

MINUTES
TENCO Workforce Investment Board
Buffalo Trace ADD
201 Government Street
Maysville, Kentucky
December 17, 2014
Noon

Chair Sam Howard called the meeting of the TENCO Workforce Investment Board to order on Wednesday, December 17, 2014 at Buffalo Trace ADD, 201 Government Street in Maysville, Kentucky.

Chair Howard welcomed all in attendance and introduced guests, new board members Tim Gibbs with Ashland Alliance, Jennifer Campbell with St. Claire Regional Medical Center and new staff Donna Burke, WIA Program Coordinator.

GUESTS PRESENT:

James Gallenstein	CEO, Mason County Judge/Executive
David Gross	N.E. KY Area Health Education Center
Sherry McDavid	FIVCO ADD
Vicki Steigleder	Maysville/MasonCo. Chamber of Commerce
Sue Russell	St. Claire Regional Medical Center
Larry Foxworthy	Fleming County Judge/Executive
Kelli Felty	KY Career Center – Ashland
Sharon Reynolds	Morehead State University
Jeremy McCloud	Mason County Area Technology Center
D.J. Begley	KY Adult Education Council

MEMBERS PRESENT:

Sam Howard	
Amy Kennedy	Tiffany Felty, Proxy for Maurice Reeder
Teresa Plymesser	Dan Connell
Carlos Marin	Jason Slone
Larry Ferguson	Chet Smith
Penny Qualls	Scott Keller
Diane Kennedy	Ashley Sharp, Proxy for George Jump
Lori Ulrich	Jennifer Campbell
Tim Gibbs	

STAFF PRESENT:

Teresa Wilburn	Jeremy Faulkner
Dena Green	Michelle Sloas
Peggy Hall	
Michael Thoroughman	

For the record, Denise Dials, WIA Director was absent due to an illness.

GENERAL ACTION ITEMS:

Approval of Minutes

A motion was made by Jason Slone and second by Scott Keller to approve the Minutes of the August 20, 2014 and October 22, 2014 meetings. Motion carried.

PRESENTATION:

Summer Health Internship Program (SHIP)

Chair Howard reported David Gross, Director of Northeast KY Area Health Education Center would present to the Board information about SHIP. Mr. Gross provided a power point presentation outlining the programs of the Northeast Health Education Centers that serve 17 regional counties in Kentucky. Their goal is to ensure adequate healthcare coverage in rural and medically underserved areas. He reported AHEC is also a community and educational partnership. AHEC's are federally, state funded, and do pursue grants and contracts to support their services. Mr. Gross reported NE AHEC has developed a health careers pipeline to begin working with students at a young age and follow through the pipeline to ensure at the end they graduate and become a practicing health care provider in our region. After the brief overview, Mr. Gross presented and discussed the Summer Health Internship Program for college students in the medical field. In the past, NE AHEC has placed five interns in workplaces to gain experience through grants and internal funds. These funds have expired. The workplace experiences were six-week assignments and each student received a \$300 per week incentive for participating. The workplace projects of the students were presented. Mr. Gross also reviewed data by county for enrollment in medical careers and expansion in health related industry jobs. Mr. Gross reported he would like to increase the number of students from 5 to 10 per year. He also reported the weekly cost of the internship would remain at paying the individuals a \$300 incentive per week for six weeks. N.E. AHEC is requesting from TENCO WIA funds to assist with the incentives for one year and possibly up to three years. Discussion followed the report regarding number enrolled, tracking outcomes, TENCO WIA performance, tracking of long-term individuals enrolled and counties served. The Board also discussed medical positions that are not long-term for performance tracking measures. It was discussed as an option, to have individuals in the SHIP program be those that are in short term (2 years or less) medical programs and in TENCO eligible counties. After the presentation, Chair Howard recommended to take this matter under advisement and place on the TENCO WIB February agenda. This will allow staff to evaluate the program further. After the evaluation, this could be presented to the full board meeting in February or if necessary, present the information to the Executive Committee.

