



P.O. Box 3726, Charleston, WV 25337
426 Leon Sullivan Way, Charleston, WV 25301
Telephone: 304-344-5760
TDD: 304-343-4136
www.wdbkc.org

Workforce Development Board of Kanawha County

Board Meeting December 13, 2022

Board Minutes

Present:

Aaron Alexander
Rachel Bowman
Paul Breedlove
Todd Jones
John Haer
Brett Matthews
Greg Osbourne
Chanda Perry
Dustin Vaughan

Absent:

Steve Collins
Mitzi DeBeer
Carol Howerton
Becky Judy
Carl Olian
Lee Roberts
Victoria Russo

Staff:

Jessica Holbrook
Summer Johnstson
Annie Jones
Tamara Lee
Chelsea Meadows
Nita Shafer
Julie Norman
Michele Painter
Makayla Pritt
Courtney Saunders
Derek Vance
Ray Walker

Guest:

Pat Jack
Jason Roberts
Grace Wise
Andrew Wyne

Board Chairman, Brett Matthews, called the meeting to order at 11:01 a.m. Brett welcomed WDBKC's new member Victoria Russo, representing the Charleston Area Alliance. Brett asked for a motion to approve the minutes from the last meeting on October 18th, 2022. Rachel Bowman said there were items missing that needed to be added to the minutes. Motion will not be moved. The amendment to the October minutes will go out by email and a vote then will be conducted.

Finance Report- Michele Painter

The finance manager gave the bi-monthly report and update on spending levels to date. See attached handout.

Performance Report- Michele Painter

The finance manager gave the performance report. See Handout.

Program Report- Tamara Lee

The program manager gave the bi-monthly report and updated numbers pertaining to participants. See attached handout. The question from the floor pertained to how many were hired on the spot at the Speed Hire Event hosted. Staff answered the question. *

Executive Director- Julie Norman

The Executive Director gave the bi- monthly report.
See attached handout.

Old Business

There was no old business to report on.

New Business

- Andrew Wyne and Pat Jack presented the deferred retirement plan to the group. There was a question from the floor if the employer participants in this plan if the employee is automatically enrolled. The answer was no, it is based upon the employee and their preference. The plan is strictly employee contributions. Brett asked for a motion to build a policy for the deferred retirement plan. Aaron made a motion to begin building the policy; Dustin seconded the motion. All were in favor. Motion carried.
- The Finance Manager presented a driver safety presentation as a requirement of the insurance: Board of Risk Insurance Management.
- Personnel and Financial policy revisions are tabled until they can be revised and brought back to the group for approval due to language and clarity.
- The Executive Director informed the group that the Audit review from WFWV was in the handout, and the response is due at the end of the week.
- Brett said that there are members of the Board that need re-nominations. John Haer, Carl Olian, Chanda Perry, Lee Roberts and Mitzi DeBeer. Brett asked for a motion to move forward with the renominations. Aaron made a motion to approve; Dustin seconded the motion. All were in favor. Motion carried.

Brett Matthews asked for a motion to adjourn the meeting. Aaron made the motion; Todd seconded the motion. All were in favor. Meeting adjourned at 12:16 pm.

Respectfully Submitted by: Courtney Saunders
Office Coordinator WDBKC 01/04/2023

*There was a discrepancy in the answer during the meeting. The number of individuals hired during the event was 11 and not 4.

WDBKC Board Meeting
December 13, 2022
Financial/ Performance Report
Michele Painter

- Region III received State Set-Aside Grant allotment of \$384,185.00 to serve the individuals on the Waitlist.
- The Summer Youth Employment Grant has been fully expended.
- We are still waiting on the award for the DHHR Snap E&T grant.

- We have also received our FY23 allotment of money.
 - \$274,864.00 Adult
 - \$884,864.00 Dislocated Worker
- Summer has been monitoring files monthly for performance.
- Attached you will find the Performance Measures report and the Grant Tracking Spreadsheet.

