

RESA-I STATUS REPORT	
<b>PROGRAM:</b>	<b>WV ABE Technology Coordination</b>
<b>DATE:</b>	<b>August, 2014</b>
<b>STAFF:</b>	<b>Louise Miller</b>
<b>FUNDING SOURCE:</b>	<b>State and Federal</b>

AREA: Adult Education Management Information System (AEMIS)		
ACTIVITIES	POPULATION SERVED	COMMENTS
<i>Continued development of "Adult Basic Education Management Information System (AEMIS)"</i> 1. General maintenance of error messages 2. Review PY'15 Programming Updates 3. PY'15 AEMIS Rollover	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	Contract with <i>Strictly Business</i> , to maintain and continue development
Provide Technical Assistance to WVABE Instructors statewide upon request 1. Program Improvement 2. Misc. Calls / E-mails 3. Reset Passwords 4. Activate User Profiles	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA 1& 4 Kickoff	WVABE RESA 1&4	August 14, 2014
RESA 5 Kickoff	WVABE RESA 5	August 15, 2014
WVABE TIS Meeting / B Kelly	WVABE Statewide	August 15, 2014
AEMIS Data Entry	BridgeValley ABE	August 18-19, 2014

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
None		

AREA: Misc.		
ACTIVITIES	POPULATION SERVED	COMMENTS
WVDOE – Mtg w/ B Kelly & E Hicks	WVABE Statewide	Federal Audit Follow-up Report August 26-28, 2014

**RESA-I STATUS REPORT**

<b>PROGRAM:</b>	<b>Adolescent Health Initiative</b>
<b>DATE:</b>	<b>August 2014</b>
<b>STAFF:</b>	<b>Selina Vickers, Adolescent Health Initiative Coordinator</b>
<b>FUNDING SOURCE:</b>	<b>Office of Maternal Child and Family Health</b>

<b>AREA:</b>	<b>Education and Awareness</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Wyoming County SADD (Students Against Destructive Decisions) Group – Power House Youth Center	Wyoming Co	Coordinated with Center director on alcohol, drug and tobacco free activity for youth in Wyoming County. Black lights delivered to provide teen atmosphere. Middle school and high school students will be invited at no charge to supervised, alcohol, drug and tobacco free event. Supervised activities for teens are part of effective prevention for youth in areas of teen pregnancy prevention and alcohol, drug and tobacco prevention as well as accident prevention such as accidents related to drinking and driving. (2 participants)
Wyoming County Family Resource Network	Wyoming Co	Coordinated with community members and service providers around the issues of supervised alcohol, tobacco and drug free events in Wyoming County. The SADD (Students Against Destructive Decisions) group is planning to expand to other areas of the county, which would give opportunities for other youth in the county to have alcohol, drug and tobacco prevention as well as accident prevention such as accidents related to drinking and driving. (20 participants)
Community Forum on Substance Abuse	RESA 1	State and Federal officials and experts had a community forum on substance abuse – prevention, treatment, policing, etc. Substance abuse encompasses alcohol, tobacco, prescription and illegal drugs. (100 participants)
Day of Hope	RESA 1	Provide hope for youth and families through providing a variety of services and resources including school items, shoes, medical and dental screening and referral, nutrition information, groceries, haircuts, resource information on a variety of subjects, and family bonding activities such as family portraits, family play time, and entertainment. AHIC provided parent child interaction and nutrition information and recruited volunteers. (2500 participants and 1000 volunteers)
Recognize, Respond and React Train the Trainer	RESA 1	Suicide prevention training that will be shared in RESA 1.
What’s Next WV?	RESA 1	Community meeting on building on assets and developing a plan for various groups, including adolescents.
Wyoming County Family Resource Center	Wyoming Co	Community meeting/training by Jay Otto on identifying assets and focusing on positive outcomes
Independence Middle School Innovation Zone	Raleigh Co	Planning Session - After school program to improve dropout rates, help with tutoring, reduce substance abuse including tobacco use, teen pregnancy, decrease obesity and increase healthy eating. (13 participants)
Independence Middle School Innovation Zone	Raleigh Co	Budget review session - After school program to improve dropout rates, help with tutoring, reduce substance abuse including tobacco use, teen pregnancy, decrease obesity and increase healthy eating. (2 participants)

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	Adult Basic Education & SPOKES
<b>DATE:</b>	July 2014
<b>STAFF:</b>	Shawn Cook, Nancy Shannon, Peter Minogue, Sandra Adkins, Denise Ballard, Carmella Browning, Jared Cantrell, Vanessa Clay, Ted Davis, Helena Ellis, Teresa Godwin, Melanie Hayslette, Tammy Holcomb, Susan Leggett, Shelia Radford, Tiffanie Bishop O'Brien, Joy Walker, Tina White
<b>FUNDING SOURCE:</b>	State & Federal

<b>AREA: HSE Exam</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Verified diploma obtainment for examinees.</li> <li>• Worked with instructors to update examinee records.</li> <li>• Verified, coded and processed timesheets for examiners.</li> <li>• Worked to transfer HSE testing to counties in Braxton, Webster and Pocahontas.</li> </ul>	Greenbrier, Mercer, Monroe, Summers, Counties	

<b>AREA: ABE Coordination</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<b>Program visits</b> <ul style="list-style-type: none"> <li>• Program administration, including review of student information, leave, budgets and technical assistance to ABE classes.</li> <li>• Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, coded invoices for payment. Reviewed budgets and transaction reports.</li> <li>• Provided support to instructors with purchasing of supplies.</li> <li>• Facilitated Fall Kick-Off/Annual updates workshop</li> <li>• Hosted/facilitated Online TRA workshop.</li> <li>• Continued meeting with Raleigh County ABE regarding possible new location.</li> <li>• Attended 365 training.</li> </ul>	Raleigh/Greenbrier McDowell/Monroe Nicholas/Summers Wyoming	
AEMIS REVIEWS & Data Quality Audits:		

