

ATTACHMENT
BB
Region VII WDB
Cost Allocation Plan

Eastern Panhandle Instructional Cooperative (EPIC)

Cost Allocation Plan

FYE June 30, 2025

EPIC COST ALLOCATION PLAN

Purpose/General Statements

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that this organization will use to allocate costs to the programs, grants, contracts and agreements.

2 CFR Part 225, "Cost Principles for State and Local Governments," establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. EPIC's Cost Allocation Plan is based on the Direct Allocation method described in CFR 2 Part 225. The Direct Allocation Method treats all costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by EPIC.

General Approach

The general approach of EPIC in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, activity, etc.
- B. Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
- C. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution.

ALLOCATION OF COSTS

The following information summarizes the procedures that will be used by EPIC during the fiscal year ending June 30, 2025:

- A. Compensation for Personal Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done.
 - 1. Fringe benefits: FICA, Worker's Compensation, retirement, health insurance, dental insurance, and other fringe benefits are also allocated in the same manner as salaries and wages.
 - 2. Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.
- B. Travel Costs - Allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred.
- C. Office Expense and Supplies (including office supplies and postage) - Allocated based on usage. Expenses used for a specific program will be charged directly to that program. Postage expenses are charged directly to programs to the extent possible.
- D. Equipment - EPIC depreciates equipment when the initial acquisition cost exceeds \$1,000. Items below \$1,000 are reflected in the supplies category and expensed in the current year. Unless allowed by the awarding agency, equipment purchases are recovered through depreciation. Depreciation costs for allowable equipment used solely by one program are charged directly to the program using the equipment.
- E. Printing (including supplies, maintenance and repair) - Expenses are charged directly to programs that benefit from the service.
- F. Insurance - Insurance needed for a particular program is charged directly to the program requiring the coverage. Other insurance coverage that benefits all programs is allocated based on the ratio of each program's number of vehicles or square footage.
- G. Telephone/Communications - Long distance and local calls are charged to programs if readily identifiable.

- H. Facilities Expenses - Expenses are charged directly to programs that benefit from the service.
- I. Training/Conferences/Seminars – Allocated to the program benefiting from the training, conferences or seminars.
- J. Other Costs (including dues, licenses, fees, etc.) - Other joint costs will be allocated to the program benefiting from the other costs.
- K. Unallowable Costs – Costs that are unallowable in accordance with 2 CFR 225 Appendix B, including alcoholic beverages, bad debts, advertising (other than help-wanted ads), contributions, entertainment, fines and penalties are not incurred.
- L. Indirect Costs– Indirect costs are applied based upon the USDE approved indirect cost plan rate of 4.46%.

October 1, 2025

TJ Van Meter
Executive Director
Region VII Workforce Development Board
151 Robert C. Byrd Industrial Park Rd, Suite 2
Moorefield, WV 26836

Re: Approval of 2025 Cost Allocation Plan

Dear Mr. Van Meter,

WorkForce West Virginia (WFWV) has completed a detailed review of the Cost Allocation Plan submitted by your Region. Generally, a cost allocation plan is approved by the federal agency that provides the largest dollar amount of federal financial assistance to an organization. If no direct federal financial assistance is received, the organization that provides the agency with the largest dollar amount of federal financial assistance is the cognizant agency. Therefore, since Region 7 receives no direct federal funding, WFWV is responsible for the review and approval of your Cost Allocation Plan.

WFWV has concluded that your agency's Cost Allocation Plan meets the requirements set forth in the federal grant management and cost standards as promulgated by the Office of Management and Budget. Therefore, the Cost Allocation Plan is approved as submitted, a copy is attached. This letter along with the attached Cost Allocation Plan must be kept on file within your agency until such time that a new Cost Allocation Plan is approved.

Please note that during scheduled monitoring visits, WFWV will monitor the methodology used for the allocation of costs compared to the approved Cost Allocation Plan on file. If any changes are made in the methodology used in the allocation of costs within the organization, a revised plan must be submitted to WFWV immediately for review and approval. The submission must include a full copy of the revised plan as well as samples of any schedules, documents, or studies used in the allocation process.

If you have any questions or concerns, please contact me at (304) 352-3845
or jane.shinn@wv.gov.