PY 2022

West Virginia		LWDA 3						
		FINAL	90%	FINAL	Q1 (July1-Sept 30)	Q2 (Oct 1-Dec31)	Q3 (Jan1-March 31)	Q4 April 1-June 30)
WIOA Performance Measures		Goals						
WIOA Adults								
Employment (Second Quarter after Exit)	72.5%	63.9%	71.0%	63.2%				
Employment (Fourth Quarter after Exit)	70.5%	61.2%	68.0%	80.0%				
Median Earnings	\$6,400.00	\$5,760.00	\$6,400.00	\$5,812.00				
Credential Attainment Rate	81.5%	72.0%	80.0%	80.0%				
Measurable Skill Gains	45.5%	39.6%	44.0%	8.5%				
WIOA Dislocated Workers								
Employment (Second Quarter after Exit)	77.5%	68.4%	76.0%	80.0%				
Employment (Fourth Quarter after Exit)	79.5%	68.4%	76.0%	100.0%				
Median Earnings	\$9,600.00	\$8,640.00	\$9,600.00	\$10,001.00				
Credential Attainment Rate	84.5%	71.1%	79.0%	81.8%				
Measurable Skill Gains	43.5%	36.0%	40.0%	n/a				
WIOA Youth								
Employment (Second Quarter after Exit)	65.0%	49.5%	55.0%	45.5%				
Employment (Fourth Quarter after Exit)	61.5%	49.5%	55.0%	57.1%				
Median Earnings	\$3,500.00	\$2,970.00	\$3,300.00	\$3,881.00				
Credential Attainment Rate	61.5%	54.0%	60.0%	100.0%				
Measurable Skill Gains	44.0%	39.6%	44.0%	82.4%				

MET GOAL
 WITHIN 90% of GOAL
 GOAL NOT MET

CONSOLIDATED ACTIVE GRANTS

PY21 Grants OASIS Grant Number 22*0130

PY21 YOUTH 7/1/2021 - 6/30/2023			
Grant Award	\$462,436.00	Obligated	
Drawn	\$362,436.00		\$362,436.00
Total	\$462,436.00		\$362,436.00
Balance	\$0.00		\$0.00

PY21 ADULT 7/1/2021 - 6/30/2023			
Grant Award	\$60,324.00	Obligated	
Drawn	\$60,324.00		\$60,324.00
Total	\$60,324.00		\$60,324.00
Balance	\$0.00		\$0.00

PY21 DW 7/1/2021 - 6/30/2023			
Grant Award	\$195,479.00	Obligated	
Drawn	\$162,914.87		\$162,914.87
Total	\$195,479.00		\$162,914.87
Balance	\$32,564.13		\$32,564.13

PY22 ADULT 7/1/2021 - 6/30/2023			
Grant Award	\$285,253.00	Obligated	
Drawn	\$285,253.00		\$285,253.00
Total	\$285,253.00		\$285,253.00
Balance	\$0.00		\$0.00

PY22 DW 7/1/2021 - 6/30/2023			
Grant Award	\$81,753.00	Obligated	
Drawn	\$81,753.00		\$81,753.00
Total	\$81,753.00		\$81,753.00
Balance	\$0.00		\$0.00

PY22 DW 7/1/2021 - 6/30/2023			
Grant Award	\$222,606.00	Obligated	
Drawn	\$222,606.00		\$222,606.00
Total	\$222,606.00		\$222,606.00
Balance	\$0.00		\$0.00

PY22 YOUTH 7/1/2022 - 6/30/2024			
Grant Award	\$352,566.00	Obligated	
Total Overhead	\$35,166.00		
Total Available	\$317,400.00		
Drawn			
Total	\$352,566.00		
Balance	\$0.00		\$0.00

PY22 ADULT 7/1/2022 - 6/30/2024			
Grant Award	\$61,507.00	Obligated	
Total Overhead	\$5,151.00		
Total Available	\$56,356.00		
Drawn			
Total	\$61,507.00		
Balance	\$0.00		\$0.00

PY22 DW 7/1/2022 - 6/30/2024			
Grant Award	\$222,606.00	Obligated	
Total Overhead	22,378.00		
Total Available	\$200,228.00		
Drawn			
Total	\$222,606.00		
Balance	\$0.00		\$0.00

