



**Region III Workforce Investment Board of Kanawha County, Inc.**

**Board Meeting June 16<sup>th</sup> 2020**

**Board Minutes**

**Members Present**

Jeri Adkins  
Paul Breedlove  
Alex Compton  
Lucinda Curry  
Anita Ferguson  
Robert Gray  
Andrew Gunnoe  
John Haer  
Carl Olian  
Thomas Samples

**Members Absent**

Sandra Ashley  
Lori Counts-Smith  
David Felington  
Brett Matthews  
Laura McCullough  
Marsha Mullins  
Michael Newman  
Lee Roberts  
Mike Sirockman  
Stephanie Smith

**Staff Present**

Nancy Daugherty  
Courtney Saunders  
Nita Shafer  
Andy Sweetnich

**Staff Absent**

Lailah Ali  
Amy Farley  
Annie Jones  
Tamara Lee  
Nick Nunnery  
Michele Painter  
Derek Vance

Lucinda Curry opened the meeting at 11:02 a.m. Due to the COVID-19, the board was unable to meet in person. The platform WebEx was used to conduct this meeting. Nancy Daugherty asked for everyone to announce themselves. There was no board meeting on April 21<sup>st</sup>, 2020 due to the COVID-19, therefore no minutes to approve.

**Written Reports:**

**Finance Report: Robert Gray and Andy Sweetnich**

Andy reported that in 2018, we were able to spend all of the money except \$1,600 which will we spend in the next month. There will be no money to expire for that grant year. For April and May, the spending was slightly down due to the virus by about \$20,000. We have spent 66% of our youth funds; 78% of adult funds; 20% of dislocated worker funds. All of the adult and dislocated worker funds have been obligated, but we have only spent

42% of this year's funds. Since the last board meeting, the career planners have written one new transitional job contract and 20 ITA contracts. Andy asked to transfer \$100,000 from dislocated worker to adult, seeing as we are able to spend adult money faster. Carl Olian motioned the transfer and Bob Gray seconded the motion. All in favor. Motion accepted.

Youth Manager, Program Manager, EO updates: Amy Farley

Amy pulled a performance report compared to the other regions. Region III is listed as number 3 on the list. All of the rates, such as performance and employment and credential attainment need to be at 80% of the goal. We are not doing so well with youth rates, but for adult and dislocated rates, we are well within the 80% goal. Since the COVID-19 outbreak, Amy has been working diligently on making the forms and applications fillable and fixing any errors that arise. Amy has also completely redone the WIBIII website. Our goal, through this difficult time is to be sure we can serve individuals to the best of our ability. Region III has been in contact with our youth operator, and they informed us that youth are not to pleased about going back into their workplace yet.

DHHR Snap E&T update: Annie Jones and Lailah Ali

The office closed to the public on March 16<sup>th</sup>, 2020. Lailah Ali and Annie Jones go in one to two times a week to send out mail and reach out to participants. Administration over food stamps has put a policy in place that during this pandemic, no one is going to lose their benefits. Nita Shafer is the supervisor over Laila and Annie, and she has been participating in monthly phone conference's regarding the DHHR program. Nita has planned to meet with Tyler Coleman, who is the supervisor at the DHHR to discuss what else our case mangers can do.

Business Services update: Nick Nunnery

Nancy reported that Nick has been working on a virtual workshop for jobseekers on June 26<sup>th</sup>, 2020. It will include topics such as dress for success, how to write a resume, and what employers look for in the workplace. He also informs employers about opportunities such as small business loans. Nick has also been in regular contact with Senator Manchin's office about the CAREs Act.

Empowered Employment update: Derek Vance

Derek reported that as business's start to return to operation, he has been out in the field searching for employers that want to participate in the Empowered Employment program. Email and phone call's have been the primary source of contact to potential employers during this pandemic. Derek has been trying to reach potential participants through local rehabilitation centers, but most centers aren't allowing any visitors and he has been working with the directors of centers to try a WebEx presentation.

Executive Director's report: Nancy Daugherty

Nancy reported that she has a few small change orders to policies. Region III staff has attended staff meetings using the platforms of WebEx or Zoom. Staff has turned in daily

logs of work they have done. The executive committee met via WebEx to go over the new budget. Nancy has attended several webinars. Also, some research into comparing prices for different office space. One of the main concerns is if the One Stop will open back up to the public because Michele and Tamara are located there. Since the One Stop has closed to the public, the career planners have met with participants here in the Administrative office.

#### Old Business

Nancy developed a change order for the Summer Youth Employment Program. She wants permission to only serve 30 youth compared to the original 100 with only 5 to 6 work sites in Kanawha County.

Region III has taken full advantage of the past few months to attend webinars and purchased some training. The career planners to a seven-week training pertaining case management. Nita and Andy completed a quick book's training. And Nick and Derek took a course called "WIOA Boot Camp".

#### New Business

Nancy wrote an infectious disease- return to work policy. The WIB bought plexiglass shields, hand sanitizer, cleaners that have disinfectant in it, disposable masks, and a thermometer. Staff will return to the administrative office at only 50%, with Nancy coming in most days. Staff will return to work following the CDC guidelines. Lucinda asked for a motion to accept the return to work policy. Carl motioned and Bob seconded. All in favor, Motioned approved. The current ITA policy is \$4,000 a year. Region III has recently looked at other models in other regions and would like to make a motion to change the policy to this model. Any class under 6 months we would pay up to \$4,000. 6 to 12 months we would pay \$6,000. 12 to 18 months we would pay \$8,000 and anything above 18 months would be eligible for \$10,000. Lucinda asked for a motion to approve the new policy. Carl motioned; Thomas seconded. All in favor, motioned approved.

Financial proposal for staff increases of \$1,000 across the board, along with a promotion/merit raise for Nita. Lucinda asked for a motion. Bob motioned and Carl seconded it. All in favor, motion approved.

The new budget is to include, \$1,500 for work related travel. An increase in Adult funding by 12%. Increase in Youth and One Stop Funding by 10% and an increase for Dislocated Worker funding by 30%. Lucinda asked for a motion to approve, Carl motioned, and Bob seconded the motion. All in favor. Motion approved.

#### Administration

The executive committee met, and due to the COVID 19, the committee to agreed to serve on the board through June 2021. Lucinda asked for a motion. Carl motioned and Thomas seconded. All in favor. Motion approved.

There has been a new member nominated. Doug Tate will replace Marlo Long on the WIB board. He has military background and is the owner of Alpha Technology. Lucinda asked for a motion to approve. Carl motioned and Bob seconded. All in favor. Motion approved.

The next meeting is scheduled for August 18<sup>th</sup>, 2020 at 11:00 a.m. at the Charleston Area Alliance, with proper social distancing. This is a tentative date, and may change. Lucinda adjourned the meeting at 12:03 p.m.

Respectfully submitted by Courtney Saunders, Office assistant  
7/14/2020

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