

MINUTES
TENCO Workforce Development Board
Maysville Community & Technical College
1755 U.S. Highway 68
Maysville, Kentucky
May 18, 2016
Noon

Chair-Elect Chet Smith called the meeting of the TENCO Workforce Development Board to order on Wednesday, May 18, 2016 at Maysville Community & Technical College in Maysville, Kentucky and welcomed all in attendance. Denise Dials, Workforce Director provided an update on Chair Sam Howard's health condition.

GUESTS PRESENT:

Vicki Steigleder	Maysville-Mason County Chamber of Commerce
Melanie Jamison	Montgomery County Area Technology Center
Mark Lambert	Maysville Community & Technical College – Rowan Campus
Amy Kennedy	Buffalo Trace ADD
Sherry McDavid	FIVCO ADD

MEMBERS PRESENT:

Lori Ulrich	George Jump
Diana Kennedy	Kay Moss
Chet Smith	Jacqueline Korengel
Jason Slone	Jennifer Cady, Proxy for Dan Connell
Alex Conrad	Tracy McGuire, Proxy for Jerry Ugrin
Jennifer Carpenter	

STAFF PRESENT:

Denise Dials	Teresa Wilburn
Dena Green	Donna Burke
Teresa Conway	Michael Thoroughman
Peggy Hall	Jeremy Faulkner

Approval of Minutes

The Minutes of the February 17, 2016 meeting were approved on a motion made by Jason Slone and second by Jennifer Cady. Motion carried.

Quarterly Budget Review

Michael Thoroughman, Fiscal Officer presented and reviewed the budget through March 31, 2016. Mr. Thoroughman reviewed each of the funding categories. The categories outlined funds available, expenditures, obligations and potential carryover amounts. Also reviewed and discussed was the High Impact Workforce Investment Board (HIW) funds balance of \$20,000.

REPORTS:

Career Center Committee

Chair Lori Ulrich reported that the Review Team has been selected to perform the certification review of the Career Center in Ashland. The Center will be reviewed on May 25th. Ms. Dials reported all four Career Centers would be eligible for certification by June 30th. The Board will have the final certification approval for all Centers. Due to the timeframe, the TENCO WDB Executive Committee will make the final recommendation for approval in June. **A motion was made by Diana Kennedy and second by Jason Slone to approve the Career Center Committee report. Motion carried.**

Youth Committee

Chair George Jump reported the Committee met on April 13th. He reported on the Youth obligations and current contracts. The Youth Contract up for renewal are Morehead State University and Lewis County Board of Education to serve youth in the ten counties of the TENCO WDA. Both contracts were approved last year with an option for two renewal periods. The Youth Committee reviewed the performance of the Lewis County Board of Education contract and recommended to renew the contract for one year, July 1, 2016 – June 30, 2017 with a budget not to exceed \$150,000 with negotiations. **A motion was made by Alex Conrad and second by Tracy McGuire to approve the recommendation of the Youth Committee to renew the Lewis County Board of Education Contract for one year effective July 1, 2016 – June 30, 2017 with a budget not to exceed \$150,000 with negotiations. Motion carried.**

The Youth Committee reviewed the performance of the Morehead State University Contract and recommended to renew the contract for one year, July 1, 2016 – June 30, 2017 with a budget not to exceed \$150,000 with negotiations. **A motion was made by Alex Conrad and second by Lori Ulrich to approve the recommendation of the Youth Committee to renew the Morehead State University Contract for one year effective July 1, 2016 – June 30, 2017 with a budget not to exceed \$150,000 with negotiations. Motion carried. Jennifer Cady abstained from voting.**

Accountability Committee

Chair Diana Kennedy reported the Accountability Committee met on April 21st. The Committee reviewed the TENCO WDA Asset Map to present to the Board by year-end. The Committee also conducted the annual review of the TENCO WDB Policies (handout) with their outlined recommendations. Ms. Kennedy reviewed the reasons for the revisions and recommendations for each policy. **A motion was made by Lori Ulrich and second by Jennifer Cady to approve the recommended changes as outlined to Policy 1, 7, 10, 16, 24, 30, and 31. Motion carried.**

Denise Dials reviewed and discussed the Accountability Committee recommendations to Policy 32 (Sector Identification /Occupational Training List and Policy 20 (Participant Test Scores and GED). **After review, a motion was made by Jason Slone and second by Tracy McGuire to approve the recommendations to revisions to Policy 32 and Policy 20. Motion carried.**

Ms. Dials reported on the By-laws (provided) and outlined the changes reviewed and discussed at the Accountability Committee meeting. The By-laws need to include language indicating a regional focus, priority guidelines for serving customers most in need, and the process for removal of board members. Discussion followed the report regarding removal of a member by the CLEO and consecutive absences. **After discussions, a motion was made by Jason Slone and second by Jennifer Carpenter to table By-laws consideration regarding membership attendance language to the Executive Committee. Motion carried.**

