Region 2 Workforce Investment Board

Full Board Meeting

April 17, 2025

12:00 PM

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 (Putnam Co. Commissioner), Mr. Todd Motz (Local 80 Insulators), Ms. Tali Gaydosz (COTRAIC), Mr. John Mandt, Jr. (Cabell Co. Commissioner), Pastor Charles Shaw (RLPCD), Mrs. Alissa Stewart-Sparks (President/Chief Exec. Officer of Goodwill KYOWVA Area), Rodney Sanders (MCTC), Mrs. Maureen Persons (Workforce WV), Mr. Bradlee Jordan (One-Stop/HRDF), and R2WIB Staff: Ms. Melissa Bias (R2 WIB Executive Director), Mrs. Carla Stewart (R2 WIB Financial Manager), Mrs. Heather Merritt (Youth Supervisor/SNAP E&T Case Manager), and Mrs. Malissa Dishman (Rapid Response/Business Services Coordinator). Those who attended virtually: Mr. Hugh Roberts (CCCTC), Mrs. Carol Howerton (MAMC), Mrs. April Campbell (HRDF), and Mrs. Melinda Saunders (SWVCTC).

There were no registrants for Public Comment.

A motion was made to approve the January 16, 2025, Full Board Minutes by Mr. John Mandt, Jr. and was seconded by Pastor Charles Shaw.

Carla Stewart – Financial Report: We have received the PY24 WIOA & SNAP Contracts and are now using the money. We have also completed and received the audit done by Perry & Associates CPAs; it was approved. There was a motion made to accept the financial report by Pastor Charles Shaw and seconded by Mrs. Alissa Stewart-Sparks.

Executive Director R2 WIB, Ms. Melissa Bias discussed the need to relocate R2 WIB to a more cost-effective facility. Currently R2 WIB is paying $6,700.00/month to rent our Cabell office spaces. We have looked at some office spaces that are around 1,700 sq. ft. and would cost $4,500.00/month. We will need at least 4 office spaces, with the idea that 2 staff could use the bigger office space. We need 1,500 to 2,000 sq. ft. of space plus a storage room. In Logan County, it looks like we will be moving upstairs; it will only be half of what we are paying now and will cost $325.00/month per office. We will need 2 offices in Logan.

Mr. Andy Skidmore - Old Business:

- Update on the Highmark Insurance negotiation: Mr. Skidmore spoke to Mr. Craig Krenzel, Highmark Blue Cross Blue Shield agent, who explained there was no adjustment allowed on the employee who took insurance in October and was insured a month prior, without our

knowledge, due to an old existing policy; the policy has now been updated to prevent this from occurring again.

Melissa Bias - New Business:

- There was a discussion/approval to adopt the Youth Incentive Stipend Support Services Policy #12C. This will allow a youth who has no work experience to work 500 hours Work Experience at a job and then transition to a 2nd job to work another 500 hours Work Experience. This policy also allows the youth to earn $5.00 stipends through volunteer work, service learning, & job shadowing paid under Work Experience, which will help us meet our 20% required to be spent by the R2 WIB Youth Program. There was a motion to approve to adopt the Youth Incentive Stipend Support Services Policy #12C by Mrs. Maureen Persons and seconded by Mrs. Alissa Stewart-Sparks.
- There was a discussion/approval to contract with Brenda Hunt to re-write the R2 WIB Cost Allocation Plan, to change the terminology but not the methodology. Once written, it will move to Perry & Associates for them to review and approve. Brenda Hunt's contract to re-write the R2 WIB Cost Allocation Plan will not exceed $3,500.00. There was a motion to approve made by Pastor Charles Shaw and seconded by Mr. John Mandt Jr.
- There was a discussion/approval of the Perry & Associates Single Audit for period ending 6.30.2024. A motion to approve the Perry & Associates Single Audit was made by Mrs. Maureen Persons and seconded by Pastor Charles Shaw.
- There was a discussion/approval to reinstate the adjusted E.D. salary effective 11.01.2024 to current date, due to the delay of the SNAP/ABAWD Grant funding. There was a motion to approve a one-time check for back-pay be reinstated to November 1, 2024, and written to Melissa Bias, E.D. Upon renewal of the SNAP/ABAWD Grant, the R2 WIB Executive Board will review/discuss this matter again. The motion was made by Mr. John Mandt, Jr. and seconded by Mrs. Alissa Stewart-Sparks.
- There was a discussion/approval for R2 WIB staff to attend the 41st Annual NAWDP (National Association of Workforce Development Professionals) in Virginia Beach, VA, May 3-7, 2025. A motion was made to approve by Pastor Charles Shaw and seconded by Mrs. Maureen Persons.
- Currently at this time, WBLS is out for bid. The R2 WIB Bidder's Conference is April 21, 2025. The deadline for Bidders to send in their proposals is April 28, 2025. We will have all the recommendations and will discuss them in a conference call with the Executive Committee before the contract begins on July 1, 2025.

Mr. John Mandt, Jr. motioned to adjourn the meeting and Pastor Charles Shaw seconded.

The meeting adjourned at 12:49 pm.

Respectfully submitted by Mrs. Malissa Dishman