Sincerely,

Jane Shinn

Jane Shinn
FAM Executive Director

1900 Kanawha Blvd. East * Building 3 Suite 300 * Charleston, WV 25305

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An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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Region VII Workforce Development Board
and
Martinsburg and South Branch One Stop Career Centers
Cost Allocation Plan

Purpose/General Statements

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts, and agreements. The Agency will be hereafter referred to as Region VII WDB.

2 CFR 200 "Uniform Grant Guidance" establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government. Region VII WDB's Cost Allocation Plan is based on the Direct Allocation method described in 2 CFR 200. The Direct Allocation Method treats all costs as direct costs except general administration and general expenses.

Direct Costs are those that can be identified specifically with a particular final cost objective. Shared costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are allowable, in accordance with the cost principles, will be allocated to benefitting programs by Region VII WDB. Region VII WDB and the Martinsburg and South Branch One Stop Career Centers are predominantly funded by WIOA Adult, Dislocated Worker, and Youth grants. When funding outside the WIOA funding stream becomes available this cost allocation plan will be applicable.

Region VII WDB has Fiscal Management agreements with Eastern Panhandle Instructional Cooperative, Inc. (EPIC). The Martinsburg and South Branch Career Centers utilize Thomas P. Miller and Associates (TPMA) as the One-Stop Operator.

General Approach

Region VII Workforce Development Board

The general approach of Region VII WDB in allocating costs to particular grants and contracts is as follows:

1. All allowable direct costs are charged directly to programs, grants, activity, etc.
2. Allowable direct costs that can be identified to more than one program, are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
 - a. For example, supplies for a resume writing class when the number of Adult and Dislocated Worker participants is known.

3. All other allowable shared costs (costs that benefit all programs and cannot be identified to a specific program) will be allocated to programs, grants, etc. based upon participant numbers as of the last day of the previous calendar quarter.

Administrative Costs

Administrative costs are defined by 20 CFR 683.215-attached

All administrative costs will be allocated to programs, grants, etc. based upon participant numbers as of the last day of the previous calendar quarter.

Martinsburg and South Branch One Stop Career Center

The general approach of the Martinsburg and South Branch One Stop Career Center is as follows:

1. Due to the nature of the One Stop Career Center model as specified by the WIOA legislation all customers at least have an intake interview to determine eligibility.
2. The Martinsburg and South Branch One Stop Career Centers will only serve participants eligible for WIOA Adult and Dislocated Worker funds.
3. Since it is unknown which (if any) program a customer may be eligible, all One Stop Costs are pooled and allocated based on participant numbers of the WIOA programs from previous quarter.
4. The participant numbers for the allocation will be the number of participants enrolled in the Adult and Dislocated Worker programs for the previous calendar quarter as of the last day of the quarter. This number will be provided to the Fiscal Agent by Region VII WDB staff.
5. All One Stop Career Center costs will be accumulated in a cost pool as incurred during the month and allocated according the number of participants from the previous quarter.
6. In the event there are Youth expenses incurred by the One Stop Career Center, those costs will be directly charged to the Youth Grant.

Allocation of Costs

The following information summarizes the procedures that will be used by Region VII WDB and the Martinsburg and South Branch One Stop Career Centers since July 1, 2024.

- 1) Compensation for Personal Services – Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's participants to the total number of participants as of the last day of the previous quarter.
 - i) Fringe benefits (FICA, SUTA, Disability Insurance, Health Insurance, Workers Compensation, and Retirement) are allocated in the same manner as salaries and wages.
 - ii) Annual Leave, holiday, and Sick Leave are all allocated in the same manner as salaries and wages.

