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Region 1 Workforce Development Board of Directors Meeting
In Person - Zoom Conference Meeting
Beckley, West Virginia
Thursday, February 17, 2022, @ 10:00AM

Attending via Zoom

Karen Lobban, Lobban Funeral Home
Bonny Copenhaver, New River Community and Technical College
Shawn Cook, Adult Education
Brett Dillon, UMWA Career Centers
Phil Bostic, LIUNA Local #1353
Tim Pack, Vaught, Inc.
Lisa Collins, WorkForce West Virginia
Carol Oosterbeek, Architectural Wood, LLC.
Chris Groves, Columbia Forest Products

Not Attending

Jeanette Ratcliffe, Division of Rehabilitation Services
Jina Belcher, New River Gorge Regional Development Authority
Stephanie Stiffler, Mountain Plex
Letisha Lamb, Alorica
Rob Ridgeway, Summit Bechtel
Wes Dangerfield, Summers County ARH
Greg Shupe, Pioneer Community Bank
Dreama Padgett, MountainHeart
Meliah Biggs, Best on the Block, LLC

Guests

Robin Morgan, R1WDB
Betty Bennett, R1WDB
Ethan Fox, R1WDB
Tammie Lilly, ROSS IES
Barbara Dawes, R1WDB
Jayme Arndt, ROSS, IES
Bridgit Arnold, R1WDB
Amanda Dawson, R1WDB

Welcome – Robin A. Morgan

Robin welcomed and thanked everyone for attending via Zoom

Call to Order – Karen Lobban, Chair

Karen called the meeting to order@10:02am.

Approval of Minutes – Karen Lobban

Karen asked those present to look over the minutes from the Board Meeting, November 18, 2021.

She asked for a motion to approve the minutes.

Motion to Approve: Carol Oosterbeek

Second: Brett Dillon

The minutes from the board meeting held on November 18, 2021, were approved.

Funding / Fiscal Report – Ethan Fox

Board Meeting Summary Review

Ethan reviewed the most recent Fiscal and Grants summary. A copy was included in each packet.

Budgets PY 21 and FY22

Ethan explained the PY21 and FY22 Budgets that was included in the packet.

State Compliance and Audit Review – Robin A. Morgan

Robin explained that this was an enhanced desk monitoring review which examines the R1WDB's level of operational compliance to WIOA, state and federal laws and regulations. Robin reviewed the few findings and concerns in the report and asked if anyone had questions. The report is included in your packet. A written response to the findings and concerns was submitted to the Management and Analysis Director. The Cost Allocation Plan was updated and sent to the Financial Reporting Manger who projected it should be approved within a week. Robin stated it was a good audit and identified a few necessary changes which helps us in future reporting.

WIOA Local Governance Review – Robin A. Morgan

Robin explained that this audit evaluates the local governance of the R1WDB and ensures that all provisions under WIOA are being met. This was a clean audit and thanks to Barbara Dawes who collects and organizes the report, and the entire staff.

Program Updates – Staff

Connections Program – Jayme Arndt

They have enrolled 68 IS (IN School) participants and 115 OS (Out of School) participants in the program. Recruitment is in the works for 5 OS in Wyoming County and 5 OS in Summers County. Currently, 17 IS and 43 OS have been placed on Paid Work Experience Program. One of the employers on this program is Trophy's and More. Trophy's and more came up with the idea to have blankets donated and embroidered with each participants name on it. The participants were thrilled to receive the blankets and many stated that they had never had a blanket with their name on it. During the pandemic food boxes were given to 179 participants in need. This is such a great need and the participants have expressed how grateful they were for the food.

Some of the upcoming events will include helping with Basic Skill Levels in Math and Reading and community gardens in areas that need sprucing up. We have 33 participants that will be graduating as long as the grades are kept up to complete graduation. Since a lot of the schools have virtual learning, assignments have not been completed so some of the graduates are pending.

One Stop – Tammie Lilly

Tammie explained that the centers are now open to public at this time and running smoothly. Tammie explained she is working with Robin to keep staff and customers safe. In the spring, One-Stop Pop-up Shops will be put in place for those counties that do not have centers to share information about the agencies and partners in the centers to give opportunity for help.

WIOA Activity and ITA Report – Bridgit Arnold

Bridgit reviewed the WIOA Activity Report and ITA Report (included in packet). There have been 127 ITAs written since July 2021 and we are currently working with 26 training providers.

Workplace Wellness

Bridgit explained that the Partners in Action workplace wellness program concentrates on healthy foods and physical exercise. In the month of February, we are focusing on Healthy Heart. On Wednesday, we had a Lunch and Learn session with Terrill Peck from WVU Extension to discuss and learn healthy eating habits.

OJT Report – Amanda Dawson

Amanda explained that 23 On-the-Job Training (OJT) contracts have been developed since July 2021; three are currently pending.

Empowered Employment

Amanda stated that 35 agreements have been developed and 3 new host sites have been added since July 2021.

Incumbent Worker

Amanda explained one Incumbent Worker agreement with Med Matrix was developed. We are still working on getting information out about this program since it is new.

Success Stories

Karen asked each board member to review the success stories, they are very rewarding and heartwarming. Robin stated that the Success Stories are an important part of the packet because it shows the difference the programs make in the lives of others.

Other Business

One-Stop Memorandum of Understanding and Infrastructure Agreement (MOU/IFA) Termination/ Renewal

Robin explained the first One-Stop Partner MOU/IFA (2018-2021) expired on December 31, 2021. The purpose of the MOU/IFA is for all required and additional partners to contribute to the One-Stop operations per DOL and WIOA regulations. Region 1 received technical assistance from WorkForce WV and the DOL in the preparation of the new agreement. The 2022 MOU/IFA was sent to one-stop partners in January 2022. The DOL is using Regions 1 and 7 as examples to develop what will hopefully be an acceptable model.

Staffing

Robin stated that we are still in need of a Fiscal and Grants Assistant position and if anyone knows of anyone to please send them our way. Bonny Copenhagen took the information for the job so she could share.

American Job Centers

Robin was notified by Workforce WV that the governor and legislature have talked about closing some of the smaller WorkForce Employment Services offices (Job Service/Unemployment), and merge staff into larger offices. The Employment Services office located in the McDowell American Job Center in Welch will merge with Mercer County effective March 11, 2022. The McDowell American Job Center will remain open for the remaining one-stop partners. On February 16th, notification was received from the state office informing Robin the closure was put on pause and the state is still researching.

Public Comment

Karen thanked everyone for attending the meeting via Zoom and asked if anyone has any comments at this time. Robin and Karen welcomed Megan Harvey, VP of HR & Organizational Development for MountainPlex and PracticeLink to the WDB.

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

Motion to Adjourn: Phil Bostic

Meeting is adjourned at 10:48am

Respectfully submitted by: Betty Bennett Date 5.19.22

Approved by: Karen Labban Date 5.19.22