

Big Sandy Convention Center ****Tech Room 1** this is a change from previous notice**-see note below

Agenda

Call to Order Bryan Johnson-Board Chairman

Public Comment

Quorum

Lunch

Guest Speaker Russell Fry Acting Director Workforce West Virginia

Minutes Full Board Meeting June 21, 2018
For Information & Review:
Executive Committee Meeting July 20, 2018 Bryan Johnson- Board Chairman
Executive Committee Meeting August 20, 2018

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. Approval: Policy #6A-Cost Allocation Plan –Brenda Hunt
2. Approval: Correction to Policy #4 Work Based Learning Services
3. Approval: Policy #14 Changes to WIOA Information Pack & Application
4. Approval: Renewal of MACC Agreement effective October 1, 2018 through September 30, 2019
5. Approval: Meeting date for November/December Meeting.

Announcements: Next Meeting is Executive Committee Monday, Friday, October 19, 2018, 2:00 PM at the Huntington One Stop Office.

Adjourn

A proud partner of the  American Job Center® network

Enter the front doors of the **Convention Center, go to the right, turn left at the end of the hallway (left is the only option) Tech Room 1 is on the left a short distance down the hallway. Event Staff will display R2WIB signage in the hallway.

Region 2 Workforce Investment Board
Full Board Meeting
June 21, 2018
Chief Logan Lodge
12:00 Noon

The meeting was called to order by Chairman Bryan Johnson. There were no registrants for Public Comment. There was a Quorum, those in attendance were: Bryan Johnson, Mickey Brown, David Pennington, Monika Rowe, Tia Welch, Tommy Adkins, Greg Atkinson, Jason Miller (for Dwight Coburn), Teresa Haer, James Hosier, Debra White (for Rockford McCoy), Adam Phillips, Alissa Stewart-Sparks, Guests: Mike Brown from Senator Manchin's Office, Contracted Employees: Brenda Hunt, Timothy LaFon, Staff: Claude J. Hunt, Melissa Bias, Kathy Brown, Christopher Grimm, Don Roberson, Jean Hager.

Chairman asked for a motion to approve the minutes from March 20, 2018, April 20, 2018, and May 20, 2018. Motion is made by Monika Rowe and second by Mickey Brown.

Timothy LaFon reports no active legal issues.

Claude J Hunt delivered the Executive Directors Report: Handouts were presented and explained concerning *The 411 on the Future of Work*, published by The Aspen Institute, and the Ticket to Work Program.

Brenda Hunt presented the Financial Report.

There was no Old Business before the board.

New Business

1. Information Handout was given to the membership.
2. Chairman asked for a motion to approve the annual membership renewal in NAWB. Motion is made by Mickey Brown and second by James Hosier.
3. Approval to accept the resignation of Star Strategies effective August 31, 2018. Motion is made by Mickey Brown and second by Greg Atkinson.
4. Approval to advertise the RFP for One Stop Operator, with design and position change. Motion is made by Mickey Brown and second by Greg Atkinson.
5. Approval is requested to renew the Parent Outreach Contract with Keith Wellman, Keith Winter, and Donald Brown. Motion is made by James Hosier and second by David Pennington.
6. Informational handout from Claude J. Hunt, the WIOA Annual Training Report.

Announcements: The next meeting is an Executive Committee meeting. This will be held on July 20, 2018, 2:00 Pm Huntington One Stop Offices.

Chairman adjourns the meeting as there is no further business before the board.

Respectfully submitted David Pennington, Secretary.

Region 2 Workforce Investment Board
Board Meeting * Executive Committee
July 20, 2018 2:00 PM
Minutes

Chairman Johnson called the meeting to order. There was a **quorum**, those in attendance were: Bryan Johnson, David Pennington, Monika Rowe, and James Morgan via telephone. Contractor present was Brenda Hunt, and R2WIB staff: Claude J. Hunt, Melissa Bias, Jean Hager.

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

Chairman Johnson asked for a motion to accept the minutes of the May 21, 2018 Executive Committee Meeting. Motion is made by Jim Morgan and second by David Pennington.

The **Legal Report** was not presented due to the absence of Timothy LaFon.

Claude J. Hunt presented the **Executive Directors Report**. E.D. Hunt, Christopher Grim, and Chad Judge have spoken with local Chambers of Commerce to explain our services. The first handout concerns a Healthcare Summit entitled "Developing a Talent Pipeline for the Healthcare Industry". The idea is to partner with the area hospitals and develop a cadre of healthcare workers in the area. This summit will assist workforce regions around the country in attracting talent, assist the industry in establishing a healthcare cluster, and finally to establish a relationship between the workforce development and healthcare communities.

