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## **Region 1 Workforce Development Board LEO Board Meeting**

Raleigh County WORKFORCE WV Career Center  
Wednesday, February 21, 2018 @ 1:00PM

### **Attending**

Bill Archer, Mercer County Commissioner  
David McLaughlin, Pocahontas County Commissioner  
Robert Rappold, Mayor of Beckley  
Matthew Wender, Fayette County Commissioner  
Jack Woodrum, Summers County Commissioner

### **Not Attending**

Jason Mullins, Wyoming County Commissioner  
Kevin Galford, Monroe County Commissioner  
Ron Martin, Mayor of Bluefield  
Ken Altizer, Nicholas County Commissioner  
Woody Hanna, Greenbrier County Commissioner  
Byrd White, Raleigh County Commissioner  
Gordon Lambert, McDowell County Commissioner

### **Guests**

Robin Morgan, Region 1 Workforce Development Board  
Sarah Sweatte, Region 1 Workforce Development Board  
Ethan Fox, Region 1 Workforce Development Board

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

Robin Morgan welcomed everyone to the meeting. She shared that she would be conducting the meeting in Angie Henson's absence.

### **Call Meeting to Order – Jack Woodrum, Chief LEO**

Jack Woodrum called the meeting to order @ 1:02pm.

Jack asked Robin to update those present on Angie's current status while undergoing treatment. Robin shared in brief.

### **Approval of the Minutes – Jack Woodrum**

Jack asked the board to look over the minutes from the previous board meeting.

He asked for a motion to approve the minutes.

Motion: Bill Archer

2<sup>nd</sup>: Matt Wender

All in favor of the minutes; minutes from the Local Elected Officials (LEO) Board meeting held on Wednesday, December 6, 2017 were approved.

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

Ethan Fox went over the most recent print out of the fiscal & grants summary. There was a copy of the summary included in the board packet.

Matt Wender asked that Ethan go over a few of the details of the report a bit more in depth for clarification. Ethan went over the smaller details and answered questions as they arose. Robin also interjected and offered information as the report was recapped.

Ethan asked if there were any further questions or concerns with the report.

No further questions at the time.

### **Compliance / Audit Review – Ethan Fox**

Ethan went over the audit review information with the LEO board. A copy of the DRAFT review was included in the board packets.

Ethan shared that working with Derek Godwin and his associates from Herman & Cormany was seamless and a pleasure. The company has proven to thorough and efficient.

There were no questions concerning the auditor's reports. The board was pleased and congratulated the R1WDB on the outcome.

### **Other Business**

Robin told the board that the submission of the updated Memorandum of Understanding (MOU)/Infrastructure Agreements was some of the most labor-intensive projects undertaken at the R1WDB. The process was a complete group effort, and included much work both internally and externally, with the involvement of most of the partners – Core, Required, and Additional.

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.

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.

Concerning the civil action case with WBC Enterprises v. WORK4WV-Region 1 Inc., there are no changes or updates. Still waiting on a final ruling.

Jack Woodrum stated that his two-year term as Chief LEO is close to the end of that timeframe. He wanted to provide anyone present the opportunity to state their eligibility or desire to fill that position for the next two years. He also stated that due to Angie's current status and treatments, he does not mind to continue to fill that role in order to maintain some consistency within the R1WDB. No one present opted to fill that position. It was actually encouraged, by those present, that he remain in that role.

Jack also shared the information with the LEOs about the approval of adding another live signature to the checks, as opposed to an electronic signature. The R1WDB has been working on the process of Robin Morgan being that 2<sup>nd</sup> signature, when necessary. Matt asked if there would be a need to approve this as an action item. Sarah Sweatte explained that this process had been approved with Angie's prior treatment, and that there is no need to do anything further, as far as action items is concerned. This information was provided to keep the board members aware of internal happenings.

**Public Comment**

No further additional comments or questions.

Jack asked for a motion to adjourn the meeting.


Motion: Rob Rappold

2<sup>nd</sup>: Matt Wender

Meeting is adjourned @ 1:27pm

**\*\*Next Meeting Date – Thursday, May 17, 2018\*\***

Respectfully submitted by:  Date 2.22.18

Approved by:  Date 2.22.18