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Region 1 Local Elected Officials Board of Directors Meeting

Raleigh County American Job Center
Beckley, West Virginia
Wednesday, August 28, 2019

Attending

Jack David Woodrum, Summers County Commission
Bill Archer, Mercer County Commission
David McLaughlin, Pocahontas County Commission
Robert Rappold, Mayor, City of Beckley

Not Attending

Garrett Cole, Nicholas County Commission
Anna Carpenter, Webster County Commission
Linda Epling, Raleigh County Commission
Kevin Galford, Monroe County Commission
Tammy Tincher, Greenbrier County Commission
Cody Estep, McDowell County Commission
Ron Martin, Mayor, City of Bluefield
Jason Mullins, Wyoming County Commission
John Brenemen, Fayette County Commission

Guests

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

Welcome – *Robin Morgan*

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

Call to Order – *Jack David Woodrum*

Jack David called the meeting to order @ 10:01am.

Approval of Minutes – *Jack David Woodrum*

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

Motion to Approve: Robert Rappold

Second: Bill Archer

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

Jack David asked those present to look over the minutes from conference call meeting on 6.5.19. He asked for a motion to approve the minutes.

Motion to Approve: Bill Archer

Second: Robert Rappold

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 1st meeting and WDB meeting on August 15th.

Jack David asked for a motion to approve R1WDB Policy #19

Motion to Approve: Robert Rappold

Second: Bill Archer

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 14th meeting and WDB meeting on August 15th.

Jack David asked for a motion to approve R1WDB Policy#20.

Motion: Bill Archer

Second: Robert Rappold

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 and WDB meeting on August 15th.

Jack David asked for a motion to approve Policy#21.

Motion: Robert Rappold

Second: Bill Archer

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

Robin stated that the reports for Youth/One-Stop, WIOA Activity, ITA, OJT, Transitional Jobs, and Rapid Response were located in the packets and asked that each member look over them and she would answer any questions they may have. Dave McLaughlin had a concern about the numbers on the Customer Service Activity Report showing Pocahontas a low number, was this accurate? Robin explained that the location was not ideal, but it did allow for a continued presence in the county.

Other Business – Robin

One – Stop Certification

Robin stated that a letter from the Governor has certified the R1 Workforce Development Board 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.

Note regarding resignation of SNAP E & T Case manager. The SNAP E & T Manager resigned to take another position. Interviews to refill the position will begin on August 30th. The new SNAP E & T Grant was increased this year without an explanation. Upon research we learned DHHR plans to extend the coverage to Mercer, Raleigh and Summers County after the first of the year.

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

Robin explained that at this time, there has been security issues and thanked the Mayor of Beckley with his speedy help in this matter. Meetings are planned to update security in the building.

Jack David asked if there was any additional public comment or discussion to be had. No comments at this time.

Jack David asked for a motion to adjourn the meeting.

Motion: David McLaughlin

Second: Bill Archer

Meeting is adjourned at 10:47am.

*****Next Meeting Date – December 4, 2019*****

Respectfully submitted by: _____ Date _____

Approved by: _____ Date _____