I. Introduction, Opening Remarks and Approval of Minutes: John Sorrenti, Board Chair

Meeting brought to order at 10:10 a.m. by John Sorrenti, first item on the agenda is the approval of the minutes from April 18, 2018 meeting. Motion to approve, moved and seconded. John welcomed and introduced Scott Adkins to speak first.

II. Welcome and WorkForce WV Update: Scott Adkins, Deputy Executive Director, FAM – MA, WorkForce WV

Scott welcomed and thanked everyone for being present. He gave a brief update on WorkForce WV.

- Apprenticeship in Motion (AIM): AIM is the result of a cooperative team work between the West Virginia Development Office, West Virginia Department of Education, WorkForce WV, the Robert C. Byrd Institute at Marshall University and the Community and Technical College System of West Virginia. The partners worked together to develop courses that are needed state wide to provide companies the tools to integrate apprenticeship into their programs.
  - Seven (7) sessions were held, one in each of the LWDB regions
  - Over 400 attended the sessions - approximately 222 employers
  - 2 employers have committed to starting apprenticeship programs as a result of the session
- Bombardier Services Corporation/ West Virginia: is partnering with Bombardier Services Corp. to develop and deliver Air Frame Certification Apprenticeship training (50 full-time apprentices). The project will be reimbursed 50% of paid trainer’s cost not to exceed award amount and be completed by 6/30/2018
- Kanawha County Schools: Will start a maintenance apprenticeship program.
- New Website/Training Curriculum – The team is in the process of finalizing the training curriculum for One Stops to use when training staff on workforce development programs. We are looking to start the training in late August.
- WIOA Unified State Plan Modification – It has been approved by the US Department of Labor and Education. The State Plan modification covers program Years 2018 and 2019 and became effective July 1, 2018

A question and answer session was held after the presentation. John Sorrenti then introduced Penny Brown as our next speaker.
III. **Broaddus Hospital**: Penny Brown

At a glance Broaddus Hospital is a hospital located in Philippi, WV which is in Barbour county. The hospital has been in existence since 1954 when it was a community-owned hospital. In 1994 the hospital was a Rural Primary Care Hospital that was the 2nd in the nation to be certified. In 2000, the hospital received a new building and became a Critical Access Hospital. Today it is a part of Davis Health System and contains 72 beds and employs 1200 employees, 215 at the campus.

- **Services:**
  - Pulmonary Rehab
  - Family Practice
  - Inpatient and Outpatient Therapies
  - Swing Beds - (12 beds) which specialize in helping patients transition to functioning in their home again.
  - Mansfield Place - (60 beds) Long term care facility.
  - Outpatient Behavioral Health
  - Also provide services like an Emergency Room, Pharmacy, and a Radiology department

- **HCAHPS Measures and Star Ratings**
  - In 9 areas out of a total of 11 areas ranked, Broaddus Hospital ranked above the national average.

- **Challenges:**
  - Staffing
    - Applicant pool for physicians, nurses and C.N.A’s
    - Work Ethic, not being on time, lots of call offs, employees only staying with the hospital for 8-10 months
  - Regulatory
    - Payroll Based Journalism, with lack of dedication to employer
    - WV Cares; each new employee/applicant must go through this screening which costs around $58 per applicant, screening sites are 30-45 minutes from Broaddus Hospital
    - OHFLAC
    - Life Safety, building codes.

- **Successes**
  - C.N.A classes are on site at AB College
  - Recruitment: Job fairs, Shadowing, Open Houses, Clinical Rotation offered for school programs
  - Longevity: Many employees have been working at the hospital for more than 30 years, 6 employees are over the age of 70
  - Low Turnover: 10 years ago the rate for CNA’s turnover was 97%, today the turnover rate as gone down to 34%
  - Applications: Use of online application, Online on-boarding, Access to new hire paperwork online, ads on social media
  - Patients are always first

A copy of the presentation was provided to all attendees. For questions, please contact:

Penny Brown  
Broaddus Hospital  
1 Healthcare Drive, Philippi, WV 26416  
304-457-8150  
brownp@davishealthsystem.org

A question and answer session was held after the presentation. John Sorrenti the introduced Lucinda Curry as the next speaker.

IV. **Apprenticeship Works!**: Lucinda Curry, Director of Apprenticeship Works, RCBI

- **At a Glance**
  - In 2016, RCBI was awarded a grant worth $4.9 million to expand apprenticeship in the advanced manufacturing across the U.S.
The grant supports new pre-apprenticeships for women, transitioning military personnel and disadvantaged youth.

