



A proud partner of the AmericanJobCenter® network

**Region 1 Executive Committee Meeting**  
Raleigh County WorkForce West Virginia Career Center  
Beckley, West Virginia  
Thursday, August 2, 2018 @ 1PM

**Attending**

Shawn Cook, Adult Education (Conference Call)  
Karen Lobban, Lobban Funeral Home  
Amy New, Stephen P. New Attorney at Law  
Jack Woodrum, Summers County Commission

**Not Attending**

Joe Brouse, New River Gorge Regional Development Authority  
Brett Dillon, UMWA Career Centers  
Mike Lushbaugh, Welch Kentucky Fried Chicken  
Wes Dangerfield, Summers County ARH

**Guests**

Angela Henson, R1WDB  
Betty Bennett, R1WDB  
Ethan Fox, R1WDB

**Welcome – Angela Henson**

Angie welcomed everyone to the meeting.  
She shared with those present the Workforce Development Office has been very active and busy as you can tell by the handouts in the packet.

**Call to Order – Karen Lobban**

Karen called the meeting to order @ 1:12pm.

**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 Combined Board meeting held on Thursday, May 17, 2018 are approved.

**Policy-** Angie Henson

**R1WDB Policy Letter #17 I Federal Funding Language (copy provided in packet)**

Angie went over the letter explained it was just a draft and she would like everyone to look over it to approve and then she would send on to the state.

Jack Woodrum made the motion to approve.

Shawn Cook – 2<sup>nd</sup>.

Draft letter was approved to be sent.

**Grant Extension Request** – Angie Henson / Ethan Fox

**The Hive** – Angie stated that Judy Moore, WV Hive Director, has requested an extension for funding for rental and new phone systems. They had not spent the allocated money this past year. Ethan went over the profit and loss handout that was included in packet. Jack stated that they had been slow using the money due to reorganization and new hires. Angie did not foresee a problem including Summersville.

Jack Woodrum made a motion to approve.

Shawn – 2<sup>nd</sup>

The extension was approved.

**Funding / Fiscal Report** – *Angela Henson / Ethan Fox*

**PY18/FY19 Funding Update-** Ethan stated that he had sent an email about the PY18/PY19 funding and received word that the State overall has had a cut in funding but still as of today have no final amount to confirm. According to his calculations, amount should be about the same.

**Additional Funds PY17/FY19** – A copy of the letter from Russell Fry, Executive Director, approving funds is included in packet. Ethan went over the letter and stated that there was a \$20.00 mistake in the amount and Angie had contacted them for a corrected letter but the same letter was emailed back with correct amount circled by Mr. Fry's signature and his initials added.

**Rapid Response Funds Received PY18** – Angie submitted the request and has received award letter which a copy of letter is included in packet.

**Fiscal and Grants Summary** – Ethan Fox

Ethan went over the most recent Fiscal and Grants summary. There was a copy included in each committee member's packet. Ethan also stated that there may be an option to transfer money from Dislocated Workers Money to Adult Workers Money. A request will be sent in to be approved.

Angie and Ethan stated that funding is slow this year coming in and previously has gone as far as the month of December before seeing funding, but Ethan is making requests for funding and usually there is a 14day turnaround for money to be deposited into account.

**Compliance / Audit Reviews** – *Angela Henson / Ethan Fox*

**State Compliance Review 2016 – copy included in packet**

**State Compliance Review 2018 - copy included in packet**

Angie went over the reports highlighting concerns from the findings of the review:

. An Audit report was not received for the year 2016 and when she had contacted them for a report, was told no problem, but when the State Audit came around and requested the report and did not have it, caused the review to go back for 2 years.

- . Youth Finding (Ross, ISS.) – Case Management Errors. Copy included in packet.
- . Cost of Allocation Time Sheets – Employees didn't fill out the appropriate programs to which their time was spent. All employees have been retrained on these sheets and understand the correct way to fill out.
- . Supportive Services – wanting more proof that the participants actually need the services and want to track what the participants are spending the money on by possibly bringing in receipts before receiving the money. This is impossible for staff to do and keep up with. More documentation is required and asking participants all the right questions and what money is going to be spent for, gas, child care, transportation, etc. The participants rely on these payments

Angie is very concerned about this and doesn't not want this to change. She is going to talk with other directors in other states to see how they document. She also will be in contact with the state to get direction on how they want the program to proceed the correct way to stay in compliance.

- . Youth Incentive – 10.00 payment - wants the payment go directly to the educational instead of personal use. Angie explained the importance of the participants to be able to use this for personal use for help them to prepare them for employment, such as being able to buy hygiene products to bath and be clean for an interview.

Angie wanted the board to discuss this for a few moments to for their thoughts. All were in agreement that these policies needed to stay in affect as they are.

- . File Documents – finding was documents seemed to be filled out by advisors instead of participants. Advisors fill out forms to have ready for participants to go over and explain to them and for them to sign and the writing is not legible at times and the paperwork has to be plugged in several different places that it makes sense for advisors to prepare ahead of time.

- . Case Notes – always can be improvement in this category

**Other Business – Angela Henson**

**New Performance Goals PY 18/19** – New performance letter is included in packet and Angie stated will be sent out to all subcontractors and advisors.

**Pocahontas County Center Move** – The new office is located in Buckeye, we did want to stay in Marlinton, but at this time was not an option. Angie shared that the office was decent rent price and out of the flood area. Shawn commented that he did approve of the place, which is smaller than the other but will work out. At this time next year when time for lease to be up, we will look at all options again.

**Transitional Jobs Special Request** – Angie explained that the board has been asked to request for special funding to help with the recovery centers we are currently working with as a Pilot program.

**SNAP E&T Program** – The DHHR has asked us to get back into this program.

**Civil Action – WBC Enterprises v WORK4WV – Region 1 Inc.-**

Concerning the civil case of WBC Enterprises v. WORK4WV-Region 1 Inc., a ruling has finally been made and us only paying the one month's rent lease.

**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>: Amy New

Meeting is adjourned at 3:26pm.

***\*\*Next Meeting Date – Thursday, November 1, 2018\*\****

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

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

DRAFT