

MINUTES
TENCO Workforce Investment Board
Gateway ADD
110 Lake Park Drive
Morehead, Kentucky
May 20, 2015
Noon

Chair Sam Howard called the meeting of the TENCO Workforce Investment Board to order on Wednesday, May 20, 2015 at Gateway ADD, 110 Lake Park Drive in Morehead, Kentucky.

Chair Howard welcomed all in attendance and introduced guests.

GUESTS PRESENT:

Gail Wright	Gateway ADD
Chuck Washington	Frenchburg Job Corp
Jacqueline Korengel	KY Adult Education
Melanie Jamison	Montgomery County Area Technology Center
Tonia Anderson	KY Career Center – Morehead
Karen Coburn	Ashland Community & Technical College
Larry Foxworthy	CEO/Fleming County Judge/Executive
Joe Pfeffer	Mason County Judge/Executive
Candy Goldie	Mountain Comprehensive Care
Sherry McDavid	FIVCO ADD

MEMBERS PRESENT:

Sam Howard	Brad Brammell, Proxy for Maurice Reeder
Amy Kennedy	Carlos Marin
Jason Slone	Sharon Reynolds, Proxy for Dan Connell
Penny Qualls	Ashley Sharp, Proxy for George Jump
Scott Keller	Jerry Bothman
Sherry Farley	Jennifer Campbell
Tim Gibbs	

STAFF PRESENT:

Denise Dials	Teresa Wilburn
Donna Burke	Dena Green
Sharon Hall	Jeremy Faulkner
Michelle Sloas	Michael Thoroughman
Tim Muse	

Announcement of Chief Elected Official

At this time, Chair Howard informed the Board Larry Foxworthy, Fleming County Judge/Executive was nominated and agreed to be the Chief Elected Official for the TENCO

Workforce Investment Area. Judge Foxworthy thanked the Board for selecting him as the new CEO.

Chair Howard also informed the Board, in future Board meeting notices to allow for convenience of time, Committee Reports and presentations at the meeting will be provided in advance for the members review.

GENERAL ITEMS:

Approval of Minutes

A motion was made by Amy Kennedy and second by Jason Slone to approve the Minutes of the December 17, 2014 meeting. Motion carried.

COMMITTEE REPORTS:

Executive Committee

Chair Howard reported the Executive Committee met on March 19th due to the cancelled TENCO WIB meeting in February. He reported the Executive Committee approved a Lineman Training program to begin June 1, 2015 at MCTC-Rowan Campus in the amount of \$110,000; approved an agreement to obligate up to \$100,000 for participants to attend the Kentucky Welding institute in Fleming County; reviewed the Memorandum of Understanding/Resource Sharing Agreement outlining each partner agencies activities in the Career Center. The Committee reviewed the Resource Sharing Agreement handout outlining each co-located partner, Vocational Rehabilitation, WIA and OET. The RSA cost was approved by all co-located partners based upon occupancy within the Career Center prior to approval of the Executive Committee. The document is required to be in place by June 30, 2015. The Transition funds were reviewed as a start to begin preparing for WIOA. The American Apprenticeship Grant in the Cincinnati area was reviewed and is a Partnership for a Competitive Workforce and Northern KY ADD requesting a commitment letter as outlined in the handout. The Committee also reviewed the board name change, membership changes and size as required in WIOA. The board will change in size from a 27 member board to 20 members with 51% being private sector majority.

Accountability Committee

Denise Dials reported the Accountability Committee met on January 22. The four policies reviewed at that meeting were provided to the Executive Committee. The only policy not approved at the Accountability Committee meeting was Policy 1 – Residency. Ms. Dials explained this policy was presented to allow serving individuals outside the 10 county areas. WIOA requires a regional approach to serve individuals and businesses. The Executive Committee reviewed and discussed funding received based on TENCO's ten county area. After review, the Executive Committee agreed to send this policy back to the Accountability Committee to receive clarification on additional funding availability and if performance could be established. The Executive Committee approved revisions

to Policy 9 – Job Search Activities, Policy 20 – Test Scores and Policy 30 – Continuation of Funds. The revisions were provided in the handout.

