



Region III Workforce Investment Board of Kanawha County, Inc.

Board Meeting - August 21, 2018

Minutes

Members Present

Jeri Adkins
Sandra Ashley
Paul Breedlove
Janet Drumheller
Bob Gray
Jon Haer
Brett Matthews
Laura McCullough
Marsha Mullins
Lee Roberts
Thomas Samples
Mike Sirockman

Members Absent

Lucinda Curry
Anita Ferguson
Andrew Gunnoe
Megan Harris
Stephanie Smith

Staff

S. K. Miller
Josh Potter
Amy Farley
Nita Shafer
Michele Painter

Guest

Brent Pauley

As Mr. Roberts was running late, Treasurer, Bob Gray called the meeting to order at 11:07 a.m. at Charleston Area Alliance located at 1116 Smith Street Charleston, WV. Upon Mr. Roberts arrival to the meeting a few minutes later, Bob Gray handed the meeting over to Lee. Lee welcomed all to the meeting and stated there would be an executive meeting following the regular board meeting. Lee asked if anyone is new to today's meeting.

S. K. introduced Mr. Brent Pauley, Executive Director of EnAct. EnAct Community Action is a West Virginia Community Action Agency (CSGB) (one of sixteen agencies) designated by the Governor of West Virginia to offer a wide array of service within Kanawha, Clay, Putnam, Fayette, and Boone Counties. Region III has partnered with for EnAct many years and is currently an active participating partner in the Charleston American Job Center (One-Stop) at Plaza East.

Brent stated that EnAct shares funding from a pool of money from the government. Funding received is based on poverty levels and population within the service area. The sixteen agencies have one common thread, which is the block grant funding. The funding is designated for various programs including: assisting low-income citizens, job training, utility assistance, resume development, food assistance, pantries and clothing, etc.

Brent explained that the guidelines for assistance has changed to allow them to help pay for a vehicle repair of up to \$ 500.00, to be able to allow a recipient to commute to work. Caveat is that the individual must be employed. EnAct has been able to provide iPads to students, which can assist the child with his/her homework; set up computer labs; after school care; and provide an array of services including purchasing special hard-toe boots for persons starting training. These are just a few ways EnAct has been able to assist our communities.

Mr. Pauley will be a new board member upon signature of approval from the commissioner and replaces Ms. Tia Welch who resigned at the end of June. Ms. Welch left Job Corps to accept a position with a different agency.

Chair Roberts thanked Mr. Pauley and moved on thru the agenda.

Minutes: Lee than ask for approval of minutes from last meeting. Mr. Roberts asked for questions, hearing none, he called for the question. Laura McCullough motioned to approve, Janet Drumheller seconded. Motion carried.

Finance Report –Josh Potter

Treasurer Bob Gray reviewed the Finance report that included last year, PY17 ending June 30th expenditures. **Handout.** Bob went over the budget for this year and what we spent last year. Starting on July 1, 2018 (PY 2018-2019) we had six people in training. One at BridgeValley, other at Crane Edge, also MedCerts, and two CDL training with PIA, and one OJT with Mr. Handyman of Kanawha County. Mr. Roberts asked for any questions on the previous year or out one-month report. Lee ask Bob to make the motion to approve the budget report. Janet Drumheller made the motion to approve the budget report as presented and Jeri Adkins seconded, motion carried.

One-Stop / Michele Painter

Construction is going well. Plaza East now has a security guard stationed at the front, main entrance door. The will stop the public from randomly walking in to use restrooms, computer labs, and from just wandering around unattended. Michele stated the front desk is to be finished by the end of the year. They have lowered the front intake counter to make it accessible and to meet *Americans with Disabilities Act* specifications. All people entering now will need to show ID and advise the guard of the nature of their visit.

Mr. Roberts asked Michele if this is the first time for a security guard to be present at the One-Stop, and who was paying for the guard. Michele responded that YES, first time for a guard, and Workforce West Virginia is paying for the position.

Michele then praised “Tyler” with EnAct for helping with resumes on Thursday at the One-Stop. Michele briefly discussed the partners who are coming in on Thursdays.

Mr. Gray asked if someone from the One-Stop could come to the next meeting and the group responded that Michele was there from the One-Stop.

S. K. brought to the boards’ attention that there are additional notes from Mr. Criss McCauley, (Manager of UI and Employer Services of the One-Stop operations) addressing activities on that side of the service. Additionally, there are notes in the packets that address the *One-Stop Quarterly* meeting that was held at BridgeValley on June 29, 2018. There is also a 8 ½ x 11 version of a large poster board in the packet. (handout) The poster has the contributing partners identified by logo, etc.

Lee thanked Michele Painter for coming and mentioned that perhaps Tamera could be there at the next meeting.

Youth Update – Amy Farley

Amy Farley stated that our most recent *Youth Committee* meeting was held on August 07, 2018 @ BridgeValley CTC, 10:00 am. We actually had a goal of 60 youth and have 80 youth enrolled currently. We had many youth participants working with Manna Meal. Mana Meal now is considering working with us to put an Adult OJT in place. Amy mentioned that HRDF employee, Beth Elkins, has left HRDF, and (Mr.) Shannon Robinson is replacing her in the youth role. We have replaced our old Youth Manual with a newer version, which better reflects the Workforce Innovation and Opportunity Act regulations. Additional information was gained at the June 26, 27 meeting with like staff at Canaan Valley, and fortunately, there was time to get those additions included in the new material. If anyone would like to see the new version, give the office a call. Committee members attending the August quarterly meeting were given a new handbook and attendees went through several sections relevant to the use of the manual.