PY23 ADULT *			
Grant Award	\$276,864.00	Obligated	
Total Overhead	\$27,466.00		
Total Available	\$249,398.00		
Drawn			
Total	\$276,864.00		
Balance	\$139,717.81		

PY23 DW *			
Grant Award	\$884,375.00	Obligated	
Total Overhead	\$88,438.00		
Total Available	\$795,937.00		
Drawn			
Total	\$884,375.00		
Balance	\$0.00		\$0.00

PY22 DW 7/1/2022 - 6/30/2024			
Grant Award	\$222,606.00	Obligated	
Total Overhead	22,378.00		
Total Available	\$200,228.00		
Drawn			
Total	\$222,606.00		
Balance	\$0.00		\$0.00

Ancillary Grants

ARPA			
Kanawha County Commission			
Grant Award	\$100,000	Obligated	
Total Overhead	\$0.00		
Total Available	\$100,000		
Drawn			
Total	\$100,000.00		
Balance	\$0.00		\$45

Unicare 2022 - June 30, 2023			
UniCare			
Grant Award	\$25,000	Obligated	
Total Overhead	\$0.00		
Total Available	\$25,000		
Drawn			
Total	\$25,000.00		
Balance	\$24,700.00		\$25,000.00

PY21 Storm Grant Expires 6/30/23			
OASIS Grant Number: 19*9600			
Grant Award	\$382,472.54	Obligated	
Total Overhead	\$0.00		
Total Available	\$382,472.54		
Drawn			
Total	\$382,472.54		
Balance	\$88,927.00		\$0.00

PY22 Summer Youth - 12/31/22			
OASIS Grant Number: 22*5092			
Grant Award	\$334,298.00	Obligated	
Total Overhead	\$0.00		
Total Available	\$334,298.00		
Drawn			
Total	\$334,298.00		
Balance	\$0.00		\$334,298.00

PY21 EE 1/1/22 - 12/31/23			
OASIS Grant Number: 22*3255			
Grant Award	\$469,283.76	Obligated	
Total Overhead	\$0.00		
Total Available	\$469,283.76		
Drawn			
Total	\$469,283.76		
Balance	\$224,952.92		\$469,283.76

PY21 CP 9/15/21 - 6/30/23			
OASIS Grant Number: 22*2182			
Grant Award	\$125,096.00	Obligated	
Total Overhead	\$0.00		
Total Available	\$125,096.00		
Drawn			
Total	\$125,096.00		
Balance	\$98,340.80		\$125,096.00

PY21 FSE&T - 9/30/22			
OASIS Grant Number: 22*0097			
Grant Award	\$96,868.00	Obligated	
Total Overhead	\$0.00		
Total Available	\$96,868.00		
Drawn			
Total	\$96,868.00		
Balance	\$0.00		\$96,868.00

Green Power - 2/28/23			
OASIS Grant Number: 22*5024			
Grant Award	\$566,116.85	Obligated	
Total Overhead	\$207,607.00		
Total Available	\$358,509.85		
Drawn			
Total	\$566,116.85		
Balance	\$141,204.56		\$217,307.29

SSA- Wait List 6/30/22			
OASIS Grant Number: 22*3081			
Grant Award	\$384,185.00	Obligated	
Total Overhead	\$0.00		
Total Available	\$384,185.00		
Drawn			
Total	\$384,185.00		
Balance	\$384,185.00		\$0.00

*** Increase to the Severe Storm grant \$88,927.00 11/3/2022

PY22 Grants OASIS Grant Number 23*0138

PY22 YOUTH 7/1/2022 - 6/30/2024			
Grant Award	\$352,566.00	Obligated	
Total Overhead	\$35,166.00		
Total Available	\$317,400.00		
Drawn			
Total	\$352,566.00		
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Grant Award	\$61,507.00	Obligated	
Total Overhead	\$5,151.00		
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WDB-KC Board Meeting
December 13, 2022
Program Manager's Report
Tamara R. Lee

- **In Office Appointments** – Since the last board meeting, the Career Planners have met with and assisted 115 Job Seekers. We are currently contacting individuals on the waitlist to issue Individual Training Accounts (ITAs). Staff are reviewing the participants training plans and anyone no longer interested in classroom training is being referred to Wagner Peyser for employment. Career Planners are also working daily to enter any missing data to improve our performance.
- **Speed Hiring Event** – WDB-KC along with Jobs and Hope, WorkForce WV, and Charleston Area Alliance co-hosted the second Speed Hiring Event. There were 30 employers and 120 Job Seekers in attendance.
- **SNAP E&T** – Case Manager received 11 referrals in November and provided information and services to 8 individuals.
- **UniCare** – UniCare and the WDB-KC have created a partnership and will collaboratively work together to support employment initiatives for youth and adults residing in Kanawha County.

