

Region 2 Workforce Development Board
Executive Committee Meeting
Thursday, April 20, 2017
2:00 PM

AGENDA

Teleconference #: 267-930-4000 PIN#: 758910371

Call to Order	Bryan Johnson-Interim Chairman
Public Comment	
Quorum	
Minutes Executive Committee Meeting February 20, 2107	Bryan Johnson-Interim Chairman
Legal Report	Timothy LaFon
Executive Director Report	Claude J. Hunt
Financial Report	Brenda Hunt
Old Business	Bryan Johnson-Interim Chairman
New Business	Bryan Johnson-Interim Chairman

1. Approval: Star Strategies, LLC , One Stop Operator bidder.
2. Update: Youth RFP Bid Results-One attendee at the required Bidder's Conference
3. Handout: Handbook WIOA Guidance Letter 19-16 concerning training and employment guidance.
4. Approval: 2017 Excel Contract
5. Survey: Will the board agree to use a designated date for holding meetings 2017-2018

Announcements: Next Meeting is Executive Committee Meeting. May 19th 2:00 PM Huntington One Stop Offices. 2nd Floor Conference Room.

Adjourn



Region 2 Workforce Development Board
Executive Committee Meeting
February 20, 2017
MINUTES

The Executive Committee meeting was called to order by Interim Chairman, Bryan Johnson. There was a quorum, those present: Mickey, Brown, Dwight Coburn, James Hosier, Bryan Johnson, David Pennington, Monika Rowe, Tia Welch, Staff and Contracted Employees: Claude J. Hunt, Brenda Hunt, Melissa Bias, Jean Hager Board Members not in attendance: Tim Akers, Jim Gillette, Terry Turley.

There were no registrants for public comment.

Interim Chairman asks for a motion to accept the minutes of the January 20, 2017 meeting. The motion is brought by Dwight Coburn and second by Mickey Brown. The minutes are accepted.

Legal Report

The Human Rights Complaint will go to hearing in April.

Executive Directors Report

The audit findings have been included with the packets. There were no financial findings. The auditors reviewed board practices and found our board nomination policy is not in compliance with WIOA 679.320(g). We are in the process of revising our By Laws and LEO Agreement to bring us into compliance.

The by-laws must address the use of technology to ensure board members are able to participate in board meetings. We provide a teleconference number to all board members, we notify the Secretary of State's office of all Full Board Meetings, and post minutes and meeting announcements on our website. We are looking into conference call capability at MCTC. They inform us there is no conference call capability in meeting room G07A, but there is in their conference rooms. We have not checked further to determine if food service is allowed in there, and if not, whether the Full Board will want to meet in a conference room and then adjourn to the usual dining room for lunch. Additionally, there are wireless phone capabilities, we are exploring those as well. We will report back and the board can choose the means which will best suit the board's purpose.

The auditors found that case notes are not adequate to determine services and progress of each client. This is a recurring issue, we are taking steps to correct this finding.

All R2WIB staff is present today for a staff meeting. The board members were introduced to staff. Each told their name and job title.

Financial Report

Brenda Hunt presented the financial report.

There was no **Old Business** before the board.

New Business

1. Information: Audit Findings have been discussed. Beyond board information and discussion, there was no action necessary.
2. Information: One Stop Operator RFP. As you are all aware, WIOA rules dictate the One Stop Operator must go out for bid. We are preparing our plan, which will be available for the March meeting.
3. Action: Review of Board member attendance policy. Current rule is reviewed, and a motion is made to change the process as follows: after board member has not attended 3 meetings, the Board informs the appointing body that member has not attended. The board prepares a letter to the former board member. Motion is made by Dwight Coburn and second by Mickey Brown.
4. Action: Board approval of Policy Letter #4 OJT training. Motion to approve is made by Mickey Brown and second by Jim Hosier. Policy Letter #4 OJT Training is approved.
5. Action: Interim Chairman Johnson asks for a motion to approve the appointment of Jim Morgan to the Executive Committee. Motion is made by Monika Rowe and second by David Pennington.
6. Action: Interim Chairman Johnson asks for a motion to approve the fund transfer of \$150,000.00 from Dislocated Worker to Adult. Motion is made by Dwight Coburn and second by Tia Welch.
7. Action: Interim Chairman Johnson asks for a motion to approve staff and 1 contracted employee's travel to Washington DC for a meeting concerning WIOA. Motion is made by Dwight Coburn and second by Mickey Brown.
8. Action: Interim Chairman Johnson asked for discussion concerning signed board minutes. The motion is brought by Dwight Coburn and second by Monika Rowe.

The next board meeting will be a Full Board meeting. March 20, 2017 at 12:00. We will meet at Mountwest Community & Technical College.

There is no further business before the board. The meeting is adjourned.

Respectfully Submitted: _____
David Pennington, Secretary