



Region III Workforce Development Board of Kanawha County, Inc.

Meeting April 20th, 2021

Board Minutes

Members Present

Paul Breedlove
Lucinda Curry
Jeff Farley
Bob Gray
John Haer
Carl Olian
Brett Matthews
Laura McCullough
Marsha Mullins
Greg Osbourne
Lee Roberts

Members Absent

Jeri Adkins
Sandra Ashley
Lori Counts-Smith
Anita Ferguson
Andrew Gunnoe
Thomas Samples
Mike Sirockman
Doug Tate
Sermario Wiggins, Sr.

Staff

Amy Farley
Annie Jones
Tamara Lee
Julie Norman
Nick Nunnery
Michele Painter
Courtney Saunders
Nita Shafer
Andy Sweetnich
Derek Vance

Guest

Michael Austin
Stephanie Ahart

Board Chairman, Lucinda Curry called the meeting to order at 11:03 a.m. using Zoom. Lucinda asked for everyone to introduce themselves since it was Julie Normans first meeting as The new Director of the Workforce Development Board of Region III. Lucinda asked for approval of the minutes from the meeting on February 16th, 2021; Laura McCullough motioned for approval; Brett Matthews seconded; all in favor. Motion moved.

Finance Report-Andy Sweetnich

Andy Sweetnich gave the finance report. Since our last Board meeting in February our total spending has increased from 25% to 33%. We still currently have \$178,000 left from last years money, with \$100,000 being transferred with only \$78,000 left. In the "Other operating expenses" we have overspent and are in the process of amending that. We have 27 Adult ITAs and 26 Dislocated Worker ITAs. Adult obligations for ITAs are a total of \$115,276 and Dislocated Worker obligations for ITAs is a total of \$135,539. For services not related to ITAs, adult spending is a total of \$91,052 and Dislocated Worker has a total of \$181,239. We have \$48,216 obligated towards participants under Empowered Employment contracts. Lucinda asked for a motion to approve the report; Carl motioned; Laura seconded; motion moved.

Career Planners: Michele Painter and Tamara Lee

Michele gave the report for Tamara and herself. Since the last board meeting, they have continued to provide services to participants. Since the last board meeting, they have received 40 referrals for individuals interested in the WIOA program. Referred 11 to job service or unemployment for assistance. Referred 3 individuals to job training; Provided 13 to Business Services and referred 12 to other regions. Four participants have completed PIA. Currently in training are six participants in PIA; One participant at Boone County Truck Driving Academy; One participant at Carver Career Center and one Apprenticeship at the Labors Union. There are three pending ITA's due to insufficient paperwork. There are still participants in training at BridgeValley CTC; Marshall University; PIA; West Virginia Junior College; West Virginia State University; The Palm Beauty Academy and Carpenter Apprenticeship at MARCC WV Carpenter Training Center. Completed eligibility, registration and referred 6 individuals to HRDF for the National Health Emergency Grant. One participant referred to the NHEG Covid Grant. Enrolled 21 individuals in the Applied Educational Services (AES)

Youth Update & Program Manager -Amy Farley

Amy reported that since the last board meeting, she began the completion of the data validation and EO. Amy reported she has begun individual one on one training with staff and will continue to train along with staff training including but not limited too WIOA 101. Amy will be looking for new ways to serve participants and the way we process forms and contracts. Staff has attended MACC training provided by WorkForce WV. HRDF has agreed to host the Summer Youth Employment Program, so Amy is currently working on an Addendum. Amy reported on the most recent performance measures, and says the numbers are great. There is a staff meeting with Premier Virtual regarding the One Stop Platform. When the Webex Contract ends, we will be moving to the Zoom platform. Implementation plan with Alpha for our new domain, we are going from wibkc.org to wdbkc.org. Amy is looking to set up more quarterly virtual events such as apprenticeship fairs; job fairs; training & education fair; community resource fairs and various workshops. Laura McCullough asked about the youth credentials being down, and what we plan to

do about bringing that back up. Amy responded with it being not being entered correctly and that falls back on training. Once the training is done, the number will come back up.

DHHR Food Stamp E&T Update-Annie Jones & Lailah Ali

Annie Jones reported, she and Lailah have received 38 referrals to the Snap E&T program, 36 came from DHHR and 2 came from WIOA. One participant was referred to Jobs & Hope. 11 participants are enrolled in a training program. 3 participants are employed. Lailah and Anne have disenrolled 18 participants due to inactivity. They have helped 35 participants enroll and register for the MACC. Attend bi-weekly meetings with the Snap Senior Policy specialist for various topics and policy updates. Attend staff meetings and one on one meetings with Julie Norman and continue to educate themselves on policies.

Business Services Update-Nick Nunnery

Nick Nunnery reported that since the last meeting, the WDB has been able to assist two additional companies with our wage reimbursement program, also known as the Empowered Employment program. Nick has worked with Simpson Dental and wrote an Incumbent Worker Contract at BridgeValley. Nick and Derek have worked with various employers in the Kanawha Valley to utilize our premier virtual platform. Nick has been in contact with various employers in the Valley through committees and subcommittees. Attend monthly meetings with the UGK Resiliency Council to continue to explore new development and growth. Nick serves as the chairperson for the Youth Community Resiliency Council and recently accepted the position of Captain for Generation Charleston's Work Group initiative. Continue to network in virtual events and meetings for Generation Charleston, South Charleston Chamber of Commerce, Charleston Rotary and more. Have held meetings with various employers regarding OJT, Empowered Employment, IWT and job fairs.

