

Region 2 Workforce Investment Board

Executive Board Meeting

January 27, 2022

2:00 PM Noon

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 by were: Dwight Coburn, Monika Rowe, Ron Foster, Jim Hosier, Tommy Adkins, Charles Shaw, Todd Motz, Phoebe Harless; Contracted Staff: Tim LaFon; Brenda Hunt, by Phone; R2WIB Staff: Melissa Bias, Marsha Chastain, Carla Stewart.

Chairman Coburn asked for a motion to approve minutes of the Full Board Meeting on December 20, 2021. Motion was made by Tommy Adkins; Seconded by Todd Motz; Minutes approved.

There were no legal matters before the membership.

Brenda Hunt presented the financial report and handouts were self-explanatory; Funding is going good and everything is moving forward. Adult funding is gone and the PY 21-22 is now being used. Asking for approval of transfer of \$60,000.00 from Dislocated to Adult. EEPP expired in December and has been extended to June 30, 2022. SWS grant has started and ends July 2022.

Melissa Bias stated that DHHR program going on for 21 years has been renewed for \$868,868. Everything is moving forward. Staff is on Webinars 6 hours a day — 5 days a week. There are 125 packets sent out every month at approximately \$30.00 per packet. Ms. Bias had 4 of her Youth Career Planners attend the meeting; Burcu Delph, Austin Fry, Jakki Jackson and Affiona Brown who did a presentation on the Youth Program and did a tremendous job. After the presentation there were discussions on the different youth programs and how they are referred to the programs from the Board members.

Melissa Bias, Acting Executive Director welcomed all to the Executive Committee Meeting. She spoke of her and Brenda Hunt setting up DocuSign for her and the Putnam Office; Starting Direct Deposit on Incentive and Travel instead of payment by checks; Revamping and changing One Stop which is In-House

with Division of Rehabilitation Services and Work Force Unemployment Office. She also stated that she is in the need for more staff and has been advertising and hopes to start interviewing by February. She advised that plans are in place to revamp the Website, Facebook, Bring Youth Council back together. She told the Executive Board Committee that she is interested in the Executive Director's position and spoke of her prior employment, Training and Education, and her years of experience.

- Old Business:**
1. New Credit Card Policy with daily credit limit of \$5000.00 and a maximum daily charge of \$25,000.00. Motion by Ron Foster; Seconded by Phoebe Harless ; Approved
 2. Executive Directors Position: Extend up to 6 months the Interim Executive Director's Position to give time to advertise and interview for the job. Motion by Jim Hosier; Seconded by Tommy Adkins; Approved.

3. One Stop Manager: Extend until position is filled. Motion by Jim Hosier; Seconded By Charles Shaw; Approved.

New Business:

1. Approval to Remove Claude J. Hunt as Executive Director of SW WV Region 2 WIB from the Bank Signature Card at WesBanco Bank. Motion by Tommy Adkins; Seconded by Todd Motz; Approved.

Approval to Authorize Cancellation of Debit Card once the New Credit Card is approved and all automatic charges are changed to new Credit Card. Motion by Charles Shaw; Seconded by Todd Motz; Approved.

Next Executive Committee Board Meeting: Thursday, March 31, 2022

Location to be determined.

Respectfully submitted by Marsha Chastain