

**NPWDB, INC. BOARD MEETING
WEDNESDAY, MAY 16, 2018
12:00 NOON
WHEELING CAREER CENTER
1275 WARWOOD AVENUE
WHEELING, WV**

BOARD MEMBERS IN ATTENDANCE

John Sorrenti, Chairman
Rodd Haller, Treasurer
John Looney, Secretary
Larry Tackett
Eric Peters
Jim Boniey (by phone)
Bob Kinnick
Joe Donahue
Michelle Olejasz
Bill Tice
Jason Kazmirski
Darcy Clark
Mike Vitello
Gordon Anderson

BOARD MEMBERS NOT IN ATTENDANCE

Alan McLaughlin
Josh Jefferson
Pat Walsh, Vice- Chairman
Joe Miller
Matt Herrick
Susan Moran
Edmund DiBacco
John Tarr
Walter Ruszkowski
Sarah Boley

LOCAL ELECTED OFFICIALS IN ATTENDANCE

Joe Barnabei, Chief LEO
Stacy Wise
David Kelly
John Gruzinskas
Orphy Klempa

LOCAL ELECTED OFFICIALS NOT IN ATTENDANCE

Harold Miller
Lisa Heasley
Glenn Elliott

OTHERS IN ATTENDANCE

Erinn Kittle
Gena Saffell
Roger Kent
Caren Knoyer
Rebecca Raspperry
Chris Smith
Pam Hedrick
Rosemary Guida

CHAIRMAN'S REPORT

Mr. Sorrenti noted a quorum of members was in attendance, so the meeting

was formally called to order at approximately 12:15 pm.

February 21, 2018 Full Board Meeting minutes and November 15, 2017 and October 11, 2017 Executive Committee Meeting minutes were approved as submitted.

There are no upcoming conferences.

Mr. Sorrenti updated the Board on matters discussed and/or approved at today's Executive Committee meeting: 1) February & March, 2018 monthly expenditures. Expenditures appeared to be in order; and, 2) Monthly WDB/WorkForce WV Meetings – Local WDBs Performance and Expenditure Levels. Region 5's Performance and Expenditure Levels are on track. Ms. Guida will update the board on other topics discussed at the Executive Committee during her Report. Mr. Sorrenti discussed steps currently being taken to boost the economy in southern WV.

Mr. Sorrenti requested a motion the updated NPWDB, Inc. & Chief LEO Partnership Agreement be ratified for the period July 1, 2018 – June 30, 2021. Mr. Kazmirski moved. Motion seconded by Mr. Looney. Motion carried unanimously.

Mr. Sorrenti asked Ms. Saffell to detail/explain the most recent Performance Report for Region 5 (**Attachment A**). Ms. Saffell said Region 5 was meeting and/or exceeding performance measures.

FINANCIAL REPORT

Roger Kent, CPA, reviewed the NPWDB, Inc.'s financial statements for the period ending March, 2018 (**Attachment B**). Mr. Sorrenti requested a motion the March, 2018 financial statements be approved. Mr. Kazmirski moved. Motion seconded by Mr. Barnabei. Motion carried unanimously.

NPWDB, INC. BY-LAWS

Mr. Barnabei, Chief LEO, discussed proposed changes to the NPWDB, Inc. By-Laws (**Attachment C**). Changes are being proposed in an effort to increase LEO attendance at Board Meetings. After discussion, Mr. Sorrenti requested a motion that the following language be included in the NPWDB, Inc. By-Laws – “Each Local Elected Official , or their appointed designee who must be an elected official, will have one (1) vote.” Mr. Kelly moved. Motion seconded by Mr. Kinnick. Motion carried unanimously.