<b>Program Visits</b>	<b>Outcomes</b>	<b>YTD</b>
Braxton ABE 8-20	Classroom supplies	2
Fayette ABE		1
Greenbrier ABE 8-7/28	Public awareness and instructional resources for program Provide instructional supplies	3
Greenbrier Spokes 8-28	Provide instructional supplies	1
Mercer ABE		1
Monroe ABE 8-18	TASC work group/work on public awareness information	1
SR J		1
SC C-CCS 8-12	Provide resources/support and attend ABE graduation	2
Summers ABE		1
Summers Lamp & Spokes 8-18/28	Program visit and meet with potential sub Provide instructional supplies	3
Webster ABE & Spokes 8-4/20/27	Provide resource material/program start-up/work on new location Class room supplies Work on class location	7
Wyoming 8-5	Provide resources/support and attend ABE graduation	1

<b>AREA: SPOKES</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Monitoring.</li> <li>• Program administration, including review of student information, leave and budgets.</li> <li>• Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, &amp; coded invoices for payment.</li> <li>• Research cost effective supplies and facilitate purchases for all 12 counties within RESAs 1 &amp; 4.</li> <li>• Hired three substitute instructors.</li> </ul>		
<p>Braxton: Sandra Adkins/Joy Walker and Tiffanie O'Brien</p> <ul style="list-style-type: none"> <li>• Presented 6-hour Flipped Classroom PD training for 18 K12 teachers at Bridgeport High School as part of a grant project written by one of their teachers on August 7</li> <li>• Attended Office365 Training @ RESA 4 on August 8</li> <li>• Attended RESA 1 Fall Kickoff on August 14</li> <li>• Assisted with presentation of MATH1 and Investigating Math at RESA 5 on August 22</li> <li>• Assisted with presentation of MATH1 and Investigating Math at RESA 7 on August 28</li> <li>• Met with DHHR about client and working plan for last 24 months of WVWorks</li> <li>• WorkKeys testing done for 1 student: Silver National Career Readiness earned</li> <li>• Webinars attended: <ul style="list-style-type: none"> <li>○ Microsoft IT Readiness on August 12</li> <li>○ Intermediate PLATO on August 19</li> <li>○ Microsoft IT Planning Curriculum on August 26</li> <li>○ CFVW College Week Preparation on August 27</li> </ul> </li> </ul>		
<p>Fayette: Shelia Radfor &amp; Tiffanie O'Brien Tiffanie O' Brien: (see Raleigh)</p> <ul style="list-style-type: none"> <li>• 2 – Customer Service, Level 1</li> <li>• 2 – Customer Service, Level 2</li> <li>• 1 – Living Online Achievement Credential</li> <li>• 18 – FEMA Certifications</li> <li>• 2 – WV Welcome Certifications</li> <li>• Susan Cheek and Karen Bozarth completed substitute training.</li> <li>• Attended Fall Kick Off at RESA and Office 365</li> <li>• Two students started classes at New River Community College</li> <li>• 1 student completed college application and required placement testing</li> </ul>		
<p>Greenbrier: Teresa Godwin</p> <ul style="list-style-type: none"> <li>• One received Customer Service 1</li> <li>• Two received Customer Service 2</li> <li>• Continuing with the WVU Nutrition Outreach program, three received end of program certificates</li> <li>• Stacie Green, NRCTC Recruiter visited and answered questions, will return with more materials in September.</li> <li>• One obtained Adult and Infant CPR and First Aid; OSHA Blood-borne Pathogens &amp;PPE; AED and Mountain Heart Certification.</li> <li>• Debi Conrad visited to observe on the 22nd</li> <li>• One obtained a job</li> </ul>		
<p>McDowell: Jared Cantrell &amp; Joy Walker</p> <ul style="list-style-type: none"> <li>•</li> </ul>		

<p>Monroe County-Ted Davis &amp; Tina White</p> <ul style="list-style-type: none"> <li>• Program on hiatus: scheduled to start in October</li> </ul>		
<p>Nicholas: Susan Leggett &amp; Tiffanie O'Brien</p> <ul style="list-style-type: none"> <li>• August 7- Amanda from NRCTC spoke to class</li> <li>• August 13 - CPR &amp; First Aid to 14 students</li> <li>• August 22 - Jodi WorkKeys assessment 1 Silver 1 Bronze</li> <li>• 7 received GCFLearnfree certificates</li> <li>• 1 Living Online IC3</li> <li>• 2 WV Welcome Certified</li> <li>• 2 obtained employment</li> <li>• 3 entered post-secondary education</li> </ul>		
<p>Pocahontas: Vanessa Clay</p> <ul style="list-style-type: none"> <li>• Program on hiatus: scheduled to start in October</li> </ul>		
<p>Raleigh: Helena Ellis &amp; Tiffanie OBrien Tiffanie O'Brien</p> <ul style="list-style-type: none"> <li>• August 14 Fall Kick-off</li> <li>• August 26 Susan Cheek shadowed</li> </ul>		
<p>Summers: Carmella Browning, Evelyn Phillips &amp; Joy Walker</p> <ul style="list-style-type: none"> <li>• Guest Speaker from New River Community &amp; Technical College</li> <li>• Work Keys Testing</li> <li>• 4 students earned CPR/First Aid Certification</li> <li>• 2 Students started working</li> <li>• 5 students earned WV Tourism Certification</li> <li>• 4 students earned Customer Service Part 1 Certification</li> <li>• 1 student earning IC3 Computing Fundamentals Certification</li> </ul>		
<p>Webster: Melanie Hayslette</p> <ul style="list-style-type: none"> <li>• August 6th-New River Presentation</li> <li>• August 8th-Mt.Cap Presentation</li> <li>• August 12th-Volunteered at Back to School Bash and stuffed backpacks for all students in the county</li> <li>• 2 students started to college at New River</li> <li>• 1 student gained employment</li> </ul>		
<p>Wyoming (Denise Ballard &amp; Joy Walker)</p> <ul style="list-style-type: none"> <li>• 3 students enrolled in Full-time classes at Southern WV Community and Technical College</li> <li>• 1 student earned IC3 GS4 certification for Key Applications</li> <li>• 1 student earned certificate in Microsoft Excel 2010 (GCF)</li> <li>• 1 student earned certificate in Microsoft Access 2010 (GCF)</li> <li>• 1 student earned certificate in Microsoft PowerPoint 2010 (GCF)</li> <li>• 1 student earned a WV Welcome certificate</li> <li>• 1 student earned Microsoft Office Specialist PowerPoint 2010</li> </ul>		

