

MINUTES
TENCO Workforce Development Board
FIVCO ADD
32 FIVCO Court
Grayson, Kentucky
May 17, 2017
Noon

Chair Chet Smith called the meeting of the TENCO Workforce Development Board to order on Wednesday, May 17, 2017 at the FIVCO ADD offices, 32 FIVCO Court in Grayson, Kentucky. Chair Smith recognized the guest in attendance.

MEMBERS PRESENT:

Lori Ulrich	Ashley Sharp, Proxy for George Jump
Chet Smith	Jonathan Ward, Proxy for Diana Kennedy
Brent Sturgill	Chris Breeze, Proxy for Kay Moss
Dan Connell	Jason Slone
Scott Keller	Kevin Howard
Alex Conrad	Adam Hinton
Natalie Cummins	Scott Doan
Chuck Charles	

GUEST PRESENT:

Sherry McDavid	FIVCO ADD
Amy Kennedy	Buffalo Trace ADD
Larry Foxworthy	Fleming Co. Judge/Executive, CLEO
Judge Steve Towler	Boyd County Fiscal Court
Judge Walter Blevins	Rowan County Fiscal Court
Penny Qualls	Boyd County Adult Education
Vicki Steigleder	Maysville Chamber of Commerce
Melanie Jamison	Montgomery Co. Area Technology Center
Margaret Tilsley	Northeast KY CAA
Donna Jackson	Northeast KY CAA
Lee Ann Branham	Greenup Co. Adult Education
Debbie VanBibber	Greenup Co. Adult Education

STAFF PRESENT:

Denise Dials	Teresa Wilburn
Dena Green	Michelle Sloas
Jeremy Faulkner	Stephen Culp
Donna Burke	Peggy Hall

GENERAL ITEMS:

Approval of Minutes

Chair Smith asked if there were any questions or corrections to the Minutes of the February 15, 2017 meeting. **There being none, a motion was made by Chuck Charles and second by Jason Slone to approve the Minutes of the February 15, 2017 TENCO WDB meeting. Motion carried.**

Quarterly Budget Review

Stephen Culp, Fiscal Officer presented and reviewed the TENCO WDB budget through March 31, 2017. A budget summary and detailed budget was provided. Mr. Culp reviewed and explained obligations and expenses.

REPORTS:

Executive Committee

Chair Smith reported the Executive Committee met on April 5, 2017 and approved the following items: designated Buffalo Trace ADD to remain as the Administrative Entity for the Board; the RFP for the One-Stop Operator, Direct Service Provider and the Summer Youth Employment Program for distribution; an extension for having a certified Comprehensive Center in Morehead to December 31, 2017; remove the TENCO WDB application for High Impact Status; and extend the deadline for a new TENCO WDB Strategic Plan until December 31, 2017.

Career Center Committee

Scott Keller reported the Career Center Proposal Review Committee met on May 12, 2017. He reported the Committee reviewed proposals received for the One-Stop Operator and Direct Service Provider. The following are the recommendations from the Committee:

Operator Recommendation

Mr. Keller reported the One-Stop Operator received one bid (receiving only one bid was confirmed by the State as allowable). The bid was from FIVCO ADD and the proposal summary requesting \$106,883.24 outlining the strengths, concerns/questions and rating was reviewed and provided to members. The Committee recommendation was to approve FIVCO ADD as the One-Stop Operator in an amount not to exceed \$107,000. **After review, a motion was made by Dan Connell and second by Kevin Howard to accept the Committee recommendation to approve FIVCO ADD's Request for Proposal in the amount not to exceed \$107,000 with negotiations to provide the One-Stop Operator Services for the TENCO WDB for the period July 1, 2017 through June 30, 2018 with a three-year renewal option. Motion carried.**

Direct Service Recommendation

Mr. Keller reported on the bids received for the Direct Service Provider. He reported two bids were received. He explained the bids received were from FIVCO ADD and Licking

