

MINUTES
TENCO Workforce Development Board
Family Dollar Distribution Center
1000 Industry Road
Morehead, Kentucky
August 16, 2017
Noon

Chair-elect Scott Keller called the meeting of the TENCO Workforce Development Board to order on Wednesday, August 16, 2017 at Family Dollar Distribution Center in Morehead, Kentucky. Chair-elect Keller recognized guests in attendance, new board members Kathy Charles and Michael Thoroughman, new TENCO WDA Career Counselors, Business Service Coordinator and the One-Stop Operator for the TENCO Career Centers. Chair-elect Keller also thanked Scott Doan, General Manager with Family Dollar for hosting the board meeting.

Scott Doan gave a brief background of Family Dollar Distribution Center. The facility (906,000 square ft.) features a state-of-the-art warehouse management system and other technological advances to increase productivity on two shifts employing 250 individuals. The Distribution Center supports approximately 750 stores in seven states. He reported Dollar Tree recently acquired the company. A tour of the facility was provided to those in attendance.

MEMBERS PRESENT:

Lori Ulrich	Ashley Sharp, Proxy for George Jump
Brent Sturgill	Michael Thoroughman
Dan Connell	Jason Slone
Scott Keller	Kevin Howard
Alex Conrad	Adam Hinton
Natalie Cummins	Scott Doan
Chuck Charles	Kathy Charles

GUEST PRESENT:

Sherry McDavid	FIVCO ADD
Amy Kennedy	Buffalo Trace ADD
Judge Wally Johnson	Montgomery County Fiscal Court
Judge Walter Blevins	Rowan County Fiscal Court
Aaron Thompson	KY Department for Local Government
Melanie Jamison	Montgomery Co. Area Technology Center
Lee Ann Branham	Greenup Co. Adult Education
Alan Gullett	Office of the Blind
Tonia Anderson	KY Career Center – Morehead OET
Eva Henderson	Adult Education, Morehead
Karen Coburn	Ashland Community & Technical College
Tessa Love	Adult Education, Ashland
Brittany Corde	Maysville Community & Technical College

STAFF PRESENT:

Denise Dials
Jeremy Faulkner
Donna Burke
Haley Moore
Crystal Keaton

Teresa Wilburn
Stephen Culp
Kelly Dickerson
Justin Suttles

GENERAL ITEMS:

Approval of Minutes

Chair-elect Keller asked if there were any questions or corrections to the Minutes of the May 17, 2017 meeting. **There being none, a motion was made by Chuck Charles and second by Lori Ulrich to approve the Minutes of the May 17, 2017 TENCO WDB meeting. Motion carried.**

Quarterly Budget Review

Stephen Culp, Fiscal Officer presented and reviewed the TENCO WDB budget through June 30, 2017. A budget summary and detailed budget was provided. Mr. Culp reviewed and explained obligations and expenses.

Administrative Entity Budget Review

Mr. Culp reviewed the Administrative Entity Budget. He reported the Executive Committee and Governing Board had met and approved the FY'17 budget modification request for an additional \$93,881.38. The modification was necessary due to hiring additional staff after the OET reorganization. Mr. Culp reviewed the proposed FY'18 Administrative Entity Budget that was also approved by the Executive Committee & Governing Board. He reviewed revenue, expenses and carryover funds. The Board was also provided the FY'17 and FY'18 funding comparison for the Adult, Dislocated Worker and Youth categories.

REPORTS:

Executive Committee

Chair-elect Keller reported the Executive Committee had also met and approved the FY'17 budget modification. The Committee reviewed and approved the Lewis County BOE year round contract amendment to allow \$6200 of out-of-school funds to be transferred to the in-school category; approved the Lewis County Board of Education SYEP contract modification allowing 20% of funds allocated towards the program to be expended towards in-school participants and to remove language that would cap the number of weeks the youth could work but maintained July 28, 2017 as the end of the work experience.; and approved moving forward with the website posting and submitting of the TENCO WDB WIOA Regional & Local Plan for July 1, 2017 – June 30, 2020.

Career Center Committee

Lori Ulrich provided an update from the Committee. She reported the Direct Service Provider and One Stop Operator Contracts were in place and currently operating through FIVCO ADD as approved on July 1, 2017. The Career Center Certification of the new Morehead Career Center was approved for an extension until December 2017. The KWIB will be modifying the application for the certification within the next few months.

Youth Committee

Denise Dials, Director of Workforce provided an update of the Lewis County BOE Summer Youth Employment Program contract awarded through the RFP process for \$120,000. Twenty-one individuals participated in the program in the Counties of Boyd, Lewis and Greenup. Ms. Dials reported on the jobs/projects the individuals participated in during the program. Due to the low number of individuals in the program, the full \$120,000 will not be utilized.

