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Region 1 Workforce Development Board of Directors Meeting

Raleigh County American Job Center
Beckley, West Virginia
Thursday, November 15, 2018 @ 10:00am

Attending

Alan Terry, Pioneer Community Bank
Phil Bostic, LIUNA Local #1182
Shawn Cook, Adult Education
Chris Groves, Columbia Forest Products

Not Attending

Kristi Atha-Radar, Fayette awning & Glass
Amy New, Stephen P. New Attorney at Law
Allyn Sue Barker, SWV Community and Technical College
Joe Brouse, NRRDA
Brett Dillion, UMWA Career Center
Dreama Padgett, MountainHeart
Jeanette Radcliffe, WV DRS
Okey Smith, Workforce WV
Stephanie Stiffler, Mountain Plex
Chris Vaught, Vaught, Inc.

Conference Call

Karen Lobban, Lobban Funeral Home
Wes Dangerfield, Summers County ARH
Jamye Arndt, ROSS, IES

Guests

Robin Morgan, R1WDB
Barbara Dawes, R1WDB
Betty Bennett, R1WDB
Ethan Fox, R1WDB
Derek Godwin, Herman and Gorman Accounting Firm
Bridget Arnold, R1WDB
Sharon Toney, R1WDB
Amanda Williams-Jha, R1WDB

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 @ 10:05am.

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: Chris Groves

Second: Phil Bostic

The minutes from meeting held on Thursday, August 16, 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: Phil Bostic

Second: Shawn Cook

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: Chris Groves

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: Alan Terry

Second: Shawn Cook

The policy was approved.

Funding / Fiscal Report – Ethan Fox

Audit – Derek Godwin

Derek is from the Herman & Cormany Accounting Firm that conducted the internal audit. Derek provided all of those present a draft copy of the Audit Findings. The audit showed no deficiencies, instances or non-compliances. He stated that it was a clean audit. Derek passed around the Form990 that had been completed by him for all to observe and ask questions before he finalized and sent. He also commended Ethan and the staff for great job in keeping everything current and easy access to whatever he needed.

Board Meeting Summary Review

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.

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.

Estimated PY18/PY19 WIOA Budget

Ethan went over the budget provided in packet explaining the totals.

Grant Awards – *Ethan Fox*

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

Program Updates

Youth/OneStop Reports – *Jamye Arndt*

Monthly Report – Jamye presented the monthly numbers for In-School (IS) and Out-of-School (OS) participants served.

She shared that since the end of October, the (OS) participants have increased to 95, which the goal is 110 and they feel they will reach that very soon. They have 49 (IS) participants at this time. The number seems low due to a positive report of participants meeting milestones, graduating high school, enrolling in college and gaining employment. This month staff is focusing on “What scares you?” (about your future-talking about goals, etc.) This will be on an individual and group setting. The November workshop will be on “What are you thankful for?”.

October Exits – Jayme stated that they had 53 participants exit this month. Out of the 33 (IS) participants, 24 of those exits are positive exits that will be entering education and employment and 9 are neutral and undecided of their future at this time. Of the 20 (OS) participants 15 are positive and 5 are negative.

Recruitment/Enrollment Update – Jayme also shared that in October so far, they have enrolled 5 In School, 10 Out of School. They are expecting an increase on the monthly report for the over-all active caseload.

Paid Work Experience – Jayme stated that they have expended all of their Paid Work Experience (PWE) funds and have met the 20% overall budget requirements for Department of Labor. They also currently have a waiting list of participants wanting to go on a PWE. Since the start of the program year in July, their Job Developer has made 93 contacts with employers trying to develop PWE contracts.

College Tours – Participants toured WVU Tech in Beckley on October 16th and are planning spring college tours to WVU in Morgantown and Marshall in Huntington.

Career Fairs - The staff and participants have attended several Career Fairs in Raleigh County at the high schools and fairs at Valley College, WVU Tech and Valley College in Princeton.

Big Creek Team Center Partnership/Dream Tree for Kids – In order for Career Connections to receive gifts from The Greenbrier’s Dream Tree for Kids they needed to partner with Big Creek Team Center in McDowell County. They are a 501 C3 Non-profit organization that gives all year to the community and those in need in that county. On December 6th, Career Connections will be packing up gifts and starting the delivery process for gifts to all of their active participants.

Day of Thanks - On Saturday, November 17th, Ross will be offering a “Day of Thanks” for all of their participants at the Beckley Center for those to be able to enjoy a Thanksgiving Meal together.

Holiday Connections - On December 6th, Career Connections will be packing up gifts and starting the delivery process for gifts to all of our active participants. The staff participated at The Greenbrier Resort wrapping presents in exchange for 750 gifts donated to them for the participants for Christmas.

Jayne also informed everyone that during the summer months they had an intern from Japan working with them, which was a great experience for both of them. While here, she designed a brochure, which will be sending to each member to look over, business cards and started a website on Facebook with scan codes. The Facebook page will be monitored daily.

There has been a drop of participants in centers due to the fact new computers were installed and a bigger firewall for protection was added that does not allow participants to play on computers. The staff has to actually login for the participants.

New Signage will be put up in all centers throughout the next few months.

PowerPoint – Regiona1 Overview – *Robin Morgan*

Robin showed a detail power point that she had previously presented in October in Charleston by request of Russell Frye. The power point explained the programs and services that we offer and participate in along with partners.

WIOA Activity Report/ITA Report – *Bridgit Arnold*

Bridgit went over the reports included in packet.

OJT Report – *Sharon Toney*

Sharon explained that the OJT has been very successful. At this time, we have 10 contracts in which half of those are first time users of our program. We also have a participant in an Apprenticeship Program with BridgeValley Community and Technical College. Sharon also asked board members to please consider recommending businesses to contact us to participate in our program.

TJ Report/Rapid Response – *Amanda Williams-Jha*

Amanda stated that October has been very busy. Seven days of all-day interviewing for workers from coal mines, Magic Marts and Rite Aid were held to answer questions and help to qualify and see which program they would best benefit from. Packets have been sent out to dislocated workers from Bluefield Regional Medical Center that will give them information about the programs and services offered. Career Services has offered resume writing and training for whatever is needed to get back into the workforce.

Other Business – *Robin*

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: Chris Groves

Second: Shawn Cook

The Recommendation was approved.

Pocahontas County Center Open House – Shawn Cook

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.

Ross Updates

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: Chris Groves

2nd: Phil Bostic

Meeting is adjourned at 11:49am.

*****Next Meeting Date – Thursday, February 14, 2019*****

Respectfully submitted by: _____ Date _____

Approved by: _____ Date _____