



**Region III Workforce Investment Board of Kanawha County, Inc.**

**Annual Board Meeting-June 18, 2019**

**Board Minutes**

**Members Present**

Jeri Adkins  
Paul Breedlove  
Janet Drumheller  
Anita Ferguson  
Bob Gray  
Andrew Gunnoe  
Brett Matthews  
Carl Olian II  
Lee Roberts  
Thomas Samples  
Mike Sirockman  
Stephanie Smith

**Members Absent**

Sandra Ashley  
Lucinda Curry  
John Haer  
Megan Harris  
Laura McCullough  
Marsha Mullins

**Staff**

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

**Guest**

Stephanie Ahart  
Grace Wise  
David Felinton  
Jabbar Thomas  
Byron Willey  
Will Collins

Board President, Lee Roberts called the meeting to order at 11:04 am at the Charleston Area Alliance located at 1116 Smith Street Charleston, WV 25301. Lee ask for everyone to introduce themselves and who they represent. Carl Olian talked about coming to EnAct from a profit organization to a nonprofit, which includes a lot of changes. Carl thanked the Board for allowing him to become a member.

Lee asked for approval from the last board meeting minutes, Paul Breedlove approved and Janet Drumheller second the motion.

### Finance Report-Bob Gray

Bob Gray discussed the Finance Report, starting the report is 11 of a 12-month period. Our budget was 1.3 million, but the report shows 1.5 because of the SNAP E&T money. Bob stated we had \$ 269,000 of carry over money which is completely gone. Our budget this year was 1,035,000. Also, our grant for Business Service Coordinator Grant, which was to expires in twelve days, however Nancy got the grant extended until end of December. Bob stated that the state gave us an additional \$ 795.00 moneys. Bob discussed the fact we have spent 47 percent on admin cost and 53 percent on programs cost. Talked about carry over money and discussed the MACC forms stating we 66% dollars obligated to Adult and 35.8% to Dislocated Workers. Bob stated this number should be 80%. Talked about where we trained forty-seven participants. Bob ask Nancy to continue to try to get hold on Brett Sansom and inform the board of what he decides to do. Next Bob Gray went over our next year budget stating not sure what the top line will be, so that budget will be approved at the August Board Meeting. Derek Godwin with Herman & Cormany, explained in the past on the admin cost some type of allocation based on employee's time sheets. They would allocate the time to programs to lower the number to the 10%. Nancy asked to make a few comments, stating she started in October and the new PY19 money did not come in until October so no ITA were written until December. Nancy said we have new policies wanting approval on the boost up expenditures. She talked about these issues being discussed at the monthly WIB Directors meetings and they are aware of this problem. The only three on the admin side are Andy, Nita and herself. Nancy stated the foot traffic the One Stop because so much is being done online. The Finance Report was approved by Brett Matthews and the second by Jeri Adkins with all in favor.

### 2018 Audit-Derek Godwin

Derek stated Audit was complete earlier but was the first meeting they were able to attend. Derek said since all board member received a copy. Derek went page by page of Audit briefly discussing items. Derek stated there were no findings and Region 3 was considered a Low Risk Auditee. Derek said the 990 has been filed. Nancy stated the State of West Virginia will also be doing an audit of program and financial.

### One-Stop-Michele Painter and Tamara Lee

Tamara said processed six Adult ITA's and four Dislocated Workers with two being carry-overs. These participants attended WVSU, Boone County Career Center, BridgeValley CTC, Garnet Career Center and PIA. Tamara and Michele worked on the

Transitional Jobs Program, attended the Job Fair at BridgeValley CTC in April. Tamara also stated partnered with EnAct giving away 63 donated Spring Food Boxes. Tamara talked about increasing the eligibility from one day a week to 2-3 days to accommodate the increase of jobseekers. Nancy commented on the two career planners being busy.

#### Youth Update-Amy Farley

Amy stated a new program year, so things are moving along. Amy said she and Nita completed an audit in May of HRDF with their last Program Year. There were no findings and thanked HRDF staff for great work on their participants files and financials.

Jabbar Thomas with HRDF talked about Byron Willey being a past youth, told the board Byron had started the program after a run in with law. Jabbar stated he had completed all his tasks, received his driver's license. Byron started working at Manna Meals on an OE where HRDF paid for his wages for the first 160 hours. Byron has since moved up and is now a supervisor.

Byron Willey talked about dealing with all the foods and clothing. He works on donated foods to Recovery Point and others who may need food and clothing.

Jabbar talked about new co-worker, Will Collins. Stephanie Ahart stated that Will was a participant back in 2005-2006 when she worked the program and was so happy, he applied for the position stating she feels he will be a great mentor to the kids.

Amy talked about the Youth and Training Providers meeting.

#### DHHR Updates- Annie Jones and Lailah Ali

Annie stated when staff gets referred to a client, they have 10 days to get letter to them to come in for orientation and placed into the program. Annie and the staff agree the main problem is transportation. Clients come in looking for jobs, and again travel is an issue. Annie said since April they have had 41 referrals with 26 in job search. Derek added they have two in GED programs and Lailah sent one to Region 3.

