



Region III Workforce Investment Board of Kanawha County, Inc.

Meeting April 16, 2019

Board Minutes

Members Present

Jeri Adkins
Sandra Ashley
Paul Breedlove
Lucinda Curry
Janet Drumheller
Bob Gray
John Haer
Laura McCullough
Brett Matthews
Lee Roberts
Mike Sirockman

Members Absent

Anita Ferguson
Andrew Gunnoe
Megan Harris
Marsha Mullins
Thomas Samples
Stephanie Smith

Staff

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

Guest

Carl Olian II

Board President, Lee Roberts called the meeting to order at 11:03 a.m. at Charleston Area Alliance located at 116 Smith Street Charleston WV. Lee welcomed Derek Vance and Carl Olian asking who they represent. Derek Vance explained he is with SNAP E&T replacing Nick Nunnery. Carl Olian stated he is with EnAct replacing recently deceased Mr. Brent Pauley. Everyone introduced themselves to Derek and Carl.

Lee ask for a motion for approval of the minutes from the February Board Meeting, Paul Breedlove approved the minutes and second by Janet Drumheller.

One-Stop-Michele Painter and Tamera Lee

Michele Painter talked about attending the TANF Community Recourse Fair, Senator Manchin Job Fair registering almost 3000 participants and 300 vendors. Talked about working with partners on Thursdays, working with EnAct, assisting Workforce in the computer lab when needed. Also issued 14 ITA's and two denied ITA's.

Tamara talked about a participant was to give a success presentation but was called out of town for work. Tamera read a letter from Thomas Hill praising Workforce and Tamara Lee. Mr. Hill explained he was released for prison on May 9th last year after serving 29 years of a lifetime sentencing for Domestic Homicide. Worked with Workforce to be able to receive my crane operator certification and his CDL to operator Commercial Vehicles.

Finance Report-Bob Gray

Bob explained we are $\frac{3}{4}$ through our year stating we should be at 75% some of which some we are short on. Talked about the grant for Business Service Representative with Nick starting five weeks ago. Bob Gray addressed to Nancy to need to spend money with two months.

Nancy explained the Transitional Jobs Project, working with the Recovery Point. Will be paying wages between \$ 8.75 to \$ 10.00 per hour to employers for up to four months.

Will obligate

\$ 70,000.00 for Transitional jobs. Nancy explained did not have many Dislocated Workers stating most will let their unemployment run out. Bob ask for Approval of the Finance report, Laura McCullough approved and all in favor.

Youth Update-Amy Farley

Amy stated closing year down, cleaning up old files. We have 54 enrolled with 33 are active and several in follow up. Jabbar stated what a joy working with these youth with some of them feeding their families. Jabbar was ask who they recruited for their program, answering it is mostly word of mouth and a few using Facebook.

DHHR Updates- Derek Vance

Derek talked about barriers being transportation to employment.

Business Services Update-Nick Nunnery

Nick talked about developing a Mission Statement, cold calling on local businesses. Nick said a lot of businesses did not know organizations like Region 3 existed. Attended the

Manchin Job Fair and Business After Hours making contacts and handing our business cards. Talks to providers on Thursday at One Stop.

Interim Executive Director's Report-Nancy Daugherty

Nancy talked about our success stories with the letter Tamara had shared and will have a Youth at the next meeting.

Informed the Board Nita Shafer will be the new Administrative Supervisor for DHHR working with the on-site Supervisor.

Nancy noted our Audit with Herman & Cormany, with no findings and the compliance audit will be in a couple months.

Talked about training on the Resource Manual, the next Annual board Meeting in when new officers should be elected.

Discussed having a Policy and Planning Committee. After the committee reviews and recommends the board would approve all policies.

Nancy talked about looking at Task and job descriptions/functions with employees reporting time spent on job duties which will be used in evaluations in June.

Amy has completed the Youth Request for Proposal which runs in the paper April 16th and 17th. The budget will be \$ 260,000.00 the same as last time. The bidders conference will be on May 2nd and the proposals will be due May 10th

Nancy explained the Transitional Jobs on how we help, such as paying 100% of wages for up to four months. Also talked about receiving approval for the Youth Apprenticeship program explaining how it works.

Nancy thanked Michele Painter and Tamera Lee for all their hard work at the Manchin Job Fair stating what a great turnout they had. Talked about looking at Support Services and how we may help with WV Invest program.

Nancy talked about looking at all policies, one is the CDL policy to make sure participants fully understand

Lee ask Nancy to explain the Jobs Policy 05-16 for approval, then ask for approval which Sandra Ashley approved and Jeri Adkins seconded the approval. All was in favor. Next was the approval of the Transitional Jobs Pilot Project after Nancy Daugherty explained again the program. Lee as for approval which Laura McCullough approved, and Lucinda Curry seconded the motion.

All in favor, none apposed. Nancy explained the Youth Apprenticeship Pilot Project, which will serve 10 youth.

Lee ask for a motion to approve of the Youth Apprenticeship Pilot Project, Lucinda Curry approved and with Jeri Adkins seconded.

Lee ask for a Nominating Committee, Nancy will contact individuals for ask to be on the committee. Nancy ask for all to review the packets they were given and to get the books out to the board members not present at the meeting.

The Nominating Committee will consist of Laura McCullough, Janet Drumheller and Brett Matthews. Brett Matthews make a motion for the By-Laws to be emailed to all committee member for comment and discussion at the next board meeting with Laura McCullough second the motion.

Lee noted the next meeting will June 18th the Charleston Area Alliance, with no request he then ask for motion for adjournment. Jeri Adkins made a motion for adjournment with Laura McCullough seconded.

Meeting adjourned at 12:14 PM.

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