ONE STOP COMMITTEE REPORT

Darcy Clark, Chairwoman of the One Stop Committee, presented the Committee's Report (**Attachment D**). The One Stop Committee held its year-end meeting on April 12th. Results of the local One Stop Certification Process for PY 2018-2019 were discussed. Ms. Clark said the local One Stop Certification Process that is required under the WIOA is an important tool that helps establish and maintain a seamless customer-focused delivery system at regional American Job Centers. The end goal is to establish a one stop system whose services are consistent and of high-quality. Ms. Clark said the Criteria for Certification consists of 3 areas: 1). Effectiveness; 2) Continuous Improvement; and, 3) Physical and Programmatic Accessibility. The Committee discussed the new Basic Computer Classes that are being held at regional American Job Centers and the Business Services Team's goals and objectives with regard to employer outreach. Ms. Clark said the Committee was pleased to hear that Staff and Core and Required Partners have been meeting regularly these past several months in order to get MOUs and Infrastructure Agreements in place; To develop a Common Intake and Referral Form that is currently being used at regional American Job Centers; and, To develop a Strategic Plan, etc. Ms. Clark said Program and Fiscal Monitoring Reviews of regional American Job Center Monitoring went very well this Program Year with no major issues being discovered. The Committee discussed One Stop Marketing Efforts that were in place this Program Year, like: Regular Job Postings at regional American Job Centers; WIOA Program Flyer distribution to customers; PSAs on One Stop Programs and Services; TV Interviews; and, A newly developed Monthly Newsletter that is distributed to Partners and customers and is also placed on the NPWDB, Inc.'s Facebook Page and website. Also, newly formed working relationships are now in place between regional American Job Centers, area Chambers of Commerce and Sen. Joe Manchin's office. Ms. Clark said Committee members decided to hold their next Committee Meeting at the American Job Center in Weirton in order to give Members the opportunity to visit another American Job Center in the region. Mr. Sorrenti requested a motion the One Stop Committee Report be approved as presented. Mr. Peters moved. Motion seconded by Mr. Vitello. Motion carried unanimously.

COMMITTEE TO ASSIST INDIVIDUALS WITH DISABILITIES

Mr. Kinnick, Chairman of the Committee to Assist Individuals with Disabilities, presented the Committee's Report. The Committee to Assist Individuals with Disabilities held its year-end meeting on May 2nd. There was discussion about how many individuals who have a disability are reluctant to disclose it to Staff at regional American Job Centers. The WVDRS recently

relocated their office from Sistersville to the New Martinsville American Job Center; A WVDRS Office is located in the same building as the American Job Center in Weirton; and, the WVDRS occupies a cubicle at the Wheeling American Job Center. Mr. Kinnick said One Stop Center Staff is doing a good job accommodating individuals with disabilities. All regional American Job Centers are handicap accessible. There have been no issues to date. Mr. Kinnick discussed the recent decrease in federal funding for DRS agencies. As a result, regional WVDRS Offices now have Customer Waiting Lists.” Mr. Kinnick said regional WVDRS Offices can refer their customers to the NPWDB, Inc. to access their training funds. Mr. Sorrenti requested a motion the Committee to Assist Individuals with Disabilities Report be approved as presented. Mr. Gruzinskas moved. Motion seconded by Ms. Olejasz. Motion carried unanimously.

YOUTH COMMITTEE REPORT

Ms. Kittle, Assistant Director, presented the Youth Committee Report **(Attachment E)**. The Youth Committee met on April 17th. For Program Year 2018-2019, the Committee recommended YSS, Inc. be provided with \$391,139.35 in Youth Funding to serve 126 youth at a participant unit cost of \$2,341.27 for In-School and Out-of-School Youth enrolled in year-long Youth Programs & Services. An additional of \$2,136.43 will be provided to each Out-of-School Youth participant who enrolls in a Work Experience Program. Work Experience Programs offered during the upcoming program year will include: A “Springs Works” Program and a “Winter Works” Program, in addition to a “Fall Works” Program. The Committee also discussed the following youth activities/issues: 1) YSS, Inc. is meeting and/or exceeding program performance measures; 2) YSS, Inc. is at full-enrollment at 126; and, 3) The Executive Committee recently approved for YSS, Inc. to provide a “Spring Works” Program this program year for 15 area youth to work 6 weeks, 32 hours per week at \$10.78 per hour. Ms. Kittle said there were no major issues to note with regard to YSS, Inc.’s monitoring visits this program year. Mr. Sorrenti requested a motion that the Youth Program Report be approved as presented. Mr. Barnabei moved. Motion seconded by Mr. Tackett. Motion carried unanimously.