Program Outreach Coordinator-Derek Vance

Derek reported that since the last board meeting, he has written new Empowered Employment contracts with Synergy Health, East Coast Tees and Gourmet Fast. Continues to do monthly monitoring with Common Industries, Charleston Property restoration and Karubees. Currently in the process of writing another contract with East Coast Tees. Attends the virtual one stop every week. Assisted Jobs & Hope and Goodwill to set up booths in the one stop. Derek has been assisting Nick with business outreach, cold calling and setting up meetings via phone calls. Derek has been working with Julie Norman to get marketing proposals. Working with Amy and Julie on developing the new revised website for Region III. Derek has also been working on a graphic design for fliers for upcoming events. Derek and other staff are working on upcoming job fairs and an

apprenticeship fair. Staff also held a job fair for NGK Spark Plugs on 4/16/2021. Derek attends staff meetings, ICT meetings, webinars, and MAAC training.

Executive Director's Report-Julie Norman

Julie reported that the WorkForce WV is still closed to the public. Region III staff are still working from home, some part time and some full time. Staff have begun using shared calendars on Microsoft Outlook to see scheduled meetings and events. Staff is sending weekly reports every Friday. Julie has videoconferencing daily with staff, partners and various businesses. Julie reported that staff has begun using MS Planner to track and collaborate on important projects. Exploring different apps for maintaining time/attendance and leave requests. Julie reported that partner participant in the Virtual one Stop has been low because job seeker participant is low. Looking to expand the reach to participants. Julie has been working with Derek for major website changes to make it more user friendly and appealing. Reviewing five proposals for outside marketing firms that will include social media marketing and geofencing. Julie reported that the current contract for our One Stop Operator is ending and will be issuing an RFP for the next contract that is three years long. The summer youth program will be administered by HRDF who our current youth program operator is. The modification was approved by WorkForce WV. We plan to serve 75 out of school youth and 25 in school youth. The next several local WIB directors meeting will focus on NGK Sparkplugs for their open positions, including the issue of transportation for the shifts they need filled. Met with WVHA to discuss developing career pathways and filling vacancies at member hospitals. Met with N3 to discuss our programs and services. Incumbent Worker Funds will be awarded quarterly via an application and competitive evaluation process. Julie reported she has not heard from Ian from Herman and Cormany, our private auditor but Nita has spoke with Maggie McCoy from FAM and they are behind.

Old Business:

Amy already reported on the Virtual One Stop Progress, nothing more to add. Derek already reported on the Job Fairs and Apprenticeship Fairs and has nothing more to add. Lucinda asked for nominating committee for new WDBKC officers. By May 15th we are hoping to have all nominations in, and positions filled for the Executive Committee.

New Business:

Derek reported that we may move from Weebly to another application for the Website. Julie reported on policy updates: recommendation for procurement that we follow the state purchasing handbook when it comes to purchases over \$5,000.00 or any purchase that requires a competitive bid that be changed from \$5,000 to \$25,000. Lucinda asked for a motion to move the policy update for procurement, Laura motioned; Brett Matthews seconded the motion; all in favor, motion moved. Julie then reported on annual leave policy. She asked that the annual leave accrual rate be changed to match and include all of the years worked for a state service. Laura asked how the policy update would affect our monthly reports. Andy answered that it will increase the fringe

benefits per month. The other part of the policy that is in question to be modified is sick leave. The recommendation is that if one employee exhausted their annual and sick leave, that another employee can donate their sick time to the employee who has exhausted their time. Bob asked what regions 1,2,4,5,6 do and if they follow state policies. Laura asked to table this matter and come back to the policy update at the next meeting. Laura made the motion to table; Greg Osbourne seconded the motion. All in favor, motion moved. Amy reported on the Incumbent Worker policy, to allow all employer related programs. Amy will send it out in email form. The policy update will remove restraints on some of the programs we offer and allow us to serve more businesses. Amy already reported on the Summer Youth Program. Amy asked if Stephanie Ahart had anything to report on their programs. Recently started their Capital Youth Build Program. Amy asked that if anyone planned on bidding for either RFP for both youth and one stop to please excuse themselves from the meeting before she began discussion. Amy reported that she needs to put the RFPs out by Friday. West Virginia got an increase in money and Region III plans to pass that increase of funds with the Youth Contract, we would like to see quality over quantity. Regarding the one stop contract, we will be requesting a full time one stop operator, where in the past it has been a part time operator. The end of May, Early June we will be conducting the rating committee for these bids. Amy asked for volunteers for the rating committee, she needs at least three individuals.

Upcoming Events:

Election of officers in June.

Lucinda asked for a motion to close the meeting, Carl motioned, and Brett seconded, all in favor. Motion moved.

Lucinda adjourned the meeting at 12:14 p.m.

Respectfully submitted by Courtney Saunders
Office Assistant at the WDB
5/20/2021

Auxiliary aids and services available upon request to individuals with disabilities.

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