

DRAFT

**Region 1 Workforce Development Board of Directors Meeting**

Raleigh County Workforce West Virginia Career Center

Beckley, West Virginia

Thursday, February 15, 2018 @ 10AM

**Attending**

Alan Terry, Pioneer Community Bank

Amy New, Stephen P. New Attorney at Law

Chris Vaught, Vaught Inc.

Jeanette Ratcliffe, Division of Rehabilitation Services

Karen Lobban, Lobban Funeral Home

Wes Dangerfield, Summers County ARH

Dreama Padgett, MountainHeart

Tia Welch, Charleston Job Corps Center

**Attending Via Conference Call**

Allyn Sue Barker, Southern WV Community & Technical College

Okey Smith, WorkForce WV

**Not Attending**

Brett Dillon, UMWA Career Center

Coby Brown, Snowshoe Mountain, Inc.

Dean Stone, Stonepointe, Inc.

Kristi Atha-Rader, Fayette Awning & Glass, Rainelle Medical Center

Mike Lushbaugh, Welch Kentucky Fried Chicken

Tammy Jordan, Fruits of Labor, Inc.

Phil Bostic, LIUNA Local #1182

Shawn Cook, Adult Education

Joe Brouse, New River Gorge Regional Development Authority

Chris Groves, Columbia Forest Products

**Guests**

Alyssa Querrey, ROSS IES

Billie Jean Calvert, ROSS IES

Wade Coffindaffer, ROSS IES

arah Sweatte, R1WDB

Bridgit Arnold, R1WDB

Kari Cutshaw, R1WDB  
Amanda Williams-Jha, R1WDB  
Toni Mitchem, R1WDB  
Robin Morgan, R1WDB  
Ethan Fox, R1WDB  
Derek Godwin, Herman & Cormany

**Welcome – Robin Morgan, Business Services Manager**

Robin Morgan welcomed everyone to the meeting. She preceded to read a letter that was sent from Angie Henson, Executive Director at the R1WDB, that she sent in her absence.

**Call Meeting to Order – Karen Lobban, Chair of the WDB of Directors**

Karen Lobban called the meeting to order at 10:05am.

**Compliance / Audit Review – Ethan Fox, Fiscal Manager and Derek Godwin, Auditor with Herman & Cormany**

Ethan Fox introduced Derek Godwin, of Herman & Cormany.

Derek presented the information from the completed audit. He provided a copy to each board member of a draft of the Financial Statements and Supplementary Information.

Derek went over the draft audit review, explaining the numbers and reasoning behind them. He also explained that there were brief changes in the financial statements for a better representation of the records and financials.

Karen asked how often would the auditing need to take place in the future. Derek answered that although it would be possible to do it every two years, the safest measure is to do annually.

Derek also provided a copy of the 990 for the R1WDB. The numbers in the audit are the same and reflect the numbers on the financial statements.

He asked if there were any questions or concerns with the audit review or the 990.  
No questions or concerns at the time.

Since there were no questions or issues with the review, Derek stated that he and his associates would finalize the financials and send it to the IRS.

**Approval of Minutes – Karen Lobban**

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

Motion: Tia Welch

2<sup>nd</sup>: Amy New

The Workforce Development Board of Directors meeting minutes from Thursday, November 16, 2017 were approved.

### Funding / Fiscal Report – Ethan Fox

Ethan went over the numbers on the fiscal and grants summary with the board. The summary was also included in the board packets.

Dreama Padgett asked about the allocation of administration costs. Ethan explained that each month each employee of the R1WDB must complete an allocation form, showing what hours worked go in which program. The allocation form is then turned into the supervisors, then goes to management.

### Program Updates

Alyssa Querrey presented the reports for the Career Connection program. She covered the numbers for In-School (IS) and Out-of-School (OS) youth. She also recapped the events that took place that the youth and staff had participated in since November.

Billie Jean Calvert, of ROSS IES, went over the numbers for the program that were provided in the packet.

Sandi Moore, Information Specialist, went over the report for One-Stop Operations. She said that currently there are more looking for work than registering for unemployment. She shared that a new Career Center Coordinator has been hired and will start on Monday, February 26<sup>th</sup>.

Amanda Williams-Jha went over the Rapid Response (RR) update. She said that there have been a few RR meetings take place – some in person, some over the phone, and some after the business has closed.

Robin updated those present about Transitional Jobs (TJ). The first TJ contract was successfully completed by an individual working with Sound Mind, Inc. The individual not only completed the program, but has also gained employment with the company. An On-the-Job Training (OJT) contract was developed to aid in paying the salary for the individual as they continue further job training and building necessary skills.

Dreama asked what the TJ program is and who would qualify for it. Robin explained the definition of Transitional Jobs (under WIOA), who is eligible, the length of the program, and the benefits to that certain population in southern West Virginia.

Robin shared information on the On-the-Job Training (OJT) program. Currently, the R1WDB has its 4th OJT contract underway. There was also another successful OJT contract under the Sector Partnership National Dislocated Worker Grant (SPNDWG).

The first Local Plan (under WIOA) was submitted in 2016. The State requested a progress report on that plan last week. The update was completed and submitted on time.

Kari Cutshaw shared with the board that the submission of the updated Memorandum of Understanding (MOU)/Infrastructure Agreements has been completed. The work included much work both internally and externally, with the involvement of most of the partners – Core, Required, and Additional.

### Other Business

Concerning the civil action case of WBC Enterprises v. WORK4WV-Region 1 Inc., there are no changes at this time. Still waiting for a ruling.

Jeanette Ratcliffe asked if there was any progress on the security system being installed in Mercer County that had been discussed in previous meetings. Kari answered that there had not been a definite timeframe for installation at this point. Alan Terry added that the payment for the system was sent, but got to the wrong address. The payment had been resent to the appropriate address. Kari said that once everything is received and in place, the installation should proceed.

Jeanette also asked about the alert in the new phone system that is now in place. Since the Division of Rehabilitation is the only agency in the building with an entirely different phone system, she would like for the gentleman who takes care of their phone system to look at how the other system works to see if they can connect them in some way for emergency purposes. Kari said that she would get the contact information for Jeanette.

There was no further discussion at the time.

Karen asked for a motion to adjourn the meeting.

Motion: Wes Dangerfield

2<sup>nd</sup>: Amy New

Meeting is adjourned at 10:52am.

***\*\*Next Meeting: Thursday, May 17, 2018 – Time and Place TBD\*\****

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

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