



**Workforce Development Board of Kanawha County**

**Board Meeting August 23, 2022**

**Board Minutes**

**Present:**

Aaron Alexander  
Paul Breedlove  
Steve Collins  
John Haer  
Carol Howerton  
Todd Jones  
Brett Matthews  
Carl Olian  
Lee Roberts  
Dustin Vaughan

**Absent:**

Jeri Adkins  
Jeff Farley  
Danny Grimes  
Andrew Gunnoe  
Becky Judy  
Greg Osbourne  
Chanda Perry  
Mike Sirockman  
Doug Tate  
Craig Young

**Staff:**

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

**Guest:**

Jason Roberts

Board Chairman Brett Matthews called the meeting to order at 11:05 am. Brett asked for a motion to approve the board meeting minutes from June 21, 2022. Lee Roberts made a motion to approve; Paul Breedlove seconded the motion. All in favor. Motion moved.

**Finance Report- Michele Painter**

Michele reported that since the last meeting, the spreadsheet that is used to understand the financial position has been modified to provide clarity. WDBKC has received the PY22 allocation, and the adult portion has been 100% obligated. A transfer has been submitted to allow Dislocated Worker funds to be moved over to serve Adults. Between July 1<sup>st</sup> 2022 to August 15<sup>th</sup> there were 39 ITAs written for participants to attend training totaling \$186,000. At this time, new participants are on a wait list until the transfer is approved. The forensic audit was completed but we have not yet received a report. WDBKC is still submitting files to the independent auditor, Herman and Cormany. The UniCare grant ended June 30<sup>th</sup> and WDBKC will be applying for another grant to help serve and support individuals that are not eligible for WIOA. Brett asked for a motion to approve the finance report. Lee made a motion to approve; Paul seconded the motion. All in favor. Motion moved.

**Program Report- Tamara Lee**

Tamara reported that since the last meeting there has been 176 in office appointments. Staff attended a two-day conference in Morgantown that provided workshops and speakers on a variety of workforce development system targeted topics and presentations. WDBKC and BridgeValley coordinated a three-day hiring event for Green Power Motors the week of July 11<sup>th</sup> which resulted in 17 people obtaining employment. Every six to eight weeks there will be



# Workforce DEVELOPMENT BOARD OF KANAWHA COUNTY

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another hiring event to screen more candidates for WIOA eligibility, testing and interviews with the Human Resource Manager of Green Power Motors until all of their positions are filled. As a result of the recent DOL audit, WDBKC staff has been participating in case management training with WFWV to address and improve areas of concern. Tamara reported that Region III will serve as the pilot for the upcoming initiatives and changes resulting from the modified State Plan. Referrals to the Snap E&T program continue to be made and are increasing with individuals who want training. WDBKC and Partners concluded the HUD Strong Families Nights on August 2<sup>nd</sup> where several other partners participated in the Night Out on Crime event. Partners also participated in the Faces & Voices of Recovery event at BridgeValley with an attendance of over 200 individuals. WDBKC continues to make a name for itself through ongoing outreach and innovative initiatives.

### **Executive Director- Julie Norman**

Julie reported WDBKC has received the PY 22WIOA funding allocation in the amount of \$1,795,923 which will serve Adults, Dislocated Workers, and Youth. While we were told to expect a decrease in funding, WDBKC received a \$60,000 increase in total funding. The PY22 Adult money has been fully obligated and a wait list has been created for participants until the transfer is approved. We will receive our FY23 portion sometime in October. The grant with Department of Health and Human Resources continues to decrease each year and there are two staff members paid for under this grant. The cost of salaries and fringes for the two staff members is \$107,000 and the grant amount for this year is \$86,515 which begins October 1st. Julie has contacted DHHR to reconsider the grant amount and there has not been any response to date. WDBKC received a copy of the final report from the Department of Labor monitoring of Title I programs conducted by WFWV. The report outlined 12 findings and eight areas of concerns related to Title I programs. Julie pointed out that the areas specific to the local board included board responsibilities, One Stop operations and case management practices. There were no financial findings cited. Julie reported that since the last board meeting, a contract has been written with HRDF and approved by WFWV for \$75,000. HRDF will conduct all Business Service-related tasks and be the contact for the employers in Kanawha County. WDBKC staff, HRDF and WFWV are working to streamline the process to better serve our business customers. Julie applied for a Minority Youth Pre-Apprenticeship Program that was for \$448,370 which will serve a total of 50 at risk youth. There has been no update of this grant request. WDBKC is working with the University of Charleston and HRDF to develop a pathway for youth to access stackable credentials at UC. These stackable credentials can be applied toward an Associates Degree for Cybersecurity, Manufacturing and Healthcare. WDBKC staff and two staff members from the Bureau of Senior Services moved to the new American Job Center (AJC) location August 18<sup>th</sup>. Five key partner organizations will be moving in the coming weeks, and there is discussion with 10 other organizations that have expressed great interest. There will be a grand opening/open house held in late September or early October. One Stop partner Memorandums of Understanding (MOUs) have been signed by most partner agencies. The MOU includes and operating budget and Infrastructure Financial Agreement both which will need modified once the AJC is fully established and operational. WDBKC staff has also participated in several meetings with Rev. Watts and others to develop an approach to serve residents on the West Side of Charleston under an initiative called Wild Wonderful Healthy Charleston West Side Lifelong Learning. Upcoming events include the One Stop open house, another Speed Hire event, Frontline Unity Retreat and possibly a fundraiser. Julie presented the PY21 Annual Report.

### **Old Business**

There was no old business to report on.



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**New Business**

Brett said that the State plan was recently modified so therefore the local plan needed to be modified. Julie added that WDBKC mirrored the State Plan for the goals and objectives, so they aligned properly. Brett asked for a motion to approve the modified plan. Lee made a motion to approve; Todd seconded the motion. All were in favor. Motion moved.

Brett reported that there are new performance measures for the up coming years. Julie reported further that these are negotiated numbers between WDBKC and WorkForce WV for PY22 and PY 23. Brett asked for a motion to approve the negotiated performance measures. Lee made a motion to approve the measures; Todd seconded the motion. All were in favor. Motion moved.

Brett reported on the Operating Budget for the One Stop (AJC). Julie added that this will be the shared among the partners. Every quarter, the One Stop operator will be sending an invoice to each partner. Brett asked for a motion to approve the operating one stop (AJC) budget. Todd made a motion to approve the budget; Carl seconded the motion. All were in favor. Motion moved.

Brett reported that the current Merit Pay policy needs three words need changed. The policy currently states, an employee must score a "4.8 of 5". The policy was changed to "Above 21" points to "exceed expectations". Additionally, "Executive Director" was changed to the "Executive Committee" for determining merit pay allowability. Brett asked for a motion to approve the changes to the Merit Pay policy as presented. Lee made a motion to approve the changes; Aaron seconded the motion. All were in favor. Motion moved.

Brett welcomed two new Board members: Aaron Alexander with Thomas Health Systems and Steve Collins with Q-Labs, Inc.

Brett Matthews asked for a motion to adjourn the meeting. Lee made the motion. Carl seconded the motion. All were in favor. Meeting adjourned at 12:03 pm.

Respectfully Submitted by: Courtney Saunders  
Office Coordinator WDBKC 8/24/2022