S. K. and Amy both thanked Marsha Mullens for stepping up to serve as Chair of the Youth Committee. Marsha is with the Mountain State Educational Service Cooperative, which replaced RESA earlier this year.

Policy Updates-S.K.

As a result of the recent Department of Labor Audit in April, it was suggested to staff that a couple of updates be added to current policies. Region III and Region V are the only two that participated

in this NEW type of audit (guinea pigs). Our on-site auditor, Chris Narlis, was hospitable and offered ideas and suggestions and insight for possible additions.

Policy 16-16 - Staff was coached to enhance language to Policy 16-16, which is Region III WIB-KC "Request for Proposal" Policy. Chris stated that the language was enhanced in Public Law, 115-31, Division H, Title V, Section 505. We enhanced our Policy 16-16 and offered it to the DOL follow-up team for review. (see handout, highlighted in yellow) No further request on that action item.

Policy 18-01 (new) - Staff wrote an additional policy, "Policy 18-01" which now wholly speaks to Public Law 115-31, Division H, Section 505. (see handout) Staff submitted the new Policy 18-01 to the DOL follow-up team for review. No further requests on that action item.

Financial Plan – Staff was asked to "beef-up" the section under "FUNDING" in the Financial Plan to reflect the statement of Public Law 115-31, Division H, Title V, Section 505. Staff complied and added, under the "Funding" section of the Financial Plan, the Public Law enhanced statement. (see handout) The enhanced section of the financial plan was submitted to the DOL follow-up team for review. No further requests on that action item came hence.

One last item from the DOL review was to have an "updated Statement of Work" added to the PY16 Youth Contract (year of renewal). Although the language was identified during the premise audit, DOL requested an enhanced statement. Staff complied and submitted a "revised Statement of Work" for the Youth PY16 renewed contract. No further requests from DOL on that action item.

Lee ask for a motion for approval on the "Policy Updates". Laura McCullough made the motion to approve and Paul Breedlove seconded. Motion carried.

Executive Director's Report – S.K. Miller

Charleston Area Economic Summary – (see handout) updated by the US Bureau of Labor Statistics on August 01, 2018. This chart shows Charleston lagging a little behind the national average of unemployment rates at 5.2 overall compared to 4.5 for the US. No major changes otherwise. Mike Sirockman asked if he could receive the web address for the data. Ms. Miller will send Mike the information. (Information sent that afternoon)

Diversity and Inclusion Policy – (see handout) - Not required by DOL. Written for office personnel.

Limited English Proficiency and Meaningful Access – Will be complete as soon as we determine where the Spanish Language alternative test is housed *(It is housed at the former RESA office in Dunbar) Our Language Assistance Plan will mirror Workforce West Virginia Guidance Notice 2-17 which provides guidance for communicating with persons whose first language is not English. The notice provides guidance regarding Title VI of the Civil Rights Act, prohibits national origin

discrimination affecting limited English proficient persons. Staff administrative office, as well as the Charleston American Job Center has a language chart that can be offered to a potential participant. He or she then can indicate what language they speak. We can also offer technical assistance by way of language assisted computer programs, such as BabelFish Translator, Google Translations, etc.

Contingency Policy – The Contingency Policy simply addresses steps to take should an emergency arise at the main staff administration building, which is not a WFWV owned worksite. The Charleston American Job Center (One-Stop) is located in a State owned/leased facility and staff housed there will follow protocol established locally. The FSE & T staff is located as well in a State owned/leased facility and will follow local protocol.

Opioid Grant Update - TEGL 12-17 – National Dislocated Worker Demonstration Grant - According to a DOL news release, 5 States were chosen to receive the 23 M Opioid Crisis grant. West Virginia was not named as a recipient. Ms. Miller sent the information to Workforce staff to see if the news release referred back to the grant that WFWV had just applied for. Staff indicated that it was indeed the same grant request. However, Mr. Fry has been on three weeks of vacation and he will officially check on this upon his return. Side note: per Mr. Fry later the next week – He indicated that WV should not give up on receiving that grant opportunity even though the announcement of the recipients were named two days before the grant closed. Reason ... he believes that the opioid crisis is so overwhelming across the United States that there may be a chance that the DOL may take additional notice of the opioid situation. He will keep us posted. Additionally, a grant (TEGL 2-18) was published shortly after this announcement. It has a caveat statement that it could be used, “such as natural disasters and national emergencies, including national health emergencies such as the opioid crisis”. Ms. Miller wrote a letter to the WFWV grant administrator to see if the material that was contributed originally to the primary Opioid Grant could possibly be used to request funding for the latter.

Open Discussion:

Laura McCullough-BridgeValley CTC:

Jeff Waco, Workforce Director at BridgeValley CTC, will be receiving a couple of grants that will fund training on Electrical Power lines and horizontal drilling. Horizontal drilling will go under railroads and some roads. (EDA/POWER grants)

Brett Matthew-: Plumbers and Pipefitters:

The Plumbers and Pipefitters Registered Apprenticeship Program will be taking apprenticeship applications on September 12th, 13th, 18th and 19, 2018.

Josh Potter announced to the board this would be his last board meeting as his last day is August 31. Lee and SK thanked Josh for all his hard work and wished him good luck in his new assignment.

Agenda Setting

Nothing added at this time.

The next Board meeting will be held 11:00 a.m. on:

October 16, 2018, First Floor Conference Room at Charleston Area Alliance located at 1116 Smith, Street Charleston WV 25301 11:00 am.

The meeting adjourned at 11:47 AM.

Mr. Roberts dismissed the staff and the board went into executive session.



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