The next handout is a letter which was sent to HRDF as part of the continuing review of their OSY/ISY Probationary Contract Renewal. Due to the many issues with HRDF's handling of files and their apparent minimal contact with participants, as well as no case notes to document any services provided, all detailed in the letter, the membership requests that Timothy LaFon, Ciccarello, DeGuidice, and LaFon be apprised of the issues. The board requests an update on the issues at the board meeting on August 20, 2018.

The Excel Contract for PY2018 has been signed and the first drawdown of funds has been requested. The ABAWD Contract is due to be renewed at the end of September. The State and Regional offices completed a review of the ABAWD Program, and it appears that all is well.

The **Financial Report** was presented by Brenda Hunt. The unrestricted Ticket to Work class expenses were reclassified to represent One Stop expenses, incurred to date, through 8.31.18. This is the date the current One Stop contract ends. The new One Stop Costs beginning 9.1.18 will be allocated to all grants, according to the Cost Allocation Plan. Additionally, Unrestricted Fund balance and expenses have been added to the report. There were no questions from the membership.

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

New Business:

1. Chairman asks for a motion to approve the expansion of the Ticket to Work Program (TTW) to include Ohio and Kentucky. Motion is made by David Pennington and second by James Morgan.
2. Board approval to accept the resignations of: Marie Bias-Jones, Gary McCallister, and Tia Welch. The motion is made by Monika Rowe and second by David Pennington.
3. Approval to accept the changes to Policy Letter #10. The changes are highlighted in red. Motion is made by David Pennington and second by Monika Rowe.
4. Approval for Claude J. Hunt and Melissa Bias to attend the Health Care Summit in September, along with 2 representatives from area hospitals. The hospital representation is crucial because without the support of the health care field, the Health Care pipeline will not be a reality. The total cost of this Summit will be \$7,000.00. Motion was made by David Pennington and second by Monika Rowe.

Announcements: The next meeting is Executive Committee, on August 20, 2018. Huntington One Stop Offices, 2:00 PM, 2nd floor conference room.

There was no further business, the meeting was **adjourned**.

Respectfully Submitted

David Pennington, Secretary

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

REGION 2 WORKFORCE INVESTMENT BOARD POLICY #4

Subject: Work Based Learning Services

Board Approved: May 21, 2018

Corrections pending Board Approval: September 20, 2018

Purpose: To establish a Policy to provide guidance in establishing a procedure for Region 2 to meet the requirements of Federal WIOA Regulations and State Policy # 1-16 and 3-16 to include all of Region 2 Employment Programs which includes On-the-Job Training (OJT), Incumbent Worker, (IW), and Transitional Job (TJ) and any other direct employment/reimbursement plan that is approved. This section does not apply to any employment situation that does not create an employer-employee relationship as referenced under Section below titled Background

References: Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 3 (23); WIOA Section 134(d) (4); Proposed 20 CFR 680.780, 680.790, 680.800, 680.810, 680.820, 682.210 (b) and 682.320(b) (3).

Background: On-the Job Training (OJT) is defined as occupational training by an employer that is provided to a paid WIOA participant while engaged in productive work in a job or position that the WIOA participant has limited or no experience. As with any training program, a curriculum of study must exist between the Region 2 OJT contractor and the employer that details the skills that must be mastered and the time frame for the mastery of said skills.

Policy: The employer may be in the public, private or private non-profit sector meeting the minimum wage \$10.00 an hour. The business must be located in Region 2 or being willing to hire only a Region 2 resident to qualify for an OJT contract. The employer may receive a reimbursement of up to 50% of the wage rate to compensate for the employer's extraordinary costs. The goal of the program is for the participant to gain skills that leads to long-term employment. Minimum wage is as mentioned above except for youth as defined under WIOA or individuals who are disabled such as those on S.S.I. or S.S.D. or other qualifying individual who meets the federal definition of disability who is wanting to reenter the workforce.

OJT contracts may be written with individual incumbent workers if WIOA eligible, all other requirements are met except WorkKeys assessment and the OJT relates to the introduction of new technologies, introduction of new production or service procedures, upgrading to a new job that requires additional skills, workplace literacy, or other appropriate purposes approved by the Executive Director.

OJT contracts will not be used to assist, promote or deter union organizing and the employer cannot have laid-off employees in last 12 months in that job classification or moved from in or out of state within the last 6 months if a job loss occurred at previous site.