Valley Community Action Program and a summary of each proposal was provided to members. The FIVCO ADD RFP summary was reviewed requesting funds for \$727,157.30 outlining the strengths, concerns/questions, rating and staffing. The Committee recommendation was to fund FIVCO ADD as the Direct Service Provider not to exceed \$727,157.30 with negotiations. The Licking Valley Community Action Program RFP summary was reviewed requesting funds for \$604,075.00 outlining the strengths, rating, staffing and concerns/questions. The Committee recommendation was not to fund Licking Valley CAP as the Direct Service Provider. **After discussion, a motion was made by Kevin Howard and second by Alex Conrad to approve the Career Center Committee recommendation to approve the FIVCO ADD RFP as the Direct Service Provider in an amount not to exceed \$727,157.30 with negotiations for the period July 1, 2017 through June 30, 2018 with a three-year renewal option. Motion carried.**

Youth Committee:

Youth Employment Program Recommendation

Denise Dials, Workforce Development Director reported on the Youth Employment Program recommendation. The Board had approved Youth Employment Program for the summer in the Counties with highest unemployment figures in the TENCO WDA for six weeks. The Counties are Boyd, Greenup and Lewis. This service was competitively procured through an RFP process. She explained the Youth Committee reviewed and voted by e-mail ballot on the one proposal received. The Youth Employment Program received one bid from Lewis County Board of Education. The proposal summary requesting funds for \$119,999.90 was provided to members outlining the strengths, staff concerns/questions, and committee recommendation. **After review and discussion, a motion was made by Brent Sturgill and second by Jason Slone to approve the Youth Committee recommendation to approve the Lewis County Board of Education RFP for the provision of a Youth Employment Program with funding not to exceed \$120,000 with negotiations for the period June 1, 2017 – September 30, 2018. Motion carried.**

Recommendations to Modify Youth Contracts

Ms. Dials reported the Youth Committee reviewed by e-mail the modification requests to current youth contracts.

Morehead State University requested a modification to add \$2,500.00 to the current contract. (\$1650.00 – incentives for participants & \$850.00 for staff travel). **After discussion, a motion was made by Kevin Howard and second by Chuck Charles to approve the Youth Committee recommendation to approve the Morehead State University request to increase the current contract amount to add \$2,500.00. Motion carried. Dan Connell abstained from voting.**

A request was made on behalf of Lewis County Board of Education to increase their contract by an additional \$2,000 for staff travel costs. **After discussion, a motion was made by Kevin Howard and second by Dan Connell to approve the Lewis County Board of Education request to increase the current contract amount to add \$2,000. Motion carried.**

Youth Contract Renewal Recommendation

Ms. Dials reported the current two youth contracts are approved on an annual basis with the option for two-year renewal. The upcoming fiscal year is the last renewal period for the contracts. Staff has completed the option year evaluation criteria with the current contractors. The criteria are worth 60 points and each contract must receive a score of 42 to be eligible for renewal. The Lewis County BOE received 59 points and Morehead State University received 47 points. Discussion on current strengths and weaknesses of the programs followed.

The Youth Committee recommended funding the Lewis County Board of Education contract renewal for FY'18 in the increased amount of \$162,500. **A motion was made by Jason Slone and second by Dan Connell to approve the Youth Committee recommendation to approve the Lewis County Board of Education contract renewal for FY'18 for \$162,500 to serve 65 individuals. Motion carried.**

The Youth Committee recommended funding the Morehead State University contract renewal for FY'18 in the increased amount of \$162,500. **A motion was made Chuck Charles and second by Alex Conrad to approve the Youth Committee recommendation to approve the Morehead State University contract renewal for FY'18 for \$162,500 to serve 65 individuals. Motion carried. Dan Connell abstained from voting.**

OTHER BUSINESS:

Business Services Update

Jeremy Faulkner, Business Services Coordinator provided an update on the business services activities for the TENCO WDA. Mr. Faulkner reported MACA Plastics in Maysville started production last week and assistance was provided with recruiting, wage structure, hiring human resource & production manager & training dollars from ED Cabinet; Superior Composites in Vanceburg was assisted with plant expansion along with their new leadership & assistance was also provided with recruiting, marketing & wage structure; Job Fairs held with Cooper Standard in February; Job Fairs with Mitsubishi - two in March; Job Fair series with Clopay Plastics in February & will hold one this month; Northeast KY FAME Chapter - 16 individuals in first cohort and a dozen companies committed to participating in the apprentice program; and assisting Pentair in Mt. Sterling with their company closure (no confirmed closure date).

