



Workforce Development Board of Kanawha County

Board Meeting October 19th, 2021

Board Minutes

Members Present:

Paul Breedlove
Lucinda Curry
Jeff Farley
Bob Gray
Andrew Gunnoe
John Haer
Laura McCullough
Brett Matthews
Marsha Mullins
Carl Olian
Lori Counts-Smith
Dustin Vaughan

Members Absent:

Jeri Adkins
Sandra Ashley
Anita Ferguson
Greg Osbourne
Lee Roberts
Mike Sirockman
Doug Tate
Sermario Wiggins

Staff:

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

Guests:

Board Chairman, Brett Matthews called the meeting to order at 11:00 a.m. Brett asked for an approval of minutes from the last meeting on August 17th, 2021. Laura made a motion to approve; Bob seconded the motion. All were in favor. Motion approved.

Finance Report: Andy Sweetnich & Doug Tate:

Andy reported that since the last meeting, our total spending increased from 3 percent to 21 percent. According to the MACC report we only spent 36 percent of the total for last year, but we have until June of 2022 to spend the rest of the money. For this year's MACC report, we have only spent 3 percent and we have until June of 2023 to spend it. All our Youth money we receive is obligated because of the agreement we have in place with HRDF. In July WDBKC spent \$83,000, in August spent \$189,000 and in September spent \$118,000. In the last meeting we had 10 adult ITA's and now we have 17 adult ITA's. During the July meeting Andy reported we had 8 Dislocated worker ITA's and now we have 11 Dislocated worker ITAs. On the ITA's together, we have spent \$159,800 on 28 participants. Brett asked for a motion to approve the finance report. Bob motioned; Carl seconded the motion. All were in favor. Motion approved.

Career Planners: Tamara Lee and Michele Painter:

Michele Painter gave the report for the career planners. Michele reported that since the last meeting, most of their participants have come in person to the office to receive services. They have received 146 referrals and or website inquires for Individuals that are interested in WIOA. Nineteen of these individuals have been referred to other regions, 20 individuals have been referred to partner agencies. In the last quarter, Michele and Tamara have written 14 Individual Training Accounts (ITAs). Four participants have received support services. Fifty-three individuals have been placed on probation by our office due to non-compliance. Michele and Tamara have registered and completed eligibility on 41 participants for WIOA,

the COVID-19 grant, and enrolled 32 individuals in the Applied Educational System, our career readiness modules.

Youth Report: Julie Norman:

Julie reported that the year that just ended in July, we expected HRDF who we contract with to serve youth, served all sixty youth. This year the number was set at 60, and so far, they have served 30 youth and we are only two months into the year. The Summer Youth Employment Program, we served a total of 65 youth, for a seven-week work experience program. Michael Austin comes into our office once a week to collaborate with our staff to ensure the success of our programs and participants.

Snap E&T Lailah Ali & Annie Jones:

Ms. Anne reported that they have received 60 referrals since the last meeting held in August. Anne and Lailah have two participants enrolled in GED services and one participant that is enrolled in WIOA training career services at Carver Career and Technical. Anne and Lailah have two participants who are employed, one is self-employed and one who is working at a Nursing Home. Thirty-seven participants were disenrolled due to non-participation. Anne and Lailah attend trainings with DHHR Staff, WDBKC Staff, have bi-weekly meetings with SNAP E&T and bi-weekly meetings with Region III WDB.

Nick Nunnery: Business Service Representative:

Nick reported that since August five new On-The-Job Training contracts have been written. Nick and Julie have met with the Mayor of Clendenin to discuss employer service programs that are available to the city and northern part of Kanawha County. They also met with Mountain Cares Network which is a men's sober living facility in Charleston. Nick continues to attend monthly meetings with Upper Valley Resiliency Council to explore new job development in the upper Kanawha Valley. Nick is still serving at the Chairperson for the Youth Community Resources Council which meets quarterly and serves as a captain for Generation Charleston Work Group Initiative. Nick continues to do networking through various measures, in person and virtual. Nick began Business Service training modules to increase his skills. Nick continues to do outreach to employers who are registered in the MACC.

Empowered Employment: Derek Vance:

Derek reported that since that last board meeting, 26 total referrals for employment. Three of these referrals became Empowered Employment (EE) contracts, 6 became Transitional Job (TJs) contracts and 5 On the Job training contracts. Monitoring is being done on these participants as needed. For our social media, marketing, outreach, and graphic design, Derek is still working with 25th Hour. Derek checks all social media everyday for comments and feedback with responses. We set an internal goal to get 500 likes on our Facebook page by the end of last month and we were able to reach that goal. We started the month with 41 likes and ended the month with 503 likes. Website updates are being made as needed with events and information. Derek has began doing the IT work and managing and maintaining any issues in the office i.e., printers, computers, phones, network issues. Some issues we still have to call Alpha Technologies and Just Tech to solve. New computers have been ordered for staff, and the old computers will be utilized for the computer lab.