 Workforce DEVELOPMENT BOARD OF KANAWHA COUNTY	PY 21	October	November	December	Q1	Q2	Q3	Q4
WEBSITE REFERRALS	973	41	44		236			
REFERRED TO OTHER REGION	73	1	8		4			
PARTNER AGENCY REFERRALS	74	0	4		3			
IN OFFICE APPOINTMENTS	487	84	31		130			
TELEPHONE INTAKE	118	0	0		10			
REGISTRATIONS	216	15	8		81			
INELIGIBLE	12	0	1		0			
AES/CRYSTAL KNOWS	123	1	2		2			
SUPPORTIVE SERVICES	30	0	2		3			
ITA CONTRACTS	129	0	0		33			
OJT CONTRACTS	47	1	0		4			
TRANSITIONAL JOBS	17	0	0		0			
INCUMBENT WORKER	336	0	0		0			
CUSTOMIZED TRAINING	0	0	0		0			
EE CONTRACTS	13	0	0		0			
NEW EMPLOYER VISITS	25	2	0		0			
NDWVG OPIOID	7	0	0		0			
NDWVG COVID-19	9	0	0		1			
NDWVG SEVERE STORM	33	2	2		17			
GPM INQUIRIES	122	94	5		26			
GPM OUTREACH LOCATIONS	33	0	0		2			

**WDBKC Board Meeting
December 13, 2022
Executive Director's Report**

- **American Job Center** – First Choice Services has signed a lease and will be moving into the AJC in December. Tenants meet monthly to discuss better ways of working together and we continue to host public events to bring more attention to the partners and programs offered in the new facility. Since October we have held Trades Day, Connect With EY, AJC Committee, Frontline Network, Quarterly One-Stop Partner Meetings. Not all MOUs have been signed but invoices have been sent to partners for the Q1 shared costs of the AJC. The operating budget of the AJC will be reconciled with actual expenses quarterly and partners will contribute accordingly based on the full-time equivalent (FTE) contribution to the AJC.
- **Speed Hiring Event**– A Speed Hiring Event was held on November 15 with 28 employers and 120 job seekers in attendance.
- **West Side Lifelong Learning Initiative** – The WDB-KC continues to participate in this initiative to develop an approach to better serve the residents of the West Side of Charleston. I serve on the Adolescent and Adult Work Group.
- **Business Services** – A Business Engagement Team made up of all partners in the region who have business services staff has been formed and is developing MOUs and procedures to streamline effort and avoid duplication. We are developing a list of probing questions that should be helpful to all business services representatives in the region for determining what programs and services a particular business may need from the entire team. We are also producing an informational card for businesses that focuses on solutions rather than programs.
- **PY22/FY23 WIOA Funding** – We have obligated all our PY22 training funds, including the \$350,000 transfer from Dislocated Worker to Adult funds, so there is a wait list of 66 individuals who have requested assistance. A request for an additional \$764,000 was submitted to WFWV on September 9 but has not yet been approved.
- **WFWV Audit** – We have received the final report of the WIOA Region 3 WDB review conducted by WFWV in the Spring of 2022 and a response is due by December 16.
- **WIOA Retreat** – Several staff attended the retreat Oct 24-26 at Glade Springs Resort & Conference Center. A session for CLEOs and local WDB board members was also conducted during the retreat, which several from WDBKC attended via Zoom.
- **Upcoming Events:**
 - Frontline Unity Retreat – TBA (March)
 - Black & White Casino Night Fundraiser – TBA
 - Open Houses – Businesses, School Counselors, Faith-Based Community

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