

Region 2 Workforce Investment Board
Executive Board Meeting
June 2, 2022
2:00 PM
MINUTES

Vice Chair Monika Rowe was not in attendance. The meeting was called to order by LEO Phoebe Harless. At that time, Todd Motz was appointed to Chair the meeting, Motion made by Tommy Adkins, Seconded by Hugh Roberts, Motion Approved; There were no registrants for Public Comment. There was a Quorum, those in attendance by were: Todd Motz, Jim Hosier, Tommy Adkins, Charles Shaw, Phoebe Harless, Jim Morgan, Hugh Roberts, Andy Skidmore, Robert Thompson by phone. Contracted Staff: Tim LaFon; Brenda Hunt, by phone; R2WIB Staff: Melissa Bias, Marsha Chastain, Carla Stewart.

Todd Motz asked for a motion to approve minutes of the Full Board Meeting on April 12, 2022. Motion was made by Jim Morgan; Seconded by Phoebe Harless; Minutes approved.

Tim Lafon stated in the legal report that there is one outstanding legal matter with the prior One Stop Contract of Mountain State Independent Living in which they have failed to provide documentation to establish proper expenditure of funds required by Dept. of Labor. Attorney Lafon is in contact with their attorney and he has control of the situation.

Brenda Hunt presented the financial report and handouts were self-explanatory; Funding is going good and grants are moving along very well. Youth PY 20 will be fully spent before June 30, 2022 and having little trouble obligating 80% of PY21 funds before June 30, 2022, but the Commissioner announced that the funds will not be allocated for any region and will have plenty of time to spend that funding. She advised the check register from last month was in the handouts and the Board members reviewed it and had some questions to Melissa on some of the spending.

Before moving on, Tim Lafon requested to move on to the Old Business and New Business before the Executive Director's report.

Old Business:

1. Update Committee on One Stop. Phoebe Harless stated no decisions were made on the One Stop Operator at the Personnel Committee Meeting. She asked about when meetings are scheduled and Tim LaFon said there use to be a Calendar with meeting dates and time on it. After discussion, a Calendar will be made and meetings were set the Third Thursday of every month at 2PM. With the First and Second Month being Executive Committee Meeting and the Third Month being a Full Board Meeting. Tim stated that the Calendar needs to be sent to all County Commissions and the City of Huntington.

New Business:

1. Approval to Replace Board Chairman: Chief LEO needs to appoint a Nominating Committee. Chief LEO Phoebe Harless stated that the Nominating Committee will be the same individuals that are already on the Personnel Committee. She will be setting up a Personnel and Nominating Committee meeting soon. Tabled at this time.

2. Approval of Appointments and Re-Appointments of Executive and Full Board Members per the By-Laws: Chief LEO Phoebe Harless stated that members are to be appointed or reappointed every 3 years. After discussion the July meeting needs to be a Full Board Meeting and nominations for Chairman. Tim LaFon also stated that before the next Personnel Committee they need a list of Executive Committee members and Full Board members, when appointed, and if they are Public or if they are in Business. Tabled.

Tim LaFon also introduced new Putnam County Commissioner Andy Skidmore and welcomed him to the Board.

3. Approval & Review of Local Plan – Original Plan prior approved but some additions On Page 2 attached to continue through 2024. Motion by Tommy Adkins, Second by Andy Skidmore. Approved.

Executive Director's Report: At the Prior meeting it was requested an Organizational Chart and Job Description of all Personnel was requested. The Organizational Chart was given to all members of the Executive Committee and a misprint was noted that the Fiscal Agent is under the Board. Requesting to fill the Fiscal Clerk position. This is not a new position, it was approved back in 2017 and was never filled. This is a need, and the person is working in house and has a Finance background. Discussion between the Board and Melissa in regards to the Internal Transfer. Motion by Jim Hosier, Seconded by Tommy Adkins. Approved.

There is a vacancy in the ABAWD/SNAP position and after interviewing, the recommendations for the position are to be presented to the Board at the next meeting for approval. The Board requests that this be placed on the next Agenda under New Business.

The EXCEL program is a year to year contract. We have been doing this for 20+ years. The contract expires June 30, 2022. Waiting on the approval of the new contract at this time. This contract employs 15-18 people and I have openings also and will be interviewing also for the Excel position. She also spoke about the WIOA Grant.

The Wayne EXCEL office is required to be open and needs a new Janitor. Motion by Phoebe Harless and seconded by Hugh Roberts. Approved.

Performance Report given to the Board members and Region 2 is on the second page.

Motion to Adjourn: Motion by Andy Skidmore, Second by Tommy Adkins. ADJOURNED

Next Full Board Meeting: Thursday, July 21, 2022 @ 2PM

Respectfully submitted by Marsha Chastain

