

Region 2 Workforce Development Board  
Executive Committee Meeting  
Friday, May 19, 2017  
2:00 PM

AGENDA

Teleconference #: 267-930-4000 PIN#: 758910371

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

**Public Comment**

**Quorum**

**Minutes** Executive Committee Meeting April 20, 2017 Bryan Johnson-Interim Chairman

**Legal Report** Timothy LaFon

**Executive Director Report** Claude J. Hunt

**Financial Report** Brenda Hunt

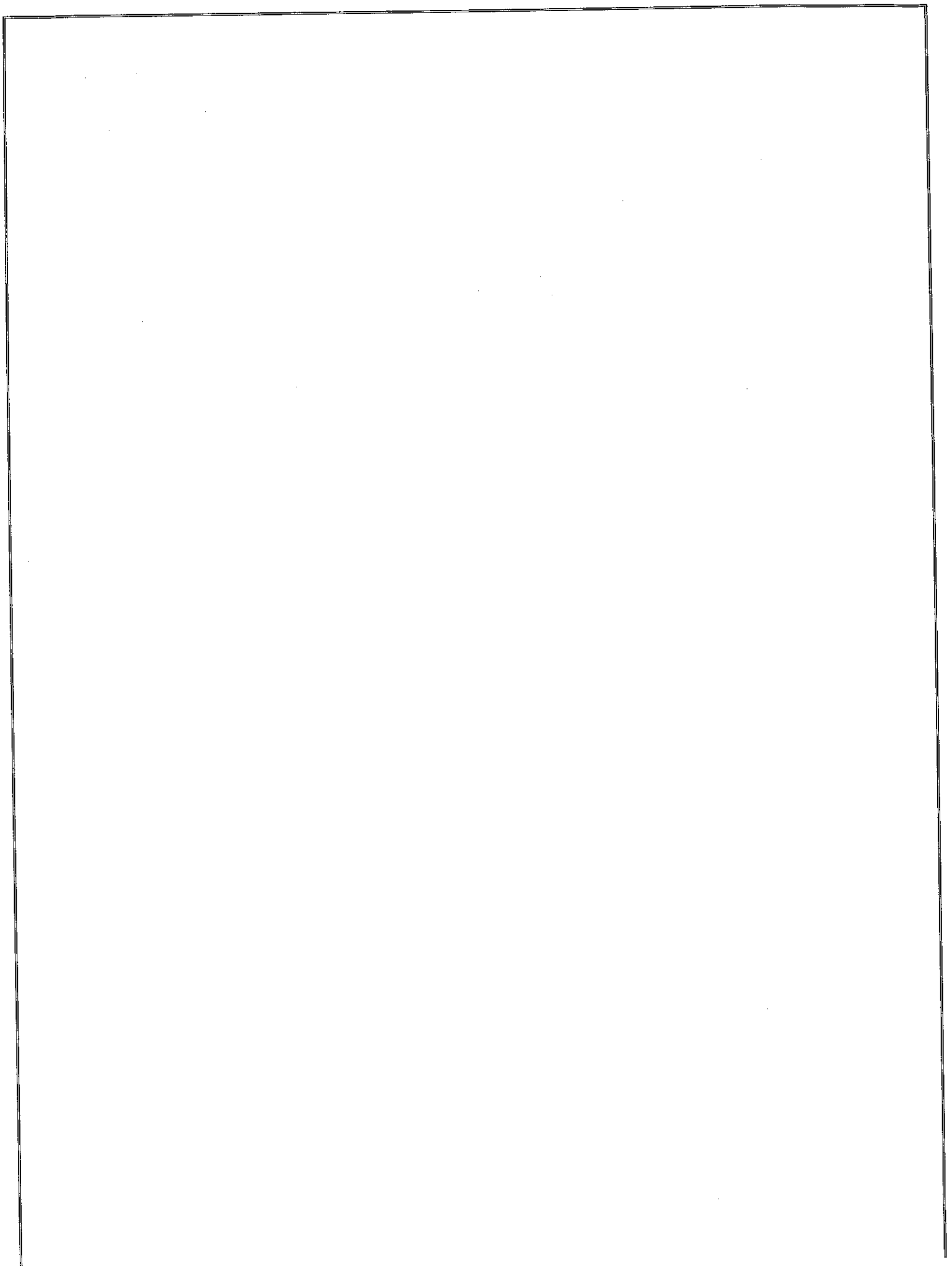
**Old Business** Bryan Johnson-Interim Chairman

