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Workforce Development Board of Kanawha County

Board Meeting February 21, 2023

Board Minutes

Present:

Commissioner Carper CLEO
Aaron Alexander
Rachel Bowman
Carol Howerton
Todd Jones
John Haer
Brett Matthews
Carl Olian
Greg Osbourne
Chanda Perry
Lee Roberts
Victoria Russo
Chris Settles
Dustin Vaughan

Absent:

Paul Breedlove
Steve Collins
Becky Judy
Derrick Thomas

Staff:

Summer Johnston
Tamara Lee
Chelsea Meadows
Julie Norman
Michele Painter
Makayla Pritt
Courtney Saunders
Nita Shafer
Derek Vance
Ray Walker

Guests:

Scott Adkins
Jason Roberts
Jarl Taylor

Opening-Board Chairman, Brett Matthews, called the meeting to order at 11:00 a.m. Brett introduced Chris Settles and welcomed Commissioner Carper.

Approval of minutes-Brett asked for a motion to approve the minutes from December 13th, 2022. Chris Settles and Carol Howerton abstained from the vote. Lee made a motion to approve the minutes; Todd seconded the motion. All were in favor; motion carried.

Finance Report- Michele Painter

Michele reported that there were a few things that needed to be mentioned. Regarding the State-Set Aside Waitlist grant funding that WDBKC received from WFWV; there were approximately 40 slots available from participants no longer interested in training. A request was made to WFWV to use that money to serve other individuals and it was approved. Out of the 40 available slots, there are only 15 left. Therefore, WDBKC will need to do a transfer from the Dislocated Worker funds to the Adult Funds. Every year, there is an abundance of Dislocated Worker money in comparison to the Adult Funding that is allocated. A request will be made in the coming weeks. If the request is not approved, a waitlist will be developed for individuals until the PY allocation comes in. Michele is currently working with HRDF to create a budget request for the Summer Youth Employment Program that will serve 85 youth. Michele reported that in the budget WDBKC will only be requesting money for administrative purposes and the rest will go to program services and participant wages. Brett asked if anyone had any questions.

Motion-Lee made a motion to approve the Finance report. Todd seconded the motion. All were in favor; Motion carried.

Program Report- Tamara Lee

Referrals-Tamara reported that website referrals from partner agencies and training providers doubled from December to January. There have been 23 Individual Training Accounts written in December and 22 in January. These include West Virginia Junior College, A Rising Tide Academy, 160 Driving Academy, Boone Career and Technical Center, BridgeValley Career and Technical College, The Palm Beauty Academy, Integrity Insurance, and Charleston Property Restorations' Apprenticeship Program.

Business Services-HRDF which is who WDBKC has contracted Business Services to, has had new employer visits weekly. Michael Austin has met with employers and there is currently an employer that wants Incumbent Worker training to upskill his current employees' skills. WDBKC has participants that have completed some of the career readiness training that is offered. Carol asked if the apprenticeships were DOL Apprenticeships or OJT Apprenticeships. Tamara answered that Charleston Property Restoration is a registered DOL apprenticeship as of December 2022. Carol asked if WDBKC provides education to tell employers about what is available and how WDBKC can assist their businesses. Tamara told Carol that there is a new Business Engagement group that has been formed between local partner agencies and staff.

Executive Director- Julie Norman

American Job Center-Julie reported that there are now 10 partner agencies at the American Job Center which include EnAct, BridgeValley, WDBKC, Human Resource Development Foundation (HRDF) Jobs & Hope, Bureau of Senior Services, Adult Education, Job Service and Unemployment Insurance Division of WFWV, Partnership of African American Churches (PAAC), First Choice Services, and Division of Rehabilitation Services.

Youth Systems Building Academy-Julie reported that WDBKC was one of nine selected in the country for the DOL Youth Systems Building Academy. WDBKC's application identified five partners in Region III that will be working together to design, test and implement ways to reach our youth. These partners include HRDF, Adult Education, BridgeValley and DRS. There will also be two in-person convenings in Washington DC funded by DOL.

Kanawha County Judicial-About a week ago, over a dozen magistrate and circuit court judges, prosecutors, public defenders and Day Court staff met with the partners in the American Job Center to find ways to better collaborate and serve the offender population in Kanawha County. Tamara and Day Report staff have developed an intake system that the Day Report staff will use.

West Side Initiative-WDBKC continues to work with the leaders on the West Side on the West Side Lifelong Learning Initiative.

Business Engagement-Julie reported that the Business Engagement Team has been formed and the MOU will be developed within the coming days.

Training Providers-Program staff met with all of the approved training providers in Kanawha County to outline the new Individual Training Account process and how invoices will be paid. Also, starting next month the career planners will be on-site visiting each training provider and their facilities to get a better understanding of the classes they offer and what their processes are, this will also form a working relationship.

Outreach-Last week WDBKC started a new campaign called "Now You Know," which is a series of

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one-minute videos each of the partners will do on different topics related to programs and services to help inform the public. These videos will be posted on social media platforms and websites every other Thursday starting February 16th. Julie reported that she did the first one and Michael Austin, the one stop operator has done the second one.

Summer Youth-WDBKC and HRDF will be applying for funds to serve approximately 80 youth. Last summer we served 100 youth over seven weeks and provided other job readiness skills.