**Career Development Consultant Reporting**

Name: Tiffanie Bishop

Date: July 2014

Student			
Activity	# Participating	YTD	Comments
Resumes Prepared	9	<u>19</u>	
Student Credentials	0		
<ul style="list-style-type: none"> <li>• CPR/First Aid</li> <li>• Food Handlers</li> <li>• Other</li> </ul>			
Career Exploration			
<ul style="list-style-type: none"> <li>• WV Strategic Compass</li> <li>• CFWV</li> <li>• Other</li> </ul>	13	<u>25</u>	
Students Obtaining Employment	2	<u>3</u>	
Students Withdrawn	4	<u>9</u>	
Job Fairs	0	<u>0</u>	None scheduled
Guest Speakers	0	<u>0</u>	Canceled-lack of students
CDC			
Established Monthly Programs			
<ul style="list-style-type: none"> <li>• New Parents – Wyoming</li> <li>• Other</li> </ul>			
Modules/Workshops taught	4	<u>9</u>	
Set up Presentation for WyoTech	7	<u>7</u>	
Trainings Attended	2	<u>4</u>	
DHHR Meetings	0	<u>1</u>	
Substitute Days	2	<u>2</u>	
Employer Contacts	3	<u>4</u>	
Joy Walker			
Student			
Activity	# Participating	YTD	Comments
Resumes Prepared	6	16	
Student Credentials			
<ul style="list-style-type: none"> <li>• CPR/First Aid</li> <li>• Food Handlers</li> <li>• Other</li> </ul>	5	20	
Career Exploration	10	10	
<ul style="list-style-type: none"> <li>• WV Strategic Compass</li> <li>• CFWV</li> <li>• Other</li> </ul>	4	9	
Students Obtaining Employment		7	
Students Withdrawn			
Job Fairs			
Guest Speakers			
CDC			
Established Monthly Programs			
<ul style="list-style-type: none"> <li>• New Parents – Wyoming</li> <li>• Other</li> </ul>		0	Cancelled due to low participation
	1	1	Wyoming Graduation
Modules/Workshops taught			
Set up Presentation for WyoTech			
Trainings Attended	2	3	Fall Kick-Off, Office 365
DHHR Meetings	1	1	Summers County DHHR
Substitute Days	1.5	2.5	Braxton, Raleigh counties
Employer Contacts	6	7	

**RESA-I STATUS REPORT****June**

<b>PROGRAM:</b>	<b>Curriculum Specialist</b>
<b>DATE:</b>	<b>8/30/14</b>
<b>STAFF:</b>	<b>Sue Lee</b>
<b>FUNDING SOURCE:</b>	<b>State and Federal</b>

<b>AREA: Focus Schools</b>		
<b>DATE</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
August 1	All Focus Schools	Planning
August 4	All Focus Schools	Planning
August 5	Bluefield Middle	Meeting with admin and teachers
August 6	Bluefield Middle	Planning with the staff on planning periods
August 7	Bluefield Intermediate	Meeting with admin and teachers-Lunch room with students to implement PBIS
August 8	Bluefield Intermediate	Meeting with admin and teachers-Lunch room with students to implement PBIS
August 11	All Focus Schools	Planning
August 12	Bluefield Middle	Planning with teachers and Meet and Greet Evening
August 13	Bluefield Intermediate	Planning with teachers
August 14	Bluefield Middle	Planning with teachers
August 15	All Focus Schools	Planning
August 18	Bluefield Intermediate	Working with new teachers
August 19	Mountainview Elementary/Middle	Conducted a Parent Involvement Workshop
August 20	Bluefield Middle	Meetings with Teachers and Admin
August 21	Peterstown Elementary School	Conducted a Parent Involvement workshop
August 22	All Focus Schools	Planning
August 25	All Focus Schools	Office 365 Training
August 26	Bluefield Intermediate	Meeting and planning with new teachers
August 27	Bluefield Middle	Meeting and planning with new teachers
August 28	All Focus School	PBIS Training
August 29	All Focus Schools	Planning

**RESA-I STATUS REPORT****June**

<b>PROGRAM:</b>	<b>Curriculum Specialist</b>
<b>DATE:</b>	<b>8/29/14</b>
<b>STAFF:</b>	<b>Shanna Regester</b>
<b>FUNDING SOURCE:</b>	<b>State and Federal</b>

<b>AREA: Focus Schools</b>		
<b>DATE</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
1		
2		
3		
4		
7		
8		
9		
10		
11		
14		
15		
16		
17		
18		
21		
22		
23		
August 25	All Focus Schools	Office 365 Training
August 26	All Focus Schools	Carnegie Math Training
August 27	All Focus Schools	Carnegie Math Training
August 28	All Focus Schools	PBIS Training
August 29	All Focus Schools	Planning/Reports/Data
30		



<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>August 31, 2014</b>
<b>STAFF:</b>	<b>JAMIE BAILEY</b>
<b>FUNDING SOURCE:</b>	<b>STATE &amp; LOCAL</b>

<b>AREA: MEDICAID BILLING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Billed Medicaid	McDowell	
	Mercer	
	Monroe	
	Raleigh	3,065.21
	Summers	
	Wyoming	58,618.74

