



Region III Workforce Development Board of Kanawha County, Inc.

Meeting February 16th, 2021

Board Minutes

Members Present

Jeri Adkins
Lucinda Curry
Jeff Farley
Anita Ferguson
Bob Gray
Carl Olian
Brett Matthews
Laura McCullough
Greg Osbourne
Lee Roberts

Members Absent

Sandra Ashley
Paul Breedlove
Lori Counts-Smith
Andrew Gunnoe
John Haer
Marsha Mullins
Thomas Samples
Mike Sirockman
Stephanie Smith
Doug Tate
Sermario Wiggins

Staff

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

Guest

Board Chairman, Lucinda Curry called the meeting to order at 11:05 a.m. using “Zoom” platform due to the pandemic. Lucinda welcomed everyone and thanked the members for joining. After doing the roll call, Lucinda asked for a motion to approve the minutes from the December 15th meeting. Bob Gray gave a motion; Brett Matthews seconded. Motion approved.

Finance Report-Andy Sweetnich

Andy Sweetnich gave the finance report. Since our last Board meeting in December, we have increased our total spending by 6%. We have now spent 25% of the total budget. The ITA and contract budget expended also went up 6% because we paid 104 thousand toward an active contract with Alpha Technologies for an Incumbent Worker Contract. The Audit line did not calculate, and it should have said 55% expended. In December of 2020 we spent \$59,927.66 from Adult Funds and \$92,632.88 from Dislocated Worker Funds. Andy pulled the MACC report from PY19 and reported that Adult money was expended, Youth has about \$1,000 left and Dislocated Worker funds still has about \$250,000. Andy suggested we move \$100,000 from Dislocated Worker over to Adult. For PY20 funds, we have only spent 9% of Adult, 20% of Youth and 3% of Dislocated Worker funds. Adult ITAs are as follow: one participant at BridgeValley CTC; three participants at the Palm Beauty Academy; one participant at Crane Edge; eleven participants at PIA and one participant at Charleston Electrical Joint Apprenticeship. Dislocated Worker ITA's are made up of one participant at the Palm Beauty Academy; one participant at Crane Edge; eight participants at Bridge Valley CTC; one at West Virginia State; one participant at Boone County Truck Driving Academy; one at Marshall University; six at PIA; one at West Virginia University; three at West Virginia Junior College and three participants at West Virginia State University. Bob asked for a motion to approve and move \$100,000 from the Dislocated Worker fund over to the Adult fund. Carl Olian motioned, Brett Matthews seconded, Motion moved.

Career Planners: Michele Painter and Tamara Lee

Tamara reported that since December's board meeting, her and Michele have received 86 referrals and/or website inquiries for individuals interested in WIOA services. The career planners have referred 26 individuals to either Job Service or Unemployment for assistance. Among the 86 individuals, 12 of them were referred to other regions. Three participants have completed the CDL training from PIA. Six ITA (individual training accounts) contracts have been issued. Michele and Tamara have five pending ITA's. Eleven participants are currently in training. There have been nine partner referrals and have completed eligibility, registration, and referred four individuals to HRDF for the National Health Emergency Grant. Tamara and Michele also have 18 individuals enrolled into the Applied Educational Services (AES).

Youth Update & Program Manager -Amy Farley

Amy reported that since the December's board meeting, she has begun doing internal auditing and monitoring. Have done training with case managers for follow up procedures and data entry into the MACC. Amy and other staff have also began "a planning phase" for Summer Youth program and summer youth pilot program that had

to be put on hold due to the pandemic last summer. As of February 14th, when the Preliminary performance reports were obtained from the MACC, the staff has done an excellent job meeting the goals set by WFWV. Amy and other staff have been attending collaboration meetings with Jobs & Hope to strength the partnership between the two agencies. January 20th was the first day of the Virtual One Stop, and will be available 24 hours a day, seven days a week with Partners attending the live One Stop on Wednesdays to speak with participants and individuals in real time. The WDB has purchased a new domain; www.wdbkc.org. Amy is working with Alpha Technologies to get the domain running. Amy continues to do updates to the website to include the Virtual One Stop registrations and marketing emails. Upcoming virtual events include the Apprenticeship Fair; Job Fair; Training & Education Fair; Community Resource Fair and various other workshops.

DHHR Food Stamp E&T Update-Annie Jones & Lailah Ali

Annie Jones reported that since last meeting, Lailah and herself have received sixty-six referrals to the Snap E&T program; forty-nine came from DHHR and four came from Jobs & Hope. The case managers have thirty-four participants enrolled in the program. Three participants are in training or have graduated. One participant doing community service at Heart & Hand; One participant is self-employed, and six participants are actively doing job searches. Thirty-two participants were disenrolled due to little or no activity reported to the case managers. Lailah and Annie have received training on updated policy and forms, and staff development. Participate in regional and statewide meetings to discuss Snap E&T training; Program Participation; and MACC Instructions and training.

