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Region 1 Workforce Development Board Combined Board Meeting

Beckley-Raleigh County Convention Center

Beckley, West Virginia

May 16, 2019 @ 1PM

Attending

R1WDB of Directors

Karen Lobban – Chair – Lobban Funeral Home
Wes Dangerfield – Vice Chair – Summers Co. ARH
Joe Brouse, NRGRDA
Shawn Cook, Adult Ed.
Brett Dillon, UMWA
Chris Groves, Columbia Forest Products
Dreama Padgett, MountainHeart
Phil Bostic, LIUNA Local #1182
Greg Shupe, Pioneer Community Bank
Chris Vaught, Vaught, Inc.

Executive Committee

Karen Lobban, Lobban Funeral Home
Wes Dangerfield, Summers Co. ARH
Brett Dillon, UMWA
Jack Woodrum, Summers Co. Commission
Joe Brouse, NRGRDA
Shawn Cook, Adult Ed.

LEO Board

Jack Woodrum – Chief – Summers Co. Commission
David McLaughlin, Pocahontas Co. Commission
Bill Archer, Mercer County Commission
Tammy Tincher, Greenbrier County Commission
Robert Rappold, Mayor-City of Beckley

Youth Committee

Joe Brouse – Vice Chair – NRGRDA
Alyce Almond, WVDRS
Brett Dillon, UMWA
Melissa Blake, DHHR
Tammy Toney, Adult Ed.

Not Attending

R1WDB of Directors

Kristi Atha-Rader, Rainelle Medical/Fayette Awning & Glass
Allyn Sue Barker, SWVCTC
Mike Lushbaugh, Welch KFC
Amy New, Stephen P. New Attorney at Law
Jeanette Ratcliffe, WVDRS
Okey Smith, Workforce WV
Stephanie Stiffler, Mountain Plex

Executive Committee

Amy New, Stephen P. New Attorney at Law
Mike Lushbaugh, Welch KFC

LEO Board

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

Youth Committee

John David, SALS
Sarita Rhonemus, Bluefield State College
Rick Beckwith, Beckwith Lumber
Sherri Morgan, Raleigh County Schools

Guests

Cindy Adkins, ROSS IES
Lori Lewis, ROSS IES
Tammie Lilly, ROSS IES
Jayme Arndt, ROSS IES
Portia Mullins, ROSS IES
Naomi Mitchem, R1WDB
Barbara Dawes, R1WDB
Ethan Fox, R1WDB
Betty Bennett, R1WDB
Robin Morgan, R1WDB
Bridgit Arnold, R1WDB

Larry McCommack, R1WDB
Amanda Williams-Jha, R1WDB
Rebecca Copley, R1WDB
Kari Cutshaw, R1WDB
Sharon Toney, R1WDB
Paul Tincher, R1WDB
Hannah Saunders, R1WDB
Melinda Reagon, R1WDB
Sherry Demyan, R1WDB
Wade Coffindaffer, ROSS, IES
Maria Larry, R6WDB
Amy Hall, R6WDB
Sarah Hawkins, R1WDB

Welcome – Robin Morgan, Acting Executive Director

Robin welcomed everyone to the meeting and commented on the enjoyable time at the morning session of the Region 1 Annual Summit. Robin introduced the Workforce Development Board Staff and gave a brief summary of each employee's job description and their contributions to the team.

Call to Order – Karen Lobban, R1WDB Chair and Jack David Woodrum, Chief LEO

Jack Woodrum and Karen Lobban called the meeting to order @ 1:17 pm.

Approval of Minutes – Jack David Woodrum,

Jack Woodrum asked for those present to look over all the board meeting minutes that were provided for review in the packet from previous meetings.

Jack asked that there be a motion made for the following minutes:

Executive Committee Board Minutes 1.31.19

Motion to Approve: Brett Dillion

Second: Wes Dangerfield

Minutes from Executive Committee Board Minutes 1.31.19 were approved.

Workforce Development Board Meeting Minutes 2.14.19

Motion to Approve: Joe Brouse

Second: Karen Lobban

Minutes from Workforce Development Board Meeting Minutes 2.14.19 were approved.

