

Region 2 Workforce Investment Board

Executive Committee Board Meeting

Thursday, January 27, 2022

2:00 PM

AGENDA

SOUTHWESTERN COMMUNITY ACTION COUNCIL

540 5th Avenue, Huntington, WV 25701

*****PLEASE NOTE NEW ADDRESS OF MEETING*****

Teleconference: 304-781-0980 *NOTE: NEW NUMBER*****

Call to Order	Dwight Coburn, Chairman
Public Comment	
Quorum	Marsha Chastain
Minutes December 20,2021	Dwight Coburn, Chairman
Legal Report	Timothy Lafon
Financial Report	Brenda Hunt
Program Director Report Out of School Youth	Melissa A. Bias
Acting Executive Director's Report	Melissa A. Bias
Old Business	Dwight Coburn, Chairman
1. Discuss and Finalize Approval of New Credit Card	
2. Executive Director's Position	
3. One Stop Manager's Position	
New Business	
1. Approval: Bank Signature Card Update	
2. Approval: Upon Approval of New Credit Card and once automatic charges are changed to New Credit Card, need to authorize cancellation of Debit Card.	

ADJOURN

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Region 2 Workforce Investment Board
Full Board Meeting
December 20, 2021
12:00 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 were: Dwight Coburn, Charles Shaw, Phoebe Harless, James Hosier, Jim Morgan, Tommy Adkins, Todd Motz, Adam Phillips, Rockford McCoy, Teresa Swecker, Alissa Stewart, Hugh Roberts, Ron Foster, Greg Atkinson, Nancy Shepherd, Tali Gaydosz, Kristy Wood; Contracted Staff: Brenda Hunt, Tim LaFon; R2WIB Staff: Claude J. Hunt, Melissa Bias, Marsha Chastain, Carla Stewart.

Chairman Coburn asked for a motion to approve minutes of the Executive meeting on November 18, 2021. Motion was made by Jim Morgan and seconded by Tommy Adkins; Minutes approved.

There were no legal matters before the membership at this time.

Brenda Hunt presented the financial report and handouts which reflect the standing of R2WIB accounts and stated nothing unusual happening. Stated AD/DW will run out December and PY21 ready as this runs out. EEP Grant expires 12/31 and Mr. Hunt talked to State to keep it going.

Melissa Bias spoke about the training program and how COVID 19 has affected the program. Stated that working on the Audit. Spoke about the different programs such as: Truck driving, CDL's, Penn Foster-High School GED's. There is 87 active youth and spoke about the youth program.

Claude J. Hunt welcomed all to the Full Board Meeting. Processed Federal SAM Documents which means we can accept federal funds for another year from December 14, 2021 until December 10, 2022 and states this always renews in December of every year. He wanted to let everyone that he had spoken with Evie Williams – HUD and she informed him that she is retiring at the end of December 2021. He also wanted everyone to know that Governor Justice granted approval of the One Stop. He also welcomed Phoebe Harless, Lincoln County Commissioner as a new member and that she is the Chief LEO. He also stated that the Blue Ribbon Task Force Recommendations – Operations as to the Regions should survive under WorkForce. Spoke about the Recovery Program and the WIOA Program. He also stated that he had been with Region 2 WIB for 21 years and 13 years has been as Executive Director.

Old Business: Reference Credit Card. Asked Brenda Hunt to draft policy and have it ready for the January meeting and have suggestions for Credit Card Limit. Discuss and finalize at the January meeting.

New Business:

1. Approval of placing Melissa Bias as the Interim Executive Director for up to 60 days Effective January 1, 2022. Motion by Tommy Adkins, Second by Ron Foster. Approved.

2. Approval of placing Claude Jake Hunt as the Interim Director of One Stop for up to 60 days. Effective January 1, 2022. Motion by Tommy Adkins, Second by Ron Foster. Approved.

Next Board Meeting will be Executive Committee Board meeting and will be announced at a later date.

Respectively submitted by Marsha Chastain