A motion was made by Amy Kennedy and second by Diane Kennedy to table the request of funds for the Northeast Health Education Center Summer Health Internship Program to the next meeting. Motion Carried.

REPORTS:

One-Stop Committee Report

Jeremy Faulkner, Business Services Coordinator, reported on the Career Center Certification. Mr. Faulkner reviewed the Career Center Certification timeline for 2015. The Resource Navigator for the Career Center in Maysville will be hired. He reported on the required six key documents for certification, which needs to be completed along with the application. Mr. Faulkner reported the selected Review Team will visit the Center for their review, and notify the local WIB of their recommendation. The TENCO Board will review the report and makes the final determination on Career Center Certification. The Board will inform the KWIB of their decision. The overview and purpose of the certification was reviewed. Jason Slone reported the Career Center Certification deadline for the KY Career Center – Maysville is June 30, 2015. He also reported that within the following program year the Ashland, Morehead Career Centers and affiliate sites will also need to be certified.

Youth Council Report

Amy Kennedy reported the Youth Council met on September 19, 2014. She reported on the WIOA five key points that will affect youth programming. Ms. Kennedy reported on the two current youth contracts with Morehead State University and Lewis County Board of Education. Monitoring of each contract is currently taken place and a report will be presented at the February meeting. Ms. Kennedy reported the Council is recommending to the Board an amendment to the current contracts. The amendment to the contracts is to allow an increase to the Morehead State University Contract from \$130,000 to \$150,000 and the Lewis County Board of Education Contract from \$130,000 to \$145,000. The additional amount will allow the contract to go from 1 ½ staff to two full time staff. The amounts are based on the salary of the current part-time staff and what is needed to bring them to full-time status from January-June. Ms. Kennedy also reported and reviewed the new responsibilities for the contract staff. Ms. Kennedy reported the Youth Council also reviewed the Request for Proposal for next year. The Council recommended changes for new contracts. The recommendation is to change youth contracts from a two-year basis to three year basis contingent upon an annual review for positive performance, positive monitoring report, funding availability and negotiations; recommend to raise the current cap of \$130,000 to \$150,000 to allow additional funds to support two full-time staff if desired; and provide staff with flexibility to change basic items in the RFP and/or contract based on future WIOA guidance and regulations.

Discussion followed Ms. Kennedy's report. **After discussion, a motion was made by Carlos Marin and second by Larry Ferguson to accept the recommendation**

of the Youth Council to allow amendments to the current contracts of Morehead State University from \$130,000 to \$150,000 and Lewis County Board of Education from \$130,000 to \$145,000 through June 30, 2015. The amendment is due to changes in responsibilities and requiring part-time staff to become full-time staff. Motion carried. Dan Connell and Tiffany Felty abstained from voting.

A motion was made by Carlos Marin and second by Jason Slone to approve the Youth Council recommendation for Request for Proposals for next year to change new contracts from 2-year to 3-year basis, increase from \$130,000 to \$150,000 cap and allow staff flexibility to contract/proposal based on future WIOA guidance and regulations as reported. Motion carried.

Buffalo Trace ADD Audit

Michael Thoroughman, Fiscal Officer reported on the Buffalo Trace ADD Independent Auditor's Report for the year ended June 30, 2014 and accepted by the Buffalo Trace ADD Board of Directors. He explained and reviewed the WIA portion of the audit. He also reported the Auditor's had no findings or questioned costs.

Quarterly Budget Review

Michael Thoroughman reviewed the WIA quarterly budget through October 31, 2014. He reviewed each categories funding, expenditures and balance.