**New Business** Bryan Johnson-Interim Chairman

1. By Laws are attached for discussion. Approval will be on Agenda in June
2. Approval: Membership dues: Board Chairman, Chief LEO, Executive Director's membership dues NAWB (National Association of Workforce Boards) \$1200.00
3. Award Youth Contract
4. Renewal of HRDF OJT Contract term: 7.1.17-6.30.18
5. Personnel Committee Report & Action
6. Chief LEO Mickey Brown appoints Nominating Committee
7. Request Chief LEO send letter to Governor re: Guidance Notice 01-17 Provision of Career Service

**Announcements:** Next Meeting is Full Board Meeting on June 15, 2017 at 12:00 PM. We will hold this meeting at Mountwest Community & Technical College, room G07. Luncheon will be provided.

**Adjourn**



Region 2 Workforce Development Board  
Executive Committee Meeting  
April 20, 2017 2:00 PM  
Huntington One Stop Offices-Conference Room

**MINUTES**

**Teleconference #: 267.930.4000 PIN#: 758910371**

The meeting was called to order by Mickey Brown, Chief Local Elected Official. Those in attendance were: Rockford McCoy, Mickey Brown, David Pennington, Jim Hosier, Monika Rowe, Dwight Coburn, Tia Welch – via telephone. Staff: Timothy LaFon, Claude J. Hunt, Melissa Bias, and Jean Hager.

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

Mickey Brown asked for a motion to approve the **minutes** from the February 20, 2017 meeting. The motion was made by Dwight Coburn and was second by Jim Hosier.

**Legal Report**

Timothy LaFon advised the Human Rights issue has been Resolved in Principle for \$10, 000.00, by Administrative Tribunal.

**Executive Directors Report**

Claude J. Hunt advised all present that a number of employees are celebrating many years of service to the R2WDB.

The participant report shows 34,607 participants have visited the One Stop Offices in Huntington, the Affiliate site in Logan, as well as the 5 satellite sites.

DHHR requested and received the budget for operating the Excel Career Club for the 16<sup>th</sup> year. This grant will be funded for \$868,868.00 for the next fiscal year. Approval of this grant is on the agenda for board approval.

Senator Manchin is hosting a job fair on April 21<sup>st</sup>. R2WDB is providing lunch for the businesses attending. This event will be held at the Big Sandy Superstore Arena.

The LEO Agreement has been left with all County Commissioners. We hope for approval from all, so we may continue our relationship as per WIOA guidelines. We have received signed agreements from Boone and from Wayne counties.

## **Financial Report**

The report was presented by Claude J. Hunt, in the absence of Brenda Hunt. There were no questions. Board Members requested that debit card purchases be highlighted on future check registers presented. They are interested to see those purchases.

## **Old Business**

There was no old business before the board

## **New Business**

1. Board approval is requested to award the contract for the One Stop Operator to the lone proposal received: Star Strategies, in the amount of \$8000.00. Mickey Brown asked for approval to award the contract to Star Strategies. The motion was made by Jim Hosier and second by Monika Rowe.
2. Handout: We are working on revisions to the Bylaws to be effective on July 1, 2017. We ask that the membership review and offer comments prior to the Full Board meeting in June. The Bylaws will be on the agenda for approval at that time.
3. Information: We are preparing an Orientation Manual to be presented to all board members. Attached for your review is the proposed cover page.
4. Approval to accept the Excel Contract renewal for year #16. The grant amount is \$868,868.00. Motion to accept is made by Dwight Coburn and is second by Jim Hosier.
5. Approval to hold board meetings on the 20<sup>th</sup> of each month. If the 20<sup>th</sup> falls on a Saturday, the meeting will be held on the 19<sup>th</sup>, if the 20<sup>th</sup> falls on a Sunday, the meeting will be held on the 21<sup>st</sup>, a Monday. Motion is made by Dwight Coburn and is second by Jim Hosier.

**Announcements:** The next meeting will be held on May 19<sup>th</sup>, 2:00 PM at the Huntington One Stop conference room. The Personnel Committee will meet on the same date, at 1:00 PM, also in the conference room.

There is no further business before the board.

The meeting is **Adjourned**.

Respectfully submitted:

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David Pennington, Secretary