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**Region 1 Local Elected Officials
Board of Director's Meeting**
Raleigh County American Job Center
Beckley, West Virginia
Wednesday, February 19, 2020, @ 1:00PM

Attending

Bill Archer, Mercer County Commission
Linda Epling, Raleigh County Commission
Robert Rappold, City of Beckley-Mayor

Not Attending

John Brenemen, Fayette County Commission
Anna Carpenter, Webster County Commission
Garrett Cole, Nicholas County Commission
Cody Estep, McDowell County Commission
Kevin Galford, Monroe County Commission
Ron Martin, City of Bluefield-Mayor
David McCloughlin, Pocahontas County Commission
Jason Mullins, Wyoming County Commission

Conference Call

Jack David Woodrum, Summers County Commission
Tammy Tincher, Greenbrier County Commission

Guests

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

Welcome – Robin Morgan

Robin welcomed and thanked everyone for their effort in coming today.

Call to Order – Bill Archer

Bill called the meeting to order@1:03pm

Approval of Minutes – Bill Archer

Bill asked those present to look over the minutes from the previous meeting. He asked for a motion to approve the minutes.

Motion to Approve: Robert Rappold

Second: Linda Epling

The minutes from meetings held on December 4, 2019 are approved.

Recommendations

Youth and One-Stop Contracts

Robin stated that she was under the impression that the contract with the Youth Services/One Stop Operators (ROSS) was expiring. After research she realized she could request an extension for one year.

Motion to approve extension:

First: Robert Rappold

Second: Tammy Tincher

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

Employee Manual Revisions – Robin Morgan and Barbara Dawes

Barbara went over revisions in the manual included in packet.

Barbara stated that a that a few revisions were made to existing policies and new policies were also added.

Barbara explained that the wording and new policies were discussed with the legal department. Policies discussed were Casual Fridays, Jewelry and Tattoo, Tobacco, Background Check, Drug-free workplace, Sick Leave, Floating Holidays, Birthdays, Community Service Day. After discussion, suggestions were made to add vaping to be included in the Tobacco Policy, and added Grandchildren to the Sick leave policy including them as immediate family, and to add the statement that these days are not accrued days to the Floating Holidays, Birthdays and Community Service Policies. These additions were approved to add. Barbara explained that the boards had voted and approved two floating holidays previously in the past years and would like to keep those in affect. Barbara stated that an additional perk for employees to have their birthday paid each year and the time would be an approved day used within the quarter of the birthday. Barbara explained Robin would also like to add a “Community Service Day” for those wishing to do a day of community service would be paid.

The revisions were approved by the Executive Committee and The Workforce Development Board of Directors at their last meetings.

Motion to approve additions to policies and new policies: Linda Epling

Second: Tammy Tincher

The revisions were 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.

Derek Godwin from the Herman & Cormany Accounting Firm conducted the financial audit. The audit was an excellent clean audit.

Program Updates

B.Bennett 2.19.20

Robin stated that the reports for the Youth/Stop, WIOA Activity, ITA, OJT, Empowered Employment and Rapid Response Programs were provided in the board packet today and to please go over and if anyone has questions please feel free to ask.

Robin explained that we did participate in Active Shooter Training, which was excellent. Additional Shooter Trainings have taken place in Raleigh and Mercer Counties and Nicholas and McDowell Counties will have training in March.

Robin stated that a new program, Incumbent Worker Training, has the very first contract with host site, Arrowhead Bike, Fayette County, is in place for reimbursement for training an employee. Robin explained that reports for this new program will be included in the future meeting packets.

Other Business

Local Plan 2020–2024 - Robin A. Morgan

The guidelines for the local plan was received on January 3rd by the State office and has to be submitted back to them by March 30, 2020. The plan has to be presented to the public by January 31st. The plan then will be presented to the Boards for revisions. The plan has to be updated and revised and in alignment with the State Workforce Plan.

SNAP E & T Grant – Robin A. Morgan

Robin stated that there have been many challenges with this grant. At this time two candidates have been hired on the contingent on when the grant is received.

Workplace Wellness – Robin A. Morgan

Robin explained that at the end of the year recognition banquet, WDB was awarded a Certificate of Congressional Recognition signed by Congresswoman Carol Miller for the participation in the Workplace Wellness program. Also, several that attended the banquet that participated throughout the year was also presented a Certificate of Appreciation. Robin stated that a grant was received for a new equipment and the hiring of a personal trainer. A Fitness center was opened for employees to enjoy the benefits of the exercise equipment and meet with the personal trainer for measurements and healthy tips, along with exercise classes. As a workplace, we are working on becoming healthier. For the month of January Region 1 was named workplace of the month.

Public Comment

Bill Archer commented on how important Audits are and to the whole organization which is why the staff is to be commended for all the hard work in keeping everything organized and in order.

Ethan also wanted to inform board members that suggestions were taken about shopping around for a new bank. A meeting has taken place with one bank and several more are scheduled before making a final decision.

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

Motion to Adjourn: Robert Rappold

Second: Linda Epling

Meeting is adjourned at 1:57pm.

Respectfully submitted by: _____ Date _____

Approved by: _____ Date _____