- 2) Travel Costs – Allocated based on purpose of travel. All travel costs (local and out of town) are charged directly to the program for which the travel was incurred. Travel costs that benefit more than one program will be allocated to those programs based on the ratio of each program's participants to the total number of participants as of the last day of the previous calendar quarter.
- 3) Professional Services Costs (such as consultants, accounting and auditing services)- Allocated to the program benefiting from the service. All professional service costs are charged directly to the program for which the service was incurred. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's participants to the total number of participants as of the last day of the previous calendar quarter.
- 4) Office Expense and Supplies (including office supplies and postage) – Allocated based on usage. Expenses used for a specific program will be charged directly to that program. Postage expenses are charged directly to programs to the extent possible. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's participants to the total number of participants as of the last day of the previous calendar quarter.
- 5) Equipment – Region VII WDB depreciates equipment when the initial acquisition cost exceeds \$5,000. Items below \$5,000 are reflected in the supplies category and expensed in the current year. Equipment purchases are made in accordance with EPIC's (Region VII WDB's Fiscal Agent) procurement procedures. Depreciation costs are all charged to the appropriate program.
- 6) Printing (including supplies, maintenance and repair) – Expenses are charged directly to programs that benefit from the service. Expenses that benefit more than one program are allocated based on the ratio of the labor hours to total labor hours. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's participants to the total number of participants as of the last day of the previous calendar quarter.
- 7) Insurance- Property and Casualty Insurance is provided as part of EPIC's policy. Costs will be allocated to programs based on the ratio of each program's participants to the total number of participants as of the last day of the previous calendar quarter.
- 8) Auto Insurance – Auto insurance costs will be collected in a cost pool and allocated to those programs based on the ratio of each program's participants to the total number of participants as of the last day of the previous calendar quarter.
- 9) Telephone/Communications –Telephone and Internet costs will be expensed directly to a program, if possible. Other telephone, internet or communications expenses that benefit more than one program will be allocated to those programs based on the ratio of each program's participants to the total number of participants as of the last day of the previous calendar quarter.
- 10) Facilities costs for locations that house a single program are charged directly to the program, grant or agreement for the activity being carried on at that location. Any shared Facilities costs for the Region VII WDB and Martinsburg and South Branch One Stop Career Center will be separated based on the ratio of square footage facility cost to the total facility costs. Facility Costs include rent, utilities, trash removal, janitorial etc. Facility Costs will be allocated to those

programs based on the ratio of each program's participants to the total number of participants as of the last day of the previous calendar quarter.

- 11) Training/Conferences/Seminars – Allocated to the program benefiting from the training, conference or seminars. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program's participants to the total number of participants as of the last day of the previous calendar quarter.
- 12) Other Costs (including dues, licenses, fees, etc.) – Costs that benefit a specific program are directly expensed. Other joint costs that benefit more than one program will be allocated to those programs based on the ratio of each program's participants to the total number of participants as of the last day of the previous calendar quarter.
- 13) Unallowable Costs – Costs that are unallowable in accordance with OMB Circular A-122, including alcoholic beverages, bad debts, advertising (other than help wanted ads), contributions, entertainment, fines and penalties will not be charged to a federal award. Lobbying and fundraising costs are unallowable.

This Cost Allocation Plan has been in effect since July 1, 2024 since EPIC assumed the role as Fiscal Agent for the Region VII WDB.

**Job Description:
Executive Director
Workforce Development Board**

General Description: This position will provide the leadership necessary for the successful delivery of employment and training activities as defined in the Workforce Innovation and Opportunity Act of 2014, and as further defined by the Region VII Local Elected Officials and the Region VII Workforce Development Board. Individual will directly represent the best interest of the Local Elected Officials and Workforce Development Board in the delivery of employment and training services to eligible residents of the Region VII Workforce Delivery area.

Major Responsibilities and Duties:

- Direct Workforce Development Board staff in the execution of assigned duties.
- Provide staff training and evaluation, as needed.
- Execute the actions approved by the Workforce Development Board or the WDB Executive Committee when acting on behalf of the WDB in accordance with agency Bylaws.
- Be well adverse on the Workforce Innovation and Opportunity Act of 2014 and execute the activities and services defined within the Act, upon approval of the WDB.
- Act in an advisory role to the WDB, WDB Committees, and Local Elected Officials in all areas related to the delivery of Workforce Innovation and Opportunity Act services.
- Assist in the development and implementation of policies and procedures required by the WDB for effective delivery of Workforce Innovation and Opportunity Act services.
- Assist the LEOs, WDB, mandated partners, and optional partners in the development and continuous improvement of WORKFORCE WV Career Centers.
- Approve eligible Training Providers that provide training in regional demand occupations.
- Monitor the performance of all WORKFORCE WV Career Centers, Training Providers, and other contracted services and suppliers.
- Assist in the facilitation of WDB meetings, WDB Committee meetings, WDB information presentation, and other presentation relating to WDB services or activities.
- Provide necessary reports to the proper agencies (programmatic reports, financial reports, meeting minutes, etc.).
- Attend meetings and or conferences essential to the successful delivery or delivery improvement of Workforce Innovation and Opportunity Act services.
- Execute procurement action and approval for purchases not exceeding \$5,000. Prepare procurement documents necessary for the proper procurement of supplies or services in accordance with the West Virginia Purchasing Handbook.

