



Region III Workforce Investment Board of Kanawha County, Inc.

Meeting October 20th, 2020

Board Minutes

Members Present

Jeri Adkins
Paul Breedlove
Lori Counts-Smith
Lucinda Curry
Anita Ferguson
David Felinton
John Haer
Laura McCullough
Marsha Mullins
Carl Olian
Greg Osbourne
Stephanie Smith

Members Absent

Sandra Ashley
Alex Compton
Bob Gray
Andrew Gunnoe
Brett Matthews
Mike Newman
Lee Roberts
Thomas Samples
Mike Sirockman
Doug Tate

Staff

Nancy Daugherty
Amy Farley
Annie Jones
Tamara Lee
Nick Nunnery
Michele Painter
Courtney Saunders
Nita Shafer
Andy Sweetnich
Derek Vance

Guest

Derek Godwin

Board Chairman, Lucinda Curry called the meeting to order at 11:03 a.m. using the WebEx platform due to the pandemic. Lucinda welcomed Greg Osbourne, Region III Workforce Investment Board's new board member. Lucinda asked for a motion to

approve the minutes from the August 18th meeting. Carl Olian motioned; Marsha Mullins seconded. Motion moved.

Finance Report-Bob Gray and Andy Sweetnich

Andy reported Bob couldn't attend this meeting due to prior obligations. Andy reported we have finished the FSE&T grant the Region III WIB received. In prior years, it has been documented that we under spend anywhere between \$10,000 to \$15,000. This year we only had to send back \$2,500. The region received the audit back with no findings, which made it a very clean audit. We are three months into the program year and have spent 18% of our grant money. We have spent almost all of last years WIOA money. During the last meeting on August 18th, the board approved the transfer of \$100,000 from dislocated worker to adult, which has helped tremendously to serve more adults and spend our grant money. We have spent 61% and have 72% obligated of last year's grant money. For this grant year, we have spent 1.7% but have 27% obligated. There are 15 adult individual training accounts (ITA's), and 16 dislocated worker ITA's that equals a total of \$118,587.67. Lucinda asked for a motion to approve the finance report. Carl motioned; David Felinton seconded. Motion moved.

Audit Report- Derek Godwin, Herman & Cormany

Derek Godwin highlighted a few points on the audit. The audit was delayed slightly due to the pandemic. This report is the June 30th, 2019 report. Audit was submitted to the FEDs and uploaded to the clearing house, after being given an extra year to file the report. The auditor is required to give their opinion of the financial report that we submitted to them. Their opinion was an unmodified opinion which means there wasn't a single area that couldn't be audited, and everything they needed was there and there was no trouble or missing files. Region III receives federal money, so they included a single audit, with a report that discusses an internal review of expenditures and internal control over our programs. Derek said at the year end of 2019 in December, the Corona Virus affected our spending and that the future effects are unknown to our spending. Derek discussed the finance reporting and complying, the auditor tested the financial control and found there was no material weakness in the audit. They tested our compliance with various laws and found no issues there either. Internal auditors report on our major programs due to us receiving federal monies. There is a list of laws and guidance they test our spending and reporting on adult, dislocated worker and youth money. Derek reported that Region III WIB met all of the requirements and there wasn't any material weakness. No issues with internal control. Region III qualified as a low risk audit because the year prior, we received no reportable conditions. No findings on the audit or the federal programs. Derek thanked all staff for the cooperation for helping complete the audit. Lucinda asked for a motion to approve the audit report, Carl motioned; Paul seconded, motion moved.

One Stop Update-Michele Painter and Tamara Lee

Tamara Lee reported that since August 19th, 2020, Michele and Tamara have received 80 referrals and website inquiries for individuals that are interested in WIOA services. Have completed eligibility and registered seven dislocated coal miners for the Coal National Dislocated Worker Grant. Five participants have completed training, three from PIA and two from the Palm Beauty Academy. The career planners have issued seven new ITA's (individual training account) which include three more participants going to PIA, one participant going to Marshall University, one participant doing an apprenticeship for electrical work, and two participants going to BridgeValley for the Utility Lineman program. Four ITA's are currently pending and the participants are going to Boone Career & Technical College, two more going to BridgeValley and one going to West Virginia Junior College. The career planners have a new OJT (on the job training) contract being processed for this participant to work at Karubees Jamaican Restaurant. One participant in the Empowered Employment program working at Charleston Property Restoration. Michele and Tamara have completed eligibility, registered and referred six individuals to HRDF for the National Health Emergency Grant. There have been 10 partner referrals to Enact, Jobs & Hope and the Division of Rehabilitation Services. We have twelve individuals enrolled into the Applied Educational Services (AES) which is career readiness modules. Completed and registered one individual to the TAA program. Since the last meeting, the career planners, Michele and Tamara have participated in several webinars, virtual trainings and staff meetings. Some examples are the Premier Virtual Training, Workforce GPS TAA Webinar, Webex Training, Region III Youth, One Stop Partner and Training Provider Meeting, and Career Planner Meetings.

Youth/ Program Manager/EO-Amy Farley

In the recent months, Amy has attended meetings with the City of Charleston Workforce Development Group Meetings and sub-group meetings. In the sub-groups, they have divided the "case load" and Amy is now in charge of manufacturing and transportation. She assisted in planning the Virtual Job Fair and "Getting Ready" Workshop. Performance Negotiations were completed recently. These negotiations are tailored to each region. Reviews included in school youth and out of school youth, training providers. The annual EO review was completed with no findings. Amy is conducting program and file monitoring for youth, adult and dislocated worker program. There have been website updates.