<b>AREA: MEDICAID</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	McDowell	Medicaid Provider Revalidation/ transmitted billing files and ran remittances
	Mercer	Medicaid Provider Revalidation/ Transmitted billing files and ran remittances
	Monroe	Medicaid Provider Revalidation/ transmitted billing files and ran remittances
	Raleigh	Medicaid Provider Revalidation/ transmitted billing files and ran remittances
	Summers	Medicaid Provider Revalidation/ transmitted billing files and ran remittances
	Wyoming	

<b>AREA: Medicaid/Special Education</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	All Counties	Prepared Reimbursement Reports for all six counties. Random Moment Time Study Compliance Reports weekly
Meetings/Training	All Counties	Special Education - Inputted Professional Development data, mailed letters/ invoices

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Programs Development</b>
<b>DATE:</b>	<b>August 1-30, 2014</b>
<b>STAFF:</b>	<b>Drexel Sammons</b>
<b>FUNDING SOURCE:</b>	<b>State &amp; Federal</b>

<b>AREA: RESA 1 Activities</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
8/01/2014 – Attended the Administrative Leadership Institute at RESA 4.	Principals and central officer personnel	The training was very good and provided some insightful information.
8/05/2014 – Provided Substitute Teaching training follow up	Teachers	The training was well received and appreciated greatly.
8/18/2014 – Provided an IPI Overview for Independence High School	Staff at Independence High School	The staff was responsive and very interested in the IPI initiative.
8/18/2014 – Met with B. Yurick to discuss the roll out of the BAF STEAM grant.	Raleigh county schools	The grant will provide creative movement activities with 3 elementary school in Raleigh County (primary grades)
8/19/2014 – Presented the Exemplary Educator Award to Stephanie Cochran.	Monroe County	The teacher was very excited to receive the award for her excellence in teaching.
8/22/2014 – Attended the State PD Meeting in Clarksburg, WV	PD Directors from across the state.	The meeting was excellent and included discussion on upcoming PD in the state that will be offered or expanded this school year.
8/25/2014 – Sponsored the Office 365 training for our educators.	RESA 1 educators	The training was well attended and provided excellent training on the new Office 365 format.
8/19-25/2014 – Provided two days of training for Substitute Teacher (Policy 5202).	RESA 1 substitute teacher from all counties in RESA 1	The trainings were well received.
8/29/2014 – Interviews applicants for “WV Teacher of the Year”.	Educational representative throughout the state.	The selection process of the “WV Teacher of the Year” was very enjoyable and showcased many excellent and talented teachers throughout WV.

<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
8/13/2014 – Met with Vickie Webb to close out the materials and report for the afterschool program.	Students from Beckley-Stratton Middle School	Ms. Webb and I reviewed issues related to closing of the Afterschool Program.

<b>AREA: MSP Grant</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
8/7/2014 – Met with Debbie Cantley, MSP Math Coordinator, to discuss the upcoming events for the new school year.	25 teachers throughout RESA 1	We looked at the new contract and discussed providing the 4 classes need to complete the certification program for credentials as a math specialist.
8/14/2014 – Conference call with Jessica Jacovidis, McRel representative on the MSP Annual Report	25 teachers and their students throughout RESA 1	The report was clear, concise, and provided a listing of all the activities offered during the school year.

<b>AREA: Focus &amp; Priority Schools</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
8/20/2014 – RESA 1 Focus school team met briefly to discuss the upcoming school year.	Students & staff from the focus schools	The team met to plan the first School Leadership Team on September 24, 2014 at RESA 1 for principals from our priority, focus, and support schools.

<b>AREA: Curriculum Planning</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
8/26-27/2014 – Facilitated the Benedum Math Academy for Middle School teachers (Carnegie Math Program).	Monroe and Mercer counties.	The training was very successful. All teachers were engaged and worked hard during the 2 days of training.
8/2014 – Delivered the materials for the Carnegie Math Program through the Benedum Foundation grant.	Students and teachers in middle/high schools in Mercer, Monroe, Summers, and Wyoming counties.	The teachers and students were thrilled to receive the material.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>PUBLIC SERVICE TRAINING</b>
<b>DATE:</b>	<b>AUGUST 1 - 31, 2014</b>
<b>STAFF:</b>	<b>RICK RICE/SANDY HAWLEY</b>
<b>FUNDING SOURCE:</b>	<b>STATE</b>

<b>AREA:</b>	<b>FIRE CLASSES STARTED</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Core Rescue	Raleigh	Beckley Fire Department
Core Rescue	Raleigh	Beckley Fire Department
Core Rescue	Raleigh	Beckley Fire Department
Core Rescue	Raleigh	Beckley Fire Department
Fire Ext Training	Mercer	Mercer Bd
Fire Officer 1	Mcdowell 911	Mcdowell
Fire Officer 2	McDowell 911	Mcdowell
Haz Mat Awareness	Braxton	Weyerhauser
Haz Mat Awareness	Braxton	Weyerhauser
Fire Investigation 1	Greenbrier	Lewisburg Fire Department

<b>AREA:</b>	<b>FIRE CLASSES COMPLETED</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Haz Mat Awareness	Braxton	Weyerhauser (21)
Haz Mat Awareness	Raleigh	Jan Care (15)
Haz Mat Awareness	Braxton	Weyerhauser (18)
Fire investigation 1	Greenbrier	Lewisburg FD (9)
Fire Officer I	McDowell	Welch (11)
Fire Officer II	McDowell	Welch (11)
Fire Extinguisher Training	Mercer	Mercer Co (18)