The participant in all Region 2 Employment Programs must be WIOA eligible including Work Keys assessed, have signed IEP, **be drug tested**, and been accepted into the employment program of the contractor, except Incumbent Worker. Out-of-School Youth age 18-24 may participate in OJT as either and adult or OSY but if OSY funds are used the Youth must be registered in the OSY Program, meet OSY eligibility and be drug tested.

Incumbent Worker (IW) is defined as employed by the Fair Labor Standards Act requirements for an employer-employee relationship, and have a history of employment with the employer for 6 months or more. The employer is the customer of Region 2 and to qualify under WIOA Section 134 (d) (4) and 680.790 must increase the competitiveness of the employee or employer. An I.W. does not necessarily have to meet the eligibility requirements for career and training services for adults and Dislocated Workers under this Act. Region 2 may expend up to 20% of combined adult and dislocated worker formula allotments for IW training. Region 2 will consider the following factors in determining the eligibility of employers to receive up to 40% reimbursement of cost of training from formula funds. Funding may be provided from WIOA discretionary funds or statewide training funds or combination of the two but Region 2 funds cannot exceed 40% of balance of training cost after other training funds are expended.

Factors in determining eligibility of employers:

1. Characteristics of the Incumbent Workers to be trained, specifically the extent to which they historically represent individuals with barriers to employment as defined in WIOA Section 3 (24) and how they will benefit from retention, advancement, or pay increase.
2. Quality of training (e.g. industry-recognized credentials, advancement, etc.)
3. Number of participants the employer plans to train or retrain.
4. The wage and benefit levels of participants before and after training.
5. The employer must not have laid-off workers within 12 months and must make a commitment to retain or avert layoffs of incumbent worker(s) being trained.
6. The employer must not be delinquent in unemployment insurance, worker's Comp insurance, compensation taxes, county property taxes or any penalties or interest on fines.
7. Region 2 contractor must provide documents that meet the above 6 provisions for approval of agreement.

Participant not eligible for Supportive Services.

Transitional Job (TJ) provides a limited work experience, that is subsidized at a rate not greater than 75% of hourly wage for period not greater than 4 weeks and

TJ participant may be subsidized for 20 to 40 hours a week. To qualify the employer must be classified as public, private or non-profit sector and be registered with the state. The individual must be hired by the employer and have barriers such as but not limited to chronic unemployment, inconsistent work history or receiving form of assistance from government source. This category is designed to enable a participant to establish a work history, demonstrate work success including basic job skills and develop the skills that will lead to unsubsidized employment. The participant, in addition to the hours of work, may be required to attend 15 hours of soft skills training, career counseling, etc. and will receive a stipend for attendance during the 4 weeks. It is anticipated that if the employer retains the participant beyond the 4 week period a new agreement will be developed to reflect the requirements of an OJT agreement and the employer will be reimbursed at rate of 50% for a period not to exceed 300 hours of on the clock time. By WIOA regulation Region 2 may reserve and spend maximum 10% of their combined total of adult and dislocated worker formula funds.

Participant eligible Supportive Services same as ITA.

Customized Training (CT) Single employer or group of employers going together to train non-employees in a set of needed skills in geographic area and the employer or group of employers then hiring from the trained individuals. The previous requirements apply to employers and they must share in the cost. The maximum payable by Region 2 is 40% of employer cost. ITA may be used for individuals, but this requires WorkKeys and passing a drug test.

Apprenticeship Programs: Sponsored by a West Virginia Registered Apprenticeship may be eligible if chosen by the Registered Apprenticeship with available employment with West Virginia Employer. **Apprentice may reside in West Virginia, Ohio or Kentucky and be otherwise eligible provided the Registered Apprenticeship area or district includes the area in Ohio or Kentucky in which the individual lives. (Change needed to meet new State Policy #6-16 Change 1 that requires an individual to be a State resident or dislocated from a West Virginia employer.)**

Action: Region 2 may either employ an individual to provide this business service or contract with a non-profit or for profit corporation for a period of 1 year (July 1-June 30) and be renewed twice for maximum 3 year period before being rebid. Staff of the Region 2 WIB will prepare procedures and guidelines **that reflect this policy through a Request for Proposal.** The contractor should have completed 75% of placements by the end of March to be considered in compliance with this policy. The Executive Director will provide a recommendation if that level has not been attained.

Expiration Date: Effective from date of passage until rescinded or modified by Region 2 Workforce Board or Executive Committee acting on their behalf.