- Act as responsible reporting agent for all Workforce Innovation and Opportunity Act funding.
- Approve On-the-Job Training (OJT) Contracts and or Customized Training Contracts per the guidance contained in applicable local policies.
- Ensure the execution and compliance with all WDB issued policies.
- Provide continuous and direct feedback to LEOs and WDB on Workforce Development issues, services, and other activities.
- Certify all payment invoices.
- Be second signatory on all payment checks to vendors.
- Verify monthly bank reconciliation.
- Be aware LEOs are ultimately responsible for all WIOA funds and notify such individuals when procurement action is in conflict with WIOA mandates.
- Other duties as assigned by the Local Elected Officials or the Workforce Development Board.

Reporting: This position will be employed by Eastern Panhandle Instructional Cooperative, Inc. However, job supervision will be accomplished by the Local Elected Officials and the Region VII Workforce Development Board (WDB).

Minimum Qualifications:

- Possess a Bachelor's Degree in Business Administration, Public Administration, Education, or related field and a minimum of six (6) years experience in managing or supervising Federal programs specific to workforce education and training. A Masters Degree in a related field with two years experience can be substituted for the above requirement.
- Have excellent communication skills (writing, speaking, oral presentations, etc.).
- Be able to build partnerships between both government agencies and non-government agencies.
- Demonstrate strong leadership skills.
- Be able to work independently and build team models.
- Be able to interpret Federal and State laws, policies, and Acts as well as be familiar with Generally Accepted Accounting Procedures.
- Be able to travel and represent the agency. Travel will require some overnight stay as well as both in-state and out-of-state travel.
- Be familiar with Government purchasing procedures.
- Be able to draft Strategic Plan, operational policies and procedures.
- Have experience in analyzing activities and providing written analytical reports.
- Be able to work with a diverse group of individuals within government agencies, businesses, education, economic development, and other agencies involved with workforce development.

Job Description:
Program Coordinator
Workforce Development Board

General Description: The Program Coordinator for the Region VII Workforce Development Board will be responsible for internal monitoring/audits of Workforce Innovation and Opportunity Act services delivered to eligible youth, adults, dislocated workers, and displaced homemakers residing in the Region VII Workforce Delivery area. The Program Coordinator will also serve as the Region VII Equal Opportunity/Affirmative Action Officer. The position ensures sub-sponsors and office compliance. This position is responsible for meeting participants and sub-sponsors to discuss problems and prepare grievance reports. The Program Coordinator will oversee and be responsible for file maintenance, accuracy, and retention for the WDB; this includes, but is not limited to, ITAs, OJTs, Supportive Services, meeting minutes, etc. The Program Coordinator will report to the Executive Director of the Region VII Workforce Development Board.

Major Responsibilities:

- Reviews WIOA laws and regulations for customer and partner impact. Leads and motivates cross-functional team members in strategy development and implementation of compliance solutions. Utilizes advanced leadership and collaborative skills in interacting with compliance stakeholders or regulatory agencies. Fosters cooperation across team and organizational units. Builds consensus and morale through understanding of underlying team dynamics and by promoting development of team relationships.
- Ensures proper implementation of WIOA requirements and identifies outstanding compliance issues.
- Able to clearly navigate and articulate the importance of the compliance control environment to key WIOA stakeholders.
- Able to educate colleagues and skillfully provide simple explanations, real world case studies to effectively present/facilitate compliance training when required.
- Embraces change, sponsors improvements and is empowered to raise concerns and suggest improvements. Constructively looks to support continuous compliance control environment improvements.
- Assists in the development of internal controls and policies designed to ensure that all compliance needs are met.

Primary Duties:

- Review and approval recommendation of Individual Training Accounts (ITA).
- Administration and maintenance of Eligible Training Provider Applications.
- Maintenance of internal computer database for tracking ITA information.
- Assist in identification of demand occupations within Region VII.
- Work closely with WorkForce WV Career Center staff and Training Provider staff to ensure smooth transition for WIOA funded participants.
- Review and approval recommendation of supportive and/or needs based payments for eligible participants enrolled in WIOA funded activities.

