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## **Region 1 Workforce Development Board of Directors Meeting**

Raleigh County American Job Center

Beckley, West Virginia

Thursday, Thursday 15, 2019 @ 10:00am

### **Attending**

Wes Dangerfield, Summers County ARH

Shawn Cook, Adult Education

Joe Brouse, NRGRDA

Dreama Padgett, MountainHeart

Karen Lobban, Lobban Funeral Home

Tim Pack, Vaught, Inc.

### **Not Attending**

Kristi Atha-Radar, Fayette awning & Glass

Jeanette Radcliffe, WV DRS

Greg Shupe, Pioneer Community Bank

Phil Bostic, LIUNA Local #1182

Chris Groves, Columbia Forest Products

Brett Dillion, UMWA Career Center

Stephanie Stiffler, Mountain Plex

Okey Smith, Workforce WV

Meliah Meadows, Best on the Block, LLC.

### **Conference Call**

Allyn Sue Barker, SWV Community and Technical College

### **Guests**

Robin Morgan, R1WDB

Betty Bennett, R1WDB

Ethan Fox, R1WDB

Tammie Lilly, ROSS, IES

Bridget Arnold, R1WDB

Amanda Williams-Jha, R1WDB

Jamye Arndt, ROSS, IES

Richard Bullins, RCBI

Kelly McLamb, DRS

**Welcome – Robin Morgan**

Robin welcomed everyone to the meeting. She also welcomed new Board Member, Tim Pack, Vaught, Inc. and Guest, Richard Bullins from RCBI.

**Call to Order – Karen Lobban**

Karen called the meeting to order @ 10:03am.

**Approval of Minutes – Karen Lobban**

Karen asked those present to look over the minutes from meeting on 5.16.19, the Combined Board Meeting. She asked for a motion to approve the minutes.

Motion to Approve: Joe Brouse

Second: Wes Dangerfield

The minutes from meeting held on Thursday, May 16, 2019 are approved.

Karen asked those present to look over the minutes from conference call meeting on 6.5.19. She asked for a motion to approve the minutes.

Motion to Approve: Joe Brouse

Second: Dreama Padgett

The minutes from meeting held on Thursday, June 5, 2019 are approved.

**Final Recommendation – Executive Director**

Robin thanked the board for their confidence in her and the opportunity.

**Policy- Robin Morgan**

**Recommendation – R1 Policies**

**R1WDB Policy #19 – Workforce Development Board Public Communication Policy**

This policy was adopted after the state audit asked questions about our communication policies.

The policy has 13 elements that are required in providing certain information in all communications and Subrecipient Awards in Region 1. The policy was voted and approved by the Executive Committee on August 1<sup>st</sup> meeting.

Karen asked for a motion to approve R1WDB Policy #19

Motion to Approve: Wes Dangerfield

Second: Joe Brouse

Policy#19-Workforce Development Board Public Communication Policy was approved.

**R1WDB Policy #20 – Empowered Employment Policy**

Robin explained that in the previous Executive Committee, it was discussed that the board had applied for the grant and has received the award letter. A policy needed to be in place to be ready to serve the participants in the program. This will allow participants to be in the program for an extended number of weeks from 16 to 26, which will be very beneficial. The policy was voted and approved by the Executive Committee conference call on August 14<sup>th</sup> meeting.

Karen asked for a motion to approve R1WDB Policy#20.

Motion: Joe Brouse

Second: Dreama Padgett

Policy #20 – Empowered Employment Policy was approved.

### **R1WDB Policy #21 – Empowered Employment Supportive Services Policy**

Robin explained that this policy will go in conjunction with Empowered Employment Policy that will allow an expansion amount for transportation and work-related expenses from \$500.00 to \$1000.00 to help participants in the program. The policy was voted and approved by the Executive Committee conference call on August 14th meeting.

Karen asked for a motion to approve Policy#21.

Motion: Joe Brouse

Second: Shawn Cook

Policy #21 – Empowered Employment Supportive Services was approved.

### **Unclaimed Property Policy and Procedures – Internal Policy**

Ethan stated this was a policy that needed to be in effect after our audit showed stale checks. Ethan explained to them that we do not have checks that are over a year old or items that needed to be transferred.