FUNDING STREAM

100 % Federal Funding

Region 2

WORK FORCE

West Virginia
USA

**Workforce Innovation &
Opportunity Act (WIOA)**

Information Pack & Application

9.20.18 Board approval is requested for the following changes: the addition of "100% Federal Funding" at the top of the cover page, job title change, Case Manager becomes Career Planner, the TDD Relay # has changed, and finally on page 14, personnel change in Region 4, the EO Officer is now Becky Edwards. We have only included the pages affected. Cover Page, pages 3,5,10,12 & 14.

A proud partner of the  American Job Center network

PLEASE READ EVERYTHING CAREFULLY AND SIGN ALL DOCUMENTS!

WIOA Fact Sheet

- You are here today to determine WIOA eligibility. Please wait until you speak to a WIOA Career Planner for specific information.
- WIOA eligibility does not guarantee funding for training costs.
- The WIOA Career Planner will set up an initial appointment. Your appointment will be scheduled after completing your WORKKEYS assessments.
- You must meet with a WIOA Career Planner to review your WORKKEYS Assessment scores and to review your work history and current skills. At that time, you will be able to ask questions and discuss options.
- You must meet certain requirements for training that will be explained in detail once you meet with Career Planner. Remember that the WIOA process takes time and requires the customer to follow the policies and procedures outlined by the Region 2 Workforce Investment Board.

Eligibility is conducted in Huntington on Thursdays at 8:15 a.m. and in Logan on Tuesdays at 9:00 a.m. Allow 4 hours on the day of eligibility for assessments. ***NO FOOD, NO DRINKS AND NO CELL PHONES ARE ALLOWED IN THE ROOM WHEN TAKING THE WORKKEYS ASSESSMENT!***

For additional information call 1-866-262-5348.

ATTENTION:

If you are receiving Unemployment Compensation, or have Exhausted Compensation without returning to work, the only documentation for WIOA eligibility is as follows: This documentation is required for the Dislocated Worker ONLY.

- Proof of citizenship (see next page for acceptable documentation)
- Photo Identification
- Proof of residence (see next page for acceptable documentation)
- Social Security Number verification
- Proof of Unemployment Compensation or layoff letter from employer
- If male age 18 and above, Selective Service Registration verification
- DD-214 for Veteran Status-if applicable

Adults seeking WIOA eligibility determination must provide ALL documentation on the following page including family size and income.

The WorkKeys assessment you are required to complete is part of the WIOA eligibility process. The levels you attain will be discussed with our case manager, who will explain your scores as compared to your entry levels needed to meet to qualify for classroom training or employment.

Funding from WIOA may or may not be available at this time, but other funding sources will be discussed. Part of the criteria to receiving funding from the WIOA program, is the person applying cannot have any loans in default and it should be noted that funding may not be available for classroom training but may be for selection for on the job training contracts with employers.

In addition effective July 16, 2012 mandatory drug screening prior to enrolling in training programs is being added to the eligibility requirements funded under the Workforce Innovation & Opportunity Act.

Your interest in improving your skills demonstrates a commitment to our future and the future of West Virginia. This in turn, helps to build a better and stronger workforce.

Claude J. Hunt



Executive Director

Workforce Innovation and Opportunity Act (WIOA) and the Eligibility Process

In order to participate in WIOA you must first be registered with the WORKFORCE West Virginia Center (Job Service). The WIOA program is a "work first" program, designed to assist those who have actively sought employment, yet have not successfully obtained employment due to jobs not being available in the field they are qualified for, or they lack skills required in a particular field of interest. The WIOA program offers a one-time training opportunity to those who are eligible. You must be determined eligible in either the Dislocated Worker or Adult funding stream in order to participate. Dislocated Worker funding is based on whether you have been / will be laid off, are receiving unemployment compensation, or are a displaced homemaker (definition provided in packet). Adult funding is determined according to your household income and family size (we have specific guidelines to follow). You will need to complete this packet and bring in one item from each of the categories listed in the application packet. Once the verification and application are complete, you will take the WorkKeys assessments. You will be scheduled to meet with one of the Career Planners to review the results of your assessments and determine what services/training program WIOA offers that best suits your needs.

Information about WorkKeys

ACT has a website that explains WorkKeys and provides sample problems. The web address is: <http://www.act.org/workkeys/>. On the left of the page, click on the word "assessments", and then choose the assessment you would like to practice. If you do not have internet access, you may use the Learning Center computer lab. Below, you will find a brief description of the three (3) assessments to be taken.

