

Region 2 Workforce Investment Board
Executive Board Meeting
September 29, 2022
4:00 PM
MINUTES

The meeting was called to order by Chairman Andy Skidmore. There were no registrants for Public Comment. There was a Quorum, those in attendance virtually and by phone were: Chairman Andy Skidmore, Ron Foster, Tommy Adkins, Phoebe Harless, Todd Motz, Hugh Roberts, Charles Shaw; Contracted Staff: Brenda Hunt, Tim LaFon; Maureen Persons from the State of WV; R2WIB Staff: Melissa Bias, Marsha Chastain, Carla Stewart.

Chairman Skidmore asked for a motion to approve minutes of the Executive Committee Meeting; Motion was made by Ron Foster and Seconded by Tommy Adkins; Minutes approved.

Tim LaFon stated that there has been a lawsuit filed against Region 2 from Mountain State Independent Living having to do with the \$21,000.00 issue where they refused to provide information to verify their services in conformity with WIOA, have just received it and Attorney LaFon is answering the suit and expect to get it resolved within a month.

Brenda Hunt advised that she did not have sound on the Webinar and asked Marsha Chastain to give the financial report she sent her. She stated there was nothing to report other than R2 has an unqualified audit opinion on the financial statements, which means no issues.

Executive Director Melissa Bias stated that she just wants to go over what is on the Agenda as New Business. She stated that she will not be going to the ALMA Conference on October 3 through 6, 2022 in Clearwater, Florida due to Hurricane Ian. She spoke about the Performance Based Increases. She advised that there are 13 staff members eligible for the raises at 3-5% which amounts to \$19,000-\$33,000. Asking to move forward on purchasing the virtual headsets and she stated they are \$5000 each and looking to purchase 20-25 of the headsets. Barry has given a proposal for 20 new laptops at this time and spoke about computers located at all sights. The Youth Conference scheduled in Charlotte, NC will be an opportunity to take the new youth employees. RFP has been out for One Stop job description is out and also for other openings. Questions were asked how the RFP was posted and responses will be available by October 20, 2022.

Old Business: None

New Business:

1. Approval of increases of Performance Based salaries of eligible employees retro-active to July 1st Motion by Tommy Adkins, Seconded by Phoebe Harless. Approved.
2. Approval to move forward on purchasing 25 virtual headsets for Youth and Adult programs. Motion by Ron Foster subject to determination if item needs to be bid out or not. Seconded by Todd Motz. Approved.
3. Approval to purchase new computers for Adult Learning Centers. Motion by Ron Foster, Seconded by Tommy Adkins. Approved.
4. Approval - No approval needed. Not attending the ALMA Program.
5. Approval to attend NAWDP Youth Symposium in Charlotte, NC – November 14-16. Looking at 5-people attending. Motion by Tommy Adkins, Seconded by Charles Shaw. Approved.

Melissa stated that next meeting is a Full Board meeting and if okay would like to present a plaque to Mr. Hosier for his years of service.

Melissa also advised that Kathy Brown who was an Administrative Assistant and assisted with One Stop in the Logan Office will be leaving her employment.

Todd Motz had a question about the RFP on the One Stop about the requirement of a Master's Degree, Associates Degree and six year's experience. Melissa stated that it is the Job Description not an RFP. Tommy Adkins and Phoebe Harless also had questions about the RFP. There was discussion by the Board members and Melissa in reference to the RFP and job description.

Chairman Skidmore asked for a motion to adjourn; Motion made by Phoebe Harless; Seconded by Ron Foster; Motion approved.

Meeting Adjourned

Respectfully submitted by Marsha Chastain