

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

AGENDA

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

Call to Order	Bryan Johnson-Board Chairman
Public Comment	
Quorum	
Minutes Executive Committee Meeting May 19, 2017	Bryan Johnson- Board Chairman
Legal Report	Timothy LaFon
Executive Director Report	Claude J. Hunt
Financial Report	Brenda Hunt
Old Business	Bryan Johnson- Board Chairman
New Business	Bryan Johnson- Board Chairman

1. Information: Approval received for Local Plan for program year 7.1.2016-6.30.2020.
2. Approval: change wording in Employee Handbook, page 25, related to mileage paid for Temporary Assignment to read "An assignment is considered temporary for only 60 working days and after that period it becomes your primary assignment." No mileage is paid for travel to primary assignment.
3. Approval received for Region 2 Local Workforce Development Board, (LWDB) to deliver career services.
4. Information: Letter from Governor Justice advising Region 2 Workforce Development Board and local elected officials has been certified for a 2 year period. Once each 2 years, the Governor shall certify 1 local board for each local area in the state.

Announcements: Next Meeting is Friday, August 18th, 2:00 PM at the Huntington One Stop Office.

Adjourn

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Region 2 Workforce Development Board
Executive Committee Meeting
May 19, 2017
2:00 PM

MINUTES

The meeting is called to order by Bryan Johnson, Interim Board Chairman. Those in attendance are: Bryan Johnson, Mickey Brown via telephone, David Pennington, Tia Welch, Dwight Coburn via telephone, James C. Hosier, Jim Morgan. Consultants: Brenda Hunt via telephone, Timothy La Fon, Staff: Claude J. Hunt, Melissa Bias, Jean Hager.

There were no registrants for **public comment**.

Interim Chairman Johnson asked for a motion to approve the **minutes** of the previous meeting held on April 20, 2017. James C. Hosier brought the motion, second by Tia Welch. The motion carries.

Legal Report

Presented by Timothy LaFon. Counsel advised all present of the resolution of the suit. Brenda Hunt requested Mr. LaFon provide a current W-4 from the plaintiff so that proper taxes can be applied to the payment.

Executive Directors Report

Claude J. Hunt advised that while the Excel Career Club contract has been renewed, since there is no state budget, there cannot be a contract. We have filed the paperwork, but don't know when it will be approved.

Your packets contain the Bylaws, with proposed changes. We ask for your review. The proposed changes will on the agenda at the full board meeting in June. We have mailed the bylaws to each member of the full board.

The June 15th full board meeting will be held at MCTC. The meeting will begin at noon. Lunch will be provided. The Local Elected Officials will also have a meeting on the 15th, at 10:30 AM in room G07. They are invited to stay for our full board meeting. Our guest speaker will be James Brown of the Charleston Job Corps. The full board meeting on September 20th will be held at Chief Logan Lodge, Russell Fry will be our guest speaker.

Mr. Hunt called the board's attention to our website: www.wvregion2.org. We are updating the website continually, and encourage all to view and comment.

Finance Report was presented by Brenda Hunt.

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

New Business

1. The Bylaws are attached for your review. There is no action required at this meeting. The matter will come for a vote at the June full board meeting.
2. Approval is requested to pay membership dues of \$1200.00 to the NAWB. (National Association of Workforce Boards. Interim Chairman asked for a motion to approve. Motion is made by Tia Welch and second by James C. Hosier. Motion carries.

3. Approval to award the Youth Contract to HRDF (Human Resource Development Foundation) as they were the only bidder. Interim Chairman asks for a motion to award this contract. Motion is brought by James C. Hosier and second by David Pennington. Motion carries. Point of Information: Executive Director Hunt advises all present that he is asking HRDF to look at \$2800.00 which they are charging for rental of office space. We provide office space in Cabell County and in Logan County. We will report back on HRDFs response to our inquiry.
4. Approval for the renewal of the HRDF OJT Contract for PY 7.1.17-6.30.18. Interim Chairman Johnson asks for a motion to approve this motion. Tia Welch brings the motion to approve which is second by James C. Hosier. Motion carries.
5. Interim Chairman Johnson asks for a motion to approve the recommendations of the Personnel Committee. Motion is made by James C. Hosier and second by David Pennington. Motion carries. Those recommendations were: 1) Hire staff as a SNAP Specialist, Ticket2Work Program Operator. This candidate will be tasked with monitoring case files as well as input case notes into the MACC System, and marketing the Ticket to Work Program. 2) Supervisory staff will complete Performance-Based Evaluations for each staff member, and award salary increases based upon the evaluation in percentage amounts of between 1 and 3%.
6. Chief LEO, Mickey Brown announces his appointments to the Nominating Committee: Jim Morgan, David Pennington, and Mickey Brown.
7. Request that Chief LEO Mickey Brown send a letter to the Governor requesting Region 2 be approved to handle Career Services in house. In accordance with Guidance Notice 01-17, a copy is attached. Interim Chairman asks for a motion to approve this request. Motion is made by David Pennington and second by Tia Welch.

Announcements: The next meeting is a full board meeting. We will meet at Mountwest Community & Technical College, room G07. Lunch will be provided at 12:00, followed by the full board meeting.

There was no further business before the board. The Interim Chairman adjourns the meeting.

Respectfully Submitted David Pennington, Secretary.