Applied Math

Measures your skill in using mathematical reasoning to solve work-related problems. You set up and solve problems like those that actually occur in a workplace. A calculator may be used and a formula sheet is provided. It contains 34 multiple-choice questions divided into five (5) levels. Level seven (7) being the most difficult, level three (3) being the least difficult.

Workplace Documents

Measures your skill in reading and how you use work-related information including instructions, policies, memos, bulletins, notices, letters, manuals, and governmental regulations. It contains 35 multiple-choice questions divided into five (5) levels. Level seven (7) being the most difficult, and level three (3) being the least difficult.

Graphic Literacy

Measures your skills with workplace graphics, flowcharts, gauges, and maps. There are four levels of difficulty, 38 questions. Level 3 is the least complex and Level 7 is the most complex. You will compare, summarize, and analyze information found in related graphics.

Disability Accommodations

Examinees with documentation of no more than five (5) years old of physical or learning disabilities that cannot complete the Work Keys assessments in the standard time limits using standard materials, and under standard conditions, may be tested under special conditions. Proper documentation must be provided in order to determine eligibility for accommodations such as large print test, Braille test format, extra time or other requested accommodations. **You may request the Application for Disability-Based Accommodation for the WorkKeys Assessment from the eligibility staff.**

CIVIL RIGHTS STATEMENT

EQUAL OPPORTUNITY IS THE LAW

As an APPLICANT/CLAIMANT, we welcome you to WorkForce West Virginia:

- It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:
 - o Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, child birth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief; and
 - o Against any beneficiary of programs under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship, or his or her participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-funded program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Equal Opportunity Officer Workforce West
Virginia (Recipient) 2699 Park Ave., Suite 240
Huntington, WV 25704
Phone: 304-528-5525 ext. 2108
Fax: 304-528-5529 Or TTD: WV Relay 7-1-1

Director, Civil Rights Center (CRC)
US Department of Labor
200 Constitution Avenue, NW
Room N-4123
Washington, DC 20210
Phone: 202-693-6502
TTY: 202-693-6515

If you file your complaint with the recipient, you must wait until either the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center. If the recipient does not give you a written Notice of Final Action within 90 days from the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action. I acknowledge I have read this notice

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

**South Western West Virginia Region 2 Workforce Investment Board
WIOA DISCLAIMER**

ATTENTION CUSTOMERS

You have applied for eligibility determination regarding possible funding for training under the Workforce Innovation & Opportunity Act (WIOA) program in order to gain employment.

Please note that eligibility determination cannot be made until you have provided all the required documentation. Eligibility determination is just the first step of the required process you must complete. Once eligibility determination has been completed, you must then be assessed by a case manager.

Until your assessment has been completed and you have been given notification by your case manager of acceptance for participation in the program, ***you must not assume that the cost of your training will be funded by WIOA.*** You must be notified and referred by your Career planner with an Individual Training Account (ITA) to the training provider of your choice, prior to enrollment, before payment for such training will be considered.

The staff of the WORKFORCE West Virginia Career Center and the Region 2 Learning Centers will assist you in any way possible to enroll in and complete the training agreed upon. However, the career planners are only responsible for completing a portion of your Individual Training Account (ITA). The remainder of your ITA must be completed by the approved training facility.

Please note that WIOA is funding for community college and vocational technical type training only, and the facility you wish to attend must be a facility approved by the Region 2 Workforce Investment Board.

There are specific policies that you must agree to follow in order to enroll in training. Those policies will be covered in the Memorandum of Understand that you will be asked to read and sign when you meet with your career planner.

In addition, until you are referred to a specific training site with an ITA, you must contact the WIOA staff in this office every 60 days to update your WIOA file, and remain active and eligible for training.

Eligibility does not constitute registration into the WIOA Program.

By signing this form, you are indicating that you understand the information contained above.

SIGNATURE OF WIOA PARTICIPANT _____ ***DATE*** _____

SIGNATURE OF WIOA Career Planner _____ ***DATE*** _____

EQUAL OPPORTUNITY IS THE LAW

• ***It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:***

Against any individual in The United States, on the basis of race, color, religion, sex, national origin, age, disability, Political affiliation or belief; and Against any beneficiary of programs under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of citizenship/lawful residence/work status or participation in any WIOA Title I-financially assisted program or activity.

