

Region III Workforce Development Board of Kanawha County, Inc.

Board Meeting August 17th, 2021

Board Minutes

Members Present:

Jeri Adkins
Lori Counts-Smith
Lucinda Curry
Jeff Farley
Anita Ferguson
John Haer
Carl Olian
Brett Matthews
Laura McCullough
Marsha Mullins
Greg Osbourne

Members Absent:

Sandra Ashley
Paul Breedlove
Robert Gray
Andrew Gunnoe
Lee Roberts
Mike Sirockman
Doug Tate
Sermario Wiggins

Staff:

Lailah Ali
Amy Farley
Annie Jones
Tamara Lee
Julie Norman
Nick Nunnery
Michele Painter
Courtney Saunders
Nita Shafer
Andy Sweetnich
Derek Vance

Guest:

Dustin Vaughan

Board Chairman, Brett Matthews called the meeting to order at 11:05 a.m. Brett asked for an approval of minutes from the last meeting on June 15th, 2021. Laura made a motion to approve; Carl Seconded the motion. All were in favor. Motion moved.

Finance Report: Andy Sweetnich & Doug Tate

Andy reported that for the close out of last year's money, there was \$120,000 that needed to be spent by the end of June. We were able to leave only \$33,000 to be returned. Only 32% of PY20 was spent, so there is 68% carried over which amounts to 1.16 million that expires June 2022. Since July we have spent \$83,000. We have 10 adult ITAs, most are carry-overs from last year and we have 8 Dislocated Worker ITAs, again most are carry-

overs from last year. Dustin Vaughan asked Andy how long we had to spend this money, and his reply was June 30th of 2022. Brett Matthews asked for a motion to approve the finance report. Carl motioned to approve; Laura seconded the motion. All were in favor. Motion moved.

Career Planners: Tamara Lee and Michele Painter

Michele Painter gave the report for the career planners. Michele reported that since the last meeting, they have received 89 referrals and website inquires. Fourteen of these individuals have been referred to other regions. Thirty-three individuals are in the eligibility process, which requires completing correct documentation. Along with serving WIOA eligible participants, Michele and Tamara are also working with The National Health and Emergency Grant and the COVID Grant. We are also getting the Severe Storm Grant, which will assist individuals that were impacted in Kanawha County and Mason County. Michele and Tamara see participants virtual and in person here in the office.

Program Manager: Amy Farley

Amy reported that since the last board, we are wrapping up the Summer Youth Employment Program for the In-School youth. We still have out of school youth working. Amy just received PY20 fourth quarter performance report statewide, that she will be reviewing and reporting on. We have increased ITA amount to \$10,000 a person per year.

Snap E&T Lailah Ali & Annie Jones:

Ms. Anne reported that they have received 38 referrals from Snap E&T and DHHR. They have three participants enrolled in activities, one in GED, one in Carver and one that is self-employed. They have disenrolled 18 participants due to lack of participation. Lailah and Anne do bi-weekly meetings with Snap E&T senior specialists with other case managers and all other DHHR staff. They have begun WIOA basic training with Tamara on Wednesday when they are in the Admin building for staff meetings.

Nick Nunnery: Business Service Representative

Nick reported that since June he has been able to write three On-the-Job training contracts. We have been able to assist Casto Technologies with our incumbent worker trainings. There are ongoing contracts with Clearon, GeStamp, Thomas Health and various other places. There has been hiring events held, two specifically with Ticketmaster and they were able to fill customer service positions. We hosted a Job Fair with over 48 organizations that attended and over 103 job seekers, with 13 confirmed placed in employment. We have OJT and EE contracts with Buzz Food and Bullock Distillery. We were able to help enroll 60 cadets at Mountaineer Academy to assist with Job Search in Montgomery.

Empowered Employment: Derek Vance

Derek reported that since that last board meeting, he has received 24 referrals for employment, four of them have been placed into employment while two more are in the process of being placed into employment. Derek continues to work with 25th hour for outreach. Continues to update the website and do marketing. Does daily social media checks for messages, comments, ideas and responds. We spent \$500 on social media outreach, and with that we were able to reach 28,142 people on Facebook and Instagram. 151 people responded to the event page on Facebook, and there were 162 shares on Facebook.

