

**Region 2 Workforce Investment Board  
Executive Board Meeting  
September 30, 2021  
12:00 PM Noon  
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 by were: Dwight Coburn, Todd Motz, Bryan Johnson, Monika Rowe, Jim Morgan, Ron Foster; On Telephone, Tommy Adkins; Contracted Staff: Brenda Hunt; R2WIB Staff: Claude J. Hunt, Melissa Bias, Marsha Chastain, Carla Stewart

Chairman Coburn asked for a motion to approve minutes of the Executive Board Meeting on June 29, 2021. Motion was made by Bryan Johnson; Seconded by Todd Motz; Minutes approved.

There were no legal matters before the membership.

Brenda Hunt presented the financial report and handouts sent with the Agenda were self-explanatory; Funding is going normally. Spoke about the overage of the ABAWD Grant. The new ABAWD grant started October 1<sup>st</sup>. Stated that the Youth PY20-AD/DW may be out of funds by February 2022.

Melissa Bias stated that one of the employees had resigned and there are seven staff with less than 6 months experience. Advised money is still being spent on training. Has Youth participating in LPN training; Medical Assistant Training.

Claude J. Hunt welcomed all to the Executive Committee Meeting. One Stop has not received final word or nothing official. SWCA 55 and older program still running smoothly working reception desk. Stated that our office is receiving 150 calls a day mostly for Unemployment. Talked about the Blue Ribbon Task Force. Stated he is updating Personnel Job Descriptions. Talked about HRDF, Severe Winter Storms Flood Grant which DOH is part of the grant and will also hire personnel for the grant.

**Old Business:** Update on Mt. State Independent Living Contract. Letter was sent to them and have not received any response.

**New Business:**

1. Approve up to \$280K for transfer from Dislocated to Adult Funds. Motion by Ron Foster; Seconded by Bryan Johnson. Approved
2. Approve ABAWD overage in the amount of 20K to be paid from TTW monies. Received less money and cut some salaries; Motion by Todd Motz; Seconded by Bryan Johnson. Approved
3. Approve HRDF overage of \$1801.66 be paid from TTW monies; After discussion pay through funds, not TTW and look into increasing contract. Motion by Bryan Johnson; Seconded by Monika Rowe. Approved.

4. Approve Credit Card from WesBanco to replace Debit Card; Need credit policy in place; Have ready for next meeting.
5. Approve Revised Executive Director's Job Description; Mr. Hunt advised the change is from Master's Degree to BS Degree; Stated that no other positions require Master's Degree. Todd Motz requested to go into Executive Session; Seconded by Bryan Johnson; Returned from Executive Session; No Action Taken at this time.

Meeting Adjourned.

Respectfully submitted by Marsha Chastain

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