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## **Region 1 Workforce Board of Directors Meeting**

Raleigh County American Job Center

Beckley, West Virginia

Thursday, November 21, 2019 @ 10:00AM

### **Attending**

Joe Brouse, New River Gorge Regional Development Authority

Karen Lobban, Lobban Funeral Home

Brett Dillon, UMWA Career Centers

Chris Groves, Columbia Forest Products

Greg Shupe, Pioneer Community Bank

Wes Dangerfield, Summers County ARH

Carol Oosterbeek, Architectural Wood, LLC.

Kenn Miller, Summit Group, Boy Scouts of America

### **Not Attending**

Kristi Atha-Rader, Rainelle Medical Center

Allyn Sue Barker, SWVCTC

Rick Beckwith, Beckwith Lumber

Phil Bostic, LUNA Local #1182

Shawn Cook, Southern Educational Services Cooperative

Meliah Meadows, Best on the Block, LLC.

Tim Pack, Vaught, Inc.

Dream Padgett, Mountheart CEO

Jeanette Ratcliffe, WVDRS

### **Conference Call**

Okey Smith, Workforce WV

Stephanie Stiffler, Mountain Plex

### **Guests**

Betty Bennett, R1WDB

Robin Morgan, R1WDB

Ethan Fox, R1WDB

Amanda Williams-Jha, R1WDB

Bridgit Arnold, R1WDB

Tammie Lilly, ROSS, IES

Jamye Arndt, ROSS, IES

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B.Bennett 11.26.19

Richard Bullins, RCBI  
Alyce Almond, WVDRS

**Welcome – Robin Morgan**

Robin welcomed Carol Oosterbeek, Architectural Woods and Kenn Miller, Summit Group, Boy Scouts of America, newest board members to the meeting and thanked everyone for their effort in coming out.

**Call to Order – Karen Lobban**

Karen called the meeting to order@10:00am

**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: Joe Brouse

Second: Wes Dangerfield

The minutes from meetings held on August 15<sup>th</sup> and September 25<sup>th</sup>, 2019 are approved.

**The Hive – Letter of Request – Robin Morgan**

The MOU with The WV Hive Network expires on December 31, 2019. Judy Moore, Executive Director, has asked for an extension for the in-kind office space in Nicholas County American Job Center. If approved by the board, a new MOU will be developed which will require an annual review. Joe Brouse abstained from discussion and voting.

Motion to Approve: Brett Dillon

Second: Chris Groves

**New Employee Background Check and Drug Screen – Robin Morgan**

Robin stated that many businesses require background checks and drug screens. We would like to request a change in our Employee Policy to implement pre-hire background checks and drug screens. Policies explored from other agencies and legal advice will be obtained and a draft policy will be prepared to present to the board.

Motion to Explore Options: Brett Dillon

Second: Kenn Miller

**Appointments – Karen Lobban**

New Youth Committee Member and Chair – Shawn Cook

Region1 Executive Committee - 2<sup>nd</sup> Vice Chair-Secretary/Treasurer - Greg Shupe

**Funding / Fiscal Report – Ethan Fox**

**Board Meeting Summary Review**

Ethan went over the most recent Fiscal and Grants summary. There was a copy included in each board member's packet.

## **PY19/FY20 Budget**

Ethan explained the copy of the budget that was included in the packet.

## **Memorandum – R1WDB Salary Increases**

Karen explained that the memorandum letter was in packet to show the confirmation of salary increases approved by the boards by conference calls. Robin thanked the board members on behalf of the staff for appreciation in increases.

## **Award Letters**

### **Business Services**

#### **Governor’s Award Letter – Business Services**

Robin stated that the award letter is included in packet. Hannah Saunders, Business Service Representative, is doing an excellent job serving the businesses and getting out to new businesses and letting them know what we have to offer.

## **Program Updates – Staff**

**WIOA Success Stories** – Robin stated that this is why we exist and the success stories included in your packet shows how lives are affected and touched by policies put in effect by the board help participants have a successful outcome. She asked each person to please take the time to read these stories.