Partner Updates

The Morehead Career Center has moved to a new location at 1225 US Hwy 60 West in Morehead, KY. The facility has the Office of Employment & Training, Vocational Rehabilitation & WIOA offices.

There are two positions approved for OVR Counselors located in Ashland. There is also a possibility of merging OVR and the Office of the Blind.

Adult Education is entering a continuation year of funding. The RFP was to be distributed in January 2017 but has been extended. The RFP will be issued in January 2018, PY18 & 19. Adult Education is waiting to receive information on the federal budget.

Monitoring Report

Ms. Dials reported on the findings issued from the State monitoring report. Four were data entry and this has been resolved. The travel rate for reimbursement to participants was questioned during monitoring and written as a finding. Ms. Dials requested a review of this finding with the monitoring team, and it was found that TENCO's travel rate for participants is allowable. The finding was dismissed. The Monitoring Report is now resolved.

Local/Regional Plan

Ms. Dials reported a Local and Regional Plan is required this year. The Regional Plan portion will be developed with EKCEP. She reported the draft Plan after completion would be presented to the Executive Committee by June 1. The Plan will be reviewed in the Executive Committee meeting along with the Administrative Budget. After their review, the Plan will be available for public comment. The Plan will be sent to the Board and will be placed on the TENCO website.

Partnership Agreement

Ms. Dials discussed modification recommendations for The Partnership Agreement between the TENCO Workforce Development Board and the Chief Local Elected Officials in the TENCO Workforce area. The Agreement outlined the changes, which resulted from the State OET Policies. Changes were required in order to comply with recent State OET policies. Ms. Dials reviewed the draft changes with the Board. **After review and discussion, a motion was made by Chuck Charles and second by Brent Sturgill to accept the Partnership Agreement with the outlined amendments as presented. Motion carried.**

St. Claire Incumbent Worker Request

Ms. Dials reported on the Incumbent Worker Project with the TENCO WDB that allows the Associate Level Nurses to become Bachelor Level Nurses. St. Claire is requesting an additional \$70,000 for their contract in order to complete this initiative for the 17 currently enrolled participants. **After discussion, a motion was made by Jason Slone and second by Alex Conrad to approve the additional \$70,000 request from St. Claire Regional Medical Center for the Incumbent Worker Project. Motion carried.**

Medicaid Waiver

Ms. Dials provided an overview of the Medicaid Waiver requirements as proposed by Governor Bevin. Individuals determined to be able-bodied without dependents will have certain criteria that must be achieved in order to remain on benefits. The goal is to utilize the Kentucky Career Center staff to assist individuals in locating employment, volunteer hours, and job preparation skills through a Community Engagement component. The Community Engagement Criteria is outlined as 20 hours a week of volunteering, going to school, going to work, participating in adult education services, providing childcare services to an individual in the community and career counseling job search activities. The Governor intends to distribute funds to the Local Workforce Development Boards to provide the Community Engagement component. Ms. Dials reported on the projected number of individuals that qualify Community Engagement in the TENCO area. Ms. Dials reported there are three participating options for the LWDB's. She reviewed the three options for the TENCO Board's participation in the Community Engagement. She explained that the first step in the process is for the board to determine which option they would like to pursue. **After much review and discussion, a motion was made by Jason Slone and second by Brent Sturgill to choose Option 1: LWDB Service Procurement which consist of the LWDB conducting their own competitive procurement process Medicaid, CE, SNAP E&T and TANF services; and the LWDB will be accountable for state performance expectations. Motion carried.**

Director's Update

KY Center for Education & Workforce Statistics will be at the Buffalo Trace ADD offices on May 25th at 1:30 p.m. providing information on their data system; and on May 23 at Natural Bridge, 10:00 a.m. there will be a State OET Sector Strategies meeting.

Topics for Future WDB Meetings

Chair Smith asked if there were any further topics of interest to discuss. He reminded the Board to contact himself or the WDA Staff of any items for discussion.

At this time, Amy Kennedy provided an update on past-Chair Sam Howard.

With no further business to discuss, a motion was made by Jason Slone and second by Brent Sturgill to adjourn at 2:05 p.m.

Recorded by: Teresa Wilburn