

**NPWDB, INC. BOARD MEETING**  
**WEDNESDAY, NOVEMBER 15, 2023**  
**12:00 NOON**  
**WHEELING AMERICAN JOB CENTER**  
**1275 WARWOOD AVENUE**  
**WHEELING**

**BOARD MEMBERS PARTICIPATING**  
**PARTICIPATING**

Paul Cowey, Chairman  
Pat Walsh, Vice-Chairman  
Eric Peters, Secretary  
Valerie Piko (via ZOOM)  
Mike Vitello  
Kevin Coulter  
Amanda Gouldsberry  
Melissa Evick  
Jill Konkle (via ZOOM)  
John Sorrenti  
Kim McConnaughey  
Gary Martin  
Bill Tice  
Cathy Monteros  
Courtney Petrovich (via ZOOM)  
Lisa Werner  
R.J. Konkoleski

**BOARD MEMBERS NOT**  
**PARTICIPATING**

Rodd Haller, Treasurer  
Nick Latousakis  
Tina Rush  
Jason Kasmirski  
Scott Gallagher  
Eric Vincent

**LOCAL ELECTED OFFICIALS**

John Gruzinskis, Chief LEO  
Lance Hickman (via ZOOM)  
Lisa Heasley  
Stacey Wise (via ZOOM)  
Don Nickerson  
Rosemary Ketchum (for Glenn Elliott)  
Tim Connell (for Harold Miller)

**LOCAL ELECTED OFFICIALS NOT**  
**PARTICIPATING**

Jeff Davis

**OTHERS PARTICIPATING**

Roger Kent, CPA  
Caren Knoyer  
Erinn Kittle  
Lake Ferrara  
Jodi Fogel  
Jessica Conn  
Pam Hedrick  
Bob McGee (Guest Speaker)

## **CHAIRMAN'S REPORT**

Mr. Cowey noted a quorum of members was present, so the meeting was formally called to order at approximately 12:00 pm.

Mr. Cowey introduced new Board Member: Cathy Monteroso, Interim Provost at West Liberty, representing Ohio County; and, new Staff Member Lake Ferrara, Administrative Coordinator for the NPWDB, Inc.

Mr. Cowey requested approval of the August 16, 2023 Full Board Meeting minutes. Ms. McConnaughy moved. Motion seconded by Ms. Evick. Motion carried unanimously. Mr. Cowey requested approval of the May 15, 2023 and May 17, 2023 Executive Committee Meeting Minutes. Mr. Connell (for J. Kasmirski) moved. Motion seconded by Mr. Coulter. Motion carried unanimously.

Mr. Cowey announced the following upcoming conference: The 2024 National Youth Employment Coalition Annual Forum at the Courtyard Grand Hotel in Atlanta, GA from March 4, 2024-March 6, 2024.

Mr. Cowey updated the Board on the July, August & September 2023 monthly expenditures that were approved by the Executive Committee earlier today. Monthly expenditures appeared to be in order.

Mr. Cowey asked Ms. Kittle, Assistant Director, to detail/explain the most recent Performance Report for Region 5. Ms. Kittle said Region 5 was meeting or exceeding all performance measures.

Mr. Cowey asked Ms. Ferrara, Program Administrator, to update the board on the new S.T.A.R System (KIOSK Stations). Ms. Ferrara said there were thirty-four (34) participant applications and/or referrals reported in the System from August 1, 2023-present.

## **FINANCIAL REPORT**

Roger Kent, CPA, reviewed the NPWDB, Inc.'s financial statements for the

period ending September 30, 2023. After review, Mr. Cowey requested a motion the September 30, 2023 financial statements be approved. Mr. Sorrenti moved.

Motion was seconded by Ms. McConnaughey. Motion carried unanimously.

### **GUEST SPEAKER**

Mr. Cowey introduced guest speaker, Bob McGee, CFA, Senior Vice President & Chief Investment Strategist with WesBanco Trust and Investment Services. Mr. McGee spoke about most recent economic development news in the Northern Panhandle region.

### **YOUTH ACTIVITY REPORT**

Ms. Kittle, Assistant Director, presented the Youth Activity Report. Ms. Kittle updated the Board on the following issues/items: 1) YTD Subcontractor Activity; 2) Older Youth ITA Program; and, 3) Work Experience Programs for area Youth. Mr. Cowey requested a motion the Youth Activity Report be approved as presented. Mr. Peters moved. Motion seconded by Mr. Vitello. Motion carried unanimously.

### **COMMUNITY OUTREACH REPORT**

Ms. Ferrara, Program Administrator, presented the Community Outreach Report. Ms. Ferrara detailed marketing and outreach activities/events that were initiated during the first quarter of Program Year 2023-2024, like: job fairs, interviews with local news stations, cross-training sessions, participation in community meetings, press releases, etc. Ms. Ferrara also gave an update on Career Pathways activities in the Region. Mr. Cowey requested a motion the Community Outreach Report be approved as presented. Mr. Vitello moved. Motion seconded by Mr. Sorrenti. Motion carried unanimously.

### **ONE STOP OPERATOR REPORT**

Ms. Conn, One Stop Operator Manager, presented the One Stop Operator Report. Ms. Conn discussed year-to-date customer figures at regional

American Job Centers. Ms. Conn detailed most recent One Stop Center Strategic Plan goals and whether or not they are being "Met," "Not Met" or are "On-Going." Mr. Cowey requested a motion the One Stop Operator Report be approved as presented. Mr. Connell (for Mr. Kazmirski) moved. Motion seconded by Mr. Vitello. Motion carried unanimously.

### **DIRECTOR'S REPORT**

In Ms. Guida's absence, Ms. Kittle, Assistant Director, presented the Director's Report. Ms. Kittle discussed: 1) YTD OJT Report; 2) YTD Rapid Response Program Report; 3) YTD ITA Report: and, the, 4) YTD SNAP Report. Ms. Kittle also presented/discussed New Local Policies #99, #100 and #101 and Modified Policies #26, #29, #33. Mr. Cowey requested a motion that all new and modified policies be approved as presented. Mr. Sorrenti moved. Motion seconded by Mr. Peters. Motion carried unanimously.

Ms. Kittle then gave an overview of an Opioid Grant that the State Workforce WV Office is applying for on behalf of local workforce development regions in the state. The Opiod Grant is being made available from the US DOL.

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

### **PUBLIC COMMENT**

Mr. Cowey asked if there were any public comments. There were none.

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

Eric Peters, Secretary