

Region 2 Workforce Investment Board
Executive Committee Meeting
August 20, 2018
MINUTES

The meeting was called to order by Chairman Bryan Johnson, there was a **quorum**, and those present were: Bryan Johnson, Monika Rowe, via teleconference, Dwight Coburn, James Hosier, and Todd Motz. Contracted personnel and staff present: Brenda Hunt, Timothy LaFon, Claude J. Hunt, Melissa A. Bias, and Jean Hager.

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

Chairman asked for approval of July 20, 2018 **minutes**. Motion made by Todd Motz and second by Jim Hosier.

Timothy LaFon, presenting the **Legal Report** indicating a personnel matter his firm was handling for R2WIB. He doesn't foresee any issues.

Executive Director Report

Claude J. Hunt brings the board up to date on the One Stop Operator selection, which is on the agenda for your approval. There were 2 submissions in answer to the RFP. The points allocated to each submission were: 74 points to submission A, and 54 points to submission B. The Selection Committee was not aware of the identities of either party.

The Core Partners will meet with the successful bidder in September, all partners will meet with the successful bidder in October.

Also on the agenda is your approval for the addition of Brenda Hunt as an authorized signatory for Budget and Expenditure Reports for DHHR. During the Financial Report, Ms Hunt will answer any questions concerning the Engagement Letter from Perry & Associates, which is also on the agenda for your approval.

Brenda Hunt presented the **financial report**, as of July, 2018. Perry & Associates will again provide an independent audit of Region 2 WIB 's financial statements as of June 30, 2018. The agenda requests board approval of the second year of Perry & Associates engagement.

Old Business: HRDF has received the probationary letter for the continued operation of the Out of School Youth Program. Monitoring of their files will be conducted in October, The board will be kept informed of findings.

New Business:

First on the agenda is the award to select the One Stop Operator. **Chairman Johnson recuses himself from this process** and Vice Chairman Monika Rowe calls for a motion to approve the selection of candidate A as the One Stop Operator. The motion to accept the RFP is made by Dwight Coburn and second by Jim Hosier. Effective September 4, 2018, the One Stop Operator is Mountain State Centers for Independent Living/Foundation for Independent Living.

Chairman Johnson returns to conduct the remainder of the meeting, with thanks to Vice Chairman Monika Rowe.

2. Approval: Perry & Associate to conduct an independent audit for year ended June 30, 2018. Motion is made by Jim Hosier and second by Todd Motz.

3. Approval: for a Performance Modification of Youth and OJT programs managed by HRDF (Human Resource Development Foundation). Motion is made by Todd Motz and second by Monika Rowe.

4. Approval: the addition of Bishop Charles D. Shaw, Pastor of Real Life Christian Center Church. Pastor Shaw will join the Full Board and also the Youth Committee. Motion is made by Dwight Coburn and second by Todd Motz.
5. Approval: Organizational Chart for 2018. Brenda Hunt advised her title is Fiscal Agent, according to the Fiscal Policy & Procedures Manual. With that change to the Organization Chart being made, the motion to approve is made by Todd Motz and second by Monika Rowe.
6. Approval: SNAP Agreement PY 10.1.18-9.30.19 for \$174,982.00. Motion is made by Monika Rowe and second by Todd Motz.
7. Approval: adding Brenda Hunt as an authorized signatory on financial matters. Motion is made by Monika Rowe and second by Todd Motz.
8. Information handed out concerning WIOA Title I and Title II Final Performance Summary for PY 2018 and PY 2019. There is no action required.
9. Information handed out regarding West Virginia's Climb, which is a WV Certification/Degree Program. There is no action required.

Announcements: The next meeting is a Full Board Meeting, on September 20, 2018 at 12:00 PM. This meeting will be held at the Big Sandy Arena Convention Center, 1 Civic Center Plaza, meeting room 17. Lunch will be provided.

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

Respectfully Submitted in the absence of Secretary Pennington, Jean Hager