



Region III Workforce Investment Board of Kanawha County, Inc.

Meeting February 18th, 2020

Board Minutes

Members Present:

Jeri Adkins
Paul Breedlove
Alex Compton
Lucinda Curry
David Felinton
Anita Ferguson
Bob Gray
Brett Matthews
Carl Olian II
Lee Roberts
Thomas Samples
Mike Sirockman
Lori Counts-Smith

Members Absent:

Sandra Ashley
Andrew Gunnoe
John Haer
Laura McCullough
Marsha Mullins
Michael Newman

Guests:

Jeff Farley
Nancy Shepherd

Staff:

Lailah Ali
Nancy Daugherty
Amy Farley
Annie Jones
Tamara Lee
Nick Nunnery
Michele Painter
Courtney Saunders
Nita Shafer
Andy Sweetnich
Derek Vance

Board Chairman, Lucinda Curry called the meeting to order at 11:03 a.m. at the Charleston Area Alliance on 1116 Smith Street in Charleston, WV. Lucinda asked for everyone present to go around and introduce themselves and who they represent. Lucinda asked for a motion to approve the minutes from the December meeting. Paul Breedlove motioned and was seconded by Brett Matthews. Everyone was in favor.

Finance Report: Andy Sweetnich & Bob Gray

Bob Gray Explained that we are seven months into the year, as of January. We are 59% through the budget. For carry over money, we had \$329,081 that couldn't be spent. For the WIOA grant, the budget is \$1,452,563.02 and for the FSE&T grant, we received \$168,068. We are fully staffed, but with the carry over money from last year, the percentage of the budget expended is low. Bob explained the MACC statement, under the Adult, we have expended about 38% but we have obligated almost 92% of the adult funding stream we have. Most of that money will be going to Alpha Technology and to the Transitional jobs. We have only spent 20% of the dislocated worker funding stream, so we will be looking to transfer money from there to the Adult funding stream. Last years MACC statement informed us that we obligated and spent 100% in the adult and youth funding stream and almost 70% in the dislocated worker funding stream. We have trained 37 adults so far. 17 of them have went to BridgeValley, majority of them as Recovery Coaches. We have 9 at PIA to obtain their CDL. Also 4 have who went to WV Women Work. We have trained 16 Dislocated Workers. Once again, a majority of the 16 participants are at either BridgeValley, PIA or WV Women Work. Together this year we have trained 53 people and have spent \$167,640. Then the last page of the finance report, was our On-The-Job participants, we have spent a little over \$4,600 but we expect to spend about \$60,000 on these contracts. These contracts include but are not limited to, basic construction needs, production lines, and repair shops for coal equipment, also recovery coach positions and restaurant work. Nancy added that the first group of recovery coaches we had, there was seven individuals and all seven of them are working in that field. The second group had 9 individuals and after a little bit of research, she concluded that there is plenty of money for these individuals to be placed in a job, and this area is in desperate need of recovery coaches. Lucinda asked for approval, Mike motioned, and Lee seconded. All in favor.

Career Planners: Tamara Lee and Michele Painter

Tamara Lee told us that since the last board meeting in December, 239 individuals have come into the office looking for more information or for WIOA services. 91 individuals have come to eligibility and TABE testing. Out of the 91, 3 were referred to another region, 9 were referred to the Coal NDWG, 21 failed their TABE test and 10 didn't have the required documentation. Since December, Michele and Tamara have wrote 21 ITA's. 13 of them were Adults and the other 8 were Dislocated Workers. They have written one Transitional job contract, and they have transitioned 6 individuals from Transitional Job contracts to On the Job training contracts. 5 individuals were referred from the Jobs and Hope DMV program to do the online Career Readiness modules we have. The career planners are also able to assist individuals with bus passes, training related expenses, car repairs, transportation and needs related payments while they attend training.

One Stop Acting Manager: Jeff Farley

The carpet installation is finally completed. The workforce is still working with the U.S. Census Bureau starting people at 18.50 an hour up to, forty hours a week. The Census Bureau has taken into consideration individuals who do not have a vehicle or a driver's license and is now hiring those who live on or close to a bus line. Rapid responses

have been attended at Save a lot and a few coal mines. Jeff has also met with a DHHR Representative to discuss OJT Programs or an Employment Incentive Program and Employment Subsidies Program. Also Integrated Resources, ResCare and Top Notch Custodial have visited the workforce and have been able to recruit people.

