

MINUTES
TENCO Workforce Investment Board
FIVCO ADD
32 FIVCO Court
Grayson, Kentucky
May 21, 2014
Noon

Chair Roger Russell called the meeting of the TENCO Workforce Investment Board to order on Wednesday, May 21, 2014 at the FIVCO ADD offices, 32 FIVCO Court in Grayson, Kentucky.

Chair Russell welcomed all in attendance and introduced the new board members George Jump, Clopay Plastic Products Company, Buffalo Trace area and Scott Keller, Cooper Standard Automotive, Gateway area.

GUESTS PRESENT:

Melissa Aguilar	KWIB, Frankfort
James Gallenstein	CEO, Mason County Judge/Executive
Kennetta Freholm	Office of the Blind
Lori Ulrich	Fleming-Mason Energy
Robert Pallay	Frenchburg Job Corp
Ashley Sharp	Clopay Plastic Products Company
D.J. Begley	KY Adult Education
Sue Russell	St. Claire Regional Medical Center

MEMBERS PRESENT:

Roger Russell	Don Davis
Wayne Darnell	Tiffany Felty, Proxy for Maurice Reeder
Amy Kennedy	Charlie Conn
Carlos Marin	Jason Slone
Phil Tackett	Dan Connell
Debbie Hampton	Larry Ferguson
Sam Howard	Brent Sturgill
Penny Qualls	George Jump
Scott Keller	

STAFF PRESENT:

Denise Dials	Teresa Wilburn
Mike Kennedy	Jeremy Faulkner
Dena Green	Michelle Sloas
Peggy Hall	Michael Thoroughman

High Impact WIB Status/Picture

Chair Russell informed the members the State KWIB had contacted TENCO WIA and reported the TENCO WIB is certified as a High Impact WIB on February 27, 2014. A

plaque was presented at the KWIB meeting in February and Denise Dials, Jason Slone and Buddy Gallenstein were present to receive the award. Chair Russell thanked the Board for their participation and efforts on this achievement.

Denise Dials, Director of Workforce Development congratulated and thanked the board members for their time, energy and efforts working towards this accomplishment. She also reported TENCO WIB was the only Board across the State to receive a perfect score. The plaque received was shown to the members. Melissa Aguilar, Executive Director, KWIB reported on her past involvement with the Kentucky LWIA's and applauded their progression and achievements at high levels. Don Davis, Past Chair congratulated the members for the accomplishments and input received during the process of becoming a HIW.

A picture and brief article will be published in the local newspapers on accomplishing the HIW Status.

GENERAL ACTION ITEMS:

Approval of Minutes

A motion was made by Charlie Conn and second by Amy Kennedy to approve the Minutes of the February 19, 2014 meeting. The motion carried unanimously.

Resolutions

Chair Roger Russell presented Resolutions to Charlie Conn and Wayne Darnell who will resign from the Board at the conclusion of today's meeting. Louie Flanery also resigned from the Board and a Resolution will be forwarded to him effective today.

FIVCO ADD Contract

Denise Dials reported the FIVCO ADD Contract has been reviewed for FY'15 services to provide one Counselor to serve individuals in the Counties of Boyd and Greenup. TENCO WIA recommends approving the contract for \$118,300 (same as the current year). She reported on the current year contract monitoring reports and caseload. As concerns were noted, the contract will be reviewed in six months to determine if caseload size is on target to meet the standards set by the WIB, and that issues noted during monitoring have been corrected. **A motion was made by Larry Ferguson and second by Don Davis to approve the FIVCO ADD Contract for FY'15 services. The motion carried unanimously.**

Policies

Jason Slone reported the Accountability Committee met on April 24, 2014 to review all current policies of the TENCO WIB. He reported the policies provided to the Board members were recommended to be revised and Policy 26 was recommended to be removed. He also reported all policies were recommended to include a review date. **A motion was made by Jason Slone and second by Dan Connell to approve the revisions to Policy 2, 4, 7, 13, 14, 16, 17, 19, 20, 24, 29, 34, include review date on all polices and remove Policy 26. The motion carried unanimously.**

Occupational Training List

Wayne Darnell reported the Strategic Planning Committee met on May 8, 2014 and discussed the Occupational Training List, update of Strategic Plan and reviewed the Strategic Plan goals. Jeremy Faulkner reported the process and data reviewed to determine the Occupational Training List. The focus was on real time data collected during TENCO's Industry Partnership Day. TENCO WIA needs to prepare for the future job market. The Strategic Planning Committee recommended moving restrictions, one sector and several occupations. The board was reminded that based on business needs, the list can be revised. A very lengthy discussion followed regarding the significant number of programs outlined to delete and the removal of some health care occupations. The recommended removal of TENCO WIA identified sectors from the list was reviewed. **After review and discussions, a motion was made by Carlos Marin and second by Jason Slone to have another meeting of the Strategic Planning Committee for reconsideration and invite an added group of individuals for more consideration and investigation of the proposed Occupational Training List. After this meeting, the outcome will be considered by the full board or the Executive Committee. The motion carried unanimously.**

Installation of Officer

At this time, Judge Gallenstein provided the Oath of Office to Sam Howard as Secretary of the TENCO WIB to fill the unexpired term of 2014-2015.

