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## **Region 1 Executive Committee Meeting**

Raleigh County American Job Center  
Beckley, West Virginia  
Thursday, January 30, 2020, @ 1:00PM

### **Attending**

Joe Brouse, New River Gorge Regional Development Authority  
Karen Lobban, Lobban Funeral Home  
Shawn Cook, Adult Education  
Chris Groves, Columbia Forest Products  
Greg Shupe, Pioneer Community Bank  
Wes Dangerfield, Summers County ARH

### **Not Attending**

Jack Woodrum, Summers County Commission  
Brett Dillon, UMWA Career Centers

### **Guests**

Betty Bennett, R1WDB  
Robin Morgan, R1WDB  
Barbara Dawes, R1WDB  
Ethan Fox, R1WDB by phone  
Tom Cross

### **Welcome – Robin A. Morgan**

Robin welcomed and thanked everyone for their effort in coming today. Robin also stated this would be a little lengthy meeting due to having to discuss Employee Handbook revisions.

### **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 meeting. She asked for a motion to approve the minutes.

Motion to Approve: Joe Brouse

Second: Chris Groves

The minutes from meetings held on November 11, 2019 are approved.

### **Youth and One-Stop Contracts**

Robin stated that it was understood that the contract with the Youth Services/One Stop Operators (ROSS) was expiring. After research she realized we could request a one-year extension for each contract. Robin would like the opportunity to research and study the previous proposal to see if goals are being met and to learn all aspects of the youth program.

Motion to approve extension:

First: Wes Dangerfield

Second: Chris Groves

The motion to approve a one-year extension was approved.

### **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. Ethan stated 50 additional ITAs were being released. A special request will be made to transfer funds from Dislocated Worker to Adult programs due to change in participants' need. This is not a new procedure; it is one that usually happens each year. We are continuing to serve as many participants as possible.

### **Other Business**

#### **Local Plan 2020-2024 – Robin A. Morgan**

The guidelines for the Local Plan were received from the State office on January 6<sup>th</sup>. The Local Plan must be updated and posted for public comment two weeks prior to submitting to the State on March 31, 2020.

#### **Employee Manual Revisions – Robin A. Morgan and Barbara Dawes**

Robin and Barbara reviewed revisions and asked the Board for feedback, questions and concerns.

Barbara stated that a dress code policy has always been in effect and Fridays was previously deemed as jean day. We are tightening up on the professionalism for Fridays by making the verbiage clearer to employees. Discussion ensued.

Robin asked the board to read over the Jewelry and Tattoo Policy asking for input. Discussion ensued regarding 1) the wording – If it impacts an employee's work performance covers a wide range of areas to be used at the management's discretion; 2) language in the policy covers the R1WDB; 3) who will decide whether things are offensive; 4) individual will be asked to give their input as to what the options would be and come to a joint decision what will be allowed. It is agreed by all that employees should project a professional image at all times.

Robin requested the Board members to read over the Background Check Policy. Discussion ensued with the decision to leave the wording as is.

Following review of the Drug Policy discussion ensued as to whether management had a cause or suspicion to drug test should the employee appear intoxicated or lethargic. The decision was to have a third-party drug testing provider complete the testing. Legal counsel has reviewed the policy and feels certain that the policy will legally cover the R1WDB. The Tobacco Policy was reviewed; discussion ensued with the suggestion being made to add verbiage "two 15 minute breaks" to include "smoke breaks."

Barbara reviewed the additions to the Leave Policy. Barb explained that the two floating holidays had previously been approved in 2016 but were not added to the Employee Manual. Robin requested a paid day off to be given on employee’s birthdays or a day within the quarter of the birthday. Robin also requested a paid day off to volunteer for “Community Service” to be taken during the year with prior approval. These days may not be carried over to another year or paid-out when employment is ended.

Robin thanked everyone for the suggestions. Barb will make the revisions discussed before a recommendation is made to approve by the Region 1 Board of Directors at the upcoming meeting.

**SNAP E & T Grant – Robin A. Morgan**

Robin stated that there have been many challenges with this grant. An award letter was received, but the application is still in progress. Additional paperwork requested has been submitted. At this time two candidates have been pre-selected contingent on Grant approval and receipt of funding.

**Workplace Wellness – Robin A. Morgan**

Robin shared the events of the year end recognition banquet where R1WDB was awarded a Certificate of Congressional Recognition signed by Congresswoman Carol Miller for the participation in the Workplace Wellness program. Several staff who participated throughout the year in various events were presented a Certificate of Appreciation. Robin stated that a mini-grant was received for the formation of a Workplace Wellness Center which has provided new exercise equipment as well as the temporary hiring of a wellness coach. The fitness center space was donated by our landlord and allows employees to enjoy the exercise equipment as well as a place to meet with the wellness coach for measurements, healthy tips, and exercise classes. As a workplace, we are working on becoming healthier.

Karen asked for a motion to adjourn if no further comments.

Motion to Adjourn: Joe Brouse

Second: Chris Groves

Meeting is adjourned at 2:33pm.

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

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