- Review and process invoices from training providers for payment.
- Monitor WorkForce WV Career Centers, Training Providers, and other WIOA funded activities for contract/MOU compliance.
- Administer and monitor WDB On-the-Job Training (OJT) contracts.
- Provide Technical Assistance to WorkForce WV Career Centers, Training Providers, or other contractors, as needed.
- Review performance reports for training providers. Prepare recommendations to continue or cancel eligible training provider status based on performance reports.
- Assist in planning and implementation of local strategic plan and other policies and procedures.
- Act as the Management Information System (MIS) Coordinator for the WDB.
- Assist in planning of WDB meetings, LEO meetings, and Committee meetings.
- Attend meetings described as essential to the provision of Workforce Development initiatives in the Region as well as meetings or conferences aimed at professional development.
- Investigates complaints, generating written reports.
- Participates in various conferences sponsored by state and federal EO groups.
- Counsels sub-sponsors and participants on equal opportunity matters.
- Provides equal opportunity training for sub-sponsors and staff.
- Oversees the duties and day-to-day activities of the Region VII WDB Data Specialist.
- Other duties as assigned by the WDB Executive Director.

Reporting:

The Region VII Workforce Development Board Program Coordinator will report to the Executive Director of the Region VII Workforce Development Board.

Minimum Qualifications:

- Bachelor's Degree in education, social services, public administration, business or a related field preferred.
- Ten years working experience in social work, employment and training programs, or youth programs can be substituted for Bachelor's Degree.
- Expert knowledge of federal and state laws governing the provision of Workforce Innovation and Opportunity Act services.
- Extensive experience working with community and educational organizations.
- Ability to communicate, orally and in writing, with a diverse culture of individuals.
- Ability to work independently and in groups. Must be a self-starter.
- Knowledge of computer programs; specifically, Microsoft Word, Excel, and Access.
- Travel throughout the regional area as well as travel to state activities and some out-of state activities related to Workforce Development.
- Be able to interpret federal, state and local policies and procedures for the delivery of Workforce Innovation and Opportunity Act services.
- Expert knowledge of federal and state Equal Employment Opportunity policies, regulations, and laws.

Job Description:
Youth Program Coordinator
Workforce Development Board

General Description: The Youth Program Coordinator for the Region VII Workforce Development Board will be responsible for the delivery of Workforce Innovation and Opportunity Act services to eligible In-School and Out-of-School Youth residing in the Region VII Workforce Delivery area. The Youth Program Coordinator will report to the Executive Director of the Region VII Workforce Development Board.

Major Responsibilities and Duties:

- Review and approve recommendation of eligible WIOA Youth.
- Develop innovative programmatic youth initiatives.
- Maintenance of internal computer database for tracking WIOA Youth information.
- Assist in identification of services needed for registered WIOA Youth within Region VII.
- Provide training and guidance to both Youth Case Managers and WIOA Youth eligible to receive program services.
- Work closely with One-Stop Career Center staff and Youth Provider staff to ensure smooth transition for WIOA funded participants.
- Review and approve recommendation of supportive and/or needs based payments for eligible participants enrolled in WIOA funded activities.
- Review and process invoices from the Youth Provider for payment.
- Monitor One-Stop Career Centers, Youth Providers, and other WIOA funded activities for contract / MOU compliance.
- Administer and monitor WDB Youth contracts.
- Provide Technical Assistance to One-Stop Career Centers, Youth Providers, or other contractors, as needed.
- Review performance reports for Youth Providers. Prepare recommendations to continue or cancel eligible Youth Provider status based on performance reports.
- Assist in planning and implementation of local strategic plan and other policies and procedures.
- Act as the Management Information System (MIS) Coordinator for Region VII Youth activities and participants.
- Make presentations to community organizations, agencies, businesses, or other organizations regarding WIOA Youth activities.
- Provide support to WDB committees.
- Attend meetings described as essential to the provision of Workforce Development initiatives in the Region as well as meetings or conferences aimed at professional development.
- Other duties as assigned by the WDB Executive Director.

Reporting:

Will report to the Executive Director of the Region VII Workforce Development Board.

Minimum Qualifications:

- Bachelor's Degree in education, social services, public administration, business or a related field preferred.
- Knowledge of federal and state laws governing the provision of Workforce Innovation and Opportunity Act services.
- Experience working with community and educational organizations.
- Ability to communicate, orally and in writing, with a diverse culture of individuals.
- Ability to work independently and in groups. Must be a self-starter.
- Knowledge of computer programs; specifically Microsoft Word, Excel, and Access.
- Travel throughout the regional area as well as travel to state activities and some out-of state activities related to Workforce Development.
- Five years working experience in social work, employment and training programs, or youth programs can be substituted for Bachelor's Degree.
- Be able to interpret federal, state and local policies and procedures for the delivery of Workforce Innovation and Opportunity Act services.