• ***The recipient must not discriminate in any of the following areas:***

Deciding who will be admitted, or have access, to any WIOA Title I-funded program or activity; Providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with a social program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA funded program or activity, you may file a complaint within 180 days from the date of the alleged violation with either the recipient:

Vickie Elkins
Equal Opportunity Officer
WORKFORCE West Virginia
2699 Park Ave. Ste. 240
Huntington, WV 25704
304-528-5525 Ext: 2108
(TDD) WV Relay 7-1-1

Naomi M. Barry-Perez, Director
Civil Rights Center, (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210
202-293-6502; 202-293-6515 (TTY)

If you file a complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Regional EO Officer Information

Region 1

Barbara Dawes, EO Officer
200 New River Town Center
Beckley, WV 25801
Telephone: (304) 253-3611

Region 2

Melissa Bias, EO Officer
PO Box 9009
Huntington, WV 25704
Telephone: (304) 508-2696

Region 3

Amy Farley, EO Officer
405 Capitol Street, Suite 506
Charleston, WV 25337
Telephone: (304) 344-5760

Region 4

Becky Edwards, EO Officer
531 Market Street
Parkersburg, WV 26101
Telephone: (304) 422-4993

Region 5

Erinn Kittle, EO Officer
1245 Warwood Avenue
Wheeling, WV 26003
Telephone: (304) 231-1170

Region 6

Amy Hall, EO Officer
17 Middletown Road
White Hall, WV 26554
Telephone: (304) 368-9530

Region 7

Stacy Swick, EO Officer
151 Robert C. Byrd Industrial Park Rd.
Suite 2
Moorefield, WV 26836
Telephone: (304) 530-5258

MACC-WDB II-PY19

**AGREEMENT
BY AND BETWEEN
SOUTH WESTERN WV REGION 2 WORKFORCE INVESTMENT BOARD**

WHEREAS, the United States Congress has created the Workforce Innovation and Opportunity Act (WIOA) and has charged the State of West Virginia with the establishment of regional service areas throughout the state as determined by the Governor; and,

WHEREAS, the Governor has designated the following seven (7) counties as the South Western Region Two Workforce Development Area; 1) Mingo; 2) Lincoln; 3) Boone; 4) Logan; 5) Wayne; 6) Putnam; and 7) Cabell; and

WHEREAS, WIOA requires that the fiscal responsibilities inherent in the delivery of services by vested in elected officials from those entities; and

WHEREAS, for the purpose of continuing WIOA in Region II, the Workforce Development Board serves as the responsible fiscal party for the implementation of WIOA; and

WHEREAS, WIOA required the establishment of a local Workforce Development Board (WDB) to provide policy guidance and oversight with respect to the delivery of services mandated by WIOA; and

WHEREAS, WIOA requires a system be in place to track participant information and system performance and WorkForce West Virginia (WFWV) has such system, which is identified as the MACC;

NOW THEREFORE BE IT RESOLVED that the South-Western Region II Workforce Development Board, hereinafter referred to as "WDB" enter into this agreement for the provision of services and deliverables hereinafter outlined.

1) **FUNDING**

The WDB agrees to provide funding for MACC activities. The funding levels for the length of this agreement are not to exceed **FOURTY-THREE THOUSAND TWO HUNDRED FIFTY-SEVEN DOLLARS FOURTY-EIGHT CENTS (\$43,257.48)** for the PY19 allocation. Such funds are to be available for continuation of system development and improvement. The WDB will be billed quarterly for such services.

2) **RESPONSIBILITIES OF WFWV**

WFWV will be responsible for the administration of the MACC system.

3) **CONTINUATION AND CANCELLATION**

This Agreement may be cancelled or extended at any time by the mutual agreement of the undersigned parties. If one of the parties to this agreement elects to unilaterally cancel this agreement, thirty (30) days written notice must be provided to the other party.

MACC-WDB II-PY19

4) INVALID PROVISION

The invalidity or unenforceability of a particular provision of the Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

5) AGREEMENT

This Agreement embraces all of the promises, agreements, conditions and understandings between the parties hereto and there are no promises, conditions, covenants, and understandings between the parties hereto except such are specifically herein in writing. This Agreement may be modified and changed only by an instrument in writing signed by the undersigned parties.

6) DURATION

This agreement shall become effective on **October 1, 2018 and continue in effect until September 30, 2019**, or until it is replaced or canceled pursuant to Article III.

We, the undersigned enter into this Agreement on this _____ day of _____, 2018.

SOUTH WESTERN WV REGION 2 WORKFORCE INVESTMENT BOARD

By _____
Claude J. Hunt,
Executive Director

Date: _____

WORKFORCE WEST VIRGINIA

By _____
Russell L. Fry,
Acting Executive Director

Date: _____