Career Center Committee

Jeremy Faulkner, Business Services Coordinator reported the certification process for Maysville Career Center has been on-going for completion by June 2015. He presented and read a letter from the Chair of the Review Committee that was reviewed on May 14th. The letter stated in part, "The Review Team conducted an on-site checklist and reviewed the Maysville Career Center application and unanimously agreed, the Maysville Career Center met all criteria for certification. The Review Team encouraged Chair Howard and the TENCO WIB to accept the recommendation certifying the Maysville Career Center." After Mr. Faulkner's report, Denise Dials reported on the process after the Review Team's recommendation to the board. The board has to approve the recommendation of the Review Team and if approved, the recommendation will be submitted to the KWIB that will recognize the Maysville Career Center as certified. Mr. Faulkner reported the date for certification would be **July 16th or August 20th??**. Those dates are when the KWIB would officially recognize the Maysville Career Center as officially being certified at a Louisville meeting. Ms. Dials encouraged attendance at this meeting. **After review of the Career Center Committee report, a motion was made by Carlos Marin and second by Ashley Sharp to approve the Career Center Committee report as submitted. Motion carried.**

Youth Council

Donna Burke, Contract Administrator reported as outlined in the handout the projected FY'16 Youth funds available are \$446,153.49. She reported the RFP process has been completed and four proposals were received. Proposals received were Lewis County Board of Education, Morehead State University, Pathways and Ashland Community and Technical College. The Proposal Review Committee met and recommended funding the Lewis County Board of Education and Morehead State University proposals with negotiation at \$150,000 each. The Youth Council met and approved the Proposal Review Committee recommendations. **A motion was made by Penny Qualls and second by Amy Kennedy to approve the Youth Council recommendation to fund the Morehead State University and Lewis County Board of Education proposals with negotiations for \$150,000 each. After discussion, the motion carried. Brad Brammell and Sharon Reynolds abstained from voting.**

Transition Committee

Ms. Dials reported the Transition Ad Hoc Committee has met regarding the transitioning from WIA to WIOA. The Transition Committee met and a requirement of the WIOA Law is to have standing committees of the TENCO Workforce Development Board. The Transition Committee recommended the following as standing committees of the TENCO WDA: Youth Committee (replacing Youth Council), Strategic Planning Committee, Career Center Committee, Accountability Committee and Disability Committee as identified in the handout. The Transition Committee will remain as an

ad-hoc committee through 2015-16 and other ad-hoc committees may be assigned as necessary by the Chair of the TENCO WDB. **A motion was made by Tim Gibbs and second by Sherry Farley to approve the Transition Committee report. Motion carried.**

OTHER BUSINESS:

Quarterly Budget Review

Michael Thoroughman, Fiscal Officer reviewed and presented the quarterly budget through March 31, 2015. He reviewed each of the four categories (Adult, Dislocated Worker, Trade, NEG/Performance Incentive, Youth & Administration) funds available, expenditures, obligations and carryovers.

FIVCO ADD Contract

Denise Dials reported Buffalo Trace ADD currently contracts with FIVCO ADD to provide direct services to customers in Greenup and Boyd County employing one full-time Career Counselor. The contract will expire June 30, 2015. Staff is requesting approval to move forward with contract negotiations with FIVCO ADD for FY'16 for \$118,300. Ms. Dials informed the board with WIOA, there is discussion to competitively bid direct customer services. The language in the contract will reflect competitively bid direct customer services if the FIVCO ADD contract is approved and the State of Kentucky requires moving forward with this procurement before the end of the contract. Ms. Dials also reported the concerns in the current contract have been addressed and there are no issues at this time. Staff recommends moving forward with contracting with FIVCO ADD to provide direct customer services for FY'16. **A motion was made by Jason Slone and second by Carlos Marin to accept the FIVCO ADD Contract report and to approve funding for \$118,300 to provide direct customer services for FY'16. Motion carried. Tim Gibbs abstained from voting.**

