



Region 1 Workforce Development Board

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Executive Committee Board Meeting

Beckley, West Virginia

July 18, 2024 @ 1:00PM

Attending

Wes Dangerfield, Summers Co. ARH
Brett Dillon, UMWA
Karen Lobban - Chair, Lobban Funeral Home
Benitez Jackson, Southern Educational Services Cooperative
Greg Shupe, Pioneer Community Bank
Ashley Funk, Columbia Forest Products

Not Attending

Bill Archer - Chief LEO, Mercer Co. Commission
Brett Dillon, UMWA

Guests

Barbara Dawes, R1WDB
Betty Bennett, R1WDB
Tracy Mason, R1WDB
Tom Arnold

Welcome – Barbara Dawes, Executive Director

Barbara welcomed everyone to the meeting and thanked them for taking the time out of their busy schedules to attend. She also welcomed new board member Ashley Funk that has replaced Chris Groves.

Call to Order – Karen Lobban, Chair

Karen called the meeting to order @ 1:05 pm.

Approval of Minutes – Karen Lobban

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

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

Motion to Approve: Greg Shupe

Second: Wes Dangerfield

Minutes from Combined Board Minutes 5.16.24 were approved.

R1WDB Employee Manual

Barbara reviewed the changes to the Employee Manual and answered questions. Highlight was the changes as of follows:

Replace HR Title

The title has been changed to Human Resources/EO Officer.

Leave – Pg.27:

As requested at the Combined Board Meeting, the wording has been changed from controlled substance addiction to Substance Disorder.

Doctor's Slip Pg.34

An employee who has been absent for more than three days must have a doctor's excuse when returning to work beginning on the fifth day of his/her absence. Should an employee be absent the day before and/or after a holiday, a doctor's excuse will be required be it the employee or a family member or holiday pay may be withheld.

Siblings Pg.35

For the purposes of RIWDB's sick leave policy, "Immediate Family" refers exclusively to an employee's spouse, siblings, children, sons-in-law, daughters-in-law, grandchildren, parents, parents-in-law, grandparents or any relative for which the employee is a Medical Power of Attorney. (Siblings was added back in as Immediate Family)

Bereavement – Pg.35

RIWDB also extends 3 days bereavement for Immediate Family Members. Should more than 3 days be required the employee will need to use vacation leave.

Leave Donation Program Pg.38

This program allows employees to voluntarily donate accrued annual leave to a designated fellow employee who is suffering an extended medical emergency and whose sick leave has been exhausted at the discretion of the Manager, HR Manager and Executive Director. The decision to donate leave will be at the employee's individual discretion and initiative. No supervisor, HR employee, or other company representative will request or otherwise attempt to induce employees to donate leave for a fellow employee. Accrued leave cannot be donated to another employee upon termination of an employee.

Retirement Plan Pg.38

All RIWDB employees are required to contribute to the retirement plan from the first day of employment through the Consolidated Public Retirement Board, regardless of status.

Vacation Pg.34

The Board approved to give One week (40 hours) will be added to employees working 10 years + years.

Revisions will be given to all staff members on the next staff meeting on August 23rd.

Karen asked that there be a motion made for the changes to the Employee Manual:

Motion to Approve: Benitez Jackson

Second: Greg Shupe

Changes to the Employee Manual were approved.

Karen asked for a motion to leave Manual Revisions here at the Executive Board.

Motion to Approve: Wes Dangerfield

Second: Benitez Jackson

Funding - Fiscal Report – Tracy Mason

Tracy explained that all monies for PY23-24 year will be expended by June 2025.

Tracy stated that an approved transfer from Dislocated Worker to Adult Worker Funds for training has been completed. Tracy explained that the PY24-FY25 has been approved and a large cut of our budget has been made. Tracy stated that previously the State has paid the MACC System but beginning this year, we will be required to pay that fee which is a very large amount of our budget.

Other Business

Closing on Centers

Barbara explained that due to the large amount of cut in our budget, we were forced to close three centers, Pocahontas, Greenbrier and Nicholas Counties. We will keep a present in those centers by using an office space when needed by WorkForce WV. Those counties will be served by our Career planners from the Beckley and Princeton Offices.

Lay-offs

Barbara stated that due to the budget cuts, our Greenbrier office employee was laid off and one employee at the Beckley office was reduced to 20 hours per week.

Barbara explained that we have cut everything that could be to save money to still be able to serve the community the best we can with money that is budgeted to us. Barbara stated that closing offices, cutting Xerox copiers and phone system along with rent from closing centers will save quite a bit.

NAWDP Advocacy Alert

Barbara reviewed the flyer in your packet and asked that each one read over and please contact your Senators. This is very important that this does not pass.

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: Greg Shupe

Second: Benitez Jackson

Meeting was adjourned at 2:12pm.

Respectfully submitted by: Letty Bennett Date 10.31.24

Approved by: Karen Lobban Date 10-31-24