

Region 2 Workforce Development Board

Executive Committee

February 20, 2018

2:00 PM

AGENDA

**Call to Order** Bryan Johnson-Board Chairman

**Public Comment**

**Quorum**

**Minutes** Executive Committee January 19, 2018 Bryan Johnson- Board Chairman

**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: Allocation of \$10,000.00 PY17 funds from OSY to ISY
2. Approval: Revision of Policy #12C & 12D – Youth Incentives, Stipends, Support Services. To be compliant with new Federal Youth Guidelines. Policies and Guidelines attached.
3. Approval: Proposal to provide educational & training information to in school youth-proposal attached
4. Information: Notice of resignation from Board of Directors- Stephen Ruble Field Representative Bricklayers& Allied Craftworkers

**Announcements:** The next meeting is a Full Board Meeting. March 20, 2018. Noon 12:00 PM.  
Mountwest Community & Technical College, Room G07 Lunch Provided.

**Adjourn**

Region 2 Workforce Investment Board  
Executive Committee Meeting  
January 19, 2018  
MINUTES

The meeting was called to order by Chairman Bryan Johnson. There was a quorum, those in attendance were: Bryan Johnson, Mickey Brown, David Pennington, Monika Rowe, Dwight Coburn, James Hosier, Jim Morgan, and Todd Motz. Contracted staff present: Brenda Hunt, Timothy LaFon, R2WIB Staff: Claude J. Hunt, Melissa A. Bias, Jean Hager.

There were no registrants for public comment.

The chairman asked for a motion to approve the minutes of the October 20, 2018 meeting. The motion was made by Mickey Brown and second by Jim Morgan.

The Legal Report, presented by Timothy LaFon has no new legal matters before this board. Mr. LaFon prepared and presented a revised Employee Handbook for board review and approval.

Claude J Hunt presented the Executive Director Report, advising the board of the upcoming career fair in Huntington in Mid-March. The membership was provided copies of the December One Stop Report, detailing services provided. Mr. Hunt advised there is no information concerning a possible government shut down, and he cannot speculate about the effects this might have on Region 2. The Coal Grant might be renewed. The Audit report was presented, with the response from R2. We are requesting a transfer of funds: up to \$150,000.00 from Dislocated to Adult funding streams, so that they will run out at roughly the same time.

Brenda Hunt presented the financial reports. The report indicates at least a \$108,000 AD/DW transfer would be needed for PY16, which is set to be voted on in the agenda for this meeting. Further, Ms. Hunt reported that all W-2's and Form 1099's had been issued for 2017, including the 1099-Misc. for the lawsuit settlement as per the agreement. She advised, indicating she did not know what may have been discussed in previous meetings, of the increased scrutiny by the IRS in recent years of employment related cases in which the financial settlement agreement is written as entirely incidental damages not subject to employment taxes, especially when the facts and circumstances of the case might suggest taxable wages may be at least a portion of the settlement.

There was no Old Business before the board.

New Business is as follows:

1. Chairman asks for approval of Claude J. Hunt's response to the Audit by the State of WV. Letter and Audit are attached for review. Motion to approve is made by Jim Morgan and second by Mickey Brown.
2. Approval for revised Policy Letter 7 and 7A. Motion to approve is made by Mickey Brown and second by Monika Rowe.

3. Approval to rebid the OJT Contract. Motion is made by Dwight Coburn and second by David Pennington.
4. Approval to transfer up to \$150,000.00 from Dislocated Worker to Adult. Motion is made by David Pennington and second by Jim Morgan.
5. Approval to electronically file IRS Form 990. Motion is made by Mickey Brown and second by Monika Rowe.
6. Approval of Personnel Committee Report. Motion is made by James Hosier and second by David Pennington.

**Announcements:** the next meeting of the Executive Committee will be Tuesday, February 20, 2018 at 2:00PM. Huntington One Stop Offices. 2<sup>nd</sup> floor conference room.

There was no further business before the board. The meeting was adjourned. Respectfully submitted,  
David Pennington, Secretary.