Summer Health Internship Program

Chair Howard reported at the December meeting a presentation was given by Northeast KY Area Health Education Center on SHIP. The Board recommended taking the matter under advisement and place on the February agenda. The February Board meeting was cancelled and the Executive Committee met in March and approved funding up to 10 students in the SHIP on a one-time basis allowing the Board to review and renew at their discretion and have WIA staff assist with the selection of applicants in the TENCO WIA. Ms. Dials informed the Board the SHIP allows individuals an internship to enroll in a healthcare occupation working on specific projects and draw their attention to rural healthcare needs. She reported on the application process and review. Ms. Dials reported by utilizing Incentive Funds, TENCO agreed to provide a stipend of \$1800 per person. TENCO is funding 7.5 individuals at a total cost of \$13,500.

Update on WIOA Designation of Local Area

Ms. Dials provided an update on WIOA designation. She reported this is the last official TENCO WIB meeting. Ms. Dials thanked all who have served on the WIB for their time and commitment. She reported a new chapter will begin July 1 under the Workforce Innovation and Opportunity Act (WIOA). The name of the Board will be the TENCO Workforce Development Board (WDB). There will be a change in the requirement of board membership and contact will be made with all board members. The board will become a 20 member board instead of 27. The current members who are no longer required on the board will be encouraged to serve on committees of the TENCO WDB. The new board is required to be established and certified by the Governor on July 1. The process has begun for board membership. Ms. Dials also reviewed the Maps provided as a handout. She reported the KY Workforce Investment Board approved action to recommend to the Governor no change in the current 10 Local Workforce Investment Areas for the next two years. Ms. Dials explained the two year review process and the Law being enacted for five years. She explained in order to remain a LWDA, an area must demonstrate fiscal integrity, performance and regional collaboration are met. Following that there are three more years on the Law and reviewed in 5th year for reauthorization. Ms. Dials reported on the Four Intrastate Regions outlined on the map. The TENCO WIA and EKCEP will be in the east region recommended by the KWIB. Guidance will be received for regional approach from the State. She also mentioned TENCO WIA will operate on a local level as well as regional consisting of our local board, funding based on our 10 counties and local policies. Discussion followed regarding performance benefitting both areas under one budget for regional approach. Ms. Dials reported guidance has not been received and she will request response from the State.

Ms. Dials reported on the two procurement requirements. She informed the board a requirement from the State is for the fiscal agent to procure to bid to provide fiscal agent services. She reported BTADD, Administrative Entity is the fiscal agent. She presented a Resolution to recommend to the State for approval that outlined the fiscal agent services have been provided through the Administrative Entity and the TENCO WIB is satisfied with those services provided. The Resolution also included as a Board and having the authority, designate Buffalo Trace ADD as the Administrative Entity and maintain the role of hiring/firing and managing staff on behalf of the Board. Ms. Dials reported the Request for Proposal template has been distributed from the State for the fiscal agent and the Governing Board/Consultant develops with transition funds to submit on behalf of TENCO WDB. The fiscal agent will be determined by October 1. **After discussion, a motion was made by Tim Gibbs and second by Jennifer Campbell to approve the Resolution for submission as presented. Motion carried. Amy Kennedy abstained from voting.**

WIOA Direct Service Provider

Ms. Dials reported the direct service provider must be a procured process. She reported on the direct service provider as outlined in WIOA. The Board cannot provide

direct service such as automatically hiring the Career Counselors (with exception of FIVCO contract) and possibly the Business Services Coordinator as well. This will have to be a procured process. Currently TENCO through BTADD, Administrative Entity is a direct service provider. In order to continue to be a provider of direct service, a letter will be submitted by January to the KWIB or Governor requesting to continue to be a direct service provider. If the Board decides to continue, an RFP will be distributed and BTADD will have to bid on the service. In addition, if the Board chooses not to be a direct service provider, it is known the direct services will not be through BTADD and other entities will bid to provide the services. This decision will need to be determined by August. Chair Howard thanked the front line staff who service the individuals in the TENCO region. **After discussion, a motion was made by Carlos Marin and second by Sherry Farley to submit a letter to the State to have Buffalo Trace ADD remain as a provider of direct services. Motion carried. Amy Kennedy abstained from voting.**

