



Region III Workforce Investment Board of Kanawha County, Inc.

Meeting February 26, 2019

Board Minutes

Members Present

Jeri Adkins
Sandra Ashley
Paul Breedlove
Janet Drumheller
Anita Ferguson
Bob Gray
John Haer
Brett Matthews
Marsha Mullins
Lee Roberts
Stephanie Smith

Members Absent

Andrew Gunnoe
Megan Harris
Brent Pauley
Thomas Samples
Mike Sirockman

Staff

Lailah Ali
Nancy Daugherty
Amy Farley
Annie Jones
Tamera Lee
Nick Nunnery
Michele Painter
Nita Shafer
Andy Sweetnich

Guest

Board President, Lee Roberts called the meeting to order at 11:02 a.m. at BridgeValley Toyota Hall located at 2001 Union Carbide Drive South Charleston WV 25303. Lee welcomed everyone and had a moment of silence for a recent appointed board member Mr. Brent Pauley who had passed away.

Lee then welcomed Andy Sweetnich our new Finance Manager and Nick Nunnery with DHHR. We then went around the room introducing ourselves.

The staff was excused while the board went into executive session.

Upon return Lee explained it was brought to Lee's attention that the executive board is to consist of 7-9 people. The board picked Brent Matthews, Janet Drumheller and John Haer to be added to the executive board.

Lee explained that two applicants had been interviewed for the Executive Director position out of the three applicants. Nancy Daugherty was voted to be the Region 3 Workforce Investment Board New Director starting March 1, 2019. Upon the announcement there was round of applause. Lee said how happy and proud to have her stating what a great job she did as Interim Director.

Lee as for approval of the December meeting minutes, Anita Ferguson approved the minutes and second by Brett Matthews.

Finance Report-Bob Gray

Bob Gray stated he must be hard to work with since Andy is the third Finance Manager is the last few months. Explained the reports were completed by Angie Cottrill on her last day of employment. Bob went page by page explaining the report. Bob Gray ask if there were any questions, if not ask for approval. Approval of Finance report was made by Brett Matthews and Janet Drumheller seconded the motion, all were in favor.

One-Stop-Michele Painter and Tamera Lee

Tamera explained construction was still under way at the One Stop, new carpet and tile is being installed along with new plastic chairs. Tamera said writing ITA's and she and Michele will be helping on the upcoming Job Fair.

Youth Update-Amy Farley

Amy said not recruiting any youth now since we are at full capacity and just maintaining what they have.

DHHR Updates- Annie Jones and Lailah Ali

Lailah said just excited to have Nick to help.

Interim Executive Director's Report-Nancy Daugherty

Nancy said everyone has a copy of her update in the packets. She talked about receiving an award from the Governor to hire a Business Services Representative with funds to cover travel, marketing materials, brochures.

Nancy explained that Nick Nunnery with DHHR will transition into the job as Business Services Rep. starting March 11th. United Talent and Nancy will be interviewing for new SNAP E&T Case Manager to replace Nick.

Nick thanked MS Annie and Lillah for all their help in his training.

Nancy told about coming out of anesthesia after her knee surgery to read a reignition from Angie. Nancy thanked Bob Gray and Nita Shafer for helping her with the interviews for the Finance Manager position. Nancy said we interviewed four applicants and hired Andy Sweetnich who just stated the day before. Getting Andy set up in the MACC for reports and getting him an email address.

Talked about our new printer which allows us to print our own brochures. Nick and Nancy will be attending a Business Services training conference in Bridgeport on March 5th and 6th. The contract is good through June 1, 2019 however in May will be requesting additional funds from Workforce WV for that position.

Nancy explained that Andy had background with the Department of Commerce and Division of Forestry where he managed grants administration and will catch on quickly. Also, our audit with Herman & Cormany is going on and another one with Workforce WV starting in March.

Discussed the board packet which was given to the Executive Committee and will be working on binders for all board members and hopefully will be ready for the next board meeting. Updating our case policy and procedure manuals, working on Request for Proposals for the One-Stop Operations with Amy releasing RFP in March and the Bidders Conference in April. Amy is looking for 3-5 volunteers for the rating committee for RFP for both Youth and One Stop Operations due in May.

Nancy talked about replacing Brent Pauley on the Board and to add one Business Person on the Board, stating that it would have to be approved by the Commissioner Kent Carpers office. Nancy thanked to board for their vote of confidence and has enjoyed her work to date with a good group of people. Talked about the staff being dedicated to their work and how they helped through her surgery and the loss of her father in law.

Lee ask for any request for agenda for the April 16th meeting at the Charleston Area Alliance, with no request he then ask for motion for adjournment. Sandra Ashley made a motion for adjournment and all agreed.

Meeting adjourned at 11:59 AM.

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