Executive Directors Report: Julie Norman

Julie reported that staff is in the office at least three days a week. She is working on rewriting job descriptions for each staff, especially the ones who do not have a set description. Julie believes there is a work imbalance and would like to shift the work loads around a little, to help balance it. Michele and Tamara currently do eligibility for 12 different grants, and only receive money for five, the other seven are considered in-kind services, so she has proposed to Workforce West Virginia the need for additional Career Planners, and they agreed. Julie will be hiring two additional career planners, after we receive the additional money for them. Julie has been assisting Nick when he visits Employers doing outreach. We will be updating policies and procedures soon. Workforce West Virginia has a new policy that as of March, if we have not spent 66% of our money, per grant, they will be taking money back, and will be awarded to another region, or if we spend all of our money, we can get more money. We will be changing our domain to wdbkc.org. Julie believes as part of our outreach, we should host an open house here to bring businesses together, because employers are our number one customer. Employers enjoy going to business after hour events and mingling, networking so we would like to host one if there is no objection from the Board. We will be partnering with a company for an apprenticeship, that cannot be discussed yet, but big things are going to happen with that! We are receiving a new Storm Grant, and sub-contracting that to HRDF, and will be working closely with West Virginia DOT. Workforce has received a new grant to employ 60 navigators, and their job is to make the career planners aware of all the programs and services and providers in their area.

Old Business:

There was not any old business to report on at the moment.

New Business:

Brett reported that the current procurement policy we have requires us to get three bids, which needs to be revised for our emergency procurement policy. In order for us to be awarded the Storm Grant, the wording of the policy needs to be changed, to say in case of an emergency, we do not need to receive three bids. Laura asked if the Emergency is defined in a specific way, and it is not defined. Upon changing the word to “declaration of emergency per state” Brett asked for a motion to approve the policy, Laura motioned to approve; Greg seconded the motion. All were in Favor; Motion moved. Julie reported on The Governors Blue Ribbon Task Force on Workforce Development: this task force is made up with individuals primarily from state agencies who are charged with making recommendations to the governor on how to overhaul the workforce development system. The Task Force is required to meet every two weeks between now and then, and in Julie’s experience, anything that is required to meet every two weeks, is something that is serious, and not just an idea. The task force is broken into five subcommittees. These subcommittees are tasked with looking at the five most critical parts, which are agency integration, data sharing, co-enrollment, cross training and employer engagement. The membership of this Task Force only includes two WIB directors, region 2 and region 6. They are outnumbered by individuals who do not fully understand how our system works. One of the individuals very involved is Dr. Casey Sacks who is President at BridgeValley,

her and Laura McCullough invited me to sit down with them and I did. She is the head on the subcommittee of integration. Dr. Sacks suggested to another chair of a different subcommittee that I serve on that committee and now I am, and now I am worried that there is not enough focus on the Employer. The subcommittee is on employer engagement, and nothing is about the employer. One of the proposals is that we have a single state plan, instead of one for WIOA and one for Carl Perkins (for education), the recommendation is to combine them. Another recommendation is instead of having seven regions, we have one. I have met with Dr. Sacks, Kent Carper, Scott Adkins, and all of the WIB Directors. Julie asked if anyone had any questions, no one had questions. Lucinda believes there could be integration to make things easier for our citizens, but this matter is very concerning. Brett said the most concerning thing for him is that Labor is not anywhere on this task force. Julie reported that on 8/19/2021 we will be having a partner meeting. Julie has had a meeting with Workforce West Virginia about One Stop operations. Part of what we are being told, by Workforce and DOL is we have to have a one stop, and everyone should be contributing to the one stop. We are no longer co-located in a physical location like we were before the pandemic started, and neither are other partners, but we are being told we need infrastructure agreements in place where we collect money from our partners. Are we going to go back to co-location? We need to figure this out. Every region is structured differently, so I am open to suggestions and ideas. Julie reported on new funding streams, outside of WIOA. The ticket to work is operated by the Social Security Administrative program, that has people that is on benefits. If we assist these individuals, to go back to work, or training, they pay us. That money is then unrestricted, which will allow us to serve more individuals, and fill gaps where we are lacking. For example, NGK needed 18 people, but a city bus didn't go to Sissonville at 2 a.m., with unrestricted money, we could have bought a van. Brett asked for a motion to go into executive committee session. Laura motioned; Carl seconded the motion. All were in favor; Motion moved. Executive Committee Session Started.

Brett Asked for a motion to go back into full board Carl motioned; Laura seconded. All were in favor. Motion moved.
Full board session started back.

Brett asked for a motion to close the meeting, Laura motioned; Carl seconded. All were in favor. Motion moved.
Meeting adjourned 12:20 PM

Respectfully submitted by:
Courtney Saunders
Office Assistant at the WDB
8/25/2021