Monitoring & Audits-WorkForce West Virginia has contracted with an outside firm to conduct monitoring on each region. WDBKC will have their monitoring on March 29th and 30th onsite. While there will be that monitoring, WDBKC is also going through the independent audit that is done yearly. Herman & Cormany are finalizing the PY 21 audit, and that report should be available soon. Michele added that they have also started on the PY 22 audit.

Performance Evaluations-Julie reported that performance evaluations continue to be done bi-yearly and one was done last month in January on all staff. Julie reported that something new has been developed and put in place succession plans for each job position. Unexpected events happen and when a staff member leaves, WDBKC needs to have a plan in place to ensure WDBKC maintains service.

Events-Julie reported that upcoming events include a hiring event for Sears Monument that was on February 14th; A Pop-Up One Stop on February 23rd and Trades Day on March 1st. Julie reported that she has been asked to do two workshops at a national conference for the National Associations of Workforce Professionals annual conference in May. Tamara reported that the Pop Up date has changed to February 27th at the Boys & Girls Club. Carol asked what Trades will be present for Trades Day. Tamara answered Building and Construction. Carol asked if there are other days planned for other Trades. Julie answered that it could be scheduled, and that the goal is to have a special event here every other week. Tamara asked if anyone had any suggestions, Carol suggested manufacturing. Julie talked about the Green Power grant WDBKC had received from WFWV that will expire at the end of this month. WDBKC received over 400 resumes and Green Power only hired key personnel. Aaron asked who is coordinating efforts with Green Power and Julie responded BridgeValley and Tamara from WDBKC staff. Tamara added that the first hiring event got pushed back, and then the company did not like the curriculum that BridgeValley had put together but did not inform them of that. Carol asked if WDBKC can reapply for the funding and Julie responded that it is possible as long as the company gives a detailed list by name that can be submitted to WFWV.

Old Business

Deferred Retirement Policy-Brett reported that there have been changes to the fringe benefit policy because WDBKC has adopted the Deferred Retirement Plus Plan. This is an optional plan, solely up to the employee that will add to their retirement. The WDBKC does not pay for this.

Motion-Brett asked for a motion to approve and adopt the policy. Lee made a motion to approve. Aaron seconded the motion. All were in favor; Motion carried.

Audit & Audit Resolutions-Brett reported that there were revisions to the Audit and Audit Resolutions policy from the Financial Procedure handbook. The changes include stating that

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WDBKC will undergo yearly audits, including independent audits; and the independent audits will be submitted to the Federal Clearing House. The policy existed but the language needed to be clarified and defined. Julie added that WDBKC has always had independent audits done, but the last few independent audits have not been done in a timely manner. Lee asked if it was due to the pandemic. Michele answered no. Chris noted that WDBKC is 18 months past the due date of turning in the audit to the Federal Clearing House. Michele reported that since becoming the Financial Manager in July of 2022, she has worked with Herman and Cormany for many hours to correct the issues from the previous Financial Managers. Commissioner Carper asked if WDBKC's independent auditors were aware of the debt and demand for repayment; Michele responded yes.

Motion-Commissioner Carper made a motion to approve the policy change for Audit and Audit Resolutions. Lee seconded the motion. All were in favor; motion carried.

Rachel wanted the two audits to be distinct from one another in the policy. Chris suggested the two separate audits, The Financial Management Analysis and the Independent Audit to have separate headers and paragraphs.

Motion Rescinded-Chris moved to rescind the prior vote on the policy change until the policy is represented at the next meeting with headers. Lee seconded the motion. All were in favor; motion carried. Tamara asked Rachel for clarification on if the wording was acceptable and only headers and paragraphs needed to be added. Rachel responded that is correct.

Compensation Policy-Brett reported that the next policy is section 20 from the personnel handbook: Compensation. The following language has been added "Compensation paid to the Executive Director is at the sole discretion of the board and tailored to the individual to be offered the position. The initial compensation package may include a sign on bonus and relocation expenses. The following are excluded: Boats, recreational vehicles (RVs) and Livestock. References: OMB Guidance CFRs 200.463; 200.464; 200.465" Carol asked if there was a limit on the relocation expenses. Brett responded according to the CFR no. Commissioner Carper asked what the purpose of this policy revision is. Aaron responded that this will address some of the audit findings from WFWV. Commissioner Carper mentioned the disallowed cost amount and that he is personally responsible for it. There was discussion between Commissioner Carper and Aaron about the debt and the letter from WFWV.

Motion-Commissioner Carper moved to table the compensation policy revisions until the debt is taken care of. Chris seconded the motion. All were in favor; Motion carried.

Board Members-Brett reported that we are still out of compliance and WDBKC needs five business members on the board. Commissioner Carper said that his office is working on finding members for the board.

New Business

Discussions:

Commissioner Carper said that a special meeting needs to be called with the debt on the agenda as a new business item. Commissioner Carper said it is hard to tell what has been done because of lack of minutes. Chris said that according to the November 2022 minutes there was a discussion about salaries, but in December of 2022 Julie's salary was not mentioned. Commissioner Carper

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asked if any bonuses are planned soon for the Executive Director, Michele responded no and that any kind of salary modification or bonus has to be approved by WorkForce West Virginia first.

Motion-Brett Matthews asked for a motion to adjourn the meeting. Lee made the motion. Aaron seconded the motion. All were in favor. Meeting adjourned at 11:50 am.

Respectfully Submitted by: Courtney Saunders
Office Coordinator WDBKC 03/16/2023