<b>AREA:</b>	<b>EMS CLASSES STARTED</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Medical Time Out	Raleigh	Raleigh County Convention Center
EMT Class	Summers	Summers County EMS
EMT Class	Pocahontas	Marlinton –Pocahontas Memorial
EMTM Recert	Raleigh	Marfork Coal
CPR	Raleigh	Marfork Coal
EMTM Recert	Fayette	Maple Coal
CPR	Fayette	Maple Coal
FIRST AID	Summers	Summers Bd
CPR	Summers	Summers Bd
FIRST AID	Fayette	Fayette Bd
CPR	Fayette	Fayette Bd
FIRST AID	Fayette	Fayette Bd
CPR	Fayette	Fayette Bd
FIRST AID	Nicholas	Nicholas Spokes
CPR	Nicholas	Nicholas Spokes
FIRST AID	Fayette	Fayette Bd
CPR	Fayette	Fayette Bd
FIRST AID	Mercer	Mercer Bd
CPR	Mercer	Mercer Bd
FIRST AID	Wyoming	Wyoming Bd
CPR	Wyoming	Wyoming Bd
EMTM Recert	Raleigh	Marfork Coal
CPR	Raleigh	Marfork Coal
EMTM Recert	Raleigh	Marfork Coal
CPR	Raleigh	Marfork Coal
EMTM RECERT	Raleigh	Marfork Coal

CPR	Raleigh	Marfork Coal
EMTM RECERT	Raleigh	Southern Safety
CPR	Raleigh	Southern Safety
EMTM Recert	Raleigh	Beckley Crystal
CPR	Raleigh	Beckley Crystal
First Aid	Summers	Summers Spokes
CPR	Summers	Summers Spokes
CPR	Raleigh	Trap Hill Middle
First Aid	Raleigh	Raleigh County Board
CPR	Raleigh	Raleigh County Board
First Aid	Webster	Webster County Board
CPR	Webster	Webster County Board
MCI	Braxton	Weyerhauser
MCI	Braxton	Weyerhauser
EMTM Recert	Raleigh	MSHA
CPR	Raleigh	MSHA
First Aid	Wyoming	Wyoming County Board
CPR	Wyoming	Wyoming County Board

AREA:	EMS CLASSES COMPLETED	
ACTIVITIES	POPULATION SERVED	COMMENTS
EMTM Recert	Raleigh	MSHA (27)
CPR	Raleigh	MSHA (27)
EMTM Recert	Raleigh	Marfork (4)
CPR	Raleigh	Marfork (4)
EMTM Recert	Raleigh	Marfork (25)
CPR	Raleigh	Marfork (25)
EMTM Recert	Fayette	Maple Coal (21)
CPR	Fayette	Maple Coal (21)
EMTM Recert	Raleigh	Marfork Coal (20)
CPR	Raleigh	Marfork Coal (20)
MCI	Braxton	Weyerhauser (21)
MCI	Braxton	Jan Care (15)
EMT	Raleigh	Jan Care (15)
CPR	Raleigh	Jan Care (15)
First Aid	Fayette	Fayette Board (50)
CPR	Fayette	Fayette Board (50)
First Aid	Wyoming	Wyoming Co. Board (37)
CPR	Wyoming	Wyoming Co. Board (37)
MCI	Braxton	Weyerhauser (18)
EMTM Recert	Raleigh	Southern Safety (7)
CPR	Raleigh	Southern Safety (7)
First Aid	Wyoming	Wyoming Board (57)
CPR	Wyoming	Wyoming Board (57)
First Aid	Mercer	Mercer Board (23)
CPR	Mercer	Mercer Board (23)
First Aid	Fayette	Fayette Board (50)
CPR	Fayette	Fayette Board (50)
First Aid	Fayette	Fayette Board (13)
CPR	Fayette	Fayette Board (13)
First Aid	Fayette	Fayette Board (100)
CPR	Fayette	Fayette Board (100)
FIRST AID	Summers	Summers Board (34)
CPR	Summers	Summers Board (34)
Medical Time out	Raleigh	Beckley Appalachian Hospital (27)
CPR	Raleigh	Trap Hill Middle (40)
CPR	Nicholas	Nicholas Spokes (14)
FIRST AID	Nicholas	Nicholas Spokes (14)
FIRST AID	Raleigh	Raleigh Co Transportation (55)
CPR	Raleigh	Raleigh Co Transportation (55)
EMTMR2	Raleigh	Marfork (18)

CPR	Raleigh	Marfork (18)
First Aid	Webster	Webster Co (16)
CPR	Webster	Webster Co (16)
EMTM RECERT	Raleigh	Beckley Crystal (5)
CPR	Raleigh	Beckley Crystal (5)
First Aid	Summers	Summers Spokes (4)
CPR	Summers	Summers Spokes (4)
First Aid	Mercer	Mercer County Board (7)
CPR	Mercer	Mercer County Board (7)
First Aid	Webster	Webster County Board (16)
CPR	Webster	Webster County Board (16)

**RESA-1 STATUS REPORT**

<b>PROGRAM:</b>	<b>Special Education</b>
<b>DATE:</b>	<b>August 2014</b>
<b>STAFF:</b>	<b>Robert G. Bartlett</b>
<b>FUNDING SOURCE:</b>	<b>Federal and State</b>

**AREA: Education and Awareness**

<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
IEP Training/Workshop	Monroe County Special Education Staff	Conducted a workshop on goal-driven IEPs, unit teaching and unwrapping the standards. 19 participants
CPI- Key Point Refresher	Monroe County Staff	Conducted CPI- Refresher for transportation department (drivers) and classroom aides 51 participants
CPI- Key Point Refresher	Mercer County Staff	Conducted CPI- Refresher for educators and support staff 43 participants

**AREA: Leadership and Collaboration**

<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
State RESA Special Education Directors Monthly Meeting	All RESA 1 Counties	Discussed: Accessible Instructional Materials (AIM) Project, PBIS Academy follow-ups, 2419 Review and Eligibility Meetings, Office of Early Learning up-dates, OEPA Monitorings, up-coming events/dates.
Office of Special Programs Monthly Meeting	All RESA 1 Counties	Discussed: National Assessment of Educational Programs (NAEP), Fall Leadership Conference, Policy 2419 Reviews, Future WVDE OSP Trainings, Results Driven Accountability, State Systemic Improvement Plan