Jack asked for a motion to be made to approve the minutes from the Local Elected Official Board Meeting 2.20.19

Motion to Approve: Rob Rappold

Second: Bill Archer

Minutes from Local Elected Official Board Minutes 2.20.19 were approved.

Jack asked for a motion to be made to accept the Youth Committee Meeting Minutes 1.17.19

Motion to Approve: Joe Brouse

Second: Alyce Almond

Minutes from Youth Committee Meeting Minutes 1.17.19 were approved.

Jack asked for a motion to be made to accept the Executive Committee Board Minutes from Call-in Conference 5.14.19

Motion to Approve: Joe Brouse

Second: Jack David Woodrum

Meeting Minutes were approved.

Policy/Procedure Approvals – Karen Lobban

Policy #04 – Individual Training Accounts – Revision

Robin explained this policy has two changes to open R1WDB to serve more individuals.

First change would allow individuals that successfully complete an ITA (Individual Training Account) to apply for an additional ITA to advance in an occupational career pathway.

Second change would allow a participant who successfully completes an ITA (Individual Training Account) to be eligible for an OJT (On-the-Job Training) for the full number of hours, if needed.

Karen asked if there were any questions or concerns. No discussion at this time.

Motion to Approve: Chris Vaught

Second: Joe Brouse

Policy #04 Individual Training Account Changes have been approved.

Policy #17 - Supportive Services for Transitional Jobs Participants – Change #1

Attachment A – Transportation Guidelines shows change that participants enrolled in the TJ (Transitional Job) Program would be eligible for reimbursement of up to \$25.00 per week for transportation that consists of 10 miles round trip. The reimbursement will be for actual mileage traveled based on the state travel rate of .58 per mile.

Karen asked if there were any questions or concerns. No discussion at this time.

Motion to Approve: Joe Brouse

Second: Dreama Padgett

Policy #17 Supportive Services for Transitional Jobs Participants – Change #1 has been approved.

R1WDB One Stop Operator Extension Recommendation – Karen Lobban

Karen asked those present to look over the extension; the extension has been approved by the Executive Board at the last meeting. Karen asked for any questions or concerns. No discussion at this time.

Motion to Approve: Joe Brouse

Second: Tammy Tincher

R1WDB Youth Services Provider Extension Recommendation – Karen Lobban

Karen asked those present to look over the extension; the extension has been approved by the Executive Board at the last meeting. Karen asked for any questions or concerns. No discussion at this time.

Motion to Approve: Alyce Almond

Second: Chris Vaught

Region 1 Board Membership – Robin Morgan

Robin thanked all the board members for their service as members of the WDB. She shared that terms would be ending for some members and welcomed new members, both of which will be in effect as of July 1, 2019.

The board members whose terms will be ending:

- Mike Lushbaugh, Aramark/Stevens Correctional
- Amy New, Stephen P. New Law Office
- Chris Vaught, Vaught, LLC.

Chris was given a token of appreciation for his term as a thank you for serving on the WDB Board.

Newly appointed board members:

WDB

- Tim Pack, Vaught, Inc.
- Meliah Meadows, Best on the Block Tax Service
- Kenn Miller, Boy Scouts of America

YOUTH

- Debbie King, 501C3-Big Creek Teen Center
- Charlene Cook, Mullens Opportunity Council
- Rayna Guy, Parent Participant
- Holly Elkins, OS Youth

Fiscal Report – Ethan Fox, Fiscal and Grants Manager

Ethan Fox reviewed the most recent fiscal and grants summary report. A copy of the report was included in the board packet. Ethan provided the opportunity for any questions. No questions or concerns were expressed at this time.

Concerning upcoming funding for PY19, Ethan shared that the numbers have yet to be released. He stated when the definite numbers are given, he will provide them to board and committee members.

Ethan shared we are making an additional request for the Rapid Response funding for Case Management Services in the amount of \$50,000.

Business Services will also be asking for an extension due to the start date of the Business Service Representative was close to the end of the fiscal year.

Program Updates

One Stop Operations Update – Tammie Lilly/Jayme Arndt

Monthly Reports

Tammie reviewed the monthly numbers for the Youth Program. Jayme stated the program has had a mass exit of 20 participants, in which they do follow-ups for one year with these participants. At the previous time, they have 52 (In-School) and 83 (Out-of-School) participants at this time She shared that there have been several Career Fair events so far with great results. The “Now Hiring” is on Facebook and monitored closely by Alexis Stewart.