**What is Registered Apprenticeship?**
- To be a registered program the apprenticeship must contain On-the-Job Training whether that be full or part time employment.
- The instruction must be related or tailored to the occupation
- Rewards for Skill Gains meaning wages increase over or at the end of the apprenticeship.
- National Occupational Credentials received at the end of the apprenticeship

**Workforce Development Organizations**
- As a collaboration, organizations help to recruit and screen candidates for apprenticeship programs
- Organizations also provide basic skills preparation to those in the apprenticeship
- Workforce Development Organizations also fund OJT or related instruction and serve as a sponsor.

**Educational Institutions**
- Refer graduates for placement
- Deliver related instruction as the apprenticeship
- May provide college credit for successful apprenticeship completions
- Also serve as a sponsor or intermediary

**Primary partners in Apprenticeship Works**
- National Coalition of Advanced Technology Centers (NCATC) currently has 200 members
- ToolingU provides online learning for the apprenticeship
- America Makes currently has 300 members and has a focus in 3D Printing
- AST2 is an online learning program projected towards veterans
- West Virginia Women Work
- Mountaineer Challenge Academy and Job Corp works with disadvantaged youth

**Grant-funded activities**
- Consulting services help companies involved in the apprenticeship
- Train-the-Trainer, trainers work with company trainers on effective ways to train
- Learning Management System keeps track of the on-the-job learning
- Ongoing support to keep developing the apprenticeship program

**Occupations**
- Focused on manufacturing and the needs within the occupation
- Includes additive manufacturing and 3D Printing
- Tool & Die Maker, Welding Technician, Robotics Technician, Quality Control Inspector, and many other occupations in manufacturing

**Career Pathway**
- Those interested can be new hires, which is mostly uncommon, incumbent workers, students, veterans and dislocated workers, and those involved in a pre-Apprenticeship
- During the Apprenticeship those involved will receive paid On-The-Job Training provided by the employers
- They also can receive related technical instruction provided by the employer, a college, or training providers
- At the end of an apprenticeship the individual can receive a National Certification of Completion of Apprenticeship and an Associate degree if applicable.

**Pre-Apprenticeship**
- The elements include a connection to an existing apprenticeship program
- Approved training and curriculum
- Opportunity to earn an industry-recognized credential
- Hands-on learning with a career focus
- Access the support services and training

**Women in Apprenticeship**
- West Virginia Women Work provide the soft lines training for women in West Virginia who are interested in a construction trade.
- For over 20 years Women Work has been able to provide training to women in the area through their two locations RCBI Huntington and Bridgeport
- Apprenticeship Works partnership allows these Women to receive a hands-on training and instruction in their manufacturing shops

**Youth in Apprenticeship**
By partnering with Job Corps and Mountaineer Challenge Academy, Apprenticeship Works has been able to assist the disadvantaged youth in starting a career path and plan to exceed their metrics by the end of this year.

- **Veterans in Apprenticeship**
  - Through AST2 a completely online program, veterans can receive manufacturing training that is mostly focused on 3D printing of both plastics and metals.
  - They can receive on hand training at their military site.
  - Currently 135 veterans are enrolled in this program and the numbers are expected to reach the cap of 300 by 2020.

- **A customized approach**
  - Apprenticeships customized to meet employers needs
  - Benefits the employer by lowering recruitment cost, raising retention, and having loyal workers.

- **Industry Partners**
  - Gestamp in West Virginia and Tennessee
  - Weyerhaeuser in West Virginia and North Carolina
  - Level 1 Fasteners in West Virginia
  - HOV AERO in West Virginia
  - Soles Electric Rebuilders in West Virginia
  - Custom Manufacturing Services in West Virginia

- **More Industry Partners**
  - Unipres in Tennessee
  - Mohawk in Alabama, Arkansas, Georgia, North Carolina, South Carolina, Tennessee, Texas, Virginia, and Washington
  - Bowers Envelope in Indiana
  - E&E Manufacturing of Tennessee
  - Martin in Illinois
  - Micromachine Works in Ohio

- **Collaboration is Key to Success**
  - The employer driven apprenticeship models are customized to meet the skill set needs of manufacturers in multiple occupations.
  - Partnerships work and serve apprentice, industry, workforce and educational stakeholders.

- **Level 1 Fasteners**
  - Located in Huntington, West Virginia with DOD Contracts
  - Partnered with Mountwest through online schooling to receive college credit.
  - Also Partnered with West Virginia Department of Education to work with high schools and vocational centers.
  - With Workforce West Virginia On-The-Job Training is provided.
  - West Virginia provides reimbursement to what the grant doesn’t cover for the apprenticeship.

- **Gestamp**
  - Located in South Charleston, West Virginia and has worked with the organization since 2010
  - Partners include, Workforce West Virginia, Bridgevalley Community and Technical College and West Virginia Department of Education.