**Education and Awareness**

<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
IPI Overview	Independence HS Staff Raleigh County	Presented Instructional Practices Inventory overview for staff of Independence High School
CPI- Initial Certification	All RESA 1 Counties	Conducted CPI- Initial Certification for Concord University Student-Teachers 31 participants
CPI- Initial Certification	All RESA 1 Counties	Conducted CPI- Initial Certification for Mercer County Teachers and classroom aides 25 participants

**Leadership and Collaboration**

<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Regional School Wellness Interviews	All RESA 1 Counties	Assisted with interviewing of candidates for RESA 1 Wellness Coordinator
Technical Assistance Support Specialist Meeting	All RESA 1 Counties	Met with potential RESA 1 TAS Specialist candidate.
State Systemic Improvement Plan Stakeholders Workshop	All RESA 1 Counties	Attended workshop for state stakeholders in the development of SSIP Plan.

**Leadership and Collaboration**

<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
District Monitoring Review/Training	All RESA 1 Counties	Attended training to review district special education monitoring procedures/policies.
Dynamic Learning Maps (DLM) Training	All RESA 1 Counties	Attended training/update on DLM project. Discussed piloting of the assessment and future of APTA
PBIS Coaches Workshop	All RESA 1 Counties	Attended workshop for PBIS coaches to brainstorm and share successes and challenges. Plan for the future of PBIS in WV.

**RESA-I STATUS REPORT**

<b>PROGRAM:</b>	<b>Technology Services</b>
<b>DATE:</b>	<b>August 2014</b>
<b>STAFF:</b>	<b>Shane Radford</b>
<b>FUNDING SOURCE:</b>	<b>State and Local</b>

**AREA: Repair and Installation Services** - Individual technician reports for 21 field technicians

<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Kevin Anglin	McDowell County	During August I have troubleshot Office 365, updated the server and installed SSL certificates for the secretary at Riverview High School. At Anawalt Elementary I setup a lab and installed rack mount shelves to accommodate the new server. I also installed rack mount shelves at Bradshaw Elementary and Southside Intermediate. Also at Southside I troubleshot a tracking app for the iPads. At Kimball Elementary I removed spyware from and updated the social workers PC.
Jeremy Ball	Summers County	The month of August has been a busy month I have traveled to all the Schools and offices in Summers County Schools numerous times. At Summers County High School, I responded to work orders that include windows update, software updates and access controls settings. I have also been performing regular maintenance on equipment and servers. I have also been imaging computer with Windows 7 and office 2013. At Summers Middle Schools, I responded to work orders that include windows update, software updates and access controls settings. I have also been performing regular maintenance on equipment and servers. I have also been imaging computer with Windows 7 and office 2013. Hinton Area Elementary School, I responded to work orders that include windows update, software updates and access controls settings. I have also been performing regular maintenance on equipment and server. I have also been work getting a new lab installed and setup. I have also been imaging computer with Windows 7 and office 2013. At Jumping Branch Elementary, I responded to work orders that include windows update, software updates and access controls settings. I have also been performing regular maintenance on equipment and server. At Talcott Elementary School, I responded to work orders that include windows update, software updates and access controls settings. I have also been performing regular maintenance on equipment and server. I have also been imaging computer with Windows 7 and office 2013. At Summers County Board Office, I have worked on day to day issues for the users; imaging computers and sorting thru equipment. The big project this month has been updating email account to Office 365, new anti-virus installed and converting all the computers at the schools to windows 7. I have also been performing regular maintenance on equipment and server. I have been working with vendors to get a new server setup for the Board Office. Summers County also had it yearly TFS meeting which I setup. We decided to update the wireless, switches, fiber and racks at SMS to make the wireless one to one. A long with purchasing the computers for HAE new thirty unit lab, five laptop for SC HS, and 30 laptops , cart and printer for the seniors at SCHS.
Ryan Blankenship	McDowell County	For the month of August we have been plugging up several labs that have been moved or re-cabled. Also we have been training people on the new email system.



Daniel Cook	Raleigh County	I completed inventory of all student iPads at all 4 schools in my region to help with rebuilding database for county iPads, almost 2000 iPads inventoried and entered manually to ensure accuracy. Reimaged teacher Macbook Pros and iPads to prepare them for the teachers newly employed at the schools within my region this school year. Performed training and assisted with enrollment and configuration of Office 365 accounts and software for all school nurses in Raleigh County Schools. Completed troubleshooting, repair and installation of equipment to assist county employees in preparing for the upcoming school year. Worked at Open House for Shady Spring Middle School to help parents and students enroll in the new U13 program for Apple IDs for those student under 13 years of age at the school to be used on the county iPads.
Vince Estepp	McDowell County	Setup and staging for McDowell Co. radius domain, maintain work orders pertaining to school beginning and office 365 assistance
Benjamin Hazelwood	Raleigh County	During the past month I've worked with faculty staff to ensure they were prepared for the coming school year. I've prepared iPads to be returned to K-2 classrooms, installed and/or configured many printers for teachers' rooms and labs, troubleshot and prepared teacher MacBooks and iPads, and performed other general tech support at IMS, IHS, and CCES. Special projects during this time included replacing cisco access points with aerohives at IMS and collecting information from parents of 6th graders at IMS and SSMS for the U13 apple IDs.
William Meador	Raleigh County	For the month of August I primarily inventoried Raleigh County ipads, updated the county Active Directory with this years enrollment information, and updated or imaged a multitude of computer labs. As always, I provided technical support wherever needed during this time.
Walter Newcomb	McDowell County	This month has been dedicated to the start of the new school year and preparing our Teachers and Administrators for the challenges ahead. I am also in the process of installing new server equipment in all of our facilities in preparation for a new county-wide domain infrastructure. As a result of the McDowell County Technology Coordinator leaving for a position in a different department, I have had to assume the responsibilities of that position in addition to my regular duties. I will be reporting that status of that position as well as my own to the best of my ability for the foreseeable future.
Lucy Pack	Mercer County	Every day as part of my duties I have to check with the Edline program to make sure the rosters have transferred overnight. I have been working on the Primero program as well, since school has now started there were several schools having trouble with the lunch stations connecting to the Primero Edge web site. I have been helping a lot of secretary's and administrators get there email changed from access to the office 365, and trying to get the labs in the high schools converted to windows 8.1.
Nathanial Perry	Raleigh County	Over the last month my accomplishments have included learning the policies and procedures surrounding the Raleigh County Technology Department. I am continuing to learn more about the K12 network and general organization of the network. I am building a rapport with my assigned schools and learning where key assets within the facilities are located. I have spent a considerable amount of time preparing to launch the new Apple database which has included physical counts of assets and assigning

