

MINUTES
TENCO Workforce Development Board
FIVCO ADD
32 FIVCO Court
Grayson, Kentucky
December 16, 2015
Noon

Chair Sam Howard called the meeting of the TENCO Workforce Development Board to order on Wednesday, December 16, 2015 at FIVCO ADD, 32 FIVCO Court in Grayson, Kentucky.

GUESTS PRESENT:

Sherry McDavid	FIVCO ADD
Ron Fields	Mayor, City of Flatwoods

MEMBERS PRESENT:

Sam Howard	Lori Ulrich
Diana Kennedy	Kay Moss
Dan Connell	Brent Sturgill
Jason Slone	Scott Keller
Jacqueline Korengel	Kevin Howard

STAFF PRESENT:

Denise Dials	Teresa Wilburn
Sharon Hall	Dena Green
Donna Burke	Michael Thoroughman

GENERAL ACTION ITEMS:

Approval of Minutes

A motion was made by Brent Sturgill and second by Lori Ulrich to approve the Minutes of the August 19, 2015 and October 22, 2015 meetings as presented. Motion carried.

Ratification of Past Board Action

Denise Dials reported on the Ratification of Past Board Action Items. She reported that due to the TENCO WDB not being certified by the Governor until October 15, 2015, action taken between July 1, 2015 and October 15, 2015 by the TENCO WDB and/or Executive Committee on behalf of the Board must be ratified. The attached action items approved prior to the October 15, 2015 certification date was provided to members. **After review, a motion was made by Kevin Howard and second by Diana Kennedy to approve the ratification of TENCO WDB action items prior to certification by the Governor, from July 1, 2015 through October 15, 2015. Motion carried.**

REPORTS:

Executive Committee

Denise Dials reported the request for Morehead State University to amend their contract to extend the participant enrollment deadline to January 15, 2016 was presented to the Executive Committee for a vote and approved. After the report, **a motion was made by Jason Slone and second by Kevin Howard to approve the Executive Committee report as presented. Motion carried.**

Nominating Committee

Dan Connell reported the appointed Ad Hoc Nominating Committee consisting of himself, Larry Foxworthy and Diana Kennedy had met by phone regarding the current officers of the Board who are filling unexpired terms and their eligibility to serve an additional two-year term, if nominated. The current officers were contacted and agreed to serve a full two year term. The Committee recommended nominating the current officers to remain in their representation for the period 2015-2017. After the Committee recommendation, e-mail ballots were distributed to the TENCO Board for officer positions for the period 2015-2017 recommending Sam Howard remain as Chair, Chet Smith remain as Vice-Chair and Scott Keller remain as Secretary. The TENCO WDB voted by e-mail and unanimously approved (with the appropriate abstaining) to have Sam Howard remain as Chair, Chet Smith as Vice-Chair and Scott Keller as Secretary of the TENCO WDB for the period 2015-2017. **A motion was made by Kevin Howard and second by Brent Sturgill to approve the Nominating Committee report. Motion carried.**

POLICIES:

Denise Dials reported on the two policies that were e-mailed to members for their review.

Ms. Dials reviewed Policy #37 – Limited English Proficiency. She explained this was a requirement by the State. She reported the Office of Employment and Training has an existing policy for their staff to utilize. She reported their Policy states the staff will use a “call service” for translation. There is a fee for this service. Staff is requesting the Board adopt the existing OET Policy with all modifications to the policy be reviewed and adopted as necessary by the Board. The calls will be tracked and paid through the Resource Sharing Agreement with reconciliation on a quarterly basis. Jason Slone reported the State Policy will be reviewed in January and modifications regarding WIOA Law and including the cost allocation through the RSA will be conducted at that time. **After discussion, a motion was made by Dan Connell and second by Kevin Howard to approve Policy #37 as presented. Motion carried.**

Ms. Dials reviewed Policy #36 – Incumbent Worker Training. She reported the incumbent worker training allows TENCO to utilize at least 20% of adult and dislocated worker funds to assist a business that has a workforce that needs a skill upgrade in order to retain employment and/or be competitive in the labor market. She reviewed the State requirements and each category as outlined in the Policy. **A motion was made by Jason Slone and second by Dan Connell to approve Policy #36 as presented. Motion carried.**

PRESENTATION:

High Impact Board

Jason Slone reported the State has modified and built new criteria to become or remain certified as a High Impact Board. TENCO WDB received the initial High Impact Board certification in 2013. The process to remain or become High Impact Board is voluntary. New criteria were established to implement the WIOA Law. The same process remains: Boards are working strategically, effectively and efficiently, leverage and and manage resources, and Board members are engaged and strategically drive the system. Mr. Slone encouraged the Board to review the process and apply for the second year certification. Technical Assistance funds are available to assist areas with meeting the High Impact status. It was noted there were only five HIB's that received certification in 2013. After discussion regarding the benefit of being High Impact, **Jason Slone made a motion and second by Dan Connell to approve to proceed with the High Impact Board certification process effective December 16, 2015 and completing the Self-Assessment Application and Technical Assistance Application by March 31, 2016. Discussion followed explaining the process to new members and what the certification entails. Motion carried.**

One Stop Operator and Direct Service Provider

Denise Dials reviewed a Power Point Presentation that outlined the One Stop Operator and Direct Service Provider. A handout was provided to members. She explained the current process to provide these services through the TENCO Workforce Development Board. The current WIOA Law and State Policy require these services to be competitively bid.