Region VII Workforce Development Board Receptionist

Position Summary:

Provide a positive first and last impression of the Workforce Development Board and our partners in the facility. Be the first point of contact and provide general assistance, information and support to Clients and / or Customers entering the one stop.

Position Accountabilities:

1. Greets every client or customer in a professional and courteous manner.
2. Strives to make every person entering our one stop feel important and respected.
3. Answers clients' questions quickly, courteously and accurately or finds someone who can.
4. Maintains forms, records and supplies as required for position.
5. Manages difficult or emotional client situations in a professional manner.
6. Puts clients at ease and directs them to the appropriate area, workshop, counselor, case manager, or partner.
7. Quickly answers all incoming calls, giving correct information and transferring calls appropriately.
8. Assures the readiness of the reception area and computers for each working day.
9. Assists clients with job search and related activities on public computers.
10. Continuously identifies quality improvement opportunities.
11. Performs other related duties as assigned.

Knowledge, Skills, Qualifications:

High school diploma or equivalent required. Minimum of three years experience in a fast passed office environment preferred. General knowledge of Workforce programs is desired. Excellent customer service skills (friendly, courteous, helpful) are a must. Must speak clearly and persuasively in positive or negative situations. Working knowledge of Microsoft office (Word, Outlook, Excel, etc) required. Multilingual is desired.

Competencies:

1. **Customer Service Excellence:** Acts with the client in mind; anticipates client needs and addresses proactively; establishes and maintains effective business relationships with clients, customers and partners; gains trust and respect; strives to make every interaction a positive experience.

2. **Interpersonal Communication:** Relates well to all kinds of clients; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse difficult situations comfortably.
3. **Listening:** Practices attentive and active listening; has patience to hear clients out; can accurately restate the opinions of others even when he or she disagrees.
4. **Patience:** Is tolerant with clients and processes; tries to understand clients and data before making judgments and/or acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established processes and policies.
5. **Approachability:** Is easy to approach and to talk to; spends extra time to put clients at ease; can be warm, pleasant and gracious; is sensitive to and patient with the intrapersonal anxieties of the client; builds rapport well; is a good listener.
6. **Compassion:** Genuinely cares about people; is available and ready to help; demonstrates real empathy with the joys and pains of others; sympathetic to the plight of others going through difficult times.
7. **Self Development:** Is personally committed to, and actively works toward improving their job knowledge and ability to serve our clients.

Reporting Structure: Reports to the WDB Compliance Director.

Local Elected Officials

Berkeley, Grant, Hampshire, Hardy, Jefferson,
Mineral, Morgan, and Pendleton

Region VII Workforce Development Board, Inc.

- Vision, Strategy, Policy

WDB Fiscal Agent

Eastern Panhandle Instructional Cooperative

- Fiscal & Admin. Services

Executive Director Mr. T.J. Van Meter

- Planning, Administration, Monitoring

WDB Staff

1. Phillip Sirk. Program Coordinator, EO Officer
2. Willetta Miller, Youth Coordinator
3. Barbara Schoonover, WDB Receptionist
4. SNAP E&T Case Managers

Certifies Region VII One-Stop Career Centers

- Two Locations in Moorefield and Martinsburg

Monitoring/Contracting

- ADA Compliance
- Monitors all Local Workforce Investment Area Programs
- Adult Services Include: Individual Training Accounts, On the Job Training
- Monitors all Grants
- Monitors Fiscal Agent
- One-Stop Career Centers
- Youth Services
- Program Eligibility

Grant Solicitation

- State Grants
- Industry Partnership Grants
- Incentive
- WIOA Partner Grants

Training

- Certifies Training Programs & Providers
- High Priority Occupations/Providers/Petition Process

WDB Committee Structure

- Executive

One-Stop Management Consortiums

- WorkForce West Virginia
- WV Department of Rehabilitative Services
- TPMA, Fiscal Agent
- Job Corps
- WV Department of Health & Human Resources
- Berkeley County Economic Development Authority

One-Stop Staff

1. One-Stop Director
2. WIOA Career Coach
3. Business Analyst
4. Customer Satisfaction Coordinator

Region VII One-Stop Career Centers

- South Branch
- Martinsburg

WIOA Services

- Career
- Training
- Youth Services



May 26, 2026

To: Jane Shinn, Director of FAM
From: REGION VII WORKFORCE DEVELOPMENT BOARD

This letter is to confirm that no changes have been made to our Cost Allocation Plan as last approved by Workforce WV on October 1, 2025.