Career Pathway Project with St. Claire

Jason Slone reported a meeting was held with St. Claire Regional Medical Center and OET to discuss assistance in long term needs to meet new program guidelines required within the law and address areas of difficulty. A plan was formulated and another meeting will be held. SCRMC is requesting entry level position with CMA's, LPN's and RN's in a career ladder approach. This will have a multi-tier and multi-year involvement. This is still in beginning stages of discussion and will need to include education providers. Mr. Slone recommended to the Board to allow the TENCO WIA to assist with funding towards this program and obligate \$100,000 through adult and dislocated workers funds to begin the career pathway project. Discussion followed the report requesting to outline where funding will go towards, number to serve, training opportunity and timeline. Mr. Slone reported the funding assistance requested is through June 30, 2016 with possible additional request after project review. Jennifer Campbell provided the perspective on SCRMC's long-term healthcare regional aspect. A follow-up meeting will be held with SCRMC, MCTC-Rowan & MSU to determine the needs of the pathways. After further discussion, the Board agreed to table the request to the next meeting when more information in utilizing the \$100,000 would be available for Board review before a decision is determined.

KCCGO National Emergency Grant

Jason Slone reported the State received a federal grant to provide services to two populations of customers deemed as likely to exhaust unemployment benefits and long term unemployed. The TENCO WIA was given funds for \$472,707 and of this amount, \$157,569 has to be implemented in order to receive the remainder of these funds. The program began in March in TENCO. Currently there are three customers enrolled in case management, two are in an internship, three have completed a NCRC and six businesses have expressed interest in working more closely with this program. KCCGO is designed to determine if an individual has marketable skills and education to move

directly into a job within the TENCO WIA and if not, the case management aspect is utilized.

Business Service Update

Jeremy Faulkner reported he has been assisting Independent Stave in getting their operation going in Morehead; Cooper Standard – have OJT Contract and providing Job Fair; Nestle - providing Labor Market Data Information and shift differential/wage packet; CTI Custom Food – who are expanding in Owingsville and provided Job Fair in April; **Incenta Recruiting??** - assisting with recruitment in Career Centers; Northern Contours – partnering with KCTCS to provide custom incumbent worker training; Infinity Apparel – adding 40 staff and held Job Fair in March; and World King – assisted with Job Fair and will open in the KYOVA Mall. There are job fairs in the other regions with great coordination between the areas crossing over the boundary lines. There has been participation in the KY Skills Networking Planning. Mr. Faulkner recognized Tonya Anderson for her cooperation and assistance in the Morehead/Mt. Sterling area.

Denise Dials reported Greenup and Boyd County were certified as a Work Ready in Progress at the KWIB meeting. A map was provided outlining the Work Ready Communities. She reported continued work to become certified is Robertson, Bracken, Bath and Lewis Counties.

Ms. Dials reported it is time to review and revise the TENCO WIB Strategic Plan that is current through 2017. The Committees will meet and review the goals set, accomplishments and revisions/setting new goals to accomplish.

Ms. Dials requested the Board to review the handout on Custom Food Products. She also requested the Board to review the NAWDP Newsletter handout featuring Dena Green, WIA Career Counselor.

Ms. Dials reported on contacts she has received throughout the State level acknowledging the works of the TENCO WIA. There is a potential project through business services that may be recognized on a national level.

Chair Howard reminded the Board to contact the WIA Staff for any topics of discussions to be placed on the next meeting agenda.

With no further business to discuss, the meeting was adjourned on a motion made by Amy Kennedy and second by Jerry Bothman at 2:15 p.m.

Recorded By: Teresa Wilburn