REPORTS:

Strategic Planning Committee

Jeremy Faulkner reported on the purchase of seven Fast Forward to Work Soft Skills Curriculum offered to businesses at no cost. Currently five curriculums remain. He reported on concerns/issues businesses have identified in having their employees attend the sessions. Staff has discussed and employers prefer the soft skill curriculum be offered as a pre-employment service. The Strategic Planning Committee recommended Mr. Faulkner meet with the temporary agencies in the TENCO WIA to offer the curriculum to pre-hire individuals. Discussion followed on other options to utilize the curriculum with individuals or businesses, such as through youth programs, the Department of Community Based Services and detention centers.

Accountability Committee

Jason Slone reported the Accountability Committee met on April 24, 2014 and May 5, 2014. The Committee reviewed policies, asset map information to be included on the TENCO website and Strategic Plan goals. Ms. Dials reviewed the 3rd Quarter Performance Report. She explained the 3rd quarter averages for each performance measure that was outlined.

One-Stop Committee

Don Davis reported the Committee met on May 5, 2014. He reported the One-Stop Certification for the Maysville Career Center has been extended to June 2015. The State is reviewing the documentation required for certification. Jeremy Faulkner reported on the business service outreach activities from each of the TENCO WIA

Business Service Teams. Mr. Davis reported the Strategic Plan goals were reviewed and one Rapid Response meeting was held. Mr. Davis also reported the TENCO WIA Memorandums of Understanding will expire on June 30, 2014. The TENCO WIA Staff has been contacted and the State is revising contents of the MOU's. The revisions may not be received before June 30th. **A motion was made by Don Davis and second by Carlos Marin to allow the extension of the current TENCO WIA Memorandums of Understanding until new contractual information is received and authorize the Chair to initiate the agreements with the State if required. The motion carried unanimously.**

Youth Council

Mike Kennedy, Contract Administrator reported the Youth Council met on May 13, 2014. Mr. Kennedy reported the Morehead State University and Lewis County Board of Education Youth Contractors provided a presentation to the Council on their programs. The Strategic Plan goal to provide work readiness training to eligible and ineligible youth in high schools was discussed. He also reported on the Work Ethics Seal Program to implement in the TENCO WIA to high school students. This program is a free curriculum through the US Department of Labor "Soft Skills to Pay the Bills". The program is a formal recognition that a student has achieved specific criteria related to work ethic skills. The anticipated enrollment date is August. The Youth FY'15 Contracts were approved at the last TENCO WIB meeting and negotiations have begun.

NAWB Report

The National Association of Workforce Boards annual conference was held March 29 – April 1, 2014 in Washington, D.C. Denise Dials and Don Davis attended the conference. They reported on workshops attended.

OTHER BUSINESS:

Budget Review

Michael Thoroughman, Fiscal Officer presented and reviewed the WIA Budget through April 30, 2014. Mr. Thoroughman reviewed each categories expenditures and balance. He also reported it is projected for FY'15 there will be an increase in each category.

Strategic Plan Update

Ms. Dials reported each Committee had met and reviewed the goals and action steps relating to the Strategic Plan. The revisions were presented and outlined for review. She reported Rowan County is a full Work Ready Community, Mason & Montgomery are In-Progress and Fleming County is in process to submit application.

The annual update to the Strategic Plan needs to occur. The Strategic Planning Committee recommended distributing surveys to stakeholders and businesses for their review for plan input/information. It was requested Board Members review the list of stakeholders and survey before distribution.

Monitoring

Ms. Dials reported the TENCO WIA was monitored by the State. She reported on the program positives, findings and TENCO's corrective action plan to the findings to submit to the State.

Incentive Funds

Ms. Dials reported approximately \$8,000 will be received for meeting performance measures and \$50,000 for receiving HIW status. She reported she will review the Strategic Plan and goals that may require use of the incentive funds. Ms. Dials will distribute a list to members outlining incentive funds to utilize towards the goals for their review, vote and/or prioritization.

Topics for Future WIB Meetings

Chair Russell reminded the Board the next meeting will be the third Wednesday in August. The date will be August 20, 2014 held in the Rowan County area. Chair Russell also extended an invitation from members to provide information to include on the Agenda at the next board meeting.

With no further business to discuss, Chair Russell thanked all in attendance and the meeting adjourned at 2:50 p.m.

Recorded By: Teresa Wilburn