

**NPWDB, INC. BOARD MEETING
WEDNESDAY, MAY 15, 2019
12:00 NOON
WHEELING CAREER CENTER
1275 WARWOOD AVENUE
WHEELING, WV**

BOARD MEMBERS IN ATTENDANCE

John Sorrenti, Chairman
Rodd Haller, Treasurer
John Looney, Secretary
Debbie Bennett
Eric Peters
Deb Williams
Joe Donahue
Kim McConaughy
Mike Vitello
Michelle Olejasz
Darcy Clark
Tammi Bowers
Tina Rush
Jason Kazmirski

BOARD MEMBERS NOT IN ATTENDANCE

Tom Welch
Steve Terry
Jon Meriwether
Bill Tice
Todd Strickler
Josh Jefferson
Pat Walsh, Vice- Chairman
Walter Ruszkowski

LOCAL ELECTED OFFICIALS IN ATTENDANCE

Joe Barnabei, Chief LEO
Stacy Wise
Don Nickerson
John Gruzinskas
Mike Smith
Lisa Heasley
Tim Connell (for Harold Miller)
Chad Thalman (for Glenn Elliott)

LOCAL ELECTED OFFICIALS NOT IN ATTENDANCE

OTHERS IN ATTENDANCE

Katrina Dumas
Chris Smith
Pam Hedrick
Erinn Kittle
Gena Saffell
Roger Kent
Caren Knoyer
Rebecca Rasperry
Rosemary Guida
Jodi Fogel

CHAIRMAN'S REPORT

Mr. Sorrenti noted a quorum of members was in attendance, so the meeting was formally called to order at approximately 12:20 pm.

March 13, 2019 Full Board Meeting minutes and November 14, 2018 Executive Committee Meeting minutes were unanimously approved as submitted.

Mr. Sorrenti updated the Board on matters discussed and/or approved at today's Executive Committee meeting: 1) February & March, 2019 monthly expenditures. Expenditures appeared to be in order; 2) Monthly WDB/WorkForce WV Meetings – Local WDBs Performance and Expenditure Levels; 3) A “State of the Workforce” Study commissioned by the State Workforce WV Council; and, 4) The Free Community College Bill. Ms. Guida will update the board on other topics discussed at the Executive Committee during her Report.

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, 2019 (**Attachment B**). Mr. Sorrenti requested a motion the March, 2019 financial statements be approved. Mr. Barnabei. Motion seconded by Mr. Connell. Motion carried unanimously.

ONE STOP COMMITTEE REPORT

Ms. Clark, Chair of the One Stop Committee, presented the Committee's Report. The One Stop Committee held a year-end informational meeting on April 18th. Results of the local One Stop Certification Process for PY 2019-2020 were discussed (**Attachment C**). Ms. Clark said the Criteria for Certification consisted of three (3) areas: Effectiveness; Continuous Improvement; and, Physical and Programmatic Accessibility. Staff conducted multiple onsite reviews at regional American Job Centers during the month of March, 2019. Discussions with One Stop Operator Staff also took place. Regional American Job Centers were meeting and/or exceeding all criteria benchmarks, except customers' access to public transportation, which has always been an issue, and lack of a technology plan for residents in rural areas (due to residents not having computers). Ms. Clark said Employer Outreach Services have improved this program year. Staff and Core and Required Partners continue to meet regularly to discuss regional American Job Center activities. As of this date, the NPWDB, Inc. has fourteen (14) MOUs in place with required Partners and nine (9) MOUs in place with non-required Partners. 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. Ms. Clark said Customer Satisfaction Surveys are distributed to customers at regional American Job Centers on a daily basis. Surveys are used to: Learn how satisfied customers are with the Programs and Services being offered; Know what areas or processes we need to improve; Get new ideas; Fix any problems/concerns; Better understand customers' needs; and, Make sure customers have a good experience at regional American Job Centers. Three hundred and ninety six (396) customers completed Surveys. Three hundred

and eighty-eight (388) customers rated services a “5” and eight (8) customers rated services a “4.” Rating Scale is from “5” to “1,” with “5” being the highest rating. WIOA Program Performance was discussed. WIOA Programs and Services are meeting and/or exceeding performance measures. One Stop marketing efforts that are in place this Program Year were discussed, like: Press Releases; Radio and TV Ads; Radio Interviews; Newspaper Interviews; Participation in the Family Resource Network (FRN); Job Fairs; Facebook Ads; and, Newsletters. Job Fairs sponsored by Senator J. Manchin were discussed. Ms. Clark said the Committee discussed the Basic Computer Classes that are being held at regional American Job Centers. Attendance in these Classes has been poor despite numerous outreach efforts but classes will continue to be offered at regional American Job Centers. The Committee suggested Ms. Rasperry and her Staff reach out to area Employers to see if their employees want or need to attend a refresher course on computer skills. Mr. Sorrenti requested a motion the One Stop Committee Report be approved as presented. Mr. Peters moved. Motion seconded by Mr. Kazmirski. Motion carried unanimously.

