

**Region 2 Workforce Investment Board
Full Board Meeting
Thursday, July 18, 2024
12:00pm-2:00pm
Huntington One-Stop Office (2nd Floor Front Conference Room)**

AGENDA

Opening: Chairman Mr. Andy Skidmore

Minutes: approve the Minutes for May 30, 2024 R2 WIB Board Meeting

Reports:

Financial Report: Ms. Brenda Hunt

Executive Director Report: Ms. Melissa A Bias

Old Business: RFP/IT was put out for bid

New Business:

Discussion / Approval of Executive Committee Membership

Discussion / Approval for renewal of board membership letter

Discussion / Approval of RFP – IT Services (see attachments)

Discussion / Approval – Ring Central digital line downgrade/early termination fee \$5470.56. Will reduce the monthly bill from \$1,305.00 to approximately \$850.00 per month. (see attachment)

Discussion / Approval – EO Officer (job description attached). Approval for current employee salary increase: \$19.23 to \$21.63 hourly rate.

Discussion / Approval for Executive Director and EO Officer to attend OEO Training in Roanoke, WV, on 9.18.24. The training registration fee is \$115.00 per person. The hotel accommodation is approximately \$229.00 per person for 1 night's stay.

Discussion / Approval to downgrade from 5 to 3 TRANSFR VR Headsets.

ADJOURN