PERSONNEL AND POLICY COMMITTEE REPORT

In Mr. DiBacco’s absence, Mr. Peters, Board Member, presented the Committee’s Report. Mr. Peters said the Committee met on April 17th to discuss personnel and policy issues. In an effort to avoid a potential conflict of interest, Mr. Sorrenti passed the gavel to Mr. Peters so he could chair the meeting during this part of the agenda.

Mr. Peters said that in March, 2018 Ms. Guida contacted board members by email to ask if anyone was interested in being nominated for a Board Officer seat for Program Year 2018-2019. Based on those board members who expressed an interest in holding a Board Officer seat, the Committee recommended the following individuals be nominated for the upcoming Program Year: 1) Chairman – John Sorrenti. Mr. Peters asked if there was anyone else who would like to be nominated to serve as Chairman. There was no one, so nominations were closed. Mr. Peters requested a motion Mr. Sorrenti be approved to serve as Chairman. Mr. Looney moved. Motion seconded by Mr. Donahue. Motion carried unanimously; 2) Vice-Chairman – Pat Walsh. Mr. Peters asked if there was anyone else who would like to be nominated to serve as Vice-Chairman. There was no one, so nominations were closed. Mr. Peters requested a motion Mr. Walsh be approved to serve as Vice-Chairman. Mr. Kelly moved. Motion seconded by Mr. Vitello. Motion carried unanimously; 3) Treasurer - Rodd Haller. Mr. Peters asked if there was anyone else who would like to be nominated to serve as Treasurer. There was no one, so nominations were closed. Mr. Peters requested a motion Mr. Haller be approved to serve as Treasurer. Mr. Donahue moved. Motion seconded by Mr. Kazmirski. Motion carried unanimously; and, 4) Secretary – John Looney. Mr. Peters asked if there was anyone else who would like to be nominated to serve as Secretary. There was no one, so nominations were closed. Mr. Peters requested a motion Mr. Looney be approved to serve as Secretary. Mr. Barnabei moved. Motion seconded by Ms. Wise. Motion carried unanimously. Mr. Peters said the Committee is recommending staff be provided with yearly salary adjustments based on the standard range of 0% - 6% for Program Year 2017-2018. The amount of yearly salary adjustments for staff will be dependent on yearly job performances/evaluations and will be pro-rated based on when a staff person began employment. Mr. Vitello moved. Motion seconded by Mr. Looney. Motion carried unanimously. Mr. Peters passed the gavel back to Mr. Sorrenti so he could continue chairing the meeting.

ONE STOP OPERATOR REPORT

Ms. Rasperry, One Stop Operator Manager, presented the One Stop Operator Report (**Attachment F**). Ms. Rasperry discussed year-to-date customer figures at regional American Job Centers and outside funding efforts initiated to date. Ms. Rasperry spoke about latest employer hirings at regional Job Centers. Ms. Rasperry reviewed the year-to-date One Stop Center Strategic Plan results. Mr. Sorrenti requested a motion the One Stop Operator Report be approved as presented. Mr. Anderson moved. Motion seconded by Ms. Clark. Motion carried unanimously.

DIRECTOR'S REPORT

Ms. Guida, Director of the NPWDB, Inc., presented the Director's Report **(Attachment G)**. Ms. Guida discussed: 1) Y-T-D ITA Report; 2) Y-T-D SP-NEG Program Report; ; 3) Y-T-D Rapid Response Report; 4) New Local Policies #90 & #91; 5) US DOL's recent onsite fiscal review – Revised Cost Allocation Plan; 6) Flood Clean-Up Program; 7) Opioid Crisis Grant; 8) Participant/NPWDB, Inc. Complaint; 9) Region 5's Apprenticeship Program; and, 10) The proposed Mission WV's youth project. Mr. Sorrenti requested a motion that the Director's Report be approved as presented. Mr. Gruzinskas moved. Motion seconded by Mr. Looney. Motion carried unanimously.

PUBLIC COMMENTS

Mr. Sorrenti asked if there were any other comments. There were none.

The next board meeting will be on Wednesday, August 15, 2018.

There being no further business, the meeting was adjourned at approximately 1:15 pm with no objections.

John Looney, Secretary