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## **Region 1 Executive Committee Meeting**

Raleigh County American Job Center  
Beckley, West Virginia  
Thursday, August 1, 2019 @ 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

### **Conference Call**

Shawn Cook, Adult Education

### **Guests**

Robin Morgan, R1WDB  
Betty Bennett, R1WDB  
Ethan Fox, R1WDB

### **Welcome – Robin Morgan**

Robin welcomed everyone to the meeting and thanked them for the time.

### **Call to Order – Karen Lobban**

Karen called the meeting to order @ 1:03pm.

### **Approval of Minutes – Karen Lobban**

Karen asked those present to look over the minutes from the previous meetings. She asked for a motion to approve the minutes.

Motion to Approve: Jack Woodrum

Second: Joe Brouse

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

Motion to Approve: Jack Woodrum

Second: Joe Brouse

The minutes from meeting (conference call) held on June 5, 2019 are approved.

Motion to Approve: Joe Brouse

Second: Jack Woodrum

The minutes from meeting (conference call) held on June 13, 2019 are approved.

**Final Recommendation – Executive Director**

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

**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.

**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.

**State Audit Review 2018**

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.

**Other Business** – *Robin*

**One – Stop Certification**

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

**Empowered Employment – Grant Application**

Robin explained that a request has been submitted. This grant will replace the Transitional Jobs Program. It will extend the time that a participant stays in the program.

**Business Services Representative – Grant Application**

Robin stated that a request will be 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.

**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.

Motion to Approve: Jack Woodrum

Second: Joe Brouse

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

**Staff Wages**

Robin asked if a special meeting could be called to discuss staff wages when Ethan has the new budget in place.

**Public Comment**

Robin asked if there were any additional public comments or discussion to be had. No comments at this time.

Karen asked for a motion to adjourn the meeting.

Motion: Shawn Cook

2<sup>nd</sup>: Joe Brouse

Meeting is adjourned at 1:59pm.

***\*\*Next Meeting Date – Thursday, November 7, 2019\*\****

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

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