		assets to personnel. Special tasks have included installing Windows 7 OS on the MacBooks of Kindergarten teachers and principals to ensure access to WVEIS on the Web. Current tasks include preparing to issue PreK – 2nd iPads, which has included wiping and reconfiguring each individual unit. I have responded to general service calls as well.
Joshua Prudich	Mercer County	This month I have replaced a few smartboards, replaced a master controller on a smart board, and moved one smartboard. Also have worked on multiple workstation issues from power supplies, to OS problems, to not booting up. Also I have hook up multiple smart board and diagnosed multiple pen tray errors. I have worked on smartboards not writing which turned out to be corrupt drivers.
Justin Prudich	Mercer County	School has started this month so I have been busy. Hooking up labs that were not put back together correctly and any other equipment. We have also been working on implementing Windows 8.1 and I have installed it on two of the labs at BMS. With the start of school there have been a lot of repairs, such as, replacing some computers, mice and keyboards, monitors, and power supplies.
Aaron Reed	Mercer County	I have been working to complete work on the upgrade of the VMware system from 5.1 to 5.5. This newer version supports Windows 8, which is now being rolled out to schools, first through the VMware system. A new image was created, and Office 2013 installed for staff development. Currently the new OS is being optimized for student use. I've also repaired issues concerning Account-Ability, which was not correctly updating our student Windows usernames, and repaired complications in Active Directory, which appeared as a side effect of the VMware upgrade.
Anthony Sever	Raleigh County	This month started with a major surveillance camera system install at the iRaleigh building . Then preparing the schools various wiring and IT services for the beginning of the school year . The latter part of the month has been with preparing and handing out iPads at the schools as well as the work orders of various types as well
Burl Smith	Monroe County	The new school year for 2014-2015 begin in Monroe County with installation of new computer labs and setup of many other devices on a new Windows 2012 server with VMware domain including activity encompassing hundreds of units in a two week period. In addition, we have the training set up and activity associated with the new statewide Microsoft licensing program and the office 365 roll out. This program and associated projects impact 100 percent of the student-teacher population of the county. Special projects look at student safety through technology integration and implementation.
Daniel Via	Raleigh County	For the period between 17 July and 17 August, I completed the successful update to Windows 7 on 180 devices. A surveillance system was installed to include 9 cameras and one server. Three new SMART projectors were retrofitted to older boards. An in-depth inventory on approximately 1,200 iPads was also accomplished during this period.
John Watson	Mercer County	August has been a busy month with the early start this year. Trouble shooting network issues and log on problems always are in abundance after the summer break. Repairs and updates are plentiful as well. Setting up a new server, continued WSUS server configuration tweaking, refining the Enterprise Mode site list to reflect changes to online

		software, and working to develop a deployment candidate for Windows 8.1 are some of the special projects for the month.
Tyler Webb	Raleigh County	In the past month my main responsibility has been to prepare iPads for deployment when schools start. We have handed out Pre-k through 2nd grade iPads. I have also been installing new lunch machines and reimaging the existing netbooks to use for breakfast scanning. I have also been working with all staff in transferring to the new office 365 email. I continue to keep submitted work orders to a minimum.
Joel Weiss	Mercer County	I assisted in the upgrade to IP phones at Pikeview High School. This involved a new fiber connection between the high school and middle school and the installation of two POE switches. I have been checking the network configuration of various switches throughout the county for misconfigured trunks and port speeds. I have assisted several administrators and staff in the transition to Office 365. I have installed Windows 8.1 on several machines as well. I have also worked on several door controllers in the county that have needed replacement parts and batteries.
James Wilson	Raleigh County	Raleigh County has shifted into full on preparation and deployment mode. We have several concurrent projects running at once: Deploying iPads and fixing up a new file maker database, installing primero on all elementary secretary machines, transferring and setting up new equipment for all of the new and transfer employees in the county, in addition to our work order load.
Mark Wray	Raleigh County	New hire. Started 8-26-14

**AREA: Training**

ACTIVITIES	POPULATION SERVED	COMMENTS
Staff meeting	RESA 1 service area	Technology staff met to discuss changes with paperwork, work orders and status reports.

**AREA: Infrastructure support**

ACTIVITIES	POPULATION SERVED	COMMENTS
Router configuration updates	Raleigh County	Reconfigured WAN ports for 21 Raleigh County routers as Suddenlink updated equipment
Filtering software	Wyoming County	Worked with WVDE to setup Netsweeper for the Wyoming County school district. Created filtering to stop specific web traffic.
Building automation configuration	Wyoming County	Opened specific ports to enable communication with building automation devices at a newly constructed elementary school.

**AREA: Personnel**

ACTIVITIES	POPULATION SERVED	COMMENTS
Position postings	Raleigh County	Interviewed candidates for Information Technology Systems Technician 200 Day. Successful candidate will start on part-time basis until certifications are obtained.
Position postings	RESA 1	Position was posted for Information Technology Systems Technician RESA 1. Candidates will be interviewed on September 2nd.
Training	RESA 1 service area	Trainings conducted for new personnel included work order system and new employee hire packets.

