



Region III Workforce Investment Board of Kanawha County, Inc.

Board Meeting August 18th, 2020

Board Minutes

Members Present

Jeri Adkins
Paul Breedlove
Lucinda Curry
David Felinton
Laura McCullough
Marsha Mullins
Carl Olian
Lori Counts-Smith
Stephanie Smith
Doug Tate

Members Absent

Sandra Ashley
Alex Compton
Anita Ferguson
Bob Gray
Andrew Gunnoe
John Haer
Brett Matthews
Michael Newman
Lee Roberts
Thomas Samples
Mike Sirockman

Staff Present

Nancy Daugherty
Amy Farley
Courtney Saunders
Nita Shafer
Andy Sweetnich

Staff Absent

Lailah Ali
Annie Jones
Tamara Lee
Nick Nunnery
Michele Painter
Derek Vance

Lucinda Curry opened the meeting at 11:00 a.m. Lucinda introduced Doug Tate, who is a new board member who is the owner of Alpha Technologies. Due to the COVID-19, the board was unable to meet in person. The platform WebEx was used to conduct this meeting. Nancy Daugherty asked for everyone to announce themselves. Lucinda Curry asked for an approval of minutes from the meeting held on June 16th, 2020. Carl Olian made the motion, Paul Breedlove seconded it. All in favor, motion moved.

Written Reports:

Finance Report: Robert Gray and Andy Sweetnich

Andy Sweetnich reported that for the new budget year we have a total of 2.8 million. This number includes \$687,780 in carry-over money. Nancy made a comment that in the Empowered Employment money, she hired a staff member in March to oversee the program. In the empowered employment program, the budget allows us to hire 30 participants and pay full wages to the employers. There is also a transfer of \$100,000 from

dislocated worker funds to adult funds. Andy reported that we have spent most of the adult funds and youth funds. For the newest grant received, there hasn't been any money spent, but there is a little over \$40,000 obligated in the adult grant. Adult ITA participants are as follows: three in the Palm Beauty Academy, one at Garnet Career Center, one at Ben Franklin Career Center, and eight at PIA. In our Dislocated Worker ITA participants we have, two at BridgeValley, one at West Virginia State, four at PIA, one at West Virginia State University and one at West Virginia Junior College. Lucinda asked for a motion to approve the finance report. Carl motioned; Paul seconded the motion. All were in favor, motion moved.

Career Planners: Michele Painter and Tamara Lee

Neither Michele Painter or Tamara Lee was on the meeting due to it being via WebEx. Nancy made a few comments though on their written report. Since the website has been revised, we have gotten 73 referrals from online. 21 individuals were referred to other counties. Michele and Tamara have assisted and referred 40 claimants over to Unemployment staff at Workforce WV. Referred 13 to WFWV job service, and 9 for the coal grant. Since the last meeting, 15 participants have completed training and are working.

Youth Manager, Program Manager, EO updates: Amy Farley

Amy Farley reported that she has been working on minor revisions for the local plan that were approved by WFWV on 6/30/2020. She has been in close contact with Alpha and the contract we are signing with them to handle all IT for the Workforce Investment Board of Kanawha County. Region III WIB is in negotiations with HRDF and the One Stop Operations. Michael Austin is the new One Stop Operations Coordinator. This year, the regions will be negotiating performance goals.

DHHR Snap E&T update: Annie Jones and Lailah Ali

Annie Jones and Lailah Ali reported that for the month of June, there was a total of twelve referrals. The case managers have sent out letters to clients to reschedule missed appointments. For the month of July, they had eleven referrals. Two clients were enrolled into job searches, one client started school to obtain their GED at BridgeValley, one client began volunteering at heart and hand in hopes to be hired and one client is self-employed. For the first two weeks of August, they have had seven referrals.

Business Services update: Nick Nunnery

Nancy reported that Nick has been concentrating on Program Outreach for training and innovative ways to reach job seekers. Since the last meeting, Nick hosted a virtual workshop that covered skills as resume writing, interview skills, financial literacy and personal credit reports among other skills. Nick has remained in contact with our employers and helped with direct relief from this pandemic. Nick attended the Technology Expo hosted by Advantage Technology that was held on July 23rd and discussed data security and the rising risks of data breaches since the pandemic started.

Empowered Employment update: Derek Vance

Nancy reported that Derek Vance started in the middle of March. He has three participants in the Empowered Employment program that he monitors. Derek has been researching Virtual Job fair platforms. Derek has been working on marketing materials and advertisement materials. He has also been in contact with multiple radio stations and

new stations. He developed a marketing news flyer for the Members Market through the Charleston Area Alliance, which was sent to over 6,000 members.

Executive Director's report: Nancy Daugherty

Nancy reported that we have been on a "Staggered back to work" schedule starting June 22nd, 2020. Staff has conducted staff meetings once a week using zoom or WebEx. Nancy has had regular email communication with board members, workforce partners, participants and employers. The completed revisions for the Strategic plan for 2020-2024 was approved mid-July and signed off by the Board Chairman and Chief Local Elected Official Kent Carper. The WIB has purchased four cell phones for use by the Career Planners, Business Service Rep and Program Outreach Specialist for contact with the public and participants. Nancy completed all staff evaluations by June 30, 2020. Doug Tate was approved to be on our board. Mr. Tate is the CEO of Alpha Technologies. We received a replacement nomination form from Chemours for Greg Osbourne, so Nancy will send that off to get approved. Nancy and other staff were presented a demonstration for Premier Virtual to assist with virtual job fairs on an online platform. The WIB directors from regions 1, 4 and 6 have been meeting via Zoom to share and collaborate on program issues and handling staff. Received budget allocations for July 01, 2020 to June 30, 2021. The updated ITA policy was approved and went into effect on July 13th, 2020. Nancy has attended multiple webinar and Zoom/ WebEx meetings.

Old Business

Nancy reported that the summer youth program was not conducted due to the COVID-19. The staggered back to work schedule has been implemented. The new budget for the year was approved. WIBKC will be doing radio advertising.

New Business

Lucinda reported that we have a new nominee form for Greg Osbourne from Chemours. Lucinda asked for a motion to approve his nomination. Carl motioned and Marsha seconded the motion. All in favor. Motion moved. The nominee form will be sent to Kent Carper for approval by Nancy. Amy covered in her report Michael Austin who is the replacement for the HRDF/ One Stop Operations Coordinator.

The next scheduled board meeting will be on October 20, 2020 which will be on an online platform. Also a holiday meeting is scheduled for December 15th, 2020 in hopes to meet in person. Lucinda asked for a motion to adjourn the meeting. Carl motioned and Marsha seconded the motion. All in favor. Motion moved. The meeting was adjourned at 11:56 AM

Respectfully submitted by Courtney Saunders, Office assistant
9/10/2020