

**NPWDB, INC. BOARD MEETING
THURSDAY, MAY 15, 2025
12:00 NOON
BY ZOOM**

BOARD MEMBERS PARTICIPATING

John Sorrenti, Chairman
Pat Walsh, Vice-Chairman
Rodd Haller, Treasurer
Eric Peters, Secretary
Kevin Coulter
Nick Latousakis
Lisa Werner
RJ Konkoleski
Paul Cowey
Courtney Petrovich
Bill Tice
Jill Konkle
Jason Suter

BOARD MEMBERS NOT PARTICIPATING

Tina Rush
Kim McConaughy
Melissa Evick
Mike McCoy
Eric Vincent
Valerie Piko
Jason Kazmirski
Cathy Monteroso
David McDonald
Mike Vitello

**LOCAL ELECTED OFFICIALS
PARTICIPATING**

Don Nickerson
Lance Hickman

**LOCAL ELECTED OFFICIALS NOT
PARTICIPATING**

John Gruzinskas, Chief LEO
Tommy Ogden
Tim Connell (for Mayor Harris)
Stacey Wise
Don Nickerson
Tony Assaro (for Mayor Magruder)
Lisa Heasley

OTHERS PARTICIPATING

Erinn Kittle
Gena Saffell
Lake Ferrara
Pam Hedrick
Vickie Mazeska
Jodi Fogel
Roger Kent, CPA
Danielle Blair
Jeff Marcella
Michelle Craig

CHAIRMAN'S REPORT

Mr. Sorrenti noted a quorum of members was participating, so the meeting was formally called to order at approximately 12:01 p.m.

February 20, 2025, Full Board Meeting minutes and December 12, 2024, Executive Committee Meeting minutes were unanimously approved as submitted.

Mr. Sorrenti announced upcoming conferences.

Mr. Sorrenti updated the Board on 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 and to give an update on the S.T.A.R. System. Ms. Saffell stated that Region 5 is meeting or exceeding in all performance measures. Ms. Saffell also said that she is still tracking referrals to/from the S.T.A.R. System and that she is willing to relocate the kiosk to higher traffic areas to increase referrals.

FINANCIAL REPORT

Roger Kent, CPA, reviewed the NPWDB, Inc.'s financial statements for the period ending March 2025. Mr. Sorrenti requested a motion the March 2025 financial statements be approved. Mr. Cowey moved. Motion seconded by Mr. Tice. Motion carried unanimously.

AUDIT REPORT

Mr. Sorrenti introduced Danielle Blair, Auditor III, from Perry & Associates, CPAs to discuss the PY 23-24 NPWDB, Inc. Independent Audit Review. Ms. Blair stated that the audit was a clean report with no issues or findings. Mr. Sorrenti requested a motion the PY 23-24 NPWDB, Inc. Audit Report be approved. Mr. Coulter moved. Motion seconded by Mr. Cowey. Motion carried unanimously.

ONE STOP OPERATOR RFP REPORT

Mr. Sorrenti introduced Jeff Marcella, President & Senior Consultant at Marcella Consulting Corporation, to discuss the recent One Stop Operator RFP Solicitation Process. In response to the solicitation process, Mr. Marcella said only one (1) RFP was received and that it was from the NPWDB, Inc. Based on review and evaluation of the NPWDB, Inc.'s RFP, Mr. Marcella said that Marcella Consulting Corporation was recommending the One Stop Operator award be given to the NPWDB, Inc. for the period July 1, 2025 - June 30, 2027. Mr. Sorrenti requested a motion that Marcella Consulting Corporations' recommendation be approved. Mr. Peters moved. Motion seconded by Mr. Coulter. Motion carried unanimously.

ONE STOP COMMITTEE REPORT

Ms. Werner, Chair of the One Stop Committee, presented the Committee's Report. The One Stop Committee held its year-end Meeting on April 16th.

Results of the local One Stop Chartering Criterion Assessment Tool Program Year 2025-2026 were discussed. Ms. Werner said the Assessment Tool used is all encompassing because it focuses on customers, employers, partners, and employees. The following categories were evaluated: 1) Leadership; 2) Strategy; 3) Customers; 4) Measurement, Analysis and Knowledge Management; 5) Workforce; 6) Operations; and 7) Results. Staff conducted multiple onsite reviews at regional American Job Centers during the months of January & February 2025. Discussions with One Stop Operator Staff also took place. Ms.