Signature

A handwritten signature in blue ink, appearing to read "Dr. T. Van Meter".

Dr. Thomas J. Van Meter
Executive Director, Region VII WDB

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www.wvregion7workforce.org

An Equal Opportunity Program/Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

ATTACHMENT EE

Region VII Workforce Development Board

Member Name	Sector	County	Position	Company	Address	Phone	Cell	E-Mail Address
Jared Amtower	Community Based Organization	Grant	President	Potomac Highlands WVU Alumni Chapter	3 N Main Street Petersburg, WV 26847	257-4111	257-8839	jaredamtower@hotmail.com jamtower@grantcountypark.com
Brandon Barb	Business	Hardy	Owner	Moorefield Collision Center	115 Nettwick Circle Moorefield, WV 26836	530-2101	851-1648	mbcinc@hardynet.com
Kathy Bradley		Berkeley	Chair WDB Treasurer EXECUTIVE COMMITTEE	Berkeley Co. Day Report	520 South Raleigh Street, Martinsburg, WV 25401	677-3118		kmbh00@gmail.com
Peter Vankleeck	Other	Berkeley	Manager	State of WV DHHR	433 Mid Atlantic Pkwy Martinsburg, WV 25402	267-0118	(443) 824-2438	Peter.R.Vankleeck@wv.gov
Kevin Clark	Community Based Organization	Mineral	Vice President	Rotary Club of Keyser	315 Hilltop Avenue Keyser, WV 26726	788-2233	257-8924	kevinclark21@hotmail.com
Daniel Cessna	Labor/Apprenticeship	Mineral	Business Manager/FS-T	Ironworkers Local Union 568	119 South Centre Street Cumberland, MD 21502	301-777-7433	301-697-7459	dcessna566@gmail.com
Layne Diehl	Business	Berkeley	CEO/Managing Member WDB Chair EXECUTIVE COMMITTEE	Diehl Law, PLLC	142 North Queen Street Martinsburg, WV 25401	268-8832		layne@diehlaw.net
James Friel	Business	Hardy	Regional Manager	Sheetz, Inc.	PO Box 174 Cabins, WV 26855	814-502-7044	814-502-7044	jfriel@sheetz.com
Mary Ann Dulyea	Business	Berkeley	Manager	Dulyea Construction	3 Sue Ct., Ste. A Martinsburg, WV 25405	229-2923	671-7393	marydulyea7@gmail.com
John Holmes	ABE	Berkeley	Jult Education Coordinator EXECUTIVE COMMITTEE	Adult Education	109 College Street Martinsburg, WV 25401	267-3595		jholmes@k12.wv.us
J.T. Hott	Economic Development	Hampshire	Executive Director	Hampshire County Development Authority	91 South High Street Romney, WV 26757	822-4320		jthott@hampshireschools.net
Jason Johnson	Business	Berkeley	Owner	Johnson & Jonson Heating & Air	124 Reliance Blvd., Martinsburg, WV 25403	263-5005	676-8718	jason@jandjcomfort.com
Darin Judy	Small Business	Grant	Vice President EXECUTIVE COMMITTEE	Judy's Drug Store	24 N Main Street Petersburg, WV 26847	257-1044		darin@judydrugstore.com
Stacy Carr	Business	Hampshire	HR Manager	Carr Wash	25038 Northwestern Turnpike, Romney, WV 26757	257-3788		stacycarr@gmail.com
Mike Weaver	Community Based Organization	Pendleton	Vice President	South Fork Ruritan Club	8221 Blue Gray Trail, Brandywine, WV 26802	249-5347	668-2526	mikeweaver1@gmail.com
Kathleen Maiden	Small Business	Jefferson	Owner	Maiden Insurance	406 Mildred Street Suite #B, Ranson, WV 25438	724-9099	240-6613	maideninsurance@gmail.com
Jason Markwood	Small Business	Hardy	Owner	Markwood Construction	3394 Trough View Road, Moorefield WV 26836	851-2980		markwoodconstructionllc@gmail.com
Fred LeMasters	Business	Mineral	Owner EXECUTIVE COMMITTEE	LeMasters Consulting	164 Ridge Rd., Burlington, WV 26710 Fairmont, WV 26554	813-3383	813-3383	lemasters82@gmail.com
Jessica Markwood	CTE/Education	Hardy	Director of CTE & Technology EXECUTIVE COMMITTEE	Hardy County BOE	510 Ashby Street, Moorefield, WV 26836	530-2348	851-2970	jessica.markwood@k12.wv.us
Joel Miltenberger	Wagner-Peyser	Hardy	Business Services Representative	Workforce WV - Unemployment	151 Robert C Byrd Ind Pk Rd, Ste 1 Moorefield, WV 26836		672-0334	joel.a.miltenberger@wv.gov
Heather McIntyre	Business	Jefferson	Executive Director WDB Vice Chair EXECUTIVE COMMITTEE	Jefferson County Chamber of Commerce	201 E. Washington Street Charles Town, WV 25414	725-2055	676-5363	heather@jeffersoncountyywvchamber.org
Megan Michael	CTC/Higher Ed	Berkeley	Executive Assistant to the President Economic & Workforce Development	Blue Ridge Community & Technical college	13650 Apple Harvest Drive Martinsburg, WV 25401	260-4380 x 2403		amichael@blueridgedc.edu
Diane Heldreth	Voc Rehab	Hardy	District Manager	WV DRS	416 Adams Street Fairmont, WV 26554 Moorefield, WV 26836	367-2714		Patricia.D.Heldreth@wv.gov
P.J. Orsini	Business	Berkeley	Owner	Orsini's	360 Hank Wilson Way Moorefield, WV 26836	267-7251	641-8056	pj@orsinis.com
Margaret Shriver	Business	Hardy	Loan Administrator	Pendleton County Bank	402 South Main Street Moorefield, WV 26836	538-7900		mshriver@yourbank.com
Stacie Rohn	Community Based Organization	Berkeley	CEO	Boys & Girls Club of the Eastern Panhandle	PO Box 1184, Martinsburg, WV 25402	263-1832	671-6743	director@bgsapwv.org
Shane Strickler	Labor/Apprenticeship	Grant	Business Agent	International Union of Operating Engineers	20 South Main Street Petersburg, WV 26847	304-257-0723	304-541-0064	sstrickler@uoel132.org
Maxie Cerna		Berkeley	District Manager	Telamaon				
Kellan Snyder	Business	Hardy	Owner	BreezeWood Adventures	3709 US HWY 220 N., Moorefield, WV 26836	703-9975		breezeWOODwv@gmail.com
Clayton Strawderman	Small Business	Hardy	Owner	Lost River Welding, LLC.	2855 Grover Smith Road, Baker, WV 26801	897-8649	490-9572	clayton@hardynet.com

