

## Region III Workforce Investment Board of Kanawha County

### Minutes April 18, 2017

#### Members Present

Sandra Ashley  
Paul Breedlove  
Janet Drumheller  
Anita Ferguson  
Bob Gray  
Andrew Gunnoe  
John Haer  
Megan Harris  
Tom Moriarty  
Lee Roberts  
Thomas Samples  
Stephanie Smith  
Tia Welch

#### Members Absent

Jeri Adkins  
Marie Bias-Jones  
Chris Klingler  
Laura McCullough  
Brett Matthews  
Mike Sirockman

#### Staff

S. K. Miller  
Amy Farley  
Amy Fizer  
Josh Potter

#### Guests

Derek Godwin

President Tom Moriarty called the meeting to order at 11:00 a.m. The meeting was held in the Physician's Conference Room at the CAMC Cancer Center, 3514 MacCorkle Avenue, S.E., Charleston, WV 25304.

Following the introductions, Tom Moriarty asked for a motion to approve the minutes from the February 21, 2017 Board meeting. **Handout.** Bob Gray made the motion to approve the minutes; Sandra Ashley seconded; motion carried.

#### 2016 Audit Report – Derek Godwin

Derek Godwin called everyone's attention to the green bound booklets containing the 2016 Audit Report. **Handout.** Derek explained that WIB-KC received an unqualified opinion, which is the best we can achieve. It means there were no deficiencies in internal controls over compliances, and no material weaknesses were found. Tom Moriarty asked for a motion to approve the 2016 Audit Report as presented. Lee Roberts made the motion to approve the Audit Report as presented; Paul Breedlove 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. Lee Roberts made the motion to approve the Finance Report as presented; Paul Breedlove 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 minutes are included in the Board member packets. **Handout.** The Youth program is at full capacity with 60 participants. Two students are enrolled in the Operational Exploration, which is paid training. They will be hired by their current employer at the end of their OE.

Amy Farley recently met with Human Resource Development Foundation. HRDF will offer a one-day summer youth component. It will be held on June 21<sup>st</sup> from 10:00 a.m. to 3:00 p.m. They will be offering Work Readiness, Financial Literacy training and some Entrepreneurial training. Speakers will address leadership, coping skills, etc. The Youth will be paid \$100.00 to attend.

Proctors are needed to administer the TASC (Test Assessing Secondary Completion – formerly GED). If anyone is interested in becoming a proctor, please notify Amy Farley.

Amy Farley mentioned HRDF had their Lab computers stolen several months ago. She asked for Board approval to donate the old computers from the WIB-KC office to the HRDF lab to be used by their students. Amy Farley has the software to remove all content from the computers prior to donation. She also will work with a computer expert who is contracted with HRDF to ensure all content has been removed. There are five computers.

Tom Moriarty then asked for a motion from the Board to donate the five used computers to HRDF. Lee Roberts made the motion to donate the five used computers to HRDF; Andrew Gunnoe seconded; motion carried.

Approval of the Youth Report by the Board is not required. There being no questions, Tom Moriarty asked S.K. Miller for her report.

#### Executive Director's Report – S. K. Miller

- S. K. Miller called the Board's attention to Policy 16-16, Request for Proposal Process. This proposal outlines the One Stop process. We need to have this Policy approved today. **Handout.**
- Tom Moriarty asked for a motion to approve Policy 16-16. Lee Roberts made the motion to approve Policy 16-16; Andrew Gunnoe seconded; motion carried
- The legal advertisement has been placed twice for the RFP (Request for Proposal) for the One Stop. One agency responded to the ad. The Bidder's Conference will be held on Thursday, April 27, 2017 at 9:00 a.m.
- S. K. Miller asked Amy Farley to discuss the RFP.
- Amy Farley asked the Board for volunteers to serve on the Rating Committee to review the RFP from the bidder to ensure all components are met. The process is expected to take a few hours. Andrew Gunnoe agreed to serve. Amy Farley will send out a Doodle Poll to the Board for the remaining volunteers.
- S. K. Miller stated that the current Board was selected as a result of the guidelines under the WIOA Act on July 1, 2015. Officers were voted in and now it is time to elect new officers effective July 1, 2017. She previously sent out electronic notification outlining the process. We will need to hold an election at our June 21, 2017 meeting.
- S. K. Miller then called the Board's attention to a flyer from BridgeValley to become an FAA Licensed drone pilot. **Handout.**
- The next flyer is entitled Reentry Week **Handout.**

There being no further business or questions, Tom Moriarty asked for adjournment. Sandra Ashley moved for adjournment; Lee Roberts seconded. The meeting was adjourned at 12:11 p.m.

The next Board meeting will be held at 11:00 a.m. on **Wednesday, June 21, 2017**. We will meet in the First Floor Conference Room located at the Charleston Area Alliance, 1600 Smith Street, Charleston, WV 25301.