Werner said regional American Job Centers are meeting and/or exceeding the majority of criteria benchmarks.

Ms. Werner said Program and Fiscal Monitoring Reviews of regional American Job Centers went very well this Program Year with no major issues being discovered. Participant files were being maintained in good order.

Ms. Werner said Customer Satisfaction Surveys are distributed to customers on a daily basis at regional American Job Centers. The Rating Scale on the Survey is from "5" to "1," with "5" being the highest rating. There were two hundred and ninety (290) Customer Satisfaction Surveys completed at regional American Job Centers to date. Two hundred and eighty-nine (289) customers rated services a "5" and one (1) customer rated services a "4."

Ms. Werner also said no recent outside funds were collected from Kroger awards or any other outside sources. Ms. Werner stated that the "Clothing Closet" at the Wheeling AJC has been going well, especially for Lee Day participants. Ms. Werner said that the closet needs more men's clothing.

Mr. Sorrenti requested a motion the One Stop Committee Report be approved as presented. Mr. Tice moved. Motion seconded by Ms. Konkle. Motion carried unanimously.

YOUTH COMMITTEE REPORT

In Ms. McConnaughy's, Chair of the Youth Committee, absence, Ms. Kittle presented the Committee's Report. Ms. Kittle said the Youth Committee held its year- end meeting on April 15, 2025.

Ms. Kittle stated that in mid-January, the NPWDB, Inc. solicited RFPs for a Provider(s) of Youth Programs and Services. One (1) Agency, Youth Services System, Inc. (YSS, Inc.), responded to the solicitation. Their overall RFP rating score was 93% so the Youth Committee is recommending YSS, Inc. be awarded the amount of \$650,000 for Program Year 2025 - 2026 to serve 130 youth in the 6-county region (104 out-of-school youth and 26 in-school youth). With this award, YSS, Inc. will also provide four (4) work experience programs for participating youth.

Ms. Kittle stated that various Youth Workshops were provided by YSS, Inc. to participating youth throughout the program year. YSS, Inc. identifies a new "project" each year for the kids. For this program year, youth created a rock project that was titled "Making YOU Visible." Rocks in a garden were painted, representing every youth working to overcome a specific barrier to their employment. For example, there were eighteen (18) purple rocks, each representing a youth who dropped out of high school. YSS, Inc.'s hope is to "give a visual" when answering questions like "Why today's youth don't want to work?" and to display their barriers.

Ms. Kittle said that the monitoring review of YSS, Inc. activities was conducted with an additional monitoring review to be conducted prior to June 30th. The monitoring review that was conducted last fall went extremely well. YSS, Inc. is compliant with program requirements. Participant files were being maintained very orderly/accurately. Twelve-month follow-up services were being provided to youth in a timely manner. There were no areas of concern noted.

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

COMMITTEE TO ASSIST INDIVIDUALS WITH DISABILITIES

Ms. Konkle, Chair 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 April 16, 2025.

Ms. Konkle stated that WV Division of Rehabilitation Services (WVDRS) has limited funding, so they are assisting those most in need. However, WVDRS is making referrals to other agencies to leverage funding for their clients, like WIOA.

Ms. Konkle stated that the participant referrals between regional Offices and regional American Job Centers (AJCs) was discussed. There were twenty-one (21) referrals made by the Wheeling AJC to WVDRS and four (4) referrals made from WVDRS to the AJCs.

Ms. Konkle said the new Partner Referral Form is more streamlined and is working well. Ms. Konkle stated that although referrals through the S.T.A.R. System are still low, she is hopeful that the new posters, with QR codes, at each kiosk, will help promote the system.

Ms. Konkle stated that the NPWDB, Inc. staff has been following the reauthorization of WIOA and will make sure partnering agencies, like WVDRS, are kept abreast of any policy changes.

Mr. Sorrenti requested a motion the Committee to Assist Individuals with Disabilities Report be approved as presented. Mr. Cowey moved. Motion seconded by Ms. Petrovich. Motion carried unanimously.

PERSONNEL AND POLICY COMMITTEE REPORT

Mr. Walsh, Chair of the Personnel and Policy Committee, presented the Committee's Report. The Personnel & Policy Committee met on April 30, 2025, to discuss Personnel and Policy issues and Board Officer Elections for Program Year 2025-2026.

