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## Workforce Development Board of Kanawha County

### Annual Board Meeting June 22, 2023

#### Board Minutes

##### **Present:**

Aaron Alexander  
Rachel Bowman  
John Haer  
Sean Hill  
Carol Howerton  
Todd Jones  
Brett Matthews  
Ellen Maxwell-Hoffman  
Tim Morris  
Jill Oliver  
Greg Osbourne  
Chanda Perry  
Andy Richardson  
Lee Roberts  
Victoria Russo  
Chris Settles  
Shane Wilson

##### **Absent:**

Commissioner Carper, CLEO  
Paul Breedlove  
Steve Collins  
Travis Tarr  
Derrick Thomas  
Dustin Vaughan

##### **Staff:**

Summer Johnston  
Tamara Lee  
Chelsea Meadows  
Julie Norman  
Michele Painter  
Courtney Saunders  
Nita Shafer  
Ray Walker

##### **Guests:**

Scott Adkins  
Stephanie Ahart  
Deb Harris  
Leslie Koepsel  
Hannah Pullin  
Jason Roberts  
David Rogers  
Jeremy Smith

**Opening**-Board Secretary, Aaron Alexander, called the meeting to order at 10:04 am. Courtney did roll call of present members.

**Approval of Minutes from May 25, 2023:** Aaron asked if there were any questions or corrections for the minutes from the Special called board meeting on May 25<sup>th</sup>, 2023.

**Motion:** Andy made a motion to approve the minutes. Lee seconded the motion. All were in favor, motion carried.

**Finance Report:** Michele reported that she sent out the summary grant revenue along with the bank registry and bank reconciliation. Michele said that WDBKC received the summer youth grant this morning for signatures and Julie has already signed it. The grant will now be sent to the CLEO for his signature to finalize the execution of the PY23 summer youth employment grant. Michele reported that there is no money in the new allocation for Business Services so the board will need to rescind the vote for the contract that was approved.

**Motion:** Chris made a motion to rescind the Business Services contract outlined by Michele. Lee seconded the motion. All were in favor, motion carried.

**Executive Director's Report:** Julie reported that staff and herself have been working tirelessly applying for multiple grants in the past weeks to receive additional funding. Julie reported that WDBKC has been selected to participate in the Jobs for the Future's Workforce Communities of



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Action initiative. Julie said that WDBKC will also be making requests to WFWV for state set aside funding for Business Services and other initiatives that need funding. Julie reported that there are program changes for Snap program eligibility starting July 1<sup>st</sup>, 2023. Julie said that there is the yearly EO review coming up and the four-year plan that needs to be submitted. Julie, Tamara and Michele will be the lead staff on the development of the four-year plan, but WFWV asked for board members names as well, Julie supplied the chairmen and vice chairperson's name.

Rachel said that the EO review could evolve into the monitoring with Power notes LLC conducted by MaryAnn Lawrence.

Julie said that MaryAnn Lawrence will be onsite July 10<sup>th</sup> and 11<sup>th</sup>, the dates of the Prepped and Polished event.

Andy Richardson said for the individuals on the Snap program usually have other barriers to employment besides not having a job. Does our one stop shop as currently constituted facilitate a better experience for identifying those needs and mustering a solution for those individuals?

Julie said absolutely, matter of fact, all of those needs can be addressed in this building but beyond that, staff in the building work daily on each individual. When an individual enters the building, they are assessed by first choice services to identify all barriers and then that individual has the potential to receive services from every partner in the building if they need it. Julie said that this system is one of the main reasons why the justice system is now sending their offenders in their supervision. Rachel said that WFWV attended a webinar for POROWD to work with justice involved. Rachel added that the MACC system collects the data of individuals who are involved in the system so the partner agencies who have access to the MACC can assist in serving these individuals, so this AJC does not have to carry the weight of all individuals.

Andy asked about the MOUs and the WDBKCs inability to collect outstanding balances. Julie said that certified letters have been sent to three partner agencies. Julie said that WFWV has been involved with attempting to collect the owed money on WDBKCs behalf. Julie said to date, no payment has been received.

**Update on the management decision letter- corrective action plan:** Aaron said that a letter had been sent. Julie said that after the letter was received requesting an action plan was established, two additional items were received. Aaron said that those two items were related to the enhanced desk monitoring, correct? Julie agreed. Aaron asked where WDBKC was on the corrective action plan. Julie said that everything has been replied to except for an item on policies.

