



Workforce Development Board of Kanawha County

Board Meeting February 22nd, 2022

Board Minutes

Present:

Carol Howerton
Becky Judy
Bob Gray
John Haer
Dan Lauffer
Laura McCullough
Brett Matthews
Rebecca Metzger
Greg Osbourne
Dustin Vaughan
Craig Young

Absent:

Jeri Adkins
Sandra Ashley
Paul Breedlove
Jeff Farley
Andrew Gunnoe
Carl Olian
Lee Roberts
Mike Sirockman
Lori Counts-Smith
Doug Tate
Ian Crump

Staff:

Jessica Conklin
Annie Jones
Tamara Lee
Chelsea Meadows
Makayla Mosteller
Julie Norman
Nick Nunnery
Michele Painter
Courtney Saunders
Nita Shafer
Andy Sweetnich
Derek Vance

Guest:

Board Chairman Brett Matthews called the meeting to order at 11:04 am. Brett asked for a motion of approval for the minutes from the meeting on December 14th, 2021. Laura McCullough made a motion to approve; Bob Gray seconded the motion. All were in favor. Motion approved.

Finance Report- Andy Sweetnich

Andy reported that since the last meeting, we have continued to spend money heavily. Almost 100% of Admin, Adult and Youth is spent of old money, while only 35% is spent of the Dislocated Worker funding. WDBKC is going to transfer \$150,000 from the DW to the Adult funding stream. We have spent 7% of our new money but have been able to obligate 42% of the new money. Last month we spent \$198,000 of old money. WDBKC spent \$135,000 on training and services for ITA's and employment services for adults and \$93,000 for dislocated workers. Bob made a motion to move \$150,000 of old money from Dislocated Worker to Adult. Laura seconded the motion. All were in favor. Motion moved.

Performance Report- Michele Painter

Michele reported that WDBKC's quarterly WIOA Adult numbers have improved. The Dislocated Worker numbers still need improvement. WDBKC's youth program is currently in the red, and we are actively working with HRDF to improve our numbers. WDBKC staff have served approximately 100 individuals so far this year, which is an improvement from the previous years.



Workforce DEVELOPMENT BOARD OF KANAWHA COUNTY

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Program Report- Tamara Lee

Tamara reported that staff is still working under six different grants, along with the agreement with have Unicare. Between December 7th and February 11th, WDBKC received 305 website referrals from individuals seeking WIOA services from training to employment. In that same time period, we have written nine ITA's, 15 employment contracts and our business service representation has enrolled 13 new businesses that will utilize our services. WDBKC's Snap E&T case managers have received 108 referrals which 13 are dually enrolled in WIOA services with us. WDBKC awarded \$144,842.16 in Incumbent worker dollars to eight different companies.

Marketing & Outreach- Derek Vance

Derek reported that for outreach, social media, and website based on our social media numbers we have reached over 53,000 people since December 7th. Website traffic is growing as well, we have had 2,047 unique visitors. Unique visitors are someone who has never been to that website. Top traffic sources are Facebook and Direct referrals. We continue to have live campaigns on Facebook to reach different demographics of individuals. We continue to work with our marketing firm. Outreach efforts have allowed us to create relationship with Charleston Department Store, Youngs Department Store and Andrews Boots to serve those needing supportive services (work attire). Future outreach plans include working with community leaders, schools and jails and prisons. We plan to set up monthly meetings with these individuals.

Executive Director- Julie Norman

Julie reported on the Green Power Motor Project, it is electric school buses they call "The Beast". Julie and Laura have met with the company over the past few months about this project. WDBKC is tasked with recruiting and training 900 individuals for this company. We are going to hire individuals to answer and direct phone calls. The company wants 25 people by May, 150 people by the end of the year and the remaining individuals by next year. Two-year project, which will cost us about 2.5 million dollars. Julie has talked to Scott Adkins and WFWV and they have allowed us to spend some of our existing money on this project, and WFWV will be giving us more money. The official paperwork is waiting on Kent Carpers signature. For general administrative and staffing, Makayla Mosteller is our new Career Planner. She started as an Empowered Employment participant. We also have another Empowered Employment participant doing general administrative tasks. All staff have been involved in extensive training with Alpha Technologies, we just finished one, and there is three more to go between now and the end of the month covering applications on the computer to make their jobs efficient. Several staff are scheduled to attend national conferences concerning WIOA. WDBKC has updated the Financial procedures and streamlined various processes in regard to accounting, recording keeping and reporting. All staff members have had a performance evaluation and another one coming June, the January was a mid-year review with June being the entire year. Additional staff is required for Green Power Motors. WDBKC has a need to work closer to our partners. With a need for additional staff, and the need to work closer to our partners, this requires additional space. There are three partners who indicated they would co-locate with WDBKC. Julie added onto Michele and

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Tamara's report; The total number of people the origination touched last year was 501. The year is only halfway over and we have doubled the numbers from last year. The innovative ideas have attributed to that, Truck Driver Tuesday, Medical Mondays, and we will continue to try new ideas. A new project that we have been asked to pilot is for the West Virginia Transit Authority. The project will include apprenticeships, and employment. Another project that WDBKC was asked to pilot is to serve in school youth with specialized curriculum that juniors and seniors in high schools will take. This will involve summer work and an internship along with a guaranteed entry level job at the Toyota plant. In addition to these pilot programs, WDBKC has applied for additional money to serve a greater number of youths for a summer youth employment program. WDBKC also applied for money from Kanawha County Commission but waiting on a response. If approved the program will be named KC Cars. Staff is still planning our Frontline Unity Retreat. WDBKC will be hosting a speed hiring event, similar to speed dating. On the same day, in the same location there will be an Apprenticeship Fair being hosted. Department of Labor will be doing their Audit starting March 2nd.

Brett Matthews introduced our new Board Members: Dan Lauffer with Thomas Health Systems; Becky Judy with Todd Judy Ford and Carol Howerton with Robert C. Byrd Institute.

Old Business

There was no old business to report on.

New Business

Brett reported that WDBKC staff is working on modifying policies. When they are complete, they will be presented to the full board for approvals. Brett reported that the way the health insurance is structured for a family plan versus a single individual is not correct. The way the health insurance is set up now is that the WDBKC pays 100% for a single individual without a family. If an employee is on a family plan WDBKC is only paying 70% for that employee. The employee with a family is being punished. This matter has been taken in front of the executive committee and they have agreed to accept the changes. WDBKC will pay 100% for either the single employee or the employee that is on the family plan. The employee will continue to pay the 30% of their portion for the family plan. Brett asked for a motion to approve the change to health insurance. Greg made a motion to accept the change. Laura seconded the motion. All were in favor. Motion moved to change the health insurance.

Brett Matthews asked for a motion to adjourn the meeting. Dustin made the motion. Bob seconded themotion. All were in favor. Meeting adjourned at 11:55 am.

Respectfully Submitted by: Courtney Saunders
Executive Assistant WDBKC 3/10/2022