

Region III Workforce Development Board of Kanawha County, Inc.

Annual Meeting June 15th, 2021

Board Minutes

Members Present:

Jeri Adkins
Lori Counts-Smith
Lucinda Curry
Jeff Farley
Anita Ferguson
Bob Gray
John Haer
Carl Olian
Brett Matthews
Laura McCullough
Marsha Mullins
Lee Roberts

Members Absent:

Sandra Ashley
Paul Breedlove
Andrew Gunnoe
Greg Osbourne
Thomas Samples
Mike Sirockman
Doug Tate
Sermario Wiggins

Staff:

Lailah Ali
Amy Farley
Annie Jones
Tamara Lee
Julie Norman
Michele Painter
Courtney Saunders
Nita Shafer
Andy Sweetnich
Derek Vance

Guest:

Michael Austin _
Dustin Vaughan

Board Chairman, Lucinda Curry called the meeting to order at 11:03 a.m. Lucinda asked for an approval of minutes from the April 20th, 2021 meeting; Carl motioned; Brett seconded. All in favor; motion moved.

Finance Report: Andy Sweetnich & Bob Gray

Andy reported that we now at 42% spent. He reported we had ten audit findings, but the auditors retracted four of them, leaving us with six findings. Number one was to update the CAP, the cost allocation plan. Number two was not accounting on accrual basis. Number three was a clerical error one month and was corrected the following month. Number four was not keeping track per program year, which will be fixed when we upgrade our QuickBooks. Number five was our expenses were not split evenly.

Number six was a retracted finding that looked like a duplicate draw. Another one is the stale check that we had to put into an unclaimed property account. We still have \$125,000 left in Dislocated worker that has not been spent from last years budget. In May we spent \$114,000. We have written 30 adult ITA's and 27 Dislocated Worker ITAs this year. Lucinda asked for a motion to approve the finance report, Lee motioned; Brett seconded. All in favor; motion moved.

Career Planners: Tamara Lee and Michele Painter

Tamara gave report and since the last meeting in April, there has been 54 website referrals. Michele and Tamara have referred 4 to job service or unemployment and 5 to other regions. Seven of their participants have completed training. They have issued four new ITAs. They have 7 carry over ITAs. Eight individuals are in the eligibility process. Michele and Tamara have completed the eligibility, registration and referred six individuals to the National Health Emergency Grant, One to the Trade Adjustment Grant and Two to the Coal grant. Nine individuals are enrolled in the Applied Educational Services career readiness modules. Michele and Tamara attend weekly meetings that include virtual one stop, staff meetings, WFWV MACC & Case Management Training and NHEG Covid-19 Meeting with Equus.

Program Manager: Amy Farley

Amy reported that since the MACC has been down, she had to pause her data validation. Now that the MACC has been restored it will be completed by June 30th. Staff will be meeting to discuss paperwork processes. Summer youth has 11 participants currently. We have 60 enrollments for the year-round youth program. Received one proposal for the youth RFP and one proposal for the one stop RFP, both from HRDF. Rating committee meeting was on June 11th.

Snap E&T Lailah Ali & Annie Jones:

Annie reported since the last meeting they have received 41 referrals. Lailah and Annie have four participants enrolled in a training program. Two participants are employed. Twenty-seven participants were disenrolled for lack of inactivity. Annie and Lailah attend meetings with WDBKC staff and Snap meetings.

Nick Nunnery: Business Service Representative

Nick was unable was to attend so Derek gave his report. Derek reported that there is currently an incumbent worker training at Bridge Valley for Phlebotomy. Also finalized another incumbent worker contract with Gestamp for a Tool & Die and Maintenance Apprenticeship. Casto Tech has finished their HVAC Apprenticeship Program for the year. We have hosted various hiring events in the last month. Nick has attended various committees and subcommittees. Continue to network virtual events using the virtual platform and discuss new job develops. Continue to establish new partnerships within the valley.

Empowered Employment: Derek Vance

Derek reported that since that last board meeting, he has continued to do outreach at recovery homes, transitional homes and various places. He continues to do monitoring with the current contracts with have. Derek attends the VOS every Wednesday. Since the last meeting, we have found a Marketing firm to go with. I have worked on the new

website and it is ready to be launched. We are working on switching over the domains. Continue working on graphics for upcoming events.

Executive Directors Report: Julie Norman

Julie reported that we have moved to the 9th floor of the Daniel Boone Hotel, and staff is expected to be in the office twice a week and every other Wednesday for staff meetings. We are in contract to start using a new timekeeping system, Kronos as of July 1. We are in contract to have Enhancements made to QuickBooks. We will be moving to Gmail to follow state agencies. Ordered six new laptops for staff that alpha will set up. I will be on Vacation in Mexico from July 24-31. Derek has completely redone our website and made it more user friendly. WorkForce WV will be adopting our vision of the VOS platform and will be using Premier Virtual. We've had discussion with Rev. Watts about a Satellite one stop, but nothing came from it. HRDF will be awarded a contractor for a fulltime contractor for one stop starting July 1. We are partnering with HRDF to serve 100-150 youth for Summer Youth Employment Program. We will be receiving a Severe Storm Grant, for participant to clean up after storms.

Old Business:

Derek reported that since the last board meeting, we have held five events virtually. Amy asked to remove the restrictions on the employer services policy. Before the meeting, the revised policy was sent out. Lucinda asked for a motion. Lee motioned; Brett seconded the motioned. All in favor; motion moved. Julie touched back on the matter of the years of service in the retirement system, that we follow the state for accrual of annual leave. Lucinda asked for a motion to approve. Carl motioned; Lee seconded. All were in favor. Motion moved.

New Business:

Derek reported that the website has been created and ready to launch, he is just waiting to switch from Weebly to wicks. The launch should be by July 1. Amy reported on the Rating Committee for Youth and One Stop. For the One Stop Proposal from HRDF for \$79,999 and the budget was for \$80,000 for one stop operations. For the youth award amount, it was \$327,600. Lucinda asked for a motion for approval for one stop grant, Lee motioned; Brett seconded. All in favor; motion moved. Lucinda asked for a motion for approval for the youth grant. Bob motioned; Brett seconded. All in favor; motion moved.

Election of New Officers: Lucinda Curry.

The Workforce Development Board of Kanawha County Nominating Committee which consists of Lucinda Curry, Laura McCullough, John Haer and Marsha Mullins would like to nominate the follow people.

Brett Matthew for Chairperson

Carl Olian for Vice Chairperson

Doug Tate for Treasury

Anita Ferguson for Secretary

Lucinda opened the floor for other nominations for chairperson. Lee motioned to close the floor and nominate Brett for Chairperson; Laura seconded. All in favor; motion moved. Lucinda opened the floor for other nominations for vice chairperson. Lee

motioned to close the floor and nominate Carl for vice chairperson. Brett seconded. All in favor; motion moved. Lucinda opened the floor for other nominations for treasury. Lee made a motion the close the floor and nominate Doug. Marsha seconded. All in favor; motion moved. Lucinda opened the floor for other nominations for Secretary. Laura made amotion; Carl seconded. All in favor; motion moved. Lucinda asked for a motion to accept all new officers as is. Lee made a motion; Marsha seconded. All in favor; motion moved.

Lucinda asked for a motion to close the meeting. Lee motioned; Brett seconded. All in favor; motion moved.

Meeting adjourned 12:15 PM

Respectfully submitted by:
Courtney Saunders
Office Assistant at the WDB
6/25/2021

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