Business Services Update-Nick Nunnery

Nick Nunnery reported that since the last meeting, the WDB has been able to assist two additional companies with our wage reimbursement program, also known as the Empowered Employment program. We still have 13 participants training at BridgeValley under an Incumbent Worker Contract, for their HVAC certification and are set to finish this year in May. With the help of Michael Austin, HRDF, we have been able to have weekly Virtual One Stop with 21 partners. The WDB staff has assisted partners with one-on-one training to use the software and has had meetings with Premier Virtual. Nick has been in contact with various employers in the regions and participates in committees and sub-committees in Kanawha County. Region3WDB has been in contact with employers throughout the region. Nick has had meetings with businesses that are currently hiring in Kanawha County, such as WV Labs; Goodwill Industries; Trans-Canada (formerly known as Columbia Gas) Coalfield Development; Common Industries; Synergy Health and others.

Program Outreach Coordinator-Derek Vance

Derek reported that since the last board meeting in December, he has written four new Empowered Employment contracts, three of these four are working at Common Industries. The owner of Common Industries has reached out and made an inquiry about getting a few more participants to work with him. Derek continues to do monitoring. He contacts participants that send Weebly's through the website looking for employment. He has been working with Tamara, Michele, Amy and Nick to find new ways to use the virtual platform that was purchased. There will be an Apprenticeship Fair scheduled for March 30th and two future Job Fairs scheduled for April 27th and June 29th. Since creating the Virtual One Stop, Derek has attended and helped Partners every Wednesday with their own booth and the R3WDB's booth. Derek has recently began working on graphics for both the upcoming Apprenticeship and Job Fairs.

Executive Director's Report-Nancy Daugherty

Nancy reported that the Back to Work staggered schedules started on June 22nd, 2020. Reported that the Virtual One Stop is available 24/7, with live staff members and partners on Wednesdays. The partners can customize their booth to include links to their websites, contact information and how to get an application to apply for their services. R3WDB will be contacting a PR firm in the near future for promotion and advertise who we are and what our purpose is. Nancy explained that a "Weebly" is a form on the R3WDB's website that the participant fills out basic information i.e., name, number, email address and home address and requests to be contacted by a staff member with more information, from there the request goes straight to Michele, Tamara, Derek and Amy. Nancy was contacted by Unicare which is a subsidiary of Anthem Health that provides Medicaid funding in West Virginia. Meetings and discussion started in December of 2020; as of December 30th, 2020, there was a negotiation on an MOU between R3WDB and Anthem Health; on January 8th, 2021, an agreement was signed and R3WDB received the check on January 13th, 2021. The pilot for this funding will be to assist homeless youth find affordable, safe housing. The second pilot under this funding will be for Adults and/or Dislocated Workers that are in Training and need financial support. Andy and Nita are working together to receive bids for QuickBooks enhancement. Workforce WV Management Analysis held their Audit on the week of January 11th to the 15th, and we have not received that back. Herman & Cormany also conducted their audit. The Executive Committee met on January 21st, 2021 and was notified that Nancy put in her resignation. Revisions to the Executive Director Job description, posted in Newspaper on January 30th and 31st, posted on Indeed for ten days to start on January 29th, 2021. Nancy reported on the Summary of Grants we have received, due to the outbreak of the Coronavirus last year, R3WDB hasn't spent anything on the Summer Youth Employment Program, totaling \$222,561, there was an extension requested and approved to the end of December 2021, and by June there will be expenditures.

Old Business:

Nancy reported on old business. Michael Austin is the one stop operator and the coordinator for the partners that attend the Virtual One Stop weekly. Lucinda suggested to inform more people of the Virtual One Stop, to advertise in the newspaper and to hang flyers up in various places.

Lucinda asked for nominations for new WIB-KC officers, due to needing to replace Stephanie Smith from NGK Spark Plug Plant.

New Business:

Amy reported that she has been working on a new policy regarding ITA's (individual training accounts), focusing on the eligibility process. The new policy will state that the participants have will now have a deadline to submit their required documentation in a set amount of time, unless they are in the process of obtaining such document (i.e., birth certificate, social security card, or ID).

Lucinda reported on Nancy's retirement, and that the hiring committee has received 29 applications and will be doing interviews on the qualified individuals. Julie Norman was officially selected by the hiring committee and will start March 8th, 2021.

Bob Gray thanked Nancy for her service while working for the R3WDB.

Anita Ferguson also thanked Nancy for her hard work and dedication.

Nick reported on the Summer Youth Employment Program that will allow 100 youth to be employed for 7 to 8 weeks, with one week of career readiness before they go to work.

Jeff Farley reported that the Virtual One Stop is going great on his end, and to keep in mind that the extension for the additional unemployment benefits started in January, and won't end until March, so marketing should start in March for the Virtual One Stop

Upcoming Events:

Election of officers in June.

Next Meeting is April 20th, 2021

Lucinda adjourned the meeting at 12:12 pm

Respectfully submitted by:

Courtney Saunders

Office Assistant at the WDB

3/22/2021

Auxiliary aids and services available upon request to individuals with disabilities.

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