Region 2 Workforce Investment Board

Full Board Meeting

January 16, 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. Wesley Varney (Med-Care), Mr. John Mandt Jr. (Cabell Co. Commissioner), Pastor Mr. Charles Shaw (RLPCD), Mr. Hugh Robert (CCCTC), Mr. Adam Phillips and Michaela Williamson (HADCO), Mr. Tommy Adkins (Lincoln EDA), Ms. Kristy Wood (MCTC), Ms. Teresa Swecker (DRS), Leah Cook (Recovery Point WV), Mrs. Maureen Persons, Mr. Jonathon Compton and Mr. Michael Crown (Workforce WV), Mr. Steven Spillan (Bruman Group), and R2WIB Staff: Ms. Melissa Bias (Executive Director), Mrs. Carla Stewart (Financial Manager), and Mrs. Malissa Dishman (Rapid Response/Business Services Coordinator).

There were no registrants for Public Comment.

A motion was made to approve the October 17, 2024, Full Board Minutes by Mr. Tommy Adkins and was seconded by Mr. Todd Motz.

Financial Report – Carla Stewart and Melissa Bias: Even though we have inquired about the SNAP/ENT Grant Contract with DoHS, which ended in September 2024 and was to begin again in October 2024, we have yet to see the new contract due to a delay on their part. We are still operating that grant and should have the new contract in the next few days. R2 WIB Board has agreed to fund the 1st month to operate this grant out of unrestricted money. There was a motion to approve the Financial Report by Mr. John Mandt, Jr. and seconded by Mr. Todd Motz.

Executive Director R2 WIB, Ms. Melissa Bias reported the R2 WIB Youth Program will reimburse a youth's wages if a business will allow a R2 WIB youth to do a Work Experience Contract. If the youth has not had a lot of work experience, we will be able to reimburse up to 500 hours@100%; if the youth has some work experience and you would like them to work in a certain type of job, we will reimburse up to 250 hours@50%. The youth program's focus is not focused solely on income, but rather on those who have those big barriers and obstacles.

Old Business: Brenda Hunt's legal counsel has advised her not to become an R2 WIB employee. Brenda is willing to back off, allowing Carla Stewart to take on more responsibilities and become the Financial Manager. Right now, Melissa Bias and Malissa Dishman are doing the clerk work. Brenda will still be our CPA, as an overseer. R2 WIB Executive 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.

New Business:

- We had 3 bids on Health Insurance: Aetna, Highmark, and United Health. Of the 3 bids, Highmark was the best price at $3,800.00 per month, even with their 10% increase. R2 WIB is currently covering 5 employees and 2 children on the plan. There was a motion to approve to continue with the contract with Highmark Insurance by Mr. John Mandt, Jr. and seconded by Mr. Tommy Adkins.
- We had 3 bids when the RFP was put out for our Web Designer position. There was a motion to continue with Mr. Chris Michael with Bulldog Creative Services by Pastor Charles Shaw and seconded by Mrs. Maureen Persons.
- There was a discussion and motion made to approve to cover the cost of Employee Courtney Harrison and her child's health insurance, the total cost for October 2024, for the amount of $1,130.88, to be paid out of unrestricted money. The Executive Committee approved Mr. Andy Skidmore to discuss and attempt to negotiate with the agents at Highmark, to see if we can find a middle ground in this situation. If there are no terms of negotiation agreed upon, R2 WIB will then pay the full amount of $1,130.88 to Highmark. There was a motion to approve, made by Mr. Wesley Varney and seconded by Mr. Adam Phillips.
- 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, $104,262.00, R2 WIB pays HRDF in the contract. There was a motion to approve by Mr. Todd Motz and seconded by Mr. Wesley Varney.
- There was a discussion and motion to approve continuing the contract with WIN Career Readiness Courseware Credentials (WORKKEYS). The motion was made by Mr. Adam Phillips and seconded by Mr. Todd Motz.
- There was a discussion and motion to approve Conover Online Workplace Readiness & Success Profiler Programs, which would be funded with the Youth Program funding; the cost is $7,500.00. A motion was made to approve by Mr. Adam Phillips and seconded by Mr. Todd Motz.

Mr. Steven Spillan, The Bruman Group – State Board Training: Mr. Spillan educated the R2 WIB Board Members on the State Board practices and laws related to Local Workforce Development Boards.

The next R2WIB Board Meeting: Thursday, April 17, 2025.

Executive Board Meeting@11:00am-12:00pm and Full Board Meeting@12:00pm-2:00pm.

Pastor Charles Shaw motioned to adjourn the meeting and Mrs. Maureen Persons seconded.

The meeting adjourned at 2:02 pm.

Respectfully submitted by Mrs. Malissa Dishman