A copy of the presentation was provided to each attendee. For more information on the presentation, please contact:

**Lucinda Curry, Director of**

**Apprenticeship Works, RCBI**

800-469-7224

A question and answer session was held after the presentation. John Sorrenti then introduced our next speaker, Mathew Gallagher.

**V. WV One-Stop Business Center:** Mathew Gallagher, Director, WV Secretary of State’s Office

- The following video was shown at the beginning of the presentation: One-Stop Video - [https://www.youtube.com/watch?v=Kgpojr0Qb0](https://www.youtube.com/watch?v=Kgpojr0Qb0)
- Mission of the Executive Director:
  - Design and execute multi-agency vision of One Stop
• Manage and expand WV Business One-Stop
• Reduce artificial barriers
• Enhance and build informational resources offered by One-Stop for WV businesses, to help understand regulations
• Vision: Enhance and build the available Sec. of State resources to make it easier to establish and do business in West Virginia

• WV Code 31D-1-131
  • Requiring the Secretary of state to lead the development of:
    – A web-based portal to facilitate interaction between government and business
    – Provide guidance to users who want to start a business in the state
    – Permit e-payments and provide business information statuses paperless
    – Provide business owners with the option to file electronically applications for permits and licenses, renewals, file annual reports, pay unemployment taxes, pay any other fees or remittances from business owners
    – Provide businesses editable forms necessary for filing with the following agencies:
      ▪ WV Tax Department
      ▪ Workforce WV
      ▪ Division of Labor
      ▪ WV Secretary of State
    – A Call center to assists business obtaining information regarding compliance with state law

• WV One Stop by the Numbers
  • Operating with all 4 agencies since January 9th
  • Approximately 60 business days after full participation:
    – Secretary of State Walk-Ins: 564
    – Tax Walk-Ins: 233
    – Total Labor Visitors: 50+
    – Expedited Services offered by One-Stop: 917
    – Expedited Serviced Revenue Generated: $37,100

• Agency Improvements
  • Fully implement One-Stop Portal and Business Wizard Summer 2018 (August)
  • Average completion time of New Business Registration
    – Prior to opening One Stop: 2 to 3 weeks
    – Current Walk in Customer: 2 to 3 hours
  • Weekly Department of Labor Out-of-Compliance Business Tracker Email
  • Small Business Development Center Business Lead Partnership
    – Currently: 4,000 clients
    – Total Business pool in WV: 118,000

• Future of the One Stop Business Center
  • One Stop Website Phases 2-4
    – Division of Labor
    – Tax Department
    – WorkForce WV
  • On-Board new state agencies to integrate licensing/certification/registrations through the One-Stop website,
  • Recruit cities/counties in One-Stop, like the City of Hurricane
  • One-Stop Call Center
    – Knowledge Center Database
    – Call Queue
    – Call Center Task Force
    – Structured with likeness to Amazon’s call center

A copy of the presentation was provided to all attendees. For questions, please contact:

Mathew Gallagher
WV One Stop Business Center Director
MGallagher@wvsos.com
305-558-8000
A question and answer session was held after the presentation. John Sorrenti introduced our next speaker, Martha Craig-Hinchman.

VI. National Dislocated Workers Grant: Martha Craig-Hinchman, Assistant Director TAA-DWS, Workforce WV

- National Dislocated Worker Grant (NDWG) Summary
  - The first Grant that was issued for the period of 6/30/2012 to 6/30/2018, was to assist and serve coal miners in an industry wide mass layoff. The Grant, WV Statewide Coal Mining NDWG I was a grant WV Workforce submitted to the DOL and was awarded 1.8 million to serve 200 coal miners/displaced homemakers. The Grant ended up after five years totaling $15,046,460.00 and 2226 participants served. In December 2017 an application for a new grant was submitted and approved.
  - With the additional lay offs in the mining industry, the USDOL awarded another grant, WV Statewide Coal Mining NDWG II. The grant fund was in the amount of $1,056,000.00 to serve 200 participants from 3/12/2018 to 12/31/2019.
  - The 2016 Severe Storms/Flooding Grant’s purpose was to serve 250 individuals dislocated by the severe storms. The USDOL awarded $3,500,000.00 to Workforce WV to provide temporary relief. Workforce WV applied for additional funds to continue cleanup, the USDOL awarded $4,000,000.00 to help 250 more people, making the projected total 500. The grant ended on 6/30/2018 and provided temporary work to 437 workers.
  - Based on the severe storm that took place on 7/28-29/2017, FEMA declared 12 counties a disaster. An emergency grant application was submitted and the USDOL awarded Workforce WV $925,000.00 to serve 65 individuals.
  - The Sector Partnership NDWG Grant is a partnership between Workforce WV and the Community Technical College system of West Virginia to serve 420 dislocated workers. During the grant 405 dislocated workers enrolled in the SP program and accessed the benefits which included job search activities. Currently as of June 30, 2018 the SP Grant shows an entered employment rate of 85% with 276 participants employed after completing training and exiting the program.

