

Region III Workforce Investment Board of Kanawha County

Minutes February 20, 2018

Members Present

Jeri Adkins
Sandra Ashley
Paul Breedlove
Janet Drumheller
Anita Ferguson
Bob Gray
John Haer
Lee Roberts
Thomas Samples
Mike Sirockman
Stephanie Smith
Tia Welch

Members Absent

Marie Bias-Jones
Andrew Gunnoe
Megan Harris
Chris Klingler
Laura McCullough
Brett Matthews

Staff

S. K. Miller
Amy Farley
Amy Fizer
Josh Potter

Guests

Derek Godwin

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

Lee Roberts asked for a motion to approve the minutes from the December 19, 2017 Board meeting. **Handout.** Janet Drumheller made the motion to approve the minutes; Paul Breedlove seconded; motion carried.

2017 Audit Report – Derek Godwin

Derek Godwin called everyone's attention to the white bound booklets containing the 2017 Audit Report. **Handout.** Derek explained that WIB-KC received an unqualified opinion, which is the best we can achieve. An unqualified opinion means there were no deficiencies in internal controls over compliances, and no material weaknesses were found. Derek also reviewed the Form 990. **Handout.** Lee Roberts asked for a motion to approve the 2017 Audit Report as presented. Paul Breedlove made the motion to approve the Audit Report as presented; Janet Drumheller 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, Lee Roberts asked for a motion to approve the Finance Report as presented. Tia Welch made the motion to approve the Finance Report as presented; Mike Sirockman seconded; motion carried.

One Stop Report/Workforce Update

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

Youth Update – Amy Farley

Amy Farley reported that Youth enrollment is at full capacity with a total of 70.

She asked John Haer to report on the WVDRS Transition Job Fair that is scheduled for March 13th and 14th at BridgeValley. This Job Fair is for junior and senior high school students. They are expecting 168 in attendance on the first day and 158 on the second day. There will be a panel discussion. They are working to transition students with disabilities to adapt to school and then to employment.

The following events are scheduled:

- March 1, 2018 from 12:00 p.m. to 2:00 p.m. – Switzer – Community Baby Shower
- March 2, 2018 – Manchin Job Fair at BrigeValley
- April 18, 2018 – Career Job Fair from 9:00 a.m. – 1:30 p.m. – Carver Career Center

Approval of the Youth Report by the Board is not required. There being no questions, Lee Roberts announced the retirement of Amy Fizer.

Amy Fizer Retirement – Lee Roberts

Lee Roberts announced Amy Fizer is retiring from WIB-KC after ten years of service. Amy was hired on September 1, 2007 and her last day is March 30, 2018. Sandra Ashley presented Amy with several gifts from the Board in appreciation of her years of service. Amy Fizer thanked everyone on the Board

for the gifts and for all the kindness shown to her by the Board members during her tenure.

Lee Roberts asked S.K. Miller for her report.

Executive Director's Report – S. K. Miller

S. K. Miller called everyone's attention to the following handouts:

- Federal Bonding Voucher
The 6-month policy is free of charge to the business when hiring a federal bond-eligible employee.
- The Federal Bonding Program
- The American Job Center
- A Job Fair was held on Friday, February 16, 2018 at BridgeValley entitled "Roads to Prosperity" and it was geared toward the Construction Trades. Job Seekers brought their resumes with them and they were scanned and emailed to the prospective employers.
- S. K. Miller stated that Michele Painter, Tamara Lee and Jamie Moore did a great job in a coordinated effort to help make the Job Fair a success.
- S. K. Miller has also been in contact with Larry Rowe to work with a House Bill to obtain free tuition for the Community and Technical colleges.
- The Annual Report has been updated by the WIB-KC Staff.

There being no further business or questions, Lee Roberts asked the Board to move to the Executive Session. WIB-KC staff was excused from the meeting at 12:00 p.m.

Executive Session:

On a motion by Bob Gray, and a second by Paul Breedlove, the PEIA health insurance premium for a family plan will be paid at 70% (employer) and 30% (employee) effective April 1, 2018. The employee-only premium will continue to be paid at 100%. The motion was unanimously approved.

The next Board meeting will be held at 11:00 a.m. on **Tuesday, April 17, 2018**. We will meet on the First Floor of the BridgeValley Community and Technical College, South Charleston Campus. The room is the first one on the right.