



Workforce Development Board of Kanawha County Board

Meeting April 19, 2022

Board Minutes

Present:

Jeri Adkins
 Paul Breedlove
 Danny Grimes
 John Haer
 Carol Howerton
 Dan Lauffer
 Brett Matthews
 Laura McCullough
 Rebecca Metzger
 Carl Olian
 Lee Roberts

Absent:

Lori Counts- Smith
 Jeff Farley
 Andrew Gunnoe
 Becky Judy
 Greg Osbourne
 Dustin Vaughan
 Mike Sirockman
 Doug Tate
 Craig Young

Staff:

Jessica Conklin
 Jessica Holbrook
 Summer Johnston
 Annie Jones
 Tamara Lee
 Chelsea Meadows
 Makayla Mosteller
 Julie Norman
 Michele Painter
 Courtney Saunders
 Nita Shafer
 Derek Vance
 Ray Walker

Guest:

Jason Roberts
 Grace Wise

Board Chairman Brett Matthews called the meeting to order at 11:03 am. Brett asked for a motion to approve the board meeting minutes from February 22, 2022. Laura McCullough made a motion to approve; Lee Roberts seconded the motion. All in favor. Motion moved.

Finance Report- Julie Norman

Julie reported that in the absence of a Finance Manager, she will be giving the report. The PY20 audit has been conducted by the independent auditor Herman and Cormany is complete. There were no findings, no questioned costs and no disallowed costs. However, despite the clean audit there has been financial reporting issues that have been prevalent for a while. WDBKC is currently contracting with an outside CPA firm, Brenda Hunt, who also does Region II's financial reporting and is familiar with WIOA reporting. The new finance manager, JD Cook will start Friday, April 22nd and will be properly trained by Brenda Hunt and staff at WFWV. Julie shared some statements Brenda shared, there was not any impropriety, and the drawdowns were fine, however some expenses were not properly coded to the respected grants. Also, reconciliation to the ledgers after the audits are completed have not been done in over 12 years. These are problems and issues WDBKC can and will fix. Beginning immediately, WDBKC will drawdown money twice a month. Quickbooks has been set up in such a way that all invoices and obligations will be entered into it. All records and reports will be housed on a shared drive. There will be a real time account of WDBKC's financial position by line item, and by grant. In the handouts there was grant spreadsheet with all PY20 funds have been spent 100% except for the Dislocated Worker Grant that has a remaining balance of \$232,320. This will expire June 30th. For PY21 Grants, WDBKC has spent 59.02% of Youth, 22.25% of adult and have not been able to spend any PY21 Dislocated Worker money as of today. There

will be a request to transfer funds from DW to Adult in the future. Brett asked for a motion to approve the finance report. Lee made a motion to approve; Laura seconded the motion. All were in favor; motion approved.

Performance Report- Michele Painter

Michele reported that WDBKC has not received the final performance numbers for quarter 3 from WFWV as of today. Once this report is received, Michele will forward to all respective parties. Michele reported WDBKC has went through audits from DOL, WFWV, and DHHR. There has not been any audit resolutions, findings or feedback yet. Staff has been working on entering missing data from previous Incumbent Worker Contracts that were never entered into the MACC system. This missing data that is being entered should result in improved performance. Michele reported she has been given the Interim Finance Manager position until Mr. Cook begins working. Michele has been working closely with Brenda Hunt and the staff at WFWV to complete all financial duties.

Program Report- Tamara Lee

Tamara reported that WDBKC is working under six different grants that include WIOA, NDWG Opioid, NDWG Covid-19, NDWG Severe Storm, UniCare and Empowered Employment. Since the February meeting, there has been an additional 148 referrals through our website for WIOA services. The Pop-Up One Stops that WDB-KC and the partners have been doing have continued to grow and 27 individuals were provided services and information through this outreach effort. WDBKC hosted the first Frontline Unity Retreat for frontline workers where 13 core partners participated, and 35 individuals attended from their respective organizations. WDBKC also hosted a Speed Hiring event with over 40 employers present and over 145 job seekers. Approximately 25 job seekers were offered employment during the event and 20 job seekers were scheduled for interviews, drug screens and background checks for employment. Laura asked that if BridgeValley should attend the Pop-up One Stops or the virtual One-Stops and Tamara responded with the Pop-Up One Stops.