Program Manager: Amy Farley

The goal for enrollment is still at 60 individuals. We have 44 enrollments and 10 who are in follow-up, so the majority who are enrolled are active. For youth placement, there are a few employers. Heavenly Hands daycare, Capitol Insurance group, PACC, Charleston Chiropractic and the Upper Kanawha Valley YMCA. As of February 14th, performance reports were pulled from the MACC system to be submitted to the Department of Labor, but we do not have the final numbers, but for now, we have an enter employment rate at 60%, 51% for the retention and 57.1% for the received credentials. As a reflect of these numbers, we are right around the state goal for these numbers. For the adult goal, we are at 62.5% for entered employment, 53% for their retention and 80% for their earned credentials. With the dislocated workers, we have 77.5% for entered employment, 75.2% for their retention and 74.6% for the received credentials. We have almost reached the goal, but there is a few that we haven't reached yet. But we are making progress. * These numbers are from a year ago, following proper procedures on follow ups. *

DHHR Food stamp and FSE&T: Derek Vance

Derek Vance, Lailah Ali, and Annie Jones currently have clients enrolled at BridgeValley and at Garnet to obtain their GED's (general equivalency diploma). Lailah had a client, who was able to obtain employment at the Department of Health and Human Resource office, for janitorial work. Derek recently had a client who received his drivers license back through the Second Chance program that the state of West Virginia offers. Derek also has a client who received his GED. Lailah Derek and Annie all have clients who are waiting on Jobs & Hope.

Nick Nunnery: Business Service Representative

Nick Nunnery has attended a few rapid responses to assist employees who have faced a layoff due to a business closing, included but not limited to Save A Lot and the coal mines that have recently closed down in the Kanawha county area. Since the last meeting December, Nick has met with nine employers, which includes, Conveying Solutions, who are interested in starting an apprenticeship here in Charleston. Nick also met with Kanawha County Day Report Center and some Kanawha County Schools to assist us in finding participants who have the barriers to employment. He recently had a meeting with Jobs & Action, which mimics Jobs & Hope, and they would like to place their participants in our WIOA program. Jobs & Action has a new program that will assist individuals being released from prisons and treatment facilities with housing. These individuals will have thirty days to obtain employment and that will be when WIOA can pick up these individuals and help them with employment or training. Nick has partnered with a few other business service representatives, and are now meeting as a group, to share ideas and express concerns. This Business Service group meets the last Friday of every month and discuss upcoming events and brainstorm on ideas and how they can proactively recruit individuals. The YMCA in Montgomery has offered the Region III office space to conduct business between individuals and a case manager to assist in writing ITAs and providing other services we offer. The Mountaineer Challenge Academy will be moving to Montgomery soon and they are interested in hiring Individuals that are WIOA eligible.

Appalachian Botanicals also known as the Lavender Farm, is interested in the Transitional Job program and the Empowered Employment program and would like seasonal workers from Kanawha County.

Nancy Daugherty: Executive Directors Report:

