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Region 1 Executive Committee Meeting

Raleigh County American Job Center

Beckley, West Virginia

Thursday, November 1, 2018 @ 1PM

Attending

Karen Lobban, Lobban Funeral Home

Jack Woodrum, Summers County Commission

Joe Brouse, New River Gorge Regional Development Authority

Not Attending

Brett Dillon, UMWA Career Centers

Wes Dangerfield, Summers County ARH

Amy New, Stephen P. New Attorney at Law

Conference Call

Shawn Cook, Adult Education

Guests

Robin Morgan, R1WDB

Barbara Dawes, R1WDB

Betty Bennett, R1WDB

Ethan Fox, R1WDB

Tammie Lilly, ROSS, IES

Welcome – Robin Morgan

Robin welcomed everyone to the meeting.

She shared with those present that at this time Angela Henson, Executive Director, has decided due to doctor advisement has taken Short Term Disability to get the proper rest and recuperation that is needed.

Call to Order – Karen Lobban

Karen called the meeting to order @ 1:10pm.

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 to Approve: Jack Woodrum

Second: Shawn Cook

The minutes from meeting held on Thursday, August 2, 2018 are approved.

Appointment of Robin Morgan as Acting Executive Director

Robin Morgan was approved as Acting Executive Director in the absence of Angela Henson while on Short-term Disability.

Motion to Approve: Shawn Cook

Second: Jack David Woodrum

Appointment was approved.

Policy- Robin Morgan

R1WDB Policy Letter #3 – Wage Increase (copy provided in packet)

Robin went over the Policy Letter and explained it was a wage increase for the On-the-Job (OJT) participants from \$8.75 to \$9.00 per hour. Robin asked everyone to look over it to approve so it can then be presented to the Board of Directors Meeting on the 15th for approval.

Motion to Approve: Jack David Woodrum

Second: Shawn Cook

Draft Policy Letter was approved to be sent.

R1WDB Employee Manual Revision – Barbara Dawes

Barbara presented a new revised policy that would pay the insurance premiums of an employee that is off on Short-Term or Long-Term Disability through R1 Workforce Development Board. New revised policy information was provided for members to review.

Motion to Approve: Shawn Cook

Second: Jack David Woodrum

The policy was approved.

Grant Awards – Ethan Fox

Ethan reviewed the award letters for monies awarded for WIOA PY18-FY19 and Transitional Jobs FY18.

Funding / Fiscal Report – *Ethan Fox*

Board Meeting Summary Review – Ethan Fox

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

SNAP & E&T

The budget for this program has been submitted. Ethan stated that an application is in the process for more funding to be able to begin to implement the program successfully.

Audit – *Ethan Fox*

Ethan explained the auditor is here at the office today wrapping up field work and will be back to present to the Board of Directors Meeting on November 15, 2018.

Recommendation – Robin Morgan

Participant Service Agreement MOU

Robin explained the Participant Service Agreement Memorandum of Understanding (MOU) would be in place to detail the process to be used when serving a WV resident from outside an established and approved Local Workforce Development Board Region.

Motion to Approve: Jack David Woodrum

Second: Shawn Cook

The Recommendation was approved.

Other Business – Robin

Pocahontas County Center Open House – Barbara Dawes

The new office is located in Buckeye and a wonderful open house was given by R1WDB, Adult Education and Ross, IES. Members of the community attended along with partners. A delicious meal was provided and the center was beautifully decorated. Shawn Cook also commented what a wonderful day it was and how great it was to have the support of those that attended.

Transitional Jobs Guidelines Revisions – Robin Morgan

Robin explained the Transitional Jobs (TJ) Guidelines were revised to increase the length of the work-based experience from 12 to 16 weeks and the maximum number of hours from 384 to 512.

One Stop Operations – Tammie Lilly

Tammie showed the members pictures of the signs that will be installed by the Department of Highways for all centers.

Public Comment

Robin 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: Shawn Cook

2nd: Joe Brouse

Meeting is adjourned at 1:59pm.

*****Next Meeting Date – Thursday, January 31, 2019*****

Respectfully submitted by: _____ Date _____

Approved by: _____ Date _____