FIVCO ADD Contract Review

Amy Kennedy reported the Executive Committee had met in June 2014 and reviewed the FIVCO ADD contract. The issues noted were low caseload, monitoring findings and lack of documentation in case management data system. The Executive Committee requested to review the contract in six months. The issues were discussed with Sherry McDavid, Executive Director of FIVCO ADD for corrections. Staff has monitored since that time and case management documentation has been corrected, with very few current issues regarding documentation of services to participant. The monitoring issues found were corrected on-site. The caseload remains low but is consistent with the other areas. The caseload should be approximately 70-75 participants. The staff recommends after review of the contract to move forward in same progress and the caseload should become the required expected caseload as the other areas. **A motion was made by Jason Slone and second by Dan Connell to approve the FIVCO ADD contract going forward for the next six months. Staff will develop objective criteria to be achieved with One-Stop Committee involvement and enrollment of participants to reach 70-75 individuals. A report will be given at the May Board meeting to review for the next contract year. Motion carried.**

Director's Report

Amy Kennedy reported on the Memorandum of Understanding and Resource Sharing Agreement with the State in relation to the Maysville Career Center Certification. The agreement makes certain all partners agree to their roles in the Center and resources they can provide to ensure the Career Center operates effectively and efficiently. A draft of the MOU/RSA will be presented at the February Board meeting.

The KCCGO – National Emergency Grant funds first allocation was received for \$157,569 to assist the long-term unemployed and individuals profiled to exhaust their benefits. Upon the expense of these funds, additional funding can be accessed. TENCO is proposing to serve 50-75 people. A time limited, Career Counselor will be hired with these funds and the position has been advertised. The funding of this program runs through September 30, 2016.

WIOA Update – re-designation by the Governor. Ms. Kennedy reported on two criteria identified for initial designation, fiscal integrity and program performance. She reported Denise Dials has met with each of the Judges in the FIVCO and Buffalo Trace areas with documentation to prove these two items. The Chief Elected Officials, representing their respective county, must also request that they continue to be served under the TENCO Workforce Investment Area. Currently TENCO is completing the process by receiving approval on an Interlocal Cooperative Agreement between the ten county judges that were identified. The process was completed for the FIVCO and Buffalo Trace areas. The process for the Gateway area will be completed in January. Ms. Kennedy reported the actual composition of the Board and possibly boundaries could change. Discussion followed regarding boundaries. Kentucky is moving forward with being an early implementation State.

Ms. Kennedy reported on the administrative changes at the State Level. Beth Brinley, previously the Workforce Commissioner has been appointed as the new Deputy Secretary of the Kentucky Education and Workforce Development Cabinet. Beth Kuhn previously the Sector Strategies Director in Workforce was appointed as the new Workforce Commissioner.

Amy Kennedy reported copies are available of the data and information provided at the TENCO WIB Annual meeting in October for those who were unable to attend.

Ms. Kennedy reported the 2015 TENCO WIB meeting dates are provided in the packet.

Ms. Kennedy reported the TENCO WIB ten county judges will make their decision in January on the Chief Elected Official of the Board. She mentioned Judge Gallenstein served TENCO in this role for 11 years.

Appointment of Ad-hoc Committee – WIOA Transition Committee

Chair Howard reported the past Chair had appointed an Ad-hoc Committee. Those appointed to the WIOA Transition Committee will consist of Jason Slone, Larry

Ferguson, Carlos Marin, Lori Ulrich and possibly Don Davis. Chair Howard reaffirmed those appointed to the Committee.

OTHER BUSINESS:

Resolution

Chair Howard read and presented a Resolution to James Gallenstein, CEO, and Mason County Judge/Executive for his time in serving as the Chief Elected Official for the TENCO Workforce Investment Board for the period 2003 – 2014. The Resolution was adopted December 17, 2014. Chair Howard thanked him for his service.

Oath of Office

At this time, James Gallenstein swore in Chet Smith, Vice-Chair of the TENCO WIB for the period 2014-2015.

Chair Howard reported, for information only, that the Warren County Fiscal Court passed a resolution as a "Right to Work County". This enables the County to establish their own minimum wage by adoption of a resolution.

Strategic Plan Update

Amy Kennedy provided an update on the TENCO WIB Work Ready Communities. She reported four of the 10 counties are certified Work Ready in Progress and five have submitted a letter of intent.

Topics for Future WIB Meetings

Chair Howard asked if there was any matter to bring before the Board for discussion. There being none, Chair Howard reminded the Board to contact the WIA Staff for any topics of discussion to be placed on the next meeting agenda.

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

Recorded By: Teresa Wilburn