PERSONNEL ISSUES

Mr. Walsh said earlier today the Executive Committee approved Cost-of-Living Increases be provided to staff for Program Year 2025-2026. The Cost-of-Living Increase scale will be 0% -

6% and will be determined according and will be pro-rated depending on an employee's hire date.

BOARD OFFICER NOMINATIONS FOR PY 2025-2026

Rosemary Guida, Executive Assistant, reached out to Board Members in late March/early April to ask if anyone was interested in serving as a Board Officer for Program Year 2025-2026. Mr. Walsh then asked those attending the ZOOM if they were interested in serving as a Board Officer. No one expressed an interest at today's meeting.

Mr. Walsh said the following Board Members were being recommended by the Committee to hold a Board Officer seat for Program Year 2025-2026: 1)Chair-John Sorrenti; 2)Vice-Chair - Pat Walsh; 3) Treasurer - Rodd Haller; and 4) Secretary – Eric Peters.

PERSONNEL POLICIES AND PROCEDURES

Ms. Kittle informed the Personnel Committee on April 30, 2025, that the NPWDB, Inc.'s Personnel Policies and Procedures do not fully correspond with the NPWDB, Inc. Local Policy #105. The Committee gave Ms. Kittle approval to update/revise the Personnel Policies and Procedures to include the same language as Local Policy #105.

Mr. Sorrenti requested a different motion for each of the Committee's recommendations to be approved. For Personnel Issues: Mr. Coulter moved. Motion seconded by Ms. Petrovich. For Board Officer Nomination for PY 25-26: Ms. Petrovich moved. Motion seconded by Mr. Cowey. For changes to the NPWDB, inc.'s Personnel Policies and Procedures: Ms. Sorrenti moved. Motion seconded by Mr. Coulter. All motions carried unanimously.

YOUTH ACTIVITY REPORT

Ms. Kittle presented the Youth Activity Report. 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. Cowey moved. Motion seconded by Ms. Konkle. Motion carried unanimously.

ONE STOP OPERATOR REPORT

Ms. Mazeska, One Stop Operator Manager, presented the One Stop Operator Report. Ms. Mazeska stated that AJC staff along with partner staff have developed a regional AJC Strategic Plan. The plan outlines specific goals and objectives along with future objectives for American Job Centers.

Ms. Mazeska stated that the One Stop Steering Committee meets twice a year to review the Strategic Plan to determine if the AJC staff and partners are meeting the goals or if modifications need to be made. To enhance the plan's accountability and effectiveness, the S.T.A.R. System has been integrated as a measurement tool. This system enables tracking of referrals and their outcomes, offering a clear picture of how well the goals are

being achieved. Each goal is categorized as “Met,” “Ongoing,” or “Not Met.” All categories are currently Met or Ongoing. Ms. Mazeska stated that there are not any categories that have not been met.

Ms. Mazeska also discussed year-to-date customer traffic flow at regional American Job Centers and outside funding. Ms. Mazeska also stated that Y-T-D, the Wheeling AJC Clothing Closet has helped eleven (11) participants with clothing for job interviews. Mr. Sorrenti requested a motion the One Stop Operator Report be approved as presented. Mr. Coulter moved. Motion seconded by Ms. Petrovich. Motion carried unanimously.

DIRECTOR'S REPORT

Ms. Kittle, Director of the NPWDB, Inc., presented the Director's Report. Ms. Kittle discussed: 1) Y-T-D OJT Program Report; 2) Rapid Response Program Report; 3) Y-T-D ITA/Apprenticeship Report; 4) Y-T-D SNAP Report; 5) Outside/Grant Funds for Virtual Reality headsets for youth participants; 6) Wheeling AJC and NPWDB, Inc. relocating to the Highlands if the WV Governor approves WorkForce WV's request to relocate; 7) APEX Solutions remaining as the facilitator of S.T.A.R. System; 8) Submitting a waiver request for the NPWDB, Inc. to serve as the One Stop Operator for the period July 1, 2025 - June 30, 2028.

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

PUBLIC COMMENTS

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

The next board meeting will be held on Thursday, August 21, 2025.

There being no further business, the meeting was adjourned at approximately 12:56 p.m. with no objections.

Eric Peters, Secretary