently on the Memorandum of Understanding (MOU) / Infrastructure Agreement. Ethan and Barbara Dawes, as salary employees, have worked many hours over the usual work week, to help meet deadlines. The amount of information that has been gathered and compiled has made a huge impact on the success of the process.

The R1WDB will be audited by the Department of Labor (DOL) to make sure that all MOU/Infrastructure funding agreements are in place. Every region will be audited. Angie said that we are hopeful for good reviews.

The State has requested that a local update to the state plan be completed. The local update is underway and will be sent to the state when completed.

Angie gave an update on One-Stop Operations. Joanna Bare has resigned her position as Career Center Coordinator, and Ross IES is looking to hire a new individual to fulfill that role. Currently Tammie Lilly has taken over those responsibilities.

Robin gave the report on Transitional Jobs (TJ). She was pleased to announce that this is the first TJ report, as this is the first TJ contract that Region 1 has undertaken under WIOA regulations. The individual found placement at Sound Mind, Inc. The business has been very pleased with the work, and will be hiring the individual. The hope is to transition this to an On-the-Job Training (OJT) contract, to help the individual further learn skills and development their job set, while also aiding the company in payment.

Robin said that there is a business in Fayette County that she will be talking to soon about possibly fostering the TJ program.

Robin commended Amanda Williams-Jha on the work that she has been doing with individuals in her role in Career Services/Rapid Response.

Sharon Toney and Amanda have been teaching the "Bring Your 'A' Game to Work" curriculum to the men at Sound Mind, Inc.

Robin thanked Shawn Cook for the partner training in CPR, and for the allowing those at Sound Mind, Inc. to attend. This service was a great example of partnership and outreach that benefited many.

Adult Education has been able to offer assistance with laptops and staff for further training of individuals.

Concerning the civil case of WBC Enterprises v. WORK4WV-Region 1 Inc., there have been no changes currently. Still waiting to hear a ruling.

Angie and Robin have been able to work with Joe Brouse, with New River Gorge Regional Development Authority (NRGRDA), in getting someone hired into the Director position at "the HIVE." They have shared that it has been a great process to be a part of. Angie also offered congratulations to Joe on his new position as Executive Director at NRGRDA.

**Public Comment**

Angie asked if there was any additional public comment or discussion to be had.  
No comments at this time.

Karen asked for a motion to adjourn the meeting.

Motion: Jack Woodrum

2<sup>nd</sup>: Wes Dangerfield

Meeting is adjourned at 1:56pm.

***\*\*Next Meeting Date – Thursday, May 3, 2018\*\****

Respectfully submitted by: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_