### **Appointment for New Board Member**

Robin stated that a new board member, Carol Oosterbeek with Architectural Wood, LLC. will be joining us in the November meeting and will be a great asset to the board.

### **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.

### **PY19/FY20 Budget**

Ethan stated that a copy of the Governor's Award letter is included in the packet. The new budget will be presented at the next board meeting or in a special called meeting.

### **State Compliance Audit Review 2019**

Ethan explained that the audit went very smoothly. There was one finding about stale checks and items that needed to be transferred to the State. Ethan showed them the policy and explained to them that we do not have checks that are over a year old or items that needed to be transferred.

The Youth had two findings but with proper training all will be corrected. All concerns and findings have been addressed and responses will be mailed back to them.

### **Grant Awards – Robin Morgan**

#### **Award Letter – Rapid Response**

Robin explained that the award letter from the Governor was in the packet for the same amount of \$50,000 as last year.

#### **Award Letter – PY19/FY20 Budget**

Ethan stated that he was very pleased with the new amount awarded due to there was an increase over last year of \$300,000.00

#### **Award Letter – Empowered Employment**

This grant will replace the Transitional Jobs Program. It will extend the time that a participant stays in the program.

## **Program Updates**

### **Youth/One-Stop Reports – Tammie Lilly/Jamye Arndt**

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

They have 50 (IS) participants at this time. Jayme explained most of their participants are interested in enrolling in college and gaining full-time employment and at this time have 2 participants that have enrolled in the military. They also have 96 (OS) participants in follow-up checking with them to make sure everything is still on track.

**Paid Work Experience** – Jayme stated that at the end of November will have expended all of their IS 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. The Job Developer has made contacts with employers trying to develop PWE contracts.

**Holiday Connections** – Tammie explained that partnering with Debbie King has helped them to be able to get Christmas gifts for their participants through the Christmas Tree at The Greenbrier Resort.

### **On-Stop Reports**

Tammie also explained at the six centers within Region 1 that we serve; safety is one our biggest issues. Tammie has been working with City of Beckley to patrol and keep our centers safe. Meetings are scheduled this afternoon to review the plan to upgrade security. The State Workforce Office has contacted the building manager regarding contacting the landlord about possible on-site security guard.

### **WIOA Activity Report/ITA Report – Bridgit Arnold**

Bridgit went over the reports included in packet. Program year 18-19 which ended June 30, 2019, we issued 194 Individual Training Accounts. Currently for program 19-20 we have issued 17 Individual Training Accounts.

### **OJT Report – Amanda Williams-Jha**

Amanda explained that the OJT had 15 contracts in 2018-2019 and 2 for the start of 2019-2020.

### **TJ Report – Amanda Williams-Jha**

Amanda stated that we are working with our 49<sup>th</sup> Agreement since the beginning of November 2017. There are 28 active participants at this time and several are on hold, waiting to enroll in the Empowered Employment.

### **Rapid Response – Amanda Williams-Jha**

Rapid Response has processed three businesses that had layoffs, Rite Aid in Glen Daniel, RISH Equipment in Bluefield and Revelation Coal in Pax.

**Other Business – Robin**

**One – Stop Certification**

Robin stated that a letter from the Governor has certified One-Stop Operations for the next two years.

**Business Services Representative – Grant Application**

Robin stated that a request was submitted for this grant that will provide funding for our Business Services Representative through June 30, 2020.

**New Staff**

Robin explained that at this time we have two new staff members; Whitney O’Neal, Workforce Advisor, which has taken Naomi Mitchem’s position and Dave Taylor, Career Services Coordinator, which has taken Amanda Williams-Jha’s position due to the fact Amanda has stepped into the Business Services Manager position replacing Robin.

**Workplace Wellness Challenge**

Robin stated how proud she is that the WDB Staff received first place in the Workplace Wellness Challenge in competition with Region 4 and Beckley Sanitary Board. Amanda was first place overall.

**Public Comment**

Richard Bullins, RCBI-Marshall University explained that they have several programs, training, scholarship money, 2-year college certification, grants that would help pay for school and a machine technology program. He also stated he would love to partner with us to help in any way they can.

Karen 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: Wes Dangerfield

Second: Allyn Sue Barker

Meeting is adjourned at 11:21am.

***\*\*Next Meeting Date – November 21, 2019\*\****

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

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