

Region III Workforce Investment Board of Kanawha County

Minutes February 21, 2017

Members Present

Jeri Adkins
Sandra Ashley
Marie Bias-Jones
Bob Gray
Andrew Gunnoe
Brett Matthews
Tom Moriarty
Thomas Samples
Mike Sirockman

Members Absent

Paul Breedlove
Janet Drumheller
Anita Ferguson
John Haer
Megan Harris
Chris Klingler
Laura McCullough
Lee Roberts
Stephanie Smith
Tia Welch

Staff

S. K. Miller
Amy Farley
Amy Fizer
Josh Potter

Guests

N/A

President Tom Moriarty called the meeting to order at 11:00 a.m. The meeting was held in the Conference Room at the Charleston Area Alliance, 1116 Smith Street, Charleston, WV 25301.

Following the introductions, Tom Moriarty asked for a motion to approve the minutes from the December 20, 2016 Board meeting. **Handout.** Jerry Adkins made the motion to approve the minutes; Marie Bias-Jones seconded; motion carried.

Finance Report – Bob Gray/Josh Potter

Bob Gray reviewed the Finance Report and the year-to-date expenditures. **Handout.** There being no questions or comments, Tom Moriarty asked for a motion to approve the Finance Report as presented. Tom Samples made the motion to approve the Finance Report as presented; Sandra Ashley seconded; motion carried.

One Stop Report/Workforce Update (Attached) Tom Moriarty asked everyone to review the One Stop Report/Workforce Update included in the Board member packets. **Handout.** Tom Moriarty asked if there were any questions/comments on this report. Approval by the Board is not required. There being no questions, Tom Moriarty asked Amy Farley to present the Youth Update.

Youth Update – Amy Farley

Amy Farley reported that the Youth Committee will meet again on March 15, 2017. She is preparing to meet with students and staff at HRDF who are enrolled in the YouthBuild Program.

YouthBuild targets 16-24 year-olds who are not in education, employment, or training. All are in urgent need of pathways to education, jobs, entrepreneurship, and other opportunities leading to productive livelihoods and community leadership. YouthBuild programs provide these pathways.

One goal is to enroll the Youth in an apprenticeship program with an Adult ITA.

Amy is also working with one of our Training Providers. Currently, MedCerts provides online training, and will begin to offer physical classroom training with a facilitator. The majority of their training is being offered online. Although MedCerts has an emphasis on medical programs, they also offer IT certifications.

MedCerts also provides laptops to the students. Upon successful completion of their training, the student retains ownership of the laptop.

Our new contract with HRDF has been approved. The total Youth enrollment has increased from 50 to 60. Currently, 47 students are enrolled, and enrollment continues.

The goal is to work with 16 – 24 year-olds and prepare them to enter the workforce. Also, we are working with Youth who have graduated and need additional services. Additionally, we are working with dropouts who need to pass their TASC (Test Assessing Secondary Completion) to continue their education and training.

There being no questions or comments, Tom Moriarty asked for a motion to approve the Youth Report. Sandra Ashley made the motion to approve the Youth Report; Bob Gray seconded; motion carried.

Executive Director's Report – S. K. Miller

- S. K. Miller reported that Amy Farley took the lead on updating the Policies. In your packets, you will find hard copies of the Policies (01-16 – 15-16). An electronic copy was recently sent to the full Board.
- S. K. Miller then called the Board's attention to Policy 09-16. We currently have a 10-panel drug screen on each participant. During this fiscal year, we have screened 44; 42 qualified, one person declined, and one person failed.

- Tom Moriarty then asked the Board to review the policies and then asked for a motion for Policies 01-16 – 15-16. Andrew Gunnoe motioned to accept Policies 01-16 – 15-16. Mike Sirockman seconded; motion carried.
- Tom Moriarty then mentioned that a copy of the By-Laws are also included in the member packets and were previously reviewed. He asked for a motion for approval of the By-Laws. Andrew Gunnoe motioned to approve the By-Laws. Brett Matthews seconded; motion carried.
- S. K. Miller and Tom Moriarty then asked the Board members if they would prefer to place nominations on a ballot before the Ballot Commission instead of holding a May meeting, strictly for the purpose of nominating officers? Tom Moriarty reported this procedure has been done in the past, instead of holding a meeting. He stated that with Board approval, the Committee could meet and have the names placed on a ballot and any additional input will be gladly accepted. Tom Moriarty then asked for a motion to set up a Committee to bring the voting slate to the Full Board for a vote. Andrew Gunnoe motioned to set up a Committee to present the voting to the Board; Sandra Ashley seconded; motion carried.
- S. K. Miller called the Board's attention to the Personnel Policy. This policy was also sent to the full Board (for review) as an electronic communication, with a hard copy also being included in the Member packets. She did not receive any comments on the electronic copy. Tom Moriarty asked for a motion to approve the Personnel Policy. Andrew Gunnoe motioned to accept the Personnel Policy; Mike Sirockman seconded; motion carried.
- S. K. Miller stated the only other additional item she sent out, was the Plan. It has approximately 200 pages and it was mirrored to match the Workforce West Virginia Plan. We haven't received the Plan back from the State. We ran a Legal advertisement to notify the public that it has been completed and is available for review in our office. DRS asked for a couple of changes. S. K. Miller made the changes and submitted those to the State.
- Tom Samples added that he had a participant who had a newspaper article printed regarding her success. The young lady is a single mother who participated in their apprenticeship program as an electrician. She took online classes while in the apprenticeship program and earned an Associate Degree through BridgeValley. There is an American Council of Education award that is open nationwide and this lady won it. The ACE is flying her and her family two Washington, D.C. to accept this award.

There being no further business or questions, Tom Moriarty asked for adjournment. Sandra Ashley moved for adjournment; Jerry Adkins seconded. The meeting was adjourned at 12:06 p.m.

The next Board meeting will be held at 11:00 a.m. on Tuesday, April 18, 2017. We will meet at the CAMC Cancer Center, located at 3415 MacCorkle Avenue, S.E., Charleston, WV 25304. Our meeting will be held in the First Floor Physician's Conference Room.