COMMITTEE TO ASSIST INDIVIDUALS WITH DISABILITIES

Ms. Williams, Chair of the Committee to Assist Individuals with Disabilities, presented the Committee’s Report. The Committee to Assist Individuals with Disabilities held a year-end informational meeting on April 16th. The Committee discussed participant referrals between regional WVDRS Offices and American Job Centers. Two (2) participants were referred to WVDRS Office from regional American Job Centers so far this program year. Eight (8) participants were referred from WVDRS Office(s) to regional American Job Centers; however, none of the eight (8) participants referred showed up at regional American Job Centers. Ms. Williams said One Stop Operator Staff is going to begin sending ITA Program follow-up correspondence to participants referred by WVDRS Offices who don’t show up.

The Committee was notified that Veterans’ participation in WIOA and WVDRS funded Programs & Services is significantly lower this program year as in the past. So, as a way to increase Veterans’ participation in Programs & Services offered at regional American Job Centers, Michael Novotney, a member of our Committee who works at the Wheeling Veteran Center, has agreed to distribute Program Flyers to his clients. Because of the ongoing partnership the WVDRS has with YSS, Inc., the Committee is going to extend an invitation to YSS, Inc.’s new Program Director, Alyse Maxwell, to join the Committee. WVDRS funding levels for the upcoming year should be about the same as last year’s. About one third (1/3) of WVDRS’s funding goes toward serving area students with disabilities. Regional American Job Centers are in compliance with the ADA. There are also many available services at regional American Job Centers for special needs individuals, like: A TDD/TYY phone system for the deaf; Information on the ADA and accessibility; JAWS; A Magnifying Sheet; Orientation and Eligibility Packets written in Braille; and, A specialized Computer & Printer to assist with resume

writing, job applications, etc.; A Document Holder to assist with Typing, Testing or Searches for Online Employment Opportunities; and, Formal Referrals to Partner Programs and Services. Ms. Williams said that over the next few months, the Committee will study if there are any services WVDRS clients or Veterans need but are not being offered at regional American Job Centers in an attempt to customized services as well as increase their participation levels at regional American Job Centers. Mr. Sorrenti requested a motion the Committee to Assist Individuals with Disabilities Report be approved as presented. Ms. Clark moved. Motion seconded by Mr. Haller. Motion carried unanimously.

PERSONNEL AND POLICY COMMITTEE REPORT

Mr. Vitello, Member of the Personnel and Policy Committee, presented the Committee's Report. The Personnel & Policy Committee met on April 24th to discuss Personnel and Policy issues and Board Officer Elections for Program Year 2019 - 2020.

PERSONNEL ISSUES

Mr. Vitello said earlier today the Executive Committee approved to recommend to the Board that salary adjustments be provided to staff for Program Year 2018-2019. The salary adjustment scale will be 0% - 6% and will be determined according to yearly job performances/evaluations. Yearly salary adjustments will be pro-rated depending on when a staff person began employment. Mr. Vitello said the Personnel & Policy Committee was requesting no modifications to the Personnel Policies & Procedures at this time. Mr. Sorrenti requested a motion that yearly salary adjustments for staff be approved using a scale of 0% - 6% with salary adjustment amounts being based on yearly job performance/evaluations. Ms. Wise moved. Motion seconded by Ms. Olejasz. Motion carried unanimously.

BOARD OFFICER NOMINATIONS FOR PY 2019-2020

Ms. Guida said in early April she emailed all Board Members asking if anyone was interested in serving as a Board Officer for Program Year 2019-2020. Ms. Guida also reached out to Board Members from the private business sector to see if they would be interested in serving as Chair. No one was interested. However, there were some Board Members who suggested that Mr. Sorrenti serve as Chair again because he was knowledgeable and took a great interest in NPWDB, Inc. activities. Ms. Guida referred the Board to a copy of the NPWDB, Inc. By-Laws that addressed the issue of term limitations for the Chair. NPWDB, Inc. By-Laws state the Chair may not serve more than two (2) consecutive terms.

Mr. Vitello requested a motion the NPWDB, Inc. By-Laws be amended this one time so Mr. Sorrenti can serve a third (3rd) term as Chairperson for the upcoming program year. Motion seconded by Ms. Olejasz. Motion carried

unanimously.

