



Workforce Development Board of Kanawha County Board

Meeting June 21, 2022

Board Minutes

Present:

Paul Breedlove
Jeff Farley
Carol Howerton
Andrew Gunnoe
Danny Grimes
Todd Jones
Becky Judy
Brett Matthews
Carl Olian

Absent:

Jeri Adkins
John Haer
Rebecca Metzger
Greg Osbourne
Lee Roberts
Mike Sirockman
Doug Tate
Dustin Vaughan
Craig Young

Staff:

Summer Johnston
Tamara Lee
Julie Norman
Michele Painter
Courtney Saunders
Nita Shafer
Derek Vance
Ray Walker

Guest:

Jason Roberts

Board Chairman Brett Matthews called the meeting to order at 11:03 am. Brett asked for a motion to approve the board meeting minutes from April 19, 2022. Paul Breedlove made a motion to approve; Carl Olian seconded the motion. All in favor. Motion moved.

Finance Report- Michele Painter

Michele reported she has taken the position of interim finance manager again after JD Cook resigned. Michele reported that the PY21 grants are 100% spent with the exception of the dislocated worker grant. WDBKC transferred \$400,000 from the FY22 dislocated worker grant to the adult stream which was approved by the County Commission and has been sent to WFWV. WDBKC was anticipating an overall decrease in funding by 9% from DOL but instead received an increase for PY22 FY23 program years. WDBKC is still working through the forensic audit from WFWV. Brett asked for a motion to approve the finance report. Carl made a motion to approve; Paul seconded the motion. All were in favor; motion approved.

Performance Report- Michele Painter

Michele reported that the performance is monitored monthly, the reporting is not in real time. WDBKC has improved in nine different categories. Staff continues to gather information from participants to enter in the MACC system which is where the performance reports are extracted from. Tamara Lee will report on the quantitative numbers served since she is the program manager. Brett Matthews commented that since he has been a member of this board, these are the best numbers he has ever seen.



Program Report- Tamara Lee

Derek gave Tamara's report. Derek reported that in-office appointments has increased in the last month and a half. Staff has assisted 163 job seekers in office. Over 30 ITAs have been processed, and 24 employer contracts since the last board meeting. Staff attended the NAWDP conference in Nevada, and WDBKC will be working on new initiatives to assist the citizens in Kanawha County. In addition to the regular pop-up one stops, WDBKC has been partnering with CKHA for the Family Strong housing nights in the evenings to provide resources for their residents. HRDF has placed 65 youth into the Summer Youth Employment Program, working at various locations receiving multiple services while enrolled in the Summer Employment Program. The referrals for the snap E&T program have continued to increase and those participants are taking advantage of going into training or employment.

Marketing & Outreach- Derek Vance

Derek reported that he has recently become the Business Service representative temporarily. Website traffic has increased tremendously, specifically the employment page. Outreach efforts are reaching females more than men, in every category. WDBKC staff has seen 43 new people for Green Power Motor. Staff has been going to the federal half-way house Dismas Charities. Visits have been made to Recovery U, Recovery Point, and other places around the valley. Derek asked the board how to reach more men and dislocated workers. Brett responded with public service announcements through a local news station. Todd Jones suggested the baseball games and live on the levee.

Executive Director- Julie Norman

Julie reported that the new finance manager that was hired April 22nd resigned June 9th. WDBKC has undergone six audits this year. Julie reported that the numbers of numbers served and the performance from the numbers are more then what has been done in the past. The regional plan has been modified to align with the Combined State plan. WorkForce West Virginia has the modified version, once approved, WDBKC will need the Chief Elected Official and the full board to approve it. Medical Mondays was held in the month of May, and unlike Truck Driver Tuesdays, it was not a success. Green Power Motor expects to open in August and recruitment has already begun. WDBKC is partnering with BridgeValley to place participants into a pre-employment program or an apprenticeship program. The original grant award was for a period of two years' worth 1.3 million, that has been modified and we will now revisit the operation after a year, which will be February 2023. Derek mentioned the Summer Youth Employment Program which Julie added expanded on. WDBKC received \$260,035 from Workforce West Virginia to operate this program and has contracted with HRDF to serve 60 youth ages 14-24. HRDF has over enrolled, so WDBKC will request an additional \$74,000 for the youth. These funds will allow HRDF to enroll a total of 96 youth in the program for the summer. Julie reported that WDBKC will be applying for another grant for a minority youth pre-apprenticeship program. WDBKC received a \$100,000 grant from the Kanawha County Commission to furnish the new comprehensive One Stop which will be located at 500 Leon Sullivan Way. This grant will cover the costs of the furnishings and equipment in the shared spaces of the building. Julie said that at the last board meeting, she presented the entire board the lease of the new space, and the recommendation from the board was for an attorney to look it over and make changes accordingly. Since that meeting, three attorneys have reviewed the lease, and after several weeks of revisions, a lease has been developed that is satisfactory to all parties. To date, five partners have signed their leases with move in dates if August 1st, 2022. However, several of the core required partners have decided not to co-locate with WDBKC and other partners at Leon Sullivan Way. WDBKC has issued the Memorandums of Understanding to the partners, and we expect them to be signed by the end of this month. Julie reported that there are staff traveling to Morgantown to attend the WIOA Partners Conference, and she encouraged Board Members to attend via zoom if their schedules permitted attendance.



Workforce
DEVELOPMENT
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Old Business

Julie reported that we the end of the program year is approaching and HRDF has been the contractor for both One Stop and Youth contracts. This time last year WDBKC completed the RFP process for both one stop and youth. Per the policy, WDBKC is allowed to renew these contracts two more times. Julie recommends the renewal of these contracts with addendums. Brett asked for a motion. Paul made a motion to approve the motion. Todd seconded the motion. All were in favor. Motion moved.

New Business

Julie reported that in the past few years, WDBKC has had a business service rep staff member in the office. This representative has been the face to the employers in Kanawha County, which should ultimately lead to employment contracts. WDBKC has decided to put the Business Service Representative piece out for bid and put an RFP out. HRDF was the only bidder, after rating the proposal, the recommendation is made to write a contract with HRDF for Business Services for \$75,000. Brett asked for a motion to approve the award to HRDF for Business Services for PY 22. Paul made a motion to approve. Todd seconded the motion. All were in favor. Motion moved.

Brett reported that there are new policies that need to be voted on. Julie commented that these were in place already, but they were in handbooks. The only brand-new policy is the social media policy and the credit card policy. Brett asked for a motion to approve the policies as written. Todd made a motion to approve. Carol seconded the motion. All were in favor. Motion moved.

Brett reported that the WDBKC Board is still short three board members and is asking for recommendations. Julie commented that the board needs business representation, preferably minority business representation.

Brett reported that Julie and himself had discussed performance bonuses for staff and asked if Julie would like to touch on the topic. Julie reported that according to the policy in the personnel handbook, staff members can receive a bonus depending on their performance evaluation. Julie and managers will be conducting performance evaluations next week. Julie reported that there is funding available, in the PY 2020 funding stream. Brett asked for a motion to approve to set aside \$30,000 for performance bonus money for staff members. Jeff abstained from the vote. Paul made a motion to approve. Judy seconded the motion. All were in favor. Motion moved.

Brett reported that WDBKC has transferred \$400,000 from dislocated worker funding stream to the adult funding stream.

Brett Matthews asked for a motion to adjourn the meeting. Paul made the motion. Todd seconded the motion. All were in favor. Meeting adjourned at 12:05 pm.

Respectfully Submitted by: Courtney Saunders
Office Coordinator WDBKC 7/12/2022