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Region 1 Board of Director's Meeting

Raleigh County American Job Center
Beckley, West Virginia
Thursday, February 13, 2020, @ 10:00AM

Attending

Karen Lobban, Lobban Funeral Home
Shawn Cook, Adult Education
Wes Dangerfield, Summers County ARH
Brett Dillon, UMWA Career Centers
Phil Bostic, LIUNA Local 1353
Carol Oosterbeek, Architectural Wood, LLC.
Tim Pack, Vaught, Inc.
Jeanette Ratcliffe, DRS
Stepanie Stiffler, Mountain Plex

Not Attending

Kristi Atha-Radar, Rainelle Medical Center
Allyn Barker, SWVCTC
Joe Brouse, New River Gorge Regional Development Authority
Chris Groves, Columbia Forest Products
Greg Shupe, Pioneer Community Bank
Meliah Meadows, Best on the Block, LLC
Dreama Padgett, MountainHeart CEO
Okey Smith, Workforce

Conference Call

Rick Beckwith, Beckwith Lumber

Guests

Betty Bennett, R1WDB
Robin Morgan, R1WDB
Barbara Dawes, R1WDB
Ethan Fox, R1WDB
Tom Cross
Derek Godwin, Herman and Cormany, CPAs

Welcome – Robin Morgan

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

Call to Order – Karen Lobban

Karen called the meeting to order@10:04am

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: Brett Dillon

Second: Carol Oosterbeek

The minutes from meetings held on November 21, 2019 are approved.

Audit – Derek Godwin

Derek is from the Herman & Cormany Accounting Firm that conducted the financial audit. Derek provided all of those present a draft copy of the Audit Report. The audit showed no deficiencies or instances of non-compliances and was noted as Best of the opinions received. He stated that it was a clean audit. Derek passed around the Form990 that had been completed by him for all to observe and ask questions. He also commended Ethan and the staff for a great job.

Recommendations

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: Jeanette Ratcliffe

Second: Shawn Cook

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

Employee Manual Revisions – Robin 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 15minute 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.

Barbara thanked everyone for the suggestions and discussions.

Motion to approve additions to policies: Brett Dillion

Second: Shawn Cook

The additions 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.

Program Updates

Youth – *Jayme Arndt and Tammie Lilly*

Jamie explained that all the special project funds received from the R1WDB have been expended. Since the January report totals in packet, 10 more Out of School Youth (OSY) participants have been placed in employment of the OSY (22) reported. Jamie stated Ross has been conducting workshops on Resume writing and Cover Letter. When the workshop is ended, participants are provided with five resumes with cover letter on quality paper for them to use in the future.

Pocahontas County schools have been mandated to teach the same workshop for the seniors. ROSS has partnered with Pocahontas County to teach the classes once a week. Currently they have 52 In School Youth (ISY) participants and 109 (OSY) participants exiting next April.

Jamie stated partnering with Teen Center in McDowell County has allowed them to participate in gift wrapping at The Greenbrier and receive gifts for the kids at Christmas time. The gifts are presented to the schools in Raleigh County and the ten other counties. The Holiday Connections program was noted by the corporate office and even posted in their national newsletter.

Since the month of December, nine new students have enrolled in Bluefield State College and several other colleges in the state.

On June 6, ROSS will be hosting an End-of-the Year Event at The Summit and would like to extend everyone an invitation.

Tammie explained that several of the participants are in partnership with Wyoming County Mullens Opportunity Council to tear down structures in the community to beautify the area and make it safe.

Tammie thanked everyone on the recommendation for the renewal of the Youth and One-Stop contracts with R1WDB.

Tammie informed everyone that Job Service will be conducting a fundraiser for Lisa Lilly whose husband has been injured and paralyzed.

Tammie asked if she had approval from the board to ask corporate office for the same holidays that R1WDB are taking. Tammie has had concerns with safety for employees being the only ones in building on those days. The request will be taken under consideration.

Jeanette Ratcliffe is working on installment of a new magnetic door on the DRS side near ROSS's office to provide safety. The traffic pattern will change and all entering will now come through the front doors of the center.

One-Stop – Tammie Lilly

The surveys are slow coming in and at this time. ROSS is working with Adult Education to get a Survey Monkey set up online to make it easier to track. In January, there were thirty-three surveys for six centers.

Active Shooter trainings have taken place in Raleigh and Mercer Counties and Nicholas and McDowell Counties will have training in March.

The signage for the centers has had problems being approved by the State Highway Department; ROSS is complying to all items requested.

The beautification projects will begin again for the centers in Spring.

Program Updates - Staff

OJT – Amanda Williams-Jha

Amanda explained that Sharon Toney has provided excellent service for a return OJT Employer, Douglas Equipment.

Empowered Employment-Amanda

The program has grown very fast with thirty-one participants, new staff members and new host sites.

Rapid Response-Amanda

Amanda stated that the staff has attended three Coal Rapid Responses in Beckley, Welch and Summersville; and Bojangles and Macadoos in Beckley.

Incumbent Worker-Amanda

The very first Incumbent Worker Training (IWT) contract with host site, Arrowhead Bike, is in place for reimbursement for Wilderness First Responder training for an employee.

WIOA/ITA – Bridgit Arnold

Bridgit went over the reports included in packet and stated that currently 191 ITAs have been written. Bridgit included a success story in the packet regarding a participant who successfully completed CDL training and gained employment at \$70,000 yr.

Other Business

Local Plan 2020–2024 - Robin A. Morgan

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

Resignation of Kenn Miller – Robin A. Morgan

Robin explained Kenn Miller has resigned from the board to accept a position in another state. Kenn will send a recommendation when a new employee is hired as his replacement.

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: Phil Bostic

Second: Shawn Cook

Meeting is adjourned at 12:33pm.

Respectfully submitted by: _____ Date _____

Approved by: _____ Date _____