## **Youth/One Stop Reports – Jayme Arndt/Tammie Lilly**

### **Career Connections**

Jamye stated current number of active participants in the program IS (IN SCHOOL)50 and OS (OUT OF SCHOOL)91.

Jayme explained that there is a lot of paperwork that goes along with the eligibility process for participants and in that process, they are finding a lot of students do not have social security cards or birth certificates. They cannot help the students get these papers until they get into the program.

Each month a workshop is held. The month of November, a workshop on Social Media and Technology was introduced. Emphasis was put on explaining that prospective employers look at social media sites when hiring, so be careful what you post.

October exits consists of 32(IS) exits and 2 in the military and 3 employed but did not obtain GED. The 20(OS) exits consists of 7 entering college, 4 moved out of state, 2 did not obtain GED.

Jayme thanked the R1WDB for the special projects grant that allowed them to serve participants in Work Experience Contracts.

Several career fairs have been attended at WVU Tech, Concord and Southern West Virginia Community & Technical College. Staff participated in Veteran’s Day in Lewisburg where veterans were given pies, massages and haircuts. On Saturday, November 23<sup>rd</sup>, here at the American Job Center, a Thanksgiving meal for 30 needy participants will take place. The staff also participated in wrapping gifts at The Greenbrier to receive gifts for distribution.

Ross is in the planning stage of an end of the year event for all the partners, participants, staff and businesses.

## **One-Stop**

Mercer County center is remodeling and signage for centers have been ordered and will soon be up at each center.

A special Active Shooter training for all staff will take place in Beckley and Princeton in December.

There has been a low response to Customer Satisfaction Surveys. Tammie read over a success story that was included in packet that gave praises to Oscar Gramling in Employment Services helping him a customer and his family in a time of need.

## **WIOA Activity Report /ITA Reports– Bridgit Arnold**

Bridgit stated that the ITA reports in packet shows how much we have obligated to June 2020 and how much we have spent as of October 2019. Last year at this time 57 ITA's were issued and to date 124 ITA's have been written which has doubled from last year. The WIOA Activity report shows how many services have been offered and the number of people we have served, per county, as of October 2019. We are currently working with 25 training providers.

## **On-the-Job Training – Transitional Jobs - Empowered Employment – Amanda Williams-Jha**

Amanda stated that we have entered into our 6<sup>th</sup> OJT contract. We have three TJ Contracts; two have ended and the last one will end next month. We are in our 17<sup>th</sup> Agreement for Empowered Employment and working with 5 new work sites.

## **Rapid Response – Amanda Williams-Jha**

Amanda explained we have provided Rapid Response services to Brickhouse Cardio, Marfork Coal, Brooks Run Mining and ABB since our last board meeting.

## **Other Business**

### **SNAP E & T Grant Expanded**

Robin explained that the grant has been expanded effective January 1, 2020 to include Raleigh, Mercer and Summers counties. There have been many challenges with this position, first person hired was trained doing great then resigned to take another position, second person was in training for two weeks and then turned in her resignation due to family illness. Hiring and training process will begin again. Another challenge, even though being in contact with proper state personnel, there is an issue getting the staff for this position connected into the state computer system.

### **Security Guards**

Robin stated that some issues on the property inquired surrounding the building has caused concerns for the safety of the employees and participants. Robin inquired with the state for possible grant to pay for security and landlord to help with costs but no help seemed to be in the picture. On Monday morning a month ago, a security guard showed up at the front desk and after research, we were informed the state had decided to pay for the security guards.

### **New Staff**

Career Services Coordinator – Amanda Belcher

Workforce Advisor – Heather Hewitt

**Open Positions**

Career Services Coordinator (One position – Greenbrier/Monroe)

SNAP E & T Case Manager (One position -Raleigh, Summers, Mercer counties)

Robin commented that new board member packets are being developed.

Robin asked if there were any other questions or comments at this time and wished each one a Happy Thanksgiving.

Karen Lobban welcomed new board members and thanked everyone for the good attendance today and to have a Happy Holidays.

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

Motion to Adjourn: Joe Brouse

Second: Kenn Miller

Meeting is adjourned at 11:12am.

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

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