



Region III Workforce Investment Board of Kanawha County, Inc.

Meeting October 16, 2018

Board Minutes

Members Present

Jeri Adkins
Paul Breedlove
Janet Drumheller
Anita Ferguson
Bob Gray
Andrew Gunnoe
John Haer
Megan Harris
Laura McCullough
Brett Matthews
Lee Roberts
Stephanie Smith

Members Absent

Sandra Ashley
Lucinda Curry
Marsha Mullins
Thomas Samples
Mike Sirockman

Staff

Lailah Ali
Angie Cottrill
Nancy Daugherty
Amy Farley
Annie Jones
Tamera Lee
Michele Painter
Nita Shafer

Guest

Loyd Casto

Board President, Lee Roberts called the meeting to order at 11:02 a.m. at Charleston Area Alliance, 1116 Smith Street Charleston, WV. Lee welcomed all to the meeting with a special welcome to our DHHR staff, Annie Jones and Lailah Ali. Lee then welcomed our One-Stop Case Managers, Michele Painter and Tamera Lee and introduced our new Finance Manager, Angie Cottrill.

Lee then introduced our Interim Executive Director Nancy Daugherty who came highly recommended. Nancy has been with the West Virginia Geriatrics Society and WV Geriatric Education Center where she was an Associate Director. She has a background in Workforce Programs at West Virginia Division of Rehabilitation Services Workforce Development Program Specialist and Grants Administrator, West Virginia Bureau of Employment Programs where she was a Program Manager, West Virginia Governor's Office of Community and Industrial Development as a Program Coordinator, Senior Program Coordinator.

Lee acknowledged Nancy's Education consisting of a B.A. in Elementary Education, Certified Workforce Development Professional, Graduate work at Pikeville College, Nancy's interest is Family, Wellness and Fitness, her Church, Boating and Reading.

She is also a past Vice President of Rea of Hope Fellowship Home, member of West Virginia Geriatrics Society, WV Rural Health Association, WV Partnership of Elder Living Board Member and The Serenity Club Past President.

Nancy received a well round of applause from all at the board meeting.

Lee asked everyone to introduce themselves and who they represent to Nancy.

Next was the approval from the August 21st Board meeting, Janet Drumheller made motion to approve and Laura McCullough seconded. The minutes from the September 25th special board meeting minutes were approved by Brett Matthews and seconded by Laura McCullough. Motion carried on both approvals of minutes.

Finance Report –Bob Gray and Angie Cottrill

Bob Gray explained the Financial reports they are shorter this time but will be more next meeting as Angie gets more familiarized with the reports. **Handout.** Bob went over the first quarter July, August and September 2018. The budget expended should be around twenty-five percent which it is. Bob discussed the Adult and Dislocated Workers in training or have been in training. We have six adults enrolled in the program and eleven Dislocated Workers in varies services. There were some questions that will be answered at the next board meeting. Bob Gray made the motion to approve the budget report as presented and Janet Drumheller seconded; motion carried.

One-Stop / Michele Painter and Tamera Lee

Construction at the One-Stop is going good, floors are half completed talked with Nita Shafer about the signage for the front door that needs replaced. Tamera and Michele will look for the quote from the previous purchase. Still writing ITA for Adults and Dislocated Workers. Other projects working on is a Pre-Apprenticeship Program for Minority in the Construction Industries.

Also there is an upcoming Job Fair at BridgeValley on November 2nd. The Job Fair will consist of the WIB, Enact Community Action, HRDF, Workforce WV and BridgeValley will be hosting. Any Employer wanting a table may contact Tamera Lee for the forms. Michele stated the there is a waiting list for ITA's due to the delay on our current year funding.

DHHR Update/Annie Jones and Lailah Ali

Annie explains what the DHHR does, MS Ali and Annie are SNAP E&T case managers which stands for Supplemental Nutrition Assistance Program and E&T stands for Employment and Training. Both women work on the E&T side which helps individuals gain skill training and improve their employment prospect and reduce their need for SNAP. If clients come in and DHHR cannot help them they are referred to Michele or Tamera at One-Stop, BridgeValley, or Garnet to further their education. Annie and Lailah also work with Able-Bodied Adults without dependents known as ABAWD. ABAWD is for adults over eighteen but under the age of fifty. ABAWD participants are required to work twenty hours per week or eighty hours per month. Annie and Lailah must also monitor their case management records, employment income, self-employed income, and see if client is receiving unemployment compensation. After all is reviewed the client will receive a letter of orientation or disapproved the client. All disapproved clients are given to the supervisor on Monday. After the rotational appointment he or she is either enrolled in the program under educational, job searches or given a medical form for their doctor to fill out to certify they are fit to work and how many hours they are able to work. The client has ten days to submit the form back to the E&T worker. The participants can be referred to other programs if they qualify.

E&T workers are required to submit weekly reports to Mr. Kennedy also monthly reports to Debby Hall and Region 3. The biggest part of the E&T workers is the enrollment process.

Youth Update – Amy Farley

Amy stated there are currently eighty-two youth enrolled with the majority of them in follow up status.

Still actively recruiting out of school youth.

Interim Executive Director's Report – Nancy Daugherty

Nancy thanked the executive board for offering her this opportunity and she is very happy to be onboard. She thanked everyone attending for taking time out of their busy schedules. It is important that we have this business and partner input. If members have job openings with job skills disconnects between opening and people applying for the jobs, we would be happy to look at to see if there is anything we can do. She said we could look at training or on the job training options.

Nancy told the board she has only been on job for one week. In that time period she has familiarized herself with the job descriptions and personnel policies.

One thing she suggested was having board meeting quarterly instead of bi-monthly.

Nancy has met with all the staff, along with supervisors trying to understand everyone's job duties. She thanked Michele and Tamera for the refreshment which was donated by Panera Breads. Conduct weekly staff meeting on Mondays at 1:00. She is also reviewing all electronic files and papers with a lot of duplicates which is taking a lot of time. Nancy is making sure all grants, MOUs, and contracts are signed and up to date.

Upcoming Nancy would like a message from the board announcing her appointment.

She is also building her email/contract list asking everyone to email their information to her email address of

ndaugherty@region3wibkc.org.

Nancy said she noticed our phone system/copier/IT management needs some attention, with someone coming in the following day. Looking at all marketing material, brochures, and promotional items.

Lee Roberts talked about setting up the ad for full time director, hoping to have in the paper soon.

Laura McCullough ask why we are paying rent at 405 Capitol Street when there is space at the One-Stop. This is to be investigated for a report at our next board meeting.

Agenda Setting

Report on 405 Capitol rent and investigating space at the One-Stop location.

Lee ask for adjournment. Jeri Adkins moved for adjournment and Anita Ferguson seconded that motion. The meeting adjourned at 11:34 AM.

The next Board meeting will be held 11:00 a.m. on ***December 18th, 2018, First Floor Conference Room at Charleston Area Alliance located at 1116 Smith, Street Charleston WV 25301 with a lunch being served.***



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