

**MINUTES**  
**TENCO Workforce Investment Board**  
**Stober Drives, Inc.**  
**1781 Downing Drive**  
**Maysville, Kentucky**  
**February 19, 2014**  
**Noon**

Chair Roger Russell called the meeting of the TENCO Workforce Investment Board to order on Wednesday, February 19, 2014 at Stober Drives, Inc., 1781 Downing Drive in Maysville, Kentucky.

Chair Russell welcomed all in attendance and introduced the new board member Jerry Bothman, SRG Global Morehead, Gateway area.

**MEMBERS PRESENT:**

Roger Russell	Louie Flanery
Wayne Darnell	Maurice Reeder
Charlie Conn	Carlos Marin
Jason Stone	Amy Kennedy
Teresa Plymesser	Phil Tackett
Dan Connell	Larry Ferguson
Brett Traver	Brent Sturgill
Jennifer Royse	Chet Smith
Penny Qualls	Jerry Bothman

**GUEST PRESENT:**

James Gallenstein	CEO, Mason County Judge/Executive
Sherry McDavid	FIVCO ADD
Barbara Campbell	Maysville Community & Technical College
D.J. Begley	Kentucky Adult Education, Frankfort
Kay Moss	Stober Drives Inc.
Brandi Lewis	Stober Drives Inc.
Stephanie Berry	Stober Drives Inc.
Landon Garrison	Stober Drives Inc.

**STAFF PRESENT:**

Denise Dials	Teresa Wilburn
Mike Kennedy	Jeremy Faulkner
Michael Thoroughman	

Chair Russell introduced Kay Moss, Human Resources Manager with Stober Drives. Ms. Moss and staff provided a tour of the facility that produces gearboxes. A

presentation followed the tour. Brandi Lewis, Stephanie Berry and Landon Garrison gave are report of their individual apprenticeship programs completed through Stober and Maysville Community & Technical College. Barb Campbell with MCTC reported on the KCTCS curriculums available for apprenticeship programs.

General Action Items:

#### Approval of Minutes

**The Minutes of the December 11, 2013 meeting were approved on a motion made by Wayne Darnell and second by Brett Traver. The motion carried unanimously.**

#### Police #32

Denise Dials, WIA Director, explained the revisions to Policy #32 – Sector Identification /Occupational Training List. After review and discussion, **a motion was made by Brett Traver and second by Larry Ferguson to approve the revision to Policy #32. The motion carried unanimously.**

#### By-laws

Ms. Dials provided a copy of the By-laws with the recommendation to amend the By-laws to include establishing a double quorum (majority of the full board and majority of private sector members) to conduct business at a Board meeting. This had been recommended by the High Impact Review team and had been discussed at the December Board meeting. After discussion, **a motion was made by Brett Traver and second by Dan Connell to approve the quorum amendment as presented. The motion carried unanimously.**

#### Audit

Michael Thoroughman, Fiscal Officer reviewed and provided the FY'13 Audit for Buffalo Trace ADD, highlighting the WIA Program. After review and discussion, **a motion was made by Louie Flanery and second by Dan Connell to approve the audit report. The motion carried unanimously.**

Reports:

#### Youth Council Update

Maurice Reeder reported the Youth Council met on February 14, 2014. The Council reviewed the current two youth contracts, Lewis County Board of Education and Morehead State University. Mr. Reeder reported both contracts are currently funded with the option for one-year renewal with negotiations. The WIA staff has evaluated both contracts. Morehead State University and Lewis County Board of Education have successfully achieved the standards set by the Youth Council. The Youth Council recommended renewing the contract for one year with negotiations for \$130,000 each. **Maurice Reeder made a motion and second by Larry Ferguson to approve the Morehead State University Contract for FY'15 in the amount of \$130,000 with negotiations. Motion carried. Dan Connell abstained from voting.**

**Charlie Conn made a motion and second by Carlos Marin to approve the Lewis County Board of Education Contract for FY'15 in the amount of \$130,000 with negotiations. Motion carried. Maurice Reeder abstained from voting.**

Mike Kennedy, Contract Administrator reported on items discussed at the Youth Council meeting. Strategic Plan goal #3, work readiness activities provided to all interested high schools in the TENCO area, was discussed. The USDOL Soft Skills Curriculum is available for use at no cost. The Council requested staff contact the high school to determine the need and interest in the work readiness training.

Lewis County Board of Education was monitored on December 13<sup>th</sup> & 15<sup>th</sup> with no findings. Morehead State University was monitored on January 13<sup>th</sup> and 31<sup>st</sup> with one finding. Letters will be sent to each contractor.

Chair Russell appointed Penny Qualls and George Jump to serve on the Youth Council. Gretta Caudill was removed as parent representative and the Council recommended the addition of two new non-board members: Charity Stout (parent) and Sue Ruckel (business). **After the report, a motion was made by Maurice Reeder and second by Charlie Conn to approve the recommendations. The motion carried unanimously.**

#### One-Stop Committee Update

Ms. Dials reviewed One-Stop Career Center updates. She also reported on obstacles/challenges to meet One-Stop certification goal.

She also provided an analysis of the customer surveys for both business and job seeker.

#### Career Center Goals

Ms. Dials reviewed the Career Center Goals. The Board discussed and reviewed the business, job seeker and Career Center Goals thoroughly. **After discussion, a motion was made by Larry Ferguson and second by Jennifer Royse to approve the business, job seeker and Career Center Goals. Motion carried.**

Other Business:

#### Strategic Plan Update

Ms. Dials reported on the High Impact WIB status. She reported the response from the HIW Review Team was received. The Review Team requested documentation/updates on the questionable items from their meeting in December. Staff is currently compiling the information.

Ms. Dials reported on plans for an Industry Partnership Day to collect real time data assisting with sector and occupational identification.

Ms. Dials reported on Fleming County's Work Ready Community status. Currently, committees are in place to address the needs and develop plans for each standard.

Budget Review

Michael Thoroughman presented and reviewed the WIA budget through December 31, 2013.

Chair Russell reported a revised TENCO WIB contact list is provided in the packet.

Ms. Dials informed the Board the TENCO WIA Staff will be relocating their offices to the second floor of the Buffalo Trace District Health Department. The move is necessary due to other department growth.

Chair Russell reported responses were received from the endorsement letter of WIA reauthorization to Congress. The letters were provided to the Board.

Topics for Future WIB Meetings

Chair Russell encouraged Board Members to submit items for discussion to be included on the Agenda.

**With no further business to discuss, the meeting adjourned on a motion made by Charlie Conn and second by Brett Traver. Motion carried.**

Recorded By: Teresa Wilburn