

Region 2 Workforce Investment Board

Executive Board Meeting

January 16, 2025

11:00 AM

Minutes

The meeting was called to order by Chairman Mr. Andy Skidmore.

There was a Quorum. Those in attendance in person were: Chairman Mr. Andy Skidmore (R2 WIB Board Chair/Putnam Co. Commissioner), Mr. John Mandt Jr. (R2 WIB Board CLEO/Cabell Co. Commissioner), Mr. Todd Motz (R2 WIB Executive Board/Local 80 Insulators), Pastor Mr. Charles Shaw (R2 WIB Executive Board/Pastor RLPCD), Ms. Melissa Bias (R2 WIB Executive Director), Mrs. Carla Stewart (R2 WIB Finance Manager), and Mrs. Malissa Dishman (R2 WIB Rapid Response/Business Services Coordinator/Minutes).

There were no registrants for Public Comment.

There was a motion to approve the October 17, 2024, Executive Board Minutes by Mr. Todd Motz and seconded by Pastor Charles Shaw.

Carla Stewart - Financial Report: We are finishing using up the PY23 money and will be needing our PY24 money soon. Also, we have our exit interview tomorrow for the Financial Audit. Carla also discussed that we are still waiting to receive the ABAWD Grant money.

Executive Director R2WIB, Ms. Melissa Bias explained that she has asked on a weekly basis, concerning the ABAWD grant money, where is the funding. When will we ever get it? All regions are waiting on the ABAWD money that we still have not received but should have received in October; it is now January 16th. We are utilizing unrestricted money at this time, since the R2 WIB Board gave us permission to do so. Some of the excess for some of my salary comes out of the ABAWD grant money, as well, so Carla has stopped the excess money for my salary at this time; I have not received anything since then. Once the ABAWD grant money is approved and given to us, we will pay ourselves back for these expenses that have occurred during our “waiting for approval” period and try to get caught back up. Melissa Bias also informed us that we have used all of our Adult/DW money. Youth funding is not being spent due to the fact that there is not enough to spend it on besides Penn Foster.

Melissa Bias - Old Business:

- Brenda Hunt's legal counsel advised her to not become a R2 WIB employee. Brenda is willing to back off and let Carla Stewart take on more responsibilities and become the Financial Manager. Right now, Malissa Dishman & I are doing the clerk work. Brenda will still be our CPA, as an overseer. Our R2 WIB Board will meet to discuss the CPA contract. We will put out the RFP for the CPA soon after the board meets to discuss and authorize it.

Melissa Bias - New Business:

- We had 3 bids on Health Insurance: Aetna, Highmark, and United Health. Of the 3 bids, Highmark was the best price, even with their 10% increase. R2 WIB is currently covering 5 adults and 2 children on the plan. There was a motion to approve to continue with the contract with Highmark Insurance by Mr. Todd Motz and seconded by Mr. John Mandt Jr.
- We had 3 bids when the RFP was put out for our Web Designer job. There was a motion to continue with Mr. Chris Michael with Bulldog Creative Services by Mr. Todd Motz and seconded by Mr. John Mandt Jr.
- There was a discussion and motion made to approve to cover the cost of Employee Courtney Harrison and her child's health insurance, total cost for October 2024, for the amount of \$1,130.88 to be paid out of unrestricted money. Mr. Andy Skidmore asked the Board to approve payment and allow himself to have a discussion with the agents at Blue Cross Blue Shield to see if we can't find a middle ground in this situation. A motion was made by Mr. Todd Motz and seconded by Mr. John Mandt Jr.
- The HRDF Youth Employment Services Contract has been amended by HRDF's new Executive Director April Campbell and R2 WIB E.D. Melissa Bias on 12.18.24. \$20,000.00 is now to be designated to be used towards the youth out of the total money R2 WIB pays HRDF in the contract. There was a motion to approve by Pastor Charles Shaw and seconded by Mr. Todd Motz.
- There was a discussion and motion to approve continuing the contract with WIN Career Readiness Courseware Credentials (WORKKEYS). The motion was made by Mr. Todd Motz and seconded by Pastor Charles Shaw.
- There was a discussion and motion to approve Conover Online Workplace Readiness & Success Profiler Programs which would be funded with the Youth Program funding. A motion was made to approve by Mr. Todd Motz and seconded by Mr. John Mandt Jr.
- We are running into some issues with CDL's, so we are working on a policy to state the first \$150.00 would be on the participant; if they pass the tests, we will reimburse them.

Pastor Charles Shaw motioned to adjourn the meeting and Mr. Todd Motz seconded.

The meeting adjourned at 11:47 am.

Respectfully submitted by Mrs. Malissa Dishman

