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Region 1 Local Elected Official Board of Directors Quarterly Board Meeting

Raleigh County WorkForce West Virginia Career Center
Beckley, West Virginia
Thursday, December 5, 2018 @ 1:00PM

Conference Call Attending

Bill Archer, Mercer County Commission
Ken Altizer, Nicholas County Commission
Linda Epling, Raleigh County Commission
David McLaughlin, Pocahontas County Commission
Jack Woodrum, Summers County Commission

Not Attending

Anna Carpenter, Webster County Commission
Kevin Galford, Monroe County Commission
Woody Hanna, Greenbrier County Commission
Gordon Lambert, McDowell County Commission
Jason Mullins, Wyoming County Commission
Matthew Wender, Fayette County Commission
Ron Martin, Mayor-City of Bluefield
Robert Rappold, Mayor-City of Beckley

Guests

Betty Bennett, R1WDB
Ethan Fox, R1WDB (**conference call**)
Robin Morgan, R1WDB

Welcome – Robin Morgan

Robin welcomed everyone to the meeting and thanked everyone for making a special effort to call-in for the meeting due to circumstances of offices closed for A Day of Remembrance for Former President Bush.

Call to Order – Jack Woodrum

Jack called the meeting to order @ 1:01 pm.

Approval of Minutes – Jack Woodrum

Jack gave the members the opportunity to look over the minutes from the 8/22/18 meeting.
Jack called for a motion to accept the minutes.

Motion: Ken Altizer

2nd: David McLaughlin

Motion is passed. No objections. The minutes from May 17, 2018 are approved.

Policy- 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: Bill Archer

Second: David McLaughlin

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.

Motion to Approve: David McLaughlin

Second: Ken Altizer

Draft Policy Letter was approved.

R1WDB Employee Manual Revision

Jack David explained 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: Ken Altizer

Second: Bill Archer

The policy was approved to become effective 11.1.18.

Funding / Fiscal Report – *Ethan Fox*

Board Meeting Summary Review

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

Audit –Derek Godwin from the Herman & Cormany Accounting Firm was at the WDB meeting and conducted the internal audit. The audit showed no deficiencies, instances or non-compliances. He stated that it was a clean audit. He also commended Ethan and the staff for great job in keeping everything current and easy access to whatever he needed. Ethan stated the packet from the Accounting Firm was received in the mail yesterday.

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.

Funds Transfer Request

Ethan explained that a transfer was being requested to approve moving 100,00.00 from Dislocated Workers fund to Adult Workers due to the results that the participants serving were no longer qualified as Dislocated Workers and would need to be in the Adult Worker Program.

Grant Awards – *Ethan Fox*

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

Program Updates – *Robin Morgan*

Youth/ One Stop Reports, WIOA Activity Report, ITA Report, OJT Report, Transitional Job Report, Rapid Response Report

Robin explained all reports were included in the packet and asked members to look over and asked if anyone had any questions or concerns.

Other Business – 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: David McLaughlin

Second: Bill Archer

The Recommendation was approved.

Pocahontas County Center Open House

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.

Transitional Jobs Guidelines Revisions

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.

Ross Updates

A letter was received informing that Ross, ISS, is under new ownership. Jack David Woodrum asked if there has been any word on the new owners of Ross, Inc.? Robin explained she had been in contact with legal advisors and they are working on finding out that information.

A Special Projects Request has been made.

Robin also went over an email that was received on the Warn Act Settlement that was a settlement in place for Coal Miners that were not given a warn notice that they would be layed off and would receive reimbursement for wages.

Public Comment

Jack David Woodrum asked if there was any additional public comment or discussion to be had.

Jack asked for a motion to adjourn the meeting.

Motion: David McLaughlin

2nd: Ken Altizer

Meeting is adjourned at 1:28 pm.

*****Next Meeting Date – February 20, 2019*****

Respectfully submitted by: _____ Date _____

Approved by: _____ Date _____