The TENCO WDB can apply to continue to provide the services but will have to bid along with any other public, private or non-profit agency seeking to provide the services. She reported on the services that are currently provided through the TENCO WDB, and the fact that TENCO has met and/or exceeded all performance measures since 1998 when WIA was established. This is due to the work completed through the Board as the current direct service provider and one-stop operator. Staff hired to fulfill these positions are currently hired through the Administrative Entity and/or through contract with FIVCO and Gateway ADD.

The State's view is that WDB's are to be the overseers and not the provider of the services.

A letter to the Governor stating the board's decision regarding their interest in being the direct and/or one-stop provider of service must be submitted by January 4, 2016. The TENCO WDB, Governing Board, and CLEO will need to agree on this decision.

Denise Dials also noted, if the TENCO WDB would be awarded the One-Stop Operator, the WDB will not be allowed to certify the centers. The certification process would go through the State.

If the Board wants to provide the Direct and/or One-Stop Operator service, an outside entity will be utilized to write the Request for Proposal. The Division for Workforce Investment would oversee the process. Should the Board not want to be the Operator, the Board would conduct the procurement process. **After review and discussion, a motion was made by Lori Ulrich and second by Brent Sturgill to move forward with the request to be the One-Stop Operator provider of service through the Administrative Entity, Buffalo Trace ADD. Staff will contact outside consultants for quotes to facilitate the RFP process,**

if approval is given by the Governing Board/CLEO and Governor to move forward. Motion carried.

A motion was made by Kevin Howard and second by Kay Moss for the TENCO WDB to be the provider of direct services through the Administrative Entity, Buffalo Trace ADD. Staff will contact outside consultants for quotes to facilitate the RFP process, if approval is given by the Governing Board/CLEO and Governor to move forward. Motion carried.

Ms. Dials reported there are three Requests for Proposal templates, One-Stop Operator, Direct Service Provider and a Combination template. **After discussion, a motion was made by Kevin Howard and second by Jason Slone to provide opportunity for entities to submit separate One-Stop Operator and Direct Service Provider Request for Proposals. Motion carried.**

A motion was made by Jason Slone and second by Lori Ulrich to hire a consultant to write the Request for Proposals for One-Stop Operator and Direct Service Provider. Motion carried.

Quarterly Budget Review

Michael Thoroughman, Fiscal Officer reviewed and provided the BTADD Audit Report. He reported on the summary portion that outlined the entire revenue and expenses for BTADD. He highlighted the portion of Workforce funding which indicated total expenses for FY'16 for \$1,739,108. The A/E expenses were for \$625,730. He further explained the percentages of all funding categories in Workforce for FY'16. He reviewed and discussed the detailed information by individual grant funding for FY'16 that was included in the audit report. The full FY'16 Audit Report for BTADD was available to members. The outcome was a "clean audit" with no recommendations for the FY'16 Buffalo Trace ADD Audit.

Mr. Thoroughman also reviewed and presented the quarterly budget through October 31, 2015. He reviewed each of the funding categories (Adult, Dislocated Worker, Trade, NEG/Performance Incentive, Youth and Administration) funds available, expenditures and obligations.

Business Services Update

Denise Dials reviewed the Business Service Report provided to the members from October – December 2015. She highlighted the following: Job Fair information for companies in the TENCO area; Career Center information and certification requirements for the Centers to be certified by June 30, 2016; a new affiliate Career Center has opened in Mt. Sterling at the MCTC Campus, a Career Counselor for the Mt. Sterling Center has been hired and will start next week; Contacts made with company layoffs and closures in the TENCO area; the approval of a KY FAME Chapter in the Maysville area; Regional Job Fair with Bluegrass and EKCEP; and Lewis County Work Ready Application has been submitted.

Director's Update

Ms. Dials reported on the October TENCO WDB Annual Meeting. TENCO WDA received notification on the performance measures. TENCO exceeded seven out of the nine measures and met the other two measures. Ms. Dials also reported on the Impact on the Economy relating to the Adults and Dislocated Workers. The information was discussed at the Annual

Meeting and available to members who did not attend the Annual Meeting in the 2014-2015 Program Handout.

Strategic Plan Update

Ms. Dials reported the TENCO WDA Strategic Plan is in the process of being updated. The Strategic Planning Committee will meet to review & discuss the current Plan and determine updates/new information to include in the Plan.

Appointment to Committees

Chair Howard reported notification to members appointed to Committees will be sent by e-mail.

Other Information

Sherry McDavid, Executive Director, FIVCO ADD stated for the record, should Buffalo Trace ADD not be able to contract with FIVCO ADD due to state guidance and procurement of services, her workforce employee has been with their agency for 15 years. If her contract is not renewed, she requested consideration in transitioning her workforce staff to an employee of BTADD with her earned vacation/leave time of service. She will write a letter to the Buffalo Trace ADD Board of Directors of this request. Ms. Dials reported the State has informed her that a statement in the RFP for direct and/or one-stop operator services could include "that based upon board determined criteria, employment priority be given to current staff."

Chair Howard reported the 2016 TENCO WDB Meeting Dates are provided in the packet. He also discussed the importance of having a quorum at those meetings.

Topics for Future WDB Meetings

Chair Howard asked if there were any further topics to discuss and reminded the Board to contact him or WDA Staff for any topics of discussions or presentation to be placed on the next meeting agenda.

With no further business to discuss, the meeting was adjourned on a motion made by Jason Slone and second by Kevin Howard at 2:00 p.m.

Recorded By: Teresa Wilburn