



**Region III Workforce Investment Board of Kanawha County, Inc.**

**Board Minutes  
April 17, 2018**

**Members Present**

Paul Breedlove  
Janet Drumheller  
Anita Ferguson  
John Haer  
Megan Harris  
Laura McCullough  
Lee Roberts  
Thomas Samples  
Mike Sirockman  
Tia Welch  
Andrew Gunnoe

**Members Absent**

Jeri Adkins  
Sandra Ashley  
Marie Bias-Jones (pending resignation)  
Robert Gray  
Brett Matthews  
Stephanie Smith  
Chris Klingler (pending resignation)

**Staff**

Amy Farley  
SK Miller  
Josh Potter  
Nita Shafer

**Guests**

Lucinda Curry RCBI (pending approval for Board)  
Marsh Mullins WV Adult Education & Literacy  
(pending approval for Board)

President Lee Roberts called the meeting to order at 11:02 a.m. at BridgeValley Community and Technical College, South Charleston campus, first floor of the Advanced Technology Center.

Board members were then asked by Lee to introduce themselves as our new Administrative Assistant-Bookkeeper, Nita Shafer, has not met most of our membership.

Lee then asked for a motion to approve the minutes from the February 20, 2017 Board meeting. **Handout.** Paul Breedlove made the motion to approve the minutes; Anita Ferguson seconded; motion carried.

Finance Report –Josh Potter

Josh Potter reviewed the Finance Report and the year-to-date expenditures. **Handout.** There being no questions or comments, Lee Roberts made a motion to approve the finance report. Janet Drumheller made the motion to approve the Finance Report as presented and John Haer seconded; motion carried.

#### One-Stop / Workforce Update

Lee Roberts made mention of the One-Stop report in the packet prepared by Jamie Moore. **(Handout)**

There were no comments on the report. The report does not need board approval and stands as presented.

#### Youth Update – Amy Farley

Lee Roberts asked Amy Farley to present the Youth Committee Update.

Amy state rolling enrollments and exits are occurring as expected. Amy is working with HRDF to develop a summer youth employment program for those youth already enrolled/new enrollees.

#### Executive Director's Report – SK Miller

S. K. Miller made note that many of the activities on the One-Stop Workforce Update are shared by Region III WIB-KC and our workforce and community partners.

Rapid Response – Charleston Newspapers, Toys-R-Us, WV Department of Education and the Arts

Internal Audits conducted by the state staff – Executive Summary, no findings: One concern noted and addressed. Program Monitoring – One finding which was addressed as a local issue. **(Handouts)**

Department of Labor Audit – on premise week of April 09. Auditor left, had no specific coaching or comments. Summary expected in about three weeks.

Semi-Annual monitoring of HRDF, our Youth contractor – Ms. Miller made note that Nita Shafer and Amy Fizer were able to conduct a semi-annual monitor of our youth program with HRDF before Amy Fizer's retirement. Results of the monitor were very good.

One-Stop partner updates: All mandated and core partners have an approved IFA budget on file as well as a MOU agreeing to such, except for our Career and Technical Education Program partner at the post-secondary level. An IFA budget has been established but MOU remains unsigned. This has been brought to the CTE department's attention numerous times as well as state WFWV staff.

Additionally, the One-Stop Committee partners have been meeting on a quarterly basis. One of the more popular agenda items is to have a partner give a presentation on his/her organization and how they are contributing to participants. The March meeting was well attended. April Saunders of DHHR gave a power-point presentation on how TANF and support systems work within DHHR. It was well received and many questions were presented.

WIB-KC One-Stop staff, Miller and Farley attended a webinar on a product, "*myStrategicCompass*". This product is a self-paced, web-based product used to assist an individual in his or her decision making process regarding personal future needs, including prospective training and employment. It is available for free right now through the WV Department of Education for our use should we decide to utilize it. It is more or less a self-profiler which gives individual results to a prospective participant based on his/her responses to various categories of questions. Board member Laura McCullough pointed out that there are numerous products on the market that do essentially the same thing, such as the DOL's O\*Net series and we agreed as Region III WIB-KC is familiar. No determination has been reached yet by staff as to whether or not to have the *Compass* installed. O\*Net= [www.doleta.gov/programs/ONET](http://www.doleta.gov/programs/ONET)

WIB-KC staff and One-Stop management team has been meeting routinely to work through common processes that potentially have an impact on participants. Our goal is to have a common intake that is seamless or transparent to the participant. The MACC rebuild may assist with this process. Our goal would be to come to a consensus regarding partners participating in intake activities and assisting with appropriate referrals.

Ms. Miller asked the board to consider adopting additional standing committees perhaps a "One-Stop Standing Committee", a "Disabilities/Barriers Committee" and/or "Employer Leveraging Committee". We would like the board to gain insight as to how the collaboration of partners make our projects successful.

One of the more challenging aspects of making our partner collaboration work is that many of us are having difficulties lining up employer partners to participate in on-the-job training, placing those with barriers to employment such as those transitioning back into the "real world" from incarceration, and encouraging employers to hire a TANF/SNAP recipient. Various funding sources can be made available to employers who assist those participants in programs where reimbursements are available. Additionally, WFWV offers a free bonding program to job seekers for potential employers.

S. K. then announced that she has been in contact with Marie Bias-Jones, our current Adult Education and Literacy board member, and due to restructuring of RESA thru legislative action, she will be resigning from our board. Marsha Mullins is the proposed candidate to slot into that position. A nomination form has been submitted by Ms. Mendy Marshall, Executive Director of that organization.

Additionally, Chris Klingler has submitted his resignation as well. Chris left Walker last year. In his new position, Chris has been traveling and unable to make regular board meetings. Ms. Karen Wade, our regional Department of Labor Apprenticeship rep, has nominated Lucinda Curry of RCBI, Inc., as manufacturing rep for our board.

The nominations forms have been properly secured and submitted to our chief LEO for approval. We should hear something soon.

S. K. Miller and Jake Hunt (Region II), in a collaborative effort, have been working with a group of interested parties who want to apply for an ARC/Power Grant that deals specifically with drug and alcohol use. The Department of Labor is also offering a grant for Opioid use thru TEGL 12-17, *National Emergency Dislocated Worker Demonstration Grants to Address the Opioid Crisis*. WFWV will be having a directors meeting on 4/27 to address the need.

To view the TEG: [https://wdr.doleta.gov/directives/corr\\_doc.ssfm?DOCN=7468](https://wdr.doleta.gov/directives/corr_doc.ssfm?DOCN=7468)

Ms. Miller announced that the next meeting will be June 19, 2018, 11:00 BACK at the Charleston Area Alliance. She thanked Laura McCullough and BridgeValley for their continued support of our various meetings and hospitality while on premise. She also thanked Tia Welch for having Job Corps students assist us for the Construction Job Fair, also held on BridgeValley ATC campus.

Lee Roberts shared a card from Amy Fizer thanking the Board Members for her retirement gifts and working with each of you.

There being no further business or questions, Lee Roberts asked for adjournment with Tia Welch making the motion. Meeting was adjourned at 11:41 am.

The next Board meeting will be held 11:00 a.m. on **June 19, 2018, First Floor Conference Room at Charleston Area Alliance located at 1116 Smith, Street Charleston WV 25301**

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## 2018 Board Meetings

**All meetings will be held at 11:00 a.m.**

- Wednesday, June 27 – Charleston Area Alliance
- Tuesday, August 21 – Charleston Area Alliance
- Tuesday, October 16 – Charleston Area Alliance
- Tuesday, December 18 – Charleston Area Alliance