**AREA: Special Projects and Activities**

<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
RESA Office Support	RESA 1 Office	Provided technical support as needed for all staff and trainings at the RESA 1 Office
SPOKES/ABE Support	RESA 1 SPOKES ABE service area	Provided all levels of technical support for Adult Basic Education and SPOKES classes as needed.

**RESA-1 STATUS REPORT**

<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>08/30/2014</b>
<b>STAFF:</b>	<b>Deena Tyree, Susan Handy</b>
<b>FUNDING SOURCE:</b>	<b>State</b>

<b>AREA: DAILY BACKUPS, PROGRAM UPDATES, MONTHLY SAVES AND AS400 MAINTENANCE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Backups/Extra System Saves	All Counties	30 Daily Saves all critical data. Extra FMS and EMS saves and restores. Entire system saved monthly. Saves performed at Consolidation Site (RESA III)
Initializing Cartridges and Diskettes	All Counties	For use on AS400 for backup. Cartridges are at Consolidation Site (RESA III).
Program Updates/Upgrades	All Counties	All software changes and updates loaded at Consolidation Site (RESA III)
Equipment Failures	RESA 1	None to report.
Devices/Configurations	All Counties	Devices configured as needed for new installations or problems in all counties.
Phone Communication Failures	All Counties	GTE failures in Mercer, McDowell. Suddenlink in Raleigh.
System Jobs/Tasks	All Counties	Control Language Programming, Library and Program Maintenance. Library reorganization completed for all counties. Reorganized/cleaned up save files in preparation for AS400 System Maintenance performed at RESA III.

<b>AREA: USER/PHONE SUPPORT</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Assisted All Schools on-line to WVEIS concerning all phases of software support.	All Counties	Designed various reports for all applications.
Assisted all counties on-line with EMS, HMS, FMS, FAS, SMS and WHS.	All Counties	Assisted counties with Self-Backups, Queries, Sequel and Web-Based WVEIS and Teacher Evaluation Program.

<b>AREA: IN-HOUSE DATA PROCESSING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Query Design	All Counties	Designed FMS, EMS, FAS, HMS and SMS Queries for all counties on-line. Implementing Sequel software and security.
Database Maintenance and Development	All Counties	Printed Custom Transcripts & Mailing Labels for various high schools. Printed Rolodex Cards & Students Schedules for various middle & high schools.
User Menus	All Counties	Assigned menus to users as required.
EMS, FMS, WHS, HMS, FAS Processing	All Counties	Direct Deposit generated for Raleigh County, transmitted via Internet to United Bank for Raleigh. EMS Retirement submitted electronically for Raleigh County to the Retirement Board. Bank Reconciliation completed for RESA, Raleigh, McDowell, Summers, Mercer, Monroe and Wyoming Counties.

NARRATIVE: Assisted Users by phone, in person, system messages and emails.

**AREA: WVEIS**

<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Set up New Users as requested. Set up 2014-2015 Assignments for users as requested.	Mercer	Reset passwords as requested and assisted users as needed. Assisted schools with FY15 Student Scheduling.
Set up New Users as requested. Set up 2014-2015 Assignments for users as requested.	Monroe	Reset passwords as requested and assisted users as needed. Assisted schools with FY15 Student Scheduling.
Set up New Users as requested. Set up 2014-2015 Assignments for users as requested.	McDowell	Reset passwords as requested and assisted users as needed. Assisted Middle Schools & High Schools with FY15 Student Scheduling.
Set up New Users as requested. Set up 2014-2015 Assignments for users as requested.	Raleigh	Reset passwords as requested and assisted users as needed. Assisted schools with FY15 Student Scheduling.
Set up New Users as requested. Set up 2014-2015 Assignments for users as requested.	Summers	Reset passwords as requested and assisted users as needed. Assisted schools with FY15 Student Scheduling.
Set up New Users as requested. Set up 2014-2015 Assignments for users as requested.	Wyoming	Reset passwords as requested and assisted users as needed. Assisted schools with FY15 Student Scheduling.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>SPOKES – Career Development Consultant (CDC) for Greenbrier, Monroe and Pocahontas (25%)</b>
<b>DATE:</b>	<b>August 2014</b>
<b>STAFF:</b>	<b>Tina White</b>
<b>FUNDING SOURCE:</b>	<b>State &amp; Federal</b>

<b>AREA: Collaboration, Education and Awareness</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>Continue regularly scheduled weekly meetings with DHHR caseworkers Etta, Michelle and Madonna at the Greenbrier Co DHHR office to discuss status of current SPOKES students and those in follow-up.</li> <li>Continue regularly scheduled communications with caseworkers, Debbie Walton and Aimee Coots, regarding status of SPOKES students in Pocahontas and Monroe Counties.</li> <li>Continue regular meetings/visits to the Greenbrier Co SPOKES class to follow-up with current students, conduct orientation and develop self-sufficiency plans.</li> <li>Forwarded employer contact/student status information to appropriate DHHR office caseworkers.</li> <li>Continue employer visits throughout Greenbrier, Monroe and Pocahontas Counties on behalf of the SPOKES students in an effort to solicit potential job leads for the students and spread awareness of SPOKES candidates.</li> <li>Continue preparing monthly CDC reports and supplemental report information; forward to Christina Harper, appropriate DHHR caseworker and SPOKES instructor each month.</li> <li>Continue to copy Shawn Cook on correspondence, along with DHHR representatives.</li> </ul>	<p>Greenbrier Co SPOKES</p> <p>Monroe and Pocahontas Co SPOKES</p> <p>Business and industry throughout Greenbrier, Monroe and Pocahontas Co</p>	<p>Monroe and Pocahontas Co SPOKES will resume Fall 2014</p>





and *Bring Your A Game* workshops at the Snowshoe Career Center.

- **AEMIS** – Continue AEMIS data-entry for Workplace Education Program participants.
- **Invoicing** – Initiate invoicing for business and industry for services rendered.

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