

**NPWDB, INC. BOARD MEETING
THURSDAY, AUGUST 21, 2025**

**12:00 NOON
BY ZOOM**

BOARD MEMBERS PARTICIPATING

John Sorrenti, Chairman
Pat Walsh, Vice-Chairman
Rodd Haller, Treasurer
Eric Peters, Secretary
Tina Rush
Nick Latousakis
Jason Kazmirski
Cathy Monteroso
Jason Suter
David McDonald
RJ Konkoleski
Ashley Blake
Courtney Petrovich
Bill Tice
Jill Konkle
Michelle Craig

BOARD MEMBERS NOT PARTICIPATING

Kim McConnaughy
Mike McCoy
Michael Haney
Valerie Piko
Kevin Coulter
Mike Vitello
Lisa Werner
Paul Cowey

**LOCAL ELECTED OFFICIALS
PARTICIPATING**

John Gruzinskis, Chief LEO

**LOCAL ELECTED OFFICIALS NOT
PARTICIPATING**

Tim Connell (for Mayor Harris)
Stacey Wise
Don Nickerson
Tony Assaro (for Mayor Magruder)
Lisa Heasley
Lance Hickman
Tommy Ogden

OTHERS PARTICIPATING

Erinn Kittle
Gena Saffell
Lake Ferrara
Pam Hedrick
Vickie Mazeska
Roger Kent, CPA

CHAIRMAN'S REPORT

Mr. Sorrenti noted a quorum of members was participating, so the meeting was formally called to order at approximately 12:15 pm.

May 15, 2025, Full Board and Executive Committee Meeting minutes were unanimously approved as submitted.

Mr. Sorrenti announced upcoming conferences.

Mr. Sorrenti announced that Rosemary Guida, Executive Assistant, put in her resignation July 30, 2025. Mr. Sorrenti asked for a motion to approve her resignation. Mr. Peters moved. Motion seconded by Mr. Latousakis. Motion carried unanimously.

Mr. Sorrenti introduced two new board members; Michelle Craig, Business Services Team Representative, Region 5 WorkForce WV and Ashley Blake, Branch Manager, First Mutal Bank. He also introduced one new NPWDB, Inc. staff member; Aaron Sealy, Finance Program Manager.

Mr. Sorrenti updated the Board on the April, May and June 2025 monthly expenditures that were approved by the Executive Committee. Monthly expenditures appear to be in order.

Mr. Sorrenti said Ms. Kittle, Executive Director, will update the Board on other matters discussed and/or approved at today's Executive Committee meeting.

Mr. Sorrenti asked Ms. Saffell to detail/explain the most recent Performance Report for Region 5. Ms. Saffell said the Region 5 WDB is meeting or exceeding all performance measures.

FINANCIAL REPORT

Roger Kent, CPA, reviewed the NPWDB, Inc.'s financial statements for the period ending June 30, 2025. Mr. Sorrenti requested a motion the June 2025 financial statements be approved. Ms. Craig moved. Motion seconded by Mr. Peters. Motion carried unanimously.

SPEAKER-SARAH GAMBLE, PhD, YOUTH SERVICES SYSTEMS, INC.

Sarah Gamble, PhD, Supervisor of Community Based Services for YSS, Inc. presented on the services YSS, Inc. can provide to the Northern Panhandle of WV. She spoke about their Community Based Services, Residential Services and Substance Abuse Prevention Services.

YOUTH COMMITTEE REPORT

In Ms. McConnaughy's, Chair of the Youth Committee, absence, Ms. Kittle, Executive Director, presented the Youth Committee Report. Ms. Kittle said the Youth Committee held a meeting on August 19, 2025.

The Committee was provided with a comparison of the PY 2024-2025 year-long youth program expenditures and the PY 2025-2026 WIOA Youth award for the Region 5 WDB. Ms. Kittle asked for a recommendation for the award amount for YSS, Inc. to operate their year-long youth program and the four (4) Work Experience Programs.. The committee recommended that YSS, Inc. be awarded \$850,000.00 to serve 130 youth in the year-long

program and also the work experience program. Mr. Sorrenti requested a motion the Youth Committee Report be approved as presented. Mr. Konkoleski moved. Motion seconded by Mr. Peters. Motion carried unanimously.

YOUTH ACTIVITY REPORT

Ms. Kittle presented the Youth Activity Report. Ms. Kittle updated the Board on the following: 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. Ms. Craig moved. Motion seconded by Mr. Tice. Motion carried unanimously.

COMMUNITY OUTREACH REPORT

Ms. Ferrara, Program Director/EO Officer, presented the Community Outreach Report. Ms. Ferrara detailed the marketing and outreach strategies for Program Year 2025-2026, including marketing via social media, billboards, television and radio. Sha also discussed revamping of the NPWDB, Inc.'s website and making it more cohesive to the marketing materials. Ms. Ferrara also discussed using O*NET to guide the career pathways for the participants.

Mr. Sorrenti requested a motion the Community Outreach Report be approved as presented. Mr. Sorrenti moved. Motion seconded by Ms. Craig. Motion carried unanimously.

ONE STOP CENTER REPORT

Ms. Mazeska, One Stop Operator Manager, presented the One Stop Operator Report. Ms. Mazeska discussed year-to-date customer figures at regional American Job Centers. Ms. Mazeska also discussed the Outside Funding Report. Mr. Sorrenti requested a motion the One Stop Operator Report be approved as presented. Mr. Konkoleski moved. Motion seconded by Ms. Craig. Motion carried unanimously.

DIRECTOR'S REPORT

Ms. Kittle, Director of the NPWDB, Inc., presented the Director's Report. Ms. Kittle discussed: 1) PY 25-26 WIOA Award Amounts; 2) YTD OJT Report; 3) YTD Rapid Response Report; 4) YTD ITA Report; 5) YTD SNAP Report; 6) Approval of Conflict of Interest Policy changes; 7) Highland's Lease Clause; 8) Addendum to Partner MOU/IFAs; 9) Increase to YSS Inc.'s WIOA Youth Award; 10) Approval of Marketing/Outreach Contract amount; and 11) revisions to Personnel Policies and Procedures.

Mr. Sorrenti requested a motion that the Director's Report be approved as presented. Ms. Rush moved. Motion seconded by Mr. Konkoleski. Motion carried unanimously.

PUBLIC COMMENTS

Mr. Sorrenti stated that he would like to resign from the NPWDB, Inc. Board of Directors and as Chairman. Mr. Sorrenti said Mr. Walsh can assume the duties of Chairman until a new Chair has been elected. He asked if there were any other comments. There were none.

The next board meeting will be held at the new American Job Center at the Highland's Town Center on November 20, 2025.

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



Eric Peters, Secretary