#### Business Services Update-Nick Nunnery

Nick stated two going to Balance Clothing which is a minority owned business on the West Side of Charleston. Also, will be interviewing for two transitional workers. Nick talked about Balance Clothing will be hiring two incumbent workers this fall to become the first 3M Certified Auto Wrapping in WV. Nick has reached out to the YMCA of the Kanawha Valley who will be using our programs for their staffing needs. Nick stated New Birth Construction; another minority owned company will also be using our programs to hire workers. Nick is working with Charleston Area Alliance to cover the upper on information and services for both organizations.

### Executive Director's Report-Nancy Daugherty

Nancy stated since the Executive Director Report was sent to everyone, she would highlight a couple things. On May 23 received \$ 27,377 for an in-school youth apprenticeship however school ended on May 30. Three students were picked out with one being over income and the other two deciding they did not want to work. Nancy stating looking at different options on spending the monies. Nancy talked about a new software package purchased by the WIB to teach soft skills which tracks how much time is spent on the modules, gives pass or fail grades. Nancy stated anyone who has a transitional job is required to have so many hours of this career readiness training. Nancy told the board on the next meeting in August she would be giving her annual report. Nancy informed the board she would be doing employee evaluations this month. Nancy stated she attended the Kanawha County Commission meeting on June 6 and will attending the next meeting on June 27. Nancy also met with David Felington the new Workforce WV Officer Manager about different programs, maybe mounting a TV over at the One Stop to have information on the screen. Nancy also updated personnel polices so each employee will be given one at their evaluation. Nancy talked about doing a budget revision for the DHHR, Food Stamp E&T Program. Meet with Reverend Matthew Watts about a workgroup about the Empowered Employment program. Nancy ask for nominations to serve on our board, Nancy ran into a lawyer who served on the board in the past. He does not want to serve on the board however he may know someone who may want to. Nancy is meeting with a couple of people about serving on the board as is Lee talking with a banker about being on the board. Talked about new state money, "Jim's Dream" or "Jobs in Making You Succeed" both are still up in the air. Nancy talked about Governor set aside money to use for staff and board development, maybe a board retreat. Nancy said she has been there 8 months, thanked to board stating she has a good staff.

### Nominating Committee-Janet Drumheller

Janet said the Nomination Committee of herself, Laura McCullough, Brett Matthew was appointed at the last board. Janet stated the committee as picked Lucinda Curry of Chairman, Anita Ferguson for Vice-Chairman, Brett Matthews for Secretary and Bob Gray for Treasurer. Janet stated Lucinda Curry is currently Director of Apprenticeship works at Marshall University Research and before that she was Director of Workforce Development and Apprenticeship at Robert C. Byrd Institute and prior to that she works at Workforce Investment Board Kanawha Valley for eight years. Janet talked about Anita Ferguson employed for CAMC for 31 years in various positions with 25 years in the HR department. Janet discussed Brett Matthew being a union pipefitter/welder since 1994 and was elected President of Local 625 in June of 2003. Brett has also served as head on the negotiating committee on the last seven contracts, he is currently the Director of Training for the local. Janet stated Bob Gray has 34-year career in hospital admin and retired in 2014 and is currently general manager at Berry Hills Country Club. Janet said she thinks the board needs a change, a fresh start and leadership at the top to go with our new Director.

Lee ask Bob Gray to address the staff pay increases. Bob explained that we usually go along with the State Employees which this year will be getting a across the board increase of \$ 2370.00. Bob said Nancy did not want an increase in money she would like to have more vacation time. Bob made a motion for approval with Brett Matthews seconded the motion. All agreed non opposed.

Amy Farley stated need an approval for the Youth Contract Award for program year 2019/2020 coming up. Amy explained the budget is \$ 260,000.00 which is based on the last year's budget. Amy said we only had one proposal which was from HRDF, and said overall rating was a 97%. Amy went over the timeline and scoring and ask for the board to award the Youth Contract to HRDF for the upcoming program year. Lee ask for motion which Bob Gray moved and Carl Olian seconded. All were in favor.

Nancy talked about the WIBKC Executive Committee met on June 11 and went over all the polices on the Agenda which were mailed to all board members. Lee ask to motion to except the new polices, Brett Matthews made a motion to except the polices and Paul Breedlove seconded the motion. All were in favor.

Lee ask for any nomination from the floor for WIBKC Board Officers, which there was none. Lee ask for the Board to accept the nomination of the Board Officers, Carl Olian made a motion to accept with Paul Breedlove seconded. All were in favor.

Nancy thanked Lee for his service on our board, Lee thanked everyone and started how much he had learned.

Stephanie Smith talked about the new TABE testing with Tamara Lee explaining it. There was some discussing among board members.

Bob make a motion for adjournment.

Next meeting will be August 20<sup>th</sup> at BridgeValley.

Meeting adjourned at 12:16 PM

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