Executive Directors Report: Julie Norman:

Julie reported that there is a severe worker shortage in the United States right now, over three million people have left the workforce in the month of August, while 10.4 million jobs remain unfilled. Workers are demanding better working conditions, higher wages, and better work-life balance. That puts us in a position to meet this challenge, and some sectors can not afford to pay higher wages. Moving onto general administrative and staffing concerns and issues- Amy Farley resigned August 24th, and her duties have been split between existing employees. We have two new career planners starting October 20th. New job

descriptions have been developed for every staff member along with a new organizational chart. On the fourth floor of the Daniel Boone building, we have a storage office full of items we need to dispose of. We have over 500 followers on Facebook, and 77% are women. We will be doing a survey to investigate why individuals in Kanawha County are not working with 15 possible reasons. Recently, we have been working on revising policies and procedures. We had about 15 policies, and we were able to consolidate some because they were duplicated. Some policies required no revision at all except for changing the name from Investment Board to Development Board and changing the format. We also did revisions on procedures for career planners, financial and administrative and business services. All of the audit findings have been resolved and a new Cost Allocation Plan (CAP) has been approved by Workforce West Virginia. Workforce WV conducted an EO review and the only issue they found was the makeup of the board which requires 51% business representation. We have a board vacancy and will have nominations during this meeting today. We submitted the Certification for the Comprehensive One Stop to Workforce West Virginia to make 405 Capitol Street, Suite 907 our One-Stop. We are working with HRDF to gather MOU's from each partner that is required to operate the One Stop. We are surveying the partners' financial contributions for the Infrastructure Agreements (IFAs) that will include costs for internet, computers, furniture, prorated portion of the rent and other costs. We continue to have quarterly meetings with the partners. Julie has attended Employer visits with Nick. Severe Storm Grant amount is \$937,000 which is dispersed in thirds. We will be able to serve eight participants at a time, and we have already done that in the first week of the grant. These participants will be working with Department of Highways to do cleanup from last winter's storms. We also have a grant from Unicare for \$25,000 that allows us to pay rent and utilities for homeless youth. Our grant with DHHR has been reduced again this year, so Anne and Lailah will be spending one day a week each here at the administrative office doing WIOA related work. Department of Labor (DOL) sets our standards for performance, both financially and programmatically, and we have failed the majority of the set standards. COVID-19 played a big part in the failing numbers, but we currently do little to nothing after we enroll individuals in training or employer-based programs. The focus has been primarily based on activities and follows ups instead of outcomes. Monitoring has not been done as often as required, or not done at all. We are working diligently to develop strategies to ensure successful outcomes and data for reporting such.

Old Business:

There was no old business to report.

New Business:

Julie reported that the policy revisions needed to be voted on. Each policy will receive its own vote and approval.

- Policy 01- is **Priority of Service** for the poverty guideline from 150% to 200%. And we raised 200% to 250% for Priority of Service on level four and five. Michele explained that our current income guidelines are very low, so if you make \$10 an hour and work full time, the participant will make too much to be eligible for our programs. With labor shortages, employers are raising wages, therefore our policy needs to reflect that. Laura made a motion to accept the policy change. Paul seconded the motion. All were in favor; motion approved.
- Policy 03- is **Childcare payments**, and the changes went from \$20 a day and \$100 a week to a flat half of out-of-pocket expenses for childcare, for a maximum of \$500 a year per participant, regardless of the number of dependents. Laura made a motion to accept the policy change as presented. Carl seconded the motion. All were in favor; motion approved.

- Policy 04- is **Waivers for Participants with Degrees** and that needed to be defined better, and we were able to combine two policies into one. It's no longer just a matter of having a degree, it also includes having marketable skills, certificate, or credential. If a participant has any of those, they will have to request a waiver, before receiving funding. Laura made a motion to accept the policy change. Carl seconded the motion. All were in favor; motion approved.
- Policy 11- is **Employer Services** which combined several policies in the revision process. Before, we had a separate policy for Incumbent Worker, OJT, EE, and several others and combined them into one because they were duplicative. We also replaced the language that said, "must do business in Kanawha County" and replaced it with "must be a registered employer doing business in Kanawha County, and/or operate a worksite in Kanawha County". We added that employers just starting a new business must have three employees to every one participant we place there, while the old policy read that we would not help any new business for at least six months. Laura made a motion to accept the policy changes as presented. Carl seconded the motion. All were in favor; motion approved.

Julie asked the board to approve vision insurance for staff. It would be through the same company as our dental insurance, and for all 12 staff the monthly total is \$70. Andrew made a motion to accept vision insurance. Paul seconded the motion. All were in favor; motion approved. Julie reported that the state offers Annual Increment pay of \$60 a year for every year you have worked after three full years. She will explain in better detail in executive session. **The Cars for Stars** program is to address the most serious barrier to training and employment, Transportation. Julie will be proposing this to the Kanawha County Commission for a grant under the American Recovery Plan Act (ARPA). Through our partnership with Todd Judy Ford, who will provide matching dollars for low-cost vehicles will be offered to individuals that meet the criteria we set. Such as will include not living on a bus line, a job offer, valid driver's license, insurance, and other items. If the ARPA grant is approved we will be able to provide 100 cars the first year, and the money that the participants pay towards the car, will keep the program going, for an estimated three to four years after the initial first year. Julie will submit the application by the end of October to the Kanawha County Commission. The initial application will be for approximately \$500,00 dollars and for 100 cars, for 100 participants. Two **new board member nominations** are as follows: Becky Judy and Craig Young, both individuals represent business. Brett nominated both, Laura seconded the nominations. All were in favor. Nominations accepted. All Board members will receive brand new binders before the December meeting that will contain all policies, recommended changes to by-laws, member directory.

Brett called to order executive session at 11:50 am.

Brett asked for a motion to end executive session, Laura motioned to end the session. Carl seconded the motion. All were in favor; session ended at 12:40 pm

Brett asked for a motion to approve salary increase as recommended, Dustin made a motion. Laura seconded the motion. All were in favor; motion approved. Brett asked for a motion to adopting the policy of annual increment pay that after working for a full three years, you will begin receiving 60 dollars per year in the month of December of your third year. Laura made a motion to approve the new policy. Marsha seconded the motion. All were in favor; motion approved. Julie will develop a policy for merit raises before the December meeting for all members to review.

Brett asked for a motion to close the meeting, Dustin motioned; Carl seconded. All were in favor. Motion approved.

Meeting adjourned 12:45 PM

Respectfully submitted by: Courtney Saunders

Executive Assistant WDBKC 11/02/2021