Executive Committee

Chair-Elect Chet Smith reported the Executive Committee held a conference call on April 20th. The Committee approved an amendment for the Morehead State University Contract to move \$4,000 from personnel to work experience; MSU was also approved to add \$5400 to their overall budget to work experience allowing students currently enrolled to participate in a work experience activity; approved adding the Advanced Manufacturing Technician program to the TENCO WDA Occupational Training List justified by the businesses participating with the FAME Initiative; approved the Consortium Agreement provided to members that outlines the Career Center Operator roles and responsibilities for the period July 1, 2016 – June 30, 2017; and denied approving funds for the Summer Health Internship Program (SHIP) due to the program not meeting eligibility criteria. **A motion was made by Diana Kennedy and second by Jacqueline Korengel to approve the Executive Committee report. Motion carried. Jennifer Cady abstained from voting.**

Other Business:

Adult/Dislocated Workers/Trade Contract for Services

Ms. Dials reported TENCO currently has two contracts that provide services to the Adult, DW, Trade and Youth (if needed) participants in the FIVCO (Boyd & Greenup Counties) and Gateway (Montgomery, Rowan & Bath) areas. The contracts will expire June 30, 2016. Staff has reviewed the performance of the current contracts. In order to continue to offer services to customers in the Gateway area, staff is recommending approving a contract with Gateway Area Development District for the period July 1, 2016 – June 30, 2017 for funding not to exceed \$115,000 with negotiations. **A motion was made by Jennifer Carpenter and second by Jennifer Cady to approve contracting with Gateway ADD in the amount of \$115,000 with negotiations for the period July 1, 2016 – June 30, 2017 to allow providing services and activities for customers. Motion carried.**

In order to continue to offer services to customers in the FIVCO area, staff is recommending approving a contract with FIVCO Area Development District for the period July 1, 2016 – June 30, 2017 for funding not to exceed \$186,364 with negotiations. Ms. Dials also reported due to closure of AK Steel, additional funds are included in the overall budget to hire a Trade Career Counselor. **A motion was made by Jason Slone and second by Jennifer Cady to approve contracting with FIVCO ADD in the amount of \$186,364 with negotiations for the period July 1, 2016 – June 30, 2017 to allow providing services and activities for customers. Motion carried.**

Memorandum of Understanding

Ms. Dials reviewed the MOU that was developed at the State level. The agreement outlined the responsibilities and services of each Career Center partner. Ms. Dials provided the section completed by the TENCO WDA outlining the Job Seeker Customer Work Flow, Services Available through the Center – Method of Referral, Methodology to Determine Shared Service Costs (individual space located at each Center) and a Dispute Resolution Clause. The information will be submitted to the State for their approval and after receiving the required signatures at the State level, the document will be distributed for signature in the Career Centers. The MOU is for a three-year period. **After the review, a motion was made by Jennifer Cady and second by Diana Kennedy to approve the MOU. Motion carried.**

Business Service Update

Jeremy Faulkner reported on the Business Services activities for the TENCO WDA. Mr. Faulkner thanked the Board for the support of the FAME program and there are 14 businesses participating in the program.

Layoff activities include: AK Steel – Trade qualified individuals are seeking services through the Ashland Career Center for training; Pentair anticipates being open through the end of March 2017 and are Trade qualified; MCTC, K-Mart and Federal Mogul have announced layoffs or closures. Morehead State University will lay off 6 instructors and 24 staff members and it is anticipated more layoffs will occur later. These positions are not Trade qualified;

Carmeuse Limestone and Harbeson Walker are beginning to recall laid off individuals.

Other: A general Job Fair will be held August 5th in Maysville; The 4th Job Fair for Clopay will be held on June 10th; and open house and ribbon cutting will be held at the Mt. Sterling Career Center on May 31st at noon.

Director Update

Ms. Dials reported on the Local Plan. There will be no extension this year and the Local Plan is due June 15, 2016 with a 30-day public comment period. There will be coordination with all four core partners.

TENCO WDB approved moving forward with the HIW application. Criteria for the application are being reviewed.

The State Career & Technical Education Committee is encouraging Boards to become involved with the Career & Technical Schools in order to align high –demand sectors with technical education.

Partner Updates

Jason Slone reported 650 AK Steel Workers have been certified as trade. The numbers may increase if the 15 subcontract companies will be classified as trade. The participants applied for

UI benefits at the beginning of the year. DOL did not classify as trade qualified until April. There is a high volume of individuals wanting to go into training. Assistance to enroll individuals will be available from the other WDA's. Trade funds are available to serve these individuals.

Pentair in the Gateway area will have a closure of approximately 350 individuals.

Jacqueline Korengel reported the Adult Education program is trying to meet performance metrics by the end of the fiscal year. She also reported the GED Test has been recalibrated. This was based on what high school students are currently doing and most of those students have to go into remedial programs more often than GED graduates.

Strategic Plan Update

Ms. Dials reported guidance was received from the State level on policies, procedures and reports from Economic Development. The State policies/procedures may change the way the Strategic Plan is developed and the sector strategies approach. The KWIB will meet tomorrow and guidance may be presented at this meeting.

The State has sent draft guidance on Occupations in Demand. The current occupations still currently stand until official guidance is received from the State.

Chair-Elect Smith asked if there were any further topics of interest to discuss. The Board was reminded to contact the WDA staff for any topics of discussion or presentation to be included 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 Jacqueline Korengel at 2:15 p.m.

Recorded by: Teresa Wilburn