For questions, please contact:

Martha Craig-Hinchman
WorkForce West Virginia
Martha.L.Craig-Hinchman@wv.gov

A Question and Answer Session was held after the presentation.
VII. Other Business/Adjournment:

Rev. Matthew Watts, Board Member, detailed a variety of topics that he feels should be refined and clarified for fellow members.

- The amount of WIOA funding received this fiscal year and how that money is allocated.
- Performance measures and outcomes. We do not receive reports on the people we serve statewide and our local region making it hard to do our jobs. Our job is to be the Chief Council to the Governor and Legislature on Workforce development matters.
- Board Member Roles & Responsibilities. The requirement of 51% business should equate to a voice for the business community.
- Providing input and feedback on the WIOA five-year business plan for West Virginia.
- Engage Legislators to fully participate in Board Meetings.
- The role of this board to lead the charge with recommendations to ensure success of the Road Bond (Roads to Prosperity) project. Develop a plan to meet the workforce needs of employers receiving project bids thus increasing the labor participation rate in WV.
  - $3.8M projected funding potential
  - 40,000 jobs
  - Collaborate with Federal and State Transportation leaders to collect approved project data-by county, by region.
  - Get word out to communities about opportunities to increase labor pool supplies. Get people into the One Stops (America Job Centers), assess and provide training when necessary to get people job ready.
- Develop strategies to improve the labor force participation rate. Since 1976 millions of dollars have been spent on workforce investment, development and education with limited results. WV is 10% below the national average, in terms of work age population.

SK Miller, Region 3 WDB Director, comments:

- In respect to the construction jobs that are pending. Over a year before the jobs were announced, my staff worked with DOH on how to increase women and minorities into construction sites once the bond issue was raised and passed; we have had seven meetings.
- In Region 3, in February, we had a major job fair at BridgeValley with 127 employers who were manufacturer, construction people. It wasn’t just your typical employers from the valley.
- We had almost, just short of, 500 people respond who brought resumes; we scanned and sent to every employer who attended. The DOH came to us and personally thanked us.
- So, we have Workforce there, our labor unions were represented. We had people like a machinery company. We had the big people who do big jobs for the state there.

Rick Martin, comments:

- With respect to SK, the session that was held at BridgeValley was a very good session and I’m very appreciative of the employer response. But with respect to pastor Watts’ comments it is true, there is a need for more attention to be paid from the top.
- I have spoken to several legislators and as president of Charleston NAACP, I am very concerned about disadvantaged people, particularly people of color and the opportunities that they accrue to the state and I’ll give you an example of what I mean.
- The Road Bond, we met with Governor Justice when he was candidate Justice. And he said to us, if you have a good idea, you bring it to me. And we did. And essentially what the idea was, was to have more engagement from state agencies from legislature as it relates to services to people and this road bond issue.
• Roy and many of the labor representatives know exactly what we are talking about when we say we have legislation right now on the books codified. With respect to this road bond, if the job offers a placement within West Virginia, WorkForce has 3 days to fill those job orders or they may extend the waiver to that employer that allows them to go out of state and hire people.

• Should we not be asking our legislature - can that not be amended? Can that not be addressed? I asked Chad, how many job orders have been placed with the local Workforce WV offices with regard to the Road Bond? How many job orders have been placed not only in the Huntington and Charleston? This road bond extends throughout the entire state. Chad sort of indicated that there had only been a few paving job orders that have been listed with the job service office.

John Sorrenti
Anybody else? We heard the request from Reverend Watts concerning our next session:

• We should look at what we’re doing, instead of a bunch of speakers, and

• Look at what we’re doing and the funding there is

• Take a good look at regions and how we might be able to help them and have someone come in and talk to us about this road bond thing and get a better feel for how we can integrate to those plans and see what’s going on with what should be a tremendous amount of jobs.

• Well its not mine or reverend’s decision to make, it’s your decision so I’ll ask how many of you would be in favor of that being our next meeting, let me see a show of hands. How many opposed? 4-0 to 27. Vote 4-0 That should be our next meeting as you plan the next meeting we’ll tell the staff you heard what he said and what we would like to have at the next meeting. That meeting will be October 17. Is there anything else?

Roy Smith, comments:

You just took a vote 4-0-27 other than people who are in this room how many actually serve on the board. I know the various folks represent the regions.

John Sorrenti
I think 4, no one is left on the phone. How many are appointed? Workforce members (hands). There you are. Anything else?

Meeting Adjourned