Marketing & Outreach- Derek Vance

Derek reported that since the last meeting there has been over 300 new people who have visited the homepage of the website, over 900 new visitors to the employment opportunities page, over 600 to the employer services page, and the education and training page had over 100. The Contact Us page was lower than the previous number of 354. WDBKC used Facebook for outreach for the Speed Hiring event, with 16,478 people being reached, resulting in 145 people who attended the event. In the last two months, our Facebook posts have reached over 45,000 people, with 820 visits to our page, and over 200 new likes. Chelsea Meadows and Derek reached out to Riverside High School to talk to graduating seniors about our programs. Derek has three direct reports under him, for Green Power Motors, and Ray Walker has been going out into the community passing out flyers and informing the citizens about this project. 50 individuals have contacted WDBKC about Green Power Motors for employment or training for employment.

Executive Director- Julie Norman

Julie reported that most of the work that WDBKC staff has been doing in recent months has been reactive, which means reporting on, defending, and correcting past reports. Julie shared the monthly activity report of participants served which is displayed on a screen in the One Stop. Julie compared this year's numbers to last years numbers, and there has been a significant increase in all categories. Julie reported that there is a new Financial Manager coming on board to take over Andy Sweetnich's position. Nick Nunnery is no longer employed with WDBKC, and the advertisement for that position will go out sometime in May. WDBKC has been working on modifying the Regional four-year plan because the State Plan was modified due to the Blue-Ribbon Task Force recommendations. All members have been supplied with the revised plan, and Julie asked for any comments or suggestions before May 1st, when it is due to WFWV. Medical Mondays will begin May 2nd, and it will be modeled after Truck Driver

Tuesday. This will be every Monday, in the Month of May for training in the medical field. Recruitment for Green Power Motors has begun and WDBKC has been partnering with BridgeValley to offer a pre-employment training program or a two-year apprenticeship program, both of which we can support through WIOA for eligible individuals. The grant award for this project is \$1.3 which will be a two-year project. WDBKC has applied for additional funding to host a Summer Youth Employment Program to serve 66 youth with wages paid at \$10 an hour. These funds will be added to our existing Youth program operators' contract through a modification. The SYEP grant award in the amount of \$260,035 is awaiting the LEOs signature. WDBKC is applying for a new ARPA grant to help support the establishment of the New Kanawha County One Stop. DOL mandates we operate a comprehensive One Stop with all mandated partners to provide WIOA programs and services easily accessible to the public. When the pandemic started, the state-leased space closed, all of the partners dispersed, and not many of them returned. Every year there is a One Stop certification, and there we now have an opportunity to re-establish the One-Stop. WDBKC and seven other partners have agreed to co-locate in a building on Leon Sullivan Way. Co-Locating will allow much greater traffic for each of our organizations and will help us meet our performance measures and federal mandates. Adult Education has already signed their lease with a move-in scheduled for June. Along with 100 free parking spaces, that WDBKC does not have downtown, there will be a total of 25,000 square feet being occupied at the new space, if approved. Brett asked for a motion to approve her report. Laura made a motion; Carl seconded. All were in favor. Motion moved.

Old Business

Julie reported that each member of the meeting received a copy of the lease with Blue Sky for the new space at Leon Sullivan Way and she would like someone other than herself to look at it. Julie asked for a motion to approve the move. Lee made a motion to approve this move; Paul seconded the motion. All were in favor. Laura asked if a lawyer has looked at the lease. Julie responded that it has not, but she will have it looked over by one.

New Business

Julie reported there is nothing to vote on for the modification for the regional plan because it is not final or official as of now. Once it is, it will be brought to the board's attention for approval. Julie reported that WDBKC is required by law to issue RFPs every three years. These contracts were just written last year, so the vote is to renew HRDF's youth and one stop contract for the upcoming year. Also, to modify their existing contract to include summer youth and in-school youth. Brett asked for a motion. Carl made a motion; Paul seconded the motion. All were in favor. Motion moved. Brett reported that the Executive Committee members have met and discussed that city and state employees have received in recent weeks a Cost-of-Living Allowance (COLA) due to the inflation. Brett believes that the WDBKC staff deserves a COLA increase and asked for a 7% increase for WDBKC staff effective immediately. Lee made a motion to approve to COLA; Carl seconded the motion. All were in favor. Motion moved. Julie introduced Danny Grimes, the new Director of Job Corp. Brett reported that there is a letter of resignation from a long-time board member, Laura McCullough. She has taken a new position as President at Maysville College.

Brett Matthews asked for a motion to adjourn the meeting. Paul made the motion. Carl seconded the motion. All were in favor. Meeting adjourned at 11:52 am.

Respectfully Submitted by: Courtney Saunders
Executive Assistant WDBKC 5/10/2022