**Corrective Action Plan received on June 7<sup>th</sup> 2023:** Ellen said that there are dates in order to be in compliance. Ellen said that she is watching the date for the policy for the compensation for the executive director. Aaron said that the dates will need to be continued to be monitored for compliance. Chris said that the other policies will be reviewed and revised as needed by the Bruman in conjunction with WFWV and the policy committee.

**Executive Committee Report from June 12<sup>th</sup> 2023:** Aaron reported that the primary point of the meeting was to discuss the effect of the reduction of the federal funds WDBKC will receive for the upcoming program year. Aaron said that this is a 21% decrease in funding which is substantial for any organization.

**Engagement letter to begin the audit on the PY22 financials received on 6/19/2023 from**

**Brown Edwards, CPA:** Aaron said that this was received, signed and returned so the auditors could begin their review. Andy asked what the timeline is forecasted to be. Julie said September and Michele said that Nita and herself have already had two meetings with Rob Adams and Brown Edwards and have sent them the documentation they asked for. Ellen said that the engagement letter also includes the 990 being filed by Brown Edwards.

**Staff performance evaluations:** Julie reported that normally evaluations are conducted twice a year, once at the end of the program year and mid-year. Julie believes that performance evaluations are valuable for continuous improvement, however this year no money is available for increases based on budget restraints.

**One Stop operator contract, MOU's, and IFA's:** Julie said that WDBKC contracts the One Stop operator functions out to HRDF and that allows for a contract with a three-year renewal option. Julie said that HRDF performs a vital function within the AJC. The operator is responsible for gathering the MOUs from the partners associated with the center. Julie explained that the MOU has an IFA which breaks down what it costs to run the AJC, and based on the number of full time equivalents each partner has, that is how the partner is billed each quarter. The budget to run the AJC for the current year is approximately \$180,000 with 46 FTE's which means each FTE will cost \$1,200. The current MOU's expire June 30<sup>th</sup> and will need to be resigned.

Chris asked if WDBKC will continue to give credit to the partners who are in the building physically. Julie said that she believes it would be difficult to stop giving credit to those who are here. Chris said that if WDBKC continues to do well, next year there will be even less money and eventually there will be no money.

Aaron opened the floor to the guests regarding the one stop operator contract.

Stephanie Ahart said that she has been the operator since 2017 for this region and other regions for many years. Stephanie introduced Jeremy Smith with First Choice Services and Deb Harris with Jobs and Hope.

Chris asked how the funding is done in other regions regarding space and if a credit is given to partners and Stephanie said she operates region 6 the same way WDBKC operates. Stephanie said that region 3 was modeled after region 6.

Deb Harris said that Jobs and Hope is a statewide program, but she has witnessed Micheal Austins enthusiasm firsthand and it is unmatched. Deb said that Micheal has traveled with her all over the state with various initiatives that started in region 3.

Jeremy Smith said that First Choice Services is also a statewide program and operates multiple programs. When first moving into the building, their in-person participation was not successful. Jeremy said early on, Micheal started networking with each partner agency and community networking. Jeremy said that Micheal has put a system in place that every person that comes into the AJC is screened by First Choice Services, so their traffic has improved tremendously.

**Motion:** Ellen made a motion to move into executive session at 11:01 a.m. Chris seconded the motion. All were in favor. Motion carried.

**Motion:** Aaron moved to come out of executive session 11:55 a.m. Ellen seconded the motion. All

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were in favor. Motion carried.

**PY 23 FY24 Budgets discussed during executive session:**

**Motion:** Ellen made a motion to accept adopt option one that was presented to the board for the budgets. Todd seconded the motion. All were in favor. Motion carried.

**One Stop operator Contract discussed during executive session:**

**Motion:** Ellen made a motion that WDBKC extend the one stop contract for one more year, but it will be reviewed and there is an opt out clause that allows WDBKC to terminate the agreement if HRDF is not meeting their obligations. Todd seconded the motion. All were in favor. Motion carried.

**Motion:** Chris made a motion that going forward starting July 1, 2023, that in the MOUs with the partners, WDBKC will no longer subsidize the partners for the shared space for being present in the building. Tim seconded the motion. Motion denied.

**Election of Officers:** Aaron said the nominating committee has met and Chris reported that the recommendations are as follows:

Chair: Aaron Alexander,

Vice Chair: Andy Richardson

Treasurer: Lee Roberts

Secretary: Rachel Bowman

Ellen made a motion to approve the slate of officers as presented for the upcoming year. Todd seconded the motion. All were in favor. Motion carried.

The meeting adjourned at 12:10 p.m.

Respectfully Submitted by: Courtney Saunders  
Office Coordinator WDBKC 07/26/2023