**Executive Committee Member

All area codes are 304 unless otherwise stated

Local Elected Officials

Commissioner Name	County Representation	LEO Board Position	Commission Office Number	Address	Home or Business	Cell	E-Mail Address
Stephen Catlett	Berkeley	CHIEF LEO	264-1923	400 W Stephen Street, Suite 201 Martinsburg, WV 25401	264-1923		scatlett@berkeley.org
Roger Dahmer	Pendleton	Vice Chief LEO	358-7573	PO Box 187, Franklin, WV 26807	358-7573		scouterbear192@yahoo.com
Bill Clark	Morgan		258-8540	77 Fairfax Street, Berkeley Springs, WV 25411	258-8540		whclark@montaincountynwv.gov
Jason Whitlock	Mineral		788-5921	58 W Piedmont St., Keyser, WV 26726	788-5921	209-9300	commissionerwhitlock@mineralwv.org
Pasha Maidi	Jefferson		728-3284	110N George St., Charles Town, WV	724-6759		pashamaidi@jeffersoncountynwv.org
Logan Mantz	Hampshire		822-5112	PO Box 806, Romney, WV 26757	851-5112		l.mantz@hampshirewv.com
Tyson Riggelman	Grant	Treasurer	257-4422	5 Highland Ave. Petersburg, WV 26847	257-4422		tricleman@woodmark.com
Steve Schetrom	Hardy		530-0284	PO Box 34 Baker, WV 26801	540-333-1784		steven.schetrom@gmail.com
Mayor Kevin Knowles	City of Martinsburg		264-2131	232 N Queen Street Martinsburg, WV 25401	264-2131		knowles@cityofmartinsburg.org

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7/1/2025

**** Board member appointments approved at 6/26/25 LEO Meeting**