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

Raleigh County Workforce West Virginia Career Center

Beckley, West Virginia

Thursday, November 16, 2017 @ 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  
Okey Smith, WorkForce WV  
Phil Bostic, LIUNA Local #1182  
Shawn Cook, Adult Education  
Wes Dangerfield, Summers County ARH

### **Attending Via Conference Call**

Allyn Sue Barker, Southern WV Community & Technical College  
Chris Groves, Columbia Forest Products

### **Not Attending**

Brett Dillon, UMWA Career Center  
Coby Brown, Snowshoe Mountain, Inc.  
Dean Stone, Stonepointe, Inc.  
Dreama Padgett, MountainHeart  
Kristi Atha-Rader, Fayette Awning & Glass, Rainelle Medical Center  
Mike Lushbaugh, Welch Kentucky Fried Chicken  
Tammy Jordan, Fruits of Labor, Inc.  
Tia Welch, Charleston Job Corps Center  
William Baker, New River Gorge Regional Development Authority

### **Guests**

Jayne Arndt, ROSS IES  
Wade Coffindaffer, ROSS IES  
Sarah Sweatte, R1WDB  
Kari Cutshaw, R1WDB  
Amanda Williams-Jha, R1WDB

Ashley Hedgepeth, R1WDB  
Sherry Demyan, R1WDB  
Joanna Bare, ROSS IES  
Derek Godwin, Herman & Cormany  
Robin Morgan, R1WDB  
Barbara Dawes, R1WDB  
Ethan Fox, R1WDB

**Welcome – Robin Morgan**

Robin welcomed everyone to the meeting.

**Call Meeting to Order – Karen Lobban**

Karen asked that introductions be made.

Meeting is called to order @ 10:07am.

**Compliance / Audit Review – Ethan Fox and Derek Godwin**

Ethan introduced Derek Godwin, of Herman & Cormany CPAs, to present the information from the R1WDB's Compliance Audit.

Derek said that there will be a good report on the audit. The findings were miniscule. He briefly explained what those findings were (concerning liability and benefits, and fixing reinstatement that should be ready in couple weeks).

Derek took the time to answer any questions that the board had. There will be a draft of the results ready for review at the next board meeting in February 2018.

No further discussion or questions at the time. Karen thanked Derek for the oral report and the timeliness of the audit review.

**Approval of Minutes – Karen Lobban**

Karen asked that those present look over the minutes from the previous Workforce Board of Directors meeting that was held on Thursday, August 18, 2017.

Karen asked for a motion to approve the minutes.

Motion: Phil Bostic

2<sup>nd</sup>: Alan Terry

Minutes were unanimously approved.

**Transitional Jobs – Robin Morgan**

Robin presented information on Transitional Jobs (TJ). She took the time to explain what TJ is and how an individual may be eligible for this particular program under WIOA. Region 1 is one of the first to have an individual in the process of TJ. The contract will be with Sound Minds in Raleigh County, and the individual (who is from Wyoming County) will be starting Monday.

The individuals who are in the TJ program will work closely with Amanda Williams-Jha, who is over Career Services and Rapid Response. The aiding of the individuals will also rely heavily on working with mandated partners to help the individual and program to be as successful as possible.

Robin drew attention to the packet and the information provided to the board on TJ.

There was much positive feedback on TJ and concerning partnerships and getting potential clients for the program.

Karen asked for a motion for the Transitional Jobs Supportive Services Payment Services.

Motion: Wes Dangerfield

2<sup>nd</sup>: Jeanette Ratcliffe

The board was in full support of the Transitional Jobs program.

### **Appointment of New Youth Committee Members – Karen Lobban**

Karen went over the new Youth Committee appointments:

- Robyn Bartlett
- Rick Beckwith
- Sherri Morgan

These individuals have been contacted and have accepted the nominations. They will be acting as Youth Committee members starting in the new year.

### **Funding / Fiscal Report – Ethan Fox**

Ethan went over the funding and fiscal information with the board.

The R1WDB received its second allocation of funds for fiscal year (FY) 2018. This was one of the quickest receiving of second funds to dates. Behind receiving that, there was also a reduction letter. The reduction amount was approximately \$12,000. The amount is small in comparison to the larger sum received.

Ethan went over the fiscal and grants summary. He went over the information as the board looked over the copy of the report in their packet.

There were no questions or comments concerning the funding report.

### **Break in the Meeting**

Tammie Lilly asked for a brief pause in the meeting to have the students from Independence High School who are currently working with the Division of Rehabilitation Services (DRS) step in for a moment. Introductions were made, and Tammie explained the type of work they would be doing. The board commended the students and thanked them for their work.

### **Program Updates**

Jayne Arndt presented a slideshow that Career Connections staff and youth participants had made to inform the board(s) of the work that was being done in and with the program, and the most recent updates for the youth program.

When the presentation was finished, Tammie asked if there were any questions with the programs update. No questions or concerns at this time.

Tammie shared that the Veterans' Day Parade, which Career Connections staff and youth participated in, went very well, and the float was amazing. The photos that were on the float were donated by those in the program, staff, and other individuals.

Joanna Bare went over information concerning One-Stop Operations and how the process has been working with partners and collaboration. She explained what "Opportunities in Action" (OIA) meetings are and their importance. She also went over monthly reports for the centers for the month of October 2017.

Joanna stated that there are Weekly Updates that are sent out by the Information Specialists, and if anyone present would like to be included in those each week, please let her know.

Joanna shared that currently she is working with some of the R1WDB staff on infrastructure reports and Memorandum of Understanding (MOU).

One of the imminent projects currently underway is setting up signage, creating a customer friendly environment, and common areas.

The implementation of safety protocols for the One-Stop centers has been discussed and is underway. The need for systems to be in place in case of emergencies of any kind is important for the safety of employees in the centers and customers. The process is premature, but gaining a bit of momentum.

Barb Dawes said there is a way to send a notification via the new phone systems to alert partners simultaneously. She has already looked at other options for systems as well.

Wes Dangerfield suggested getting a company to come in and do a security analysis, figuring out what the best system may be.

There has been ongoing training for safety and dealing with difficult customers and situations.

Sherry Demyan, Data Entry Specialist for the R1WDB, went over the WIOA reports concerning Individual Training Accounts (ITAs), Carryover, and Service Activity. She said that it was discussed in the past Service Providers meeting that the most in-demand fields as of now are: CDL, LPN, and RN.

Ashley Hedgepeth went over the reports for the Sector Partnership National Dislocated Workforce Grant (SPNDWG), explaining what the program is and how it works. The SPNDWG ends in June 2018, so locating as many individuals as possible to use those funds is currently underway. The goal is 130 students. The grant is used specifically for community and technical school and is only for specific courses. If students are not eligible for SPNDWG, then they are turned over to an advisor that deals with a different funding stream under WIOA.

Amanda Williams-Jha, Careers Services/Rapid Response Coordinator for the R1WDB, said that there has been 7 Rapid Response (RR) services (including meetings, packet drop-offs to businesses, etc.) provided since the end of September. There have been a lot of services provided after the fact of closings. In the packets at RR events, there is information provided on what is available at the WorkForce Career Centers, and resources that could help dislocated workers and their families.

Robin went over the On-the-Job Training (OJT) report and explained what OJT is and how it works for those who may not know. She provided a handout to those present.

