

Region 2 Workforce Investment Board
Executive Board Meeting
July 21, 2020
2:00 PM
MINUTES

The meeting was called to order by Chairman Dwight Coburn. There were no registrants for Public Comment. There was a Quorum, those in attendance in person and teleconference were: Dwight Coburn, James Hosler, Todd Motz, Jim Morgan; Contracted Staff: Brenda Hunt, Tim LaFon; R2WIB Staff: Claude J. Hunt, Melissa Bias, Marsha Chastain.

Chairman Coburn asked for a motion to approve minutes of the Full Board meeting on June 18 2020, Motion was made and Seconded; Minutes approved.

There were no legal matters before the membership.

Brenda Hunt presented the financial report and handouts which reflect the standing of R2WIB accounts and stated Excel grant expired June 30, 2020 and new one is in place. Probably money for Excel will be sent back. Adult and Dislocated new grants waiting. Extensions requested for EEP and Recovery Solutions.

Claude J. Hunt welcomed all to the Executive Committee Meeting. Mr. Hunt stated we received the signed contract from DHHR for Excel; Received letter from WorkForce WV on approving the Region 2 Strategic Plan for period of 2020 to 2024; Sending out a survey to ask members of Board in interest of remaining on Board; Will be working on having video as well as conversation by phone on future meetings, may purchase OWL system; Mr. Hunt asking for all to support all of the approval items under New Business; The financial office is now officially on the second floor of our Putnam Office and has room to work and records that have to be kept have been moved to the new location as well. We will keep records in the Huntington Office for first 2 years and move to the Putnam location for the last 4 years. Attached is a list of programs and services operated by WorkForce WV, the Rehab Services and WV Adult Education Program are not attached.

Melissa opened her comments that some of her staff has left due to COVID 19; New staff will be on board as of August 8, 2020 with 3-4 new hires. Staff doing Webinar base to COVID, and everyday there is 2 webinars, one at 10:00 AM and one at 1:00 PM, Over the course of the webinars there has been several guest speakers such as: Mountwest, Lawyer licensed in 2 states, substance abuse counselor, Collins Career Center on different programs they offer, Bridge Valley. EZ Start Program begins on August 3, 2020 and will be Webinar based. Staff still preparing and mailing out homework packets.

Old Business: None

New Business:

New Business:

1. Approval of Cost Allocation Plan, Method hasn't changed but needed updated. Approved.
2. Approval of Policy 7 Revised Property & Procurement; CFR References, only thing correct numbers from old ones, now has corrected CFR's. Approved.
3. Approval of Policy #16A- Leave Request/Vacation – Requirements regarding temperatures of employees; Broad discussion from several board members and decided to take vote on policy as presented. Approved.
4. Approval of Contract with Goodwill for Custodial Services for the new offices in Putnam. Approved

Meeting Adjourned.

Respectfully Submitted by Marsha Chastain