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Workforce Development Board of Kanawha County

Board Meeting October 18, 2022

Amended Board Minutes

Present:

Aaron Alexander
Rachel Bowman
Carol Howerton
Todd Jones
John Haer
Brett Matthews
Carl Olian
Greg Osbourne
Lee Roberts
Dustin Vaughan

Absent:

Jeri Adkins
Paul Breedlove
Steve Collins
Mitzi DeBeer
Becky Judy
Andrew Gunnoe
Chandra Perry
Mike Sirockman
Doug Tate

Staff:

Annie Jones
Julie Norman
Michele Painter
Courtney Saunders
Nita Shafer
Derek Vance

Guest:

Amber Jackson

Board Chairman, Brett Matthews, called the meeting to order at 3:02 p.m. Brett welcomed WDBKC's new member Mitzi DeBeer, representing JobCorps, and Rachel Bowman representing WorkForce West Virginia. Brett asked for a motion to approve the minutes from the last two meetings: August 23rd and September 8th. Lee made a motion to approve. Carl seconded the motion. All were in favor; motion moved.

Finance Report- Michele Painter

Michele reported that the fiscal report was sent in advance and a grant tracking sheet was attached to the report. That grant tracking sheet has been updated and WDBKC has fully drawn down and spent the Severe Storm Grant and the next increment will not be awarded until December. WDBKC is awaiting an award to cover the remaining balance until the next increment is received in December for the Severe Storm grant, so HRDF is currently on a hold for eligibility and enrollments at this time. Lee made a motion to approve the finance report. Carl seconded the motion. All were in favor; motion moved.

Performance Report- Michele Painter

Michele reported that since she has become the Finance Manager, she has been training Summer Johnston to do the monitoring and file reviews. WDBKC has not received the performance measurements for the quarter that just ended September 30th. The career planners are inputting all missing data into the MACC system. Michele reported that as soon as WDBKC receives the reports for the 1st quarter, she will share that with the members of the board.

Program Report- Tamara Lee

Tamara was absent during this meeting, so Derek gave her report. Derek reported that some staff attended a two-day conference in Morgantown that provided workshops and workforce development system trainings. WDBKC has also been working with Green Power Motors and BridgeValley. GPM has another hiring event on November 15th that WDBKC will be coordinating. Derek asked for ideas and recommendations on how to fill these positions for GPM. The company is requesting 150 by the end of this year. There have been two hiring events and roughly 65 individuals have been hired. Rachel suggested looking at O-net codes for these specific jobs and contacting the people who are registered in the MACC that have the same O-net codes in their profiles. Brett suggested starting at the high school level.

Executive Director- Julie Norman

Julie reported that since the last meeting there has been a lot of time spent moving and recruiting tenants for this new building. Every month, there will be a tenant meeting and Julie has encouraged tenants to collaborate with every respective agency in the building. HRDF has been contracted to perform Business Services for WDBKC, and their staff is currently working on a plan to streamline MOU's and IFA's. While the mandated partners must have signed MOU's, the non-mandated partners also must have signed MOU's which includes the IFAs for the operating budget of the American Job Center. The incentive of being a tenant in the American Job Center is that the cost an agency is already paying to be here will offset the shared cost from the IFA for the American Job Center budget according to the number of full-time equivalent staff they have. Next week at the conference at Glade Springs there is a special session just on MOUs and IFAs. Julie has sent the Zoom link to the meeting. There is also a special session for board members during this retreat which Julie also sent the link for. WDBKC is planning a Speed Hiring event for some time in November. The goal for this event is to have employers who have openings attend the event and conduct interviews that are five minutes or less. Julie reported there is little WDBKC can do because all the money has been obligated. A request was submitted to WorkForce West Virginia for additional funding to serve the same level of individuals that were served last year. The career planners have been cleaning up the MACC files as requested. Once the cleanup is done, the request will be revisited. There is currently a wait list of 69 individuals, and that is added to daily. There is approximately 50 people that come to the AJC each day looking for services. Julie went over the numbers board briefly that shows numbers served by month and quarter.

Rachel Bowman requested clarification on a few items from the written report:

- The Green Power Motor grant allows OJT contracts to be written, but there has not been any yet.
- The Business Service representative is writing OJT contracts, but it is very limited. In July WDBKC received their funding allocation, and \$108,000 was budgeted for Business Services, approximately only \$19,000 remains for OJT contracts.
- The DHHR Snap E&T's grant continues to decrease each year. WDBKC was awarded \$86,515 which is significantly less than what will cover the two current staff members for the remaining year.

- The Frontline Unity Retreat does not have a date and further details are forthcoming. This will be for frontline workers of partner agencies in Region III.
- The Black and White fundraiser is just an idea that has been talked about to raise unrestricted funding, but nothing has been set in motion.

Old Business

There was no old business to report on.

New Business

Julie reported that the members were sent a seven-question survey that is a result from a recent Department of Labor monitoring. Fourteen of the 21 members responded to the survey, and here are the answers: 13 people said that the meetings were held at convenient time/days for regular participation. All 14 said that the structure and format was conducive to effective and substantive meetings. The next question was how well you understand and have a working knowledge of WIOA, the 4-year plan, bylaws, local policies and procedures and the roles and responsibilities of being a member; 6 said somewhat, 3 said very little, 4 said a great deal and 1 said not at all. 11 said that their organization utilizes the WDBs programs and services. The next question was the issues that the members feel WDBKC should be addressing, and the number one answer was labor force participation, followed by public awareness; inadequate workforce skills, reaching underserved populations and employer engagement had the same number of responses and the last issue was supportive services. The next question was to what degree are you adequately engaged in setting, implementing, and overseeing the region's workforce development system strategies, plans, policies, and procedures. Six answered somewhat, 3 said very little, 1 said not at all and 4 said a great deal. The final question was would you be willing to participate in a full day of board training, and 12 said yes. Julie said that the training will come once the five vacant business spots are filled on the board

Brett reported that there were three resignations on 10/18/2022 due to letters sent because of their poor attendance according to the bylaws. One person was also listed as business when they should have been listed as government so that has been corrected.

Brett Matthews asked for a motion to adjourn the meeting. Todd made the motion. Carl seconded the motion. All were in favor. Meeting adjourned at 3:48 pm.

Respectfully Submitted by: Courtney Saunders
Office Coordinator WDBKC 11/02/2022

*Amended minutes were voted and approved by email on 01/05/2023.