Mr. Vitello said based on 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) Vice – Chairman – Pat Walsh. Mr. Vitello 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. Vitello requested a motion Mr. Walsh be approved to serve as Vice-Chairman. Mr. Peters moved. Motion seconded by Mr. Connell. Motion carried unanimously; 2) Treasurer - Rodd Haller. Mr. Vitello 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. Vitello requested a motion Mr. Haller be approved to serve as Treasurer. Mr. Nickerson moved. Motion seconded by Mr. Donahue. Motion carried unanimously; and, 3) Secretary – John Looney. Mr. Vitello 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. Vitello requested a motion Mr. Looney be approved to serve as Secretary. Mr. Kazmirski moved. Motion seconded by Ms. Heasley. Motion carried unanimously.

YOUTH COMMITTEE REPORT

Ms. McConnaughy, Chair of the Youth Committee, presented the Committee's Report. Ms. McConnaughy said the Youth Committee held its year-end meeting on May 6th. From February 1st to March 6th, the Committee solicited RFPs for a Provider of Year-Long Youth Programs & Services. One (1) RFP was received from Youth Services Systems, Inc. (YSS, Inc.). Four (4) Staff and Ms. McConnaughy reviewed and evaluated the RFP. Results of the review were detailed in the Youth RFP Rater Chart (**Attachment D**). Ms. McConnaughy said the Committee felt the participant unit cost was reasonable. It was noted that YSS, Inc. has always met/exceed yearly Performance Measures during the past nine (9) years while serving as the region's Youth Provider. YSS, Inc. will continue to offer four (4) Work Experience Programs throughout the Program Year for area Youth: Spring Works; Summer Works; Fall Works; and, Winter Works. Ms. McConnaughy said the Committee is recommending YSS, Inc. be provided with \$350,110 in Youth Funding to serve 126 Youth at a participant unit cost of \$2,778.65. With the award, the Committee is requiring YSS, Inc. to serve no less than twelve (12) Youth per County. The NPWDB, Inc. does not know its Program Year 2019-2020 Youth Budget Award yet. So, YSS, Inc.'s Funding Award may need to be modified once the actual Youth Budget Award amount is known/received.

Ms. McConnaughy said the Committee reviewed a RFP that was prepared for the solicitation of a "Pilot Pre-Apprenticeship" Program. Estimated budget for the Program is \$60,000 to serve at least twelve (12) Out-of-School Youth. The RFP solicitation process for the "Pilot Pre-Apprenticeship" Program began on May

8th. Potential Bidders can request a meeting with NPWDB, Inc. Staff to discuss the requirements of the RFP by no later than May 22nd. RFPs are due to the NPWDB, Inc. Office by no later than June 10th.

Ms. Kittle and Ms. Smith informed the Committee YSS, Inc.'s Internal Tracking System & Participant File Maintenance had significantly improved during the past few months due to changes in staffing. Submission and accuracy of Reports had also improved. YSS, Inc.'s spending is on track. And, Work Experience expenditures are meeting and/or exceeding required levels.

Mr. Sorrenti requested a motion the Youth Committee Report be approved as presented. Mr. Gruzinskas moved. Motion seconded by Ms. Clark. Motion carried unanimously.

YOUTH ACTIVITY REPORT

Ms. Kittle, Assistant Director, presented the Youth Activity Report **(Attachment E)**. Ms. Kittle updated the Board on the following issues/items: 1) Year-To-Date Subcontractor Activity; 2) Older Youth ITA Program; and, 3) Work Experience Programs for area Youth. Mr. Sorrenti requested a motion that the Youth Activity Report be approved as presented. Mr. Barnabei moved. Motion seconded by Mr. Vitello. Motion carried unanimously.

Ms. Smith, Administrative Coordinator, gave a PowerPoint Presentation on the 2018 Youth Expo.

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. Mr. Sorrenti requested a motion the One Stop Operator Report be approved as presented. Mr. Kazmirski moved. Motion seconded by Ms. McConnaughy. Motion carried unanimously.

DIRECTOR'S REPORT

Ms. Guida, Director of the NPWDB, Inc., presented the Director's Report **(Attachment G)**. Ms. Guida discussed: 1) The Y-T-D ITA Report; and, 2) The Y-T-D Rapid Response Report. Ms. Guida discussed having a training session for Board Members and LEOs on WIOA Programs & Services prior to the next quarterly meeting. Mr. Sorrenti requested a motion that the Director's Report be approved as presented. Mr. Connell moved. Motion seconded by Mr. Vitello. Motion carried unanimously.

PUBLIC COMMENTS

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

There being no further business, the meeting was adjourned at approximately 1:05 pm with no objections.