Some of the county school boards have requested that they do workshops in the schools for resume writing and other various topics.

Youth Performance Measures

At this time, the update on Youth Performance is 21 HS Graduates; 1 Task oriented; 6 College Graduates; 149 have gained employment; 23 Paid Work Experience; 30 Out-of-School Paid Work Experience; and 87 Contracts. Seven College tours included Marshall and WVU Tech.

Holiday Connections was able to give 700 gifts this past Christmas to participants, Toys for Tots, and several churches. Tammie stated they were in collaboration with DRS (Division of Rehabilitation Services) and Boys Scouts of America planning Double Zero Summer Camp. This camp will be for ages 14-21 with disabilities and an application process must be approved. The camp will be able to serve 300 and will be a four-day camp. The applicants will receive \$15.00 per hour to attend and participant in work readiness activities.

Programs and Scholarships

Individual Training Account/WIOA Activity Report – Bridgit Arnold

In your packet you have the WIOA Service Activity Report which shows how many people were served per county. Also, you have two ITA reports, Carryover Report and the current ITA report. These reports show how much we have encumbered as of June 30, 2018 and how much paid as of April 30, 2019. In February, we served 80 ITA's. The Workforce Advisors have been working very hard and now the number of ITA's have increased to 175.

On-the-Job Training Update – Sharon Toney

OJT is a reimbursement program for employers hiring need and training. At this time, we have thirteen contracts with Raleigh, Greenbrier, Kanawha, Wyoming and Webster counties and working on four new contracts. Out of the thirteen contracts four participants were hired by Transitional Jobs Host Sites.

Rapid Response/Transitional Jobs Update – Amanda Williams-Jha

Amanda shared that there have been 24 Rapid Response activities this grant year; 396 dislocated workers served. TJ has 31 participants who have started in the program, 10 different host sites, 13 have completed the program and all but one is employed.

Business Services Update – Hannah Saunders

Hannah stated she began employment with the WDB in March and has been busy meeting partners in Region 1 and finding out about their services and the best way she may be able to market their services to employers.

SNAP E&T – Paul Tincher

Paul is now set up and ready to begin working with those that need assistance with SNAP E&T. Referrals are forthcoming from Department of Health and Human Resources and other state agencies and Paul is excited to begin helping those that need the service.

One Stop/Center Activity Update/Customer Survey – Tammie Lilly

Tammie reviewed a copy of the Activity Report located in the packet. Tammie also shared that Cindy Adkins has been very busy completing a Resource Manual for centers in all eleven counties that include, where to go for services such as Child Care, Homeless Shelters, and all types of help needs.

Tammie also stated that daily maintenance was going well and no problems at this time.

Success Stories

- **Jason Jenkins, Transitional Jobs – Amanda Williams-Jha**

Jason decided to enroll into a Recovery Program on his own and at the end of twelve weeks, he had flourished so much that he was offered a position with the Host Site for future employment.

- **Brendan Mullins, Connections – Portia Mullins**

Brendan has always been an adventurer and world traveler. After high school going from job to job and state to state and countries, Brendan soon realized that his money was not stable enough to proceed with this life style. He decided he needed to focus on a career and settle down. Brendan came back to West Virginia, enrolled in New River Community Technical College and completed this May with an Associates Degree in welding and hopes to return to Tokyo, Japan for employment.

Success Story of the Year – Barbara Dawes

- **Angie Henson, Executive Director, R1WDB**

Barbara read the accolades throughout Angie’s life, which was accomplished through great determination and hard work while raising her family.

Additional Discussion

Robin stated that a new Recovery Grant would be proposed soon and R1WDB would be applying for as soon as the grant becomes available.

Meeting Schedule

Karen drew attention to the Meeting Schedule for 2019-2020, which gave a full lineout of dates and times for all boards and committees.

Public Comment

Karen asked if there were any further comments, questions, or concerns at this time; no further discussion.

Karen asked for a motion to adjourn the meeting.

Motion: Phil Bostic

Second: Jack Woodrum

Meeting adjourned @ 2:10pm.

Respectfully submitted by: _____ Date _____

Approved by: _____ Date _____