Nancy Daugherty attends monthly Inter-Agency Collaborative Team meetings. The most recent meeting, there was a presentation on the Coalition to end homelessness, and Craft Apprenticeship by the Affiliated Construction Trades of West Virginia. The WIB Director meetings have been primarily taken up by the Strategic plan and information about the individual Regional Plans. There are two new goals being added, Emphasis to the Youth Program and Post-Secondary Education. Region III recently received the approval for funds for what will be called Empowered Employment program. This new program mimics the Transitional Job program, with the wage subsidies only going to 14 weeks, now its 26 weeks of wage subsidies. Nancy attended the Business After Hours at the Clay Center which was well attended. Nancy is on the State Rehabilitation Council and she has heard extensive reports on their state plan and as well as the combined plan for Adult Education. At the Quarterly meeting Region III has for our One Stop, Training Providers and Youth Committee, Jobs & Hope did a presentation and covered how many individuals they have seen, and that number was high. Workforce WV just conducted an Audit on Region III the week of January 27-31st. There was one finding, pertaining to record keeping and the use of outdated forms. Region III also had an audit the same week from our independent auditor, Herman and Cormany. The request to transfer \$100,000 from the Dislocated Worker funding stream to the Adult funding stream was approved. This was for PY18, so we will do the same for PY19 funding streams. Region III recently signed an Incumbent Worker contract with Casto Technologies for HVAC Certification. Nancy recently met with the Mayor of Charleston, Amy Goodwin pertaining summer youth programs. The city of Charleston will be setting aside a portion of money to allow youth in the city to work for the summer. Nancy will be asking for additional money for the rest of Kanawha County. We do not want to compete with the City of Charleston, but our goal is to serve the outlying areas of Kanawha County. We will be looking at schools to recruit 25% of our participants and the other 75% will have to be out of school individuals. This program will last between six to seven weeks, no longer then eight weeks though. Region III wanted to put one of our ABAWD/ Food stamp case managers at the One Stop, but after some negotiations, the cost per month is out of the budget. Nancy and Amy Farley have recently met with the Public Relations Student Services Association on the campus of West Virginia State University and Dr. Ziyati is the faculty advisor. The students are going to be doing some work for Region III, doing some website enhancements, social media to attract not only participants but businesses to. Revising our brochures and flyers. They are also going to be running a participant focus group for us. The total amount of this contract is \$1,500, so we are excited to see what they can do for us. The YMCA in Montgomery is not only offering us the free office space but also free use of the internet. Region III is looking to go up there one to two days a week to do recruitments for participants and businesses. Once Region III has spent some time in Montgomery, Nancy will evaluate how many clients are being seen and will adjust the amount of days and time from there. Montgomery and the surrounding areas need as much help as possible.

Old Business:

By-Laws: Lucinda informed the group that there have been committee meetings and have made changes to the By-Laws. The changes were sent out and presented at the Board meeting in December. The members of the Region III board had thirty days to review and submit comments on the changes. Lucinda asked for a motion for approval. Lee Roberts motioned, and Carl Olian seconded the approval. All was in favor.

Advertising & Marketing: Nancy reported on most of this in her report. Region III also recently ran advertisement on PBS on the radio. The ad was targeted towards both participants and employers.

RFP for One Stop: Region III decided to allow the current RFP to remain the same for another year. The new RFP for the One Stop Operations will be going out next year.

Strategic Plan/WV State Plan: Region III has been working on the strategic plan to be submitted this year. Nancy has attended meetings about the Workforce WV State Plan. There was a guidance notice that was received. The state of West Virginia is doing what is called a Unified Workforce Plan that includes Adult Basic Education and the Division of Rehabilitation Services. Also, Wagner Peysers which serves the unemployment and job service activities and then WIOA in each county. Region III has only one county that we serve, the other six regions serve a multitude of counties. On January 6th, Region III received notice that the local plan will be due to the Workforce to be approved and become effective July 1st. Nancy attended many meetings that served as a task force to come up with the goals and objectives for the plan. Workforce WV instructed the regions to only remove what would not apply to the new goals and objectives for 2020-2024 and to add the new goals and objectives. The new plan will be posted to the public and on our website for comments up to two weeks starting March 1st.

New Business:

Audits from Workforce WV & Independent: Region III had the independent audit the second to last week of January and Workforce WV came the week after that to do their audit. Herman and Cormany audit were still on-going for about two weeks after it started. During the exit meeting, Region III was informed that this year has improved from last year.

Summer Youth Program: The summer youth program is eligible for private, non-profit and profit employers. The proposal that was sent to Workforce will employ 100 youth for six to seven weeks. Region III recently had a meeting with a company that would write the checks for these youth, but they charge two dollars per check that they write. Region III would still have to do all of the paperwork and track each of these participants. Once approved, we anticipate this program to start June 1st. The last day of school for Kanawha County is May 22nd. The last summer youth program Region III funded was in 2011.

Supportive Services Policy: Region III made modifications to the policy for supportive services. The changes primarily consisted of putting a limit on the dollar amount for vehicle repairs. We will not repair to any vehicle over twenty years old and the cap is now at one thousand dollars. Lucinda asked for a motion to approve the policy change, Bob motioned, and Lee seconded the motion. All in favor.

The next Board WIB-KC meeting will be on April 21, 2020 @ 11:00 AM at the Charleston Area Alliance

Meeting adjourned 12:07 PM

Respectfully submitted by:
Courtney Saunders
Office Assistant at the WIB
03/12/2020

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