DHHR Food Stamp E&T Update- Annie Jones and Lailah Ali

Annie Jones reported that since the last meeting in August, there has been 43 referrals. Lailah has an individual that has received full time employment as an IT Tech. Also has an individual that is enrolled at BridgeValley for a two-year nursing degree. One individual was referred to WIOA. Annie has an individual that is completing community service and has received custody back of her child. One individual that has volunteered

to do the Snap E & T program while receiving a degree from BridgeValley for Welding. Anne had an individual that graduated from school and is currently waiting on a certificate. Annie and Lailah have unenrolled individuals that haven't showed up to their appointments, mail job openings to individuals who are enrolled. They mail reminder notices of upcoming appointments and scan the surrounding community areas for new job openings.

Business Services Update-Nick Nunnery

Since the last meeting, he has participated in virtual job fairs and workshops for Kanawha County residents. Thirty employers attended the virtual job fair and over a hundred job seekers registered for it. North Western Mutual hosted a resume writing course and a comprehensive financial literacy course. Mike Lamb at DRS hosted a tutorial of interview skills. Recently, Nick and the Region III WIB wrote an incumbent worker contract for Casto Tech which will allow them to become more competitive when their employees complete their second year in HVAC training through BridgeValley. We are looking for individuals to fill a position at Synergy Health for a receptionist and a Recovery Coach. Nick recently did a monitor on the individuals at New Birth Construction and was pleased to announce New Birth Construction is going to retain these individuals full time upon completion of their OJT contracts.

Outreach Program Specialist- Derek Vance

Derek Vance reported that at the virtual job fair, there were 35 Businesses and 72 people that attended. Seventy-one applications were filled out and submitted. Derek has been attending virtual meetings with the Recovery homes in the area to find participants for our services, going in-person when and where permitted. Derek was able to promote the job fair we hosted by going on WSAZ First at Four and secured a radio spot with WQBE. Derek and other staff have been attending training on the software the WIB purchased to discuss whether or not we can use this platform for other purposes such as a virtual one-stop, more job fairs and workshops. Derek also reported he has been in contact with businesses regarding the services we offer and doing his monitors on the individuals enrolled in the Empowered Employment program.

Executive Director's Report-Nancy Daugherty

Nancy reported that on the virtual job fair we hosted, many of our partners attended and we will continue to provide this virtual option. The job fair was similar to an in-person job fair. The employer got a booth to set up with a description option and options to allow job seekers to fill out an applications, there is also a chat window that allows the employee and the employer to have a real time conversation. Region III is learning more about the platform with hopes in the future, are able to utilize the platform and software to operate a virtual one-stop. In June, Nancy wrote the back to

work policy, but in September when the infection rate increased, employees began working from home most of the time, only coming into the office when needed. Nancy and a few other staff come in more frequently, if not daily. Like Amy, Nancy will be handling the healthcare subcommittee through the City of Charleston. Met with and signed a contract with a CPA to assist in setting up the expanded chart of accounts and financial tracking using more features of quick books. Developed an ad for The Mix radio station targeting employers and an ad on Rock 105 for job seekers. There was a Directors meeting on October 2nd in Flatwoods, that included a demo for the Premier Virtual Platform. Nancy reported that staff continues to take advantage of training and development on regarding WIOA, Apprenticeships, Disability programming, case management and more. Nancy has attended multiple zoom and WebEx meetings. Nancy reported that the monitoring for our contracts that include OJT's, Transitional Jobs, Incumbent Workers and Empowered Employment. Amy monitors the youth, while Derek and Nick monitor the EE, TJ, OJTs and IWUs with reports that go into the participants' file. FY 18's grant will be closed out soon, with a remaining balance of right over six thousand that will be returned. The empowered employment grant was awarded on February 7th 2020 and due to the pandemic, we will be asking for an extension. At the beginning of the year, Workforce WV approved a pilot program for a summer youth program that would allow 100 youth to work, but due to the pandemic, we weren't able to serve them. We are going to try to do this summer program in 2021.

Old Business:

Nancy introduced our new board member Greg Osbourne who represents Chemours. Amy explained the new performance standards from Workforce WV. There was a tool that the state provided for the regions to use, and after negotiations, there was a mutual agreement for the final goals for PY20. Lucinda asked for a motion to accept the new standards, Laura motioned; Carl seconded the motion, motion moved. Nancy informed the group that the One Stop Career center is closed to the public and Region 3's career planners Michele and Tamara. Due to it being closed, R3WIB is looking into hosting a Virtual One Stop that includes partners so we can continue to serve participants to the best of our ability. During the next meeting that is with the partners, it will be on the agenda to discuss and receive feedback about the Virtual One Stop.

New Business:

Nancy went over the PY19 narrative report, which included who we are and where we are located. The report highlighted the project with RCBI and Appalachian Power in the 23 county Economic Information Analysis that they are conducting. Nancy went over the Incumbent worker's and the employers that we have contracts with. R3WIB also did an employer survey and received feedback. We served an employer and was able to assist them in preventing a layoff, which ultimately helped the well-being of his business. Some of the individuals that start as either a Transitional Job contract or an Empowered Employment contract transfer to an On The Job Training (OJT) contract, is consider an earn, learn and hire time frame. From there the employer normally hires the individual on

full time. Out of the seven regions, Region 3 is the only one who still goes by “Region 3 Workforce Investment Board” Nancy has asked for a motion from the board to take the appropriate steps in changing the name from Investment to Development. Along with the name change, we are looking into the logo also. Lucinda asked for a motion to approve the steps to be taken to find out how to change and for three new designs to be voted on. Laura motioned and Marsha seconded. Motion moved.

Upcoming Events:

Next Board meeting will be Via Web-ex again on December 15th, 2020

Lucinda adjourned the meeting at 12:28 p.m.

Respectfully submitted by:
Courtney Saunders
Office Assistant at the WIB
11/12/2020

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