OTHER BUSINESS:

FIVCO ADD Contract Amendment

Ms. Dials reported a front desk vacancy has occurred in the KY Career Center - Maysville. She reported funds are available to hire an individual to fill the vacancy. The request is to amend the contract maximum to a total amount of \$777,157.30. Discussion followed the report. **After discussion, a motion was made by Chuck Charles and second by Kevin Howard to hire an individual at the KY Career Center - Maysville through the FIVCO ADD contract with a salary range of \$9-\$12 per hour increasing the current contract for a maximum of \$777,157.30. Motion carried.**

Business Services Update

Jeremy Faulkner, Director of Economic Development Initiatives provided an update on the business services activities for the TENCO WDA.

- Northeast KY FAME Chapter – 12 individuals in the FAME classe; first cohort attrition rate is high; have five additional companies interested in participating;
- Rapid Response activities - AK Steel – 20 individuals and Pentair – 140 individuals;
- 10th Clopay Job Fair was held this month.

Partner Updates

Natalie Cummins reported Adult Education has rebranded to Skills U and the Request for Proposal for Adult Education services will be released in January.

Jason Slone reported the Office of Employment & Training offices would no longer be providing the Unemployment Insurance services through the Career Centers effective September 11. The UI Claims will be by on-line or phone in Frankfort. Customers will be allowed to use computers

or phones in the Career Center for UI services with local staff only assisting with minimal questions.

Brent Sturgill reported two Office of Vocational Rehabilitation staff have been hired in Ashland, Jason Gulliam and Katrina Tackett. There are on-going conversations regarding the merger of Office for the Blind and OVR as one agency for working individuals with disabilities.

SNAP E&T and Medicaid Waiver Presentation

Ms. Dials presented a power point presentation on the Supplemental Nutrition Assistance Program (Food Stamps) Employment & Training and Medicaid Community Engagement. She reported the SNAP E&T and Medicaid Community Engagement is for able body individuals without dependents who are receiving food stamp benefits. Individuals exempt from participating were discussed. The Medicaid waiver has not passed to date. Services meeting the requirements of the SNAP E & T and Medicaid Community Engagement will be available through the KY Career Centers. Funding for additional staff should be available through a contract with the State. Ms. Dials reported individuals participating in the program would have to maintain 20 hours of work, volunteer, training and/or job readiness activities in order to maintain benefits. However, the goal of the program is to increase employment, not maintain benefits.

The program will hopefully increase the labor market participation rate; decrease the number of individuals requiring assistance; and decrease poverty. She reported on statistics for KY, including the number of eligible SNAP E & T and Medicaid Community Engagement individuals in each TENCO county. – 21,755 for the entire TENCO area. Ms. Dials anticipates TENCO WDA SNAP E & T participation starting in March 2018. The Medicaid Community Engagement programs will be phased in from July – December 2018.

Ms. Dials reported an Ad Hoc Committee will be selected to assist with the planning and preparation of the SNAP E&T and Medicaid Community Engagement programs. The Committee may develop policies, plan services, determine staffing needs and other matters relating to the implementation of the SNAP E & T and Medicaid Community Engagement Program. She will be contacting members, partner agencies and local officials to participate on the Committee.

TENCO WDA is participating the development of a new IT system that will be utilized among partners to better coordinate services. A contract was received from the State to assist with the expenses for staff time in participating with the IT development.

Local/Regional Plan

The Plan is on the website and still available to comment during the 90 day period.

Strategic Plan

The State has not implemented their new Plan in which the LWDA's are to be in alignment. The TENCO Strategic Planning Committee will move forward and meet to outline goals for the next

five years and modify the Plan once the State Strategic Plan is developed, if necessary. Other members, businesses and partners were encouraged to attend the meeting.

Career and Technical Education Certifications

The State has sent notice that the LWDB's are to provide recommendations to the KWIB on industry certifications that are most valuable to local businesses. The KWIB has already conducted their vote for this school year, and are requesting the LWDA's submit a letter of support agreeing with their decision. Ms. Dials reported on her questions/concerns regarding their vote. Changes to the process of receiving local input will be made prior to the next school year. A copy of the current industry certificates was made available to the board.

Conflict of Interest

The Conflict of Interest form was sent to Board Members for their completion for this fiscal year. The form is required to be completed each year. The forms were available to complete if a member had not submitted.

Board Survey

A survey will be sent in the near future to board members regarding meeting dates, time, locations, topics, and etc.

Annual Meeting

The TENCO WDB Annual Meeting will be held in October in the Gateway area. The date and time will be announced later.

SETA

Ms. Dials reported two registrations are still available to attend the SETA Conference, September 24-26, 2017 in Louisville, Kentucky. Any member that would like to attend needs to contact the TENCO Staff.

Topics for Future WDB Meetings

Chair-elect Keller asked if there were any further topics of interest to discuss. The Board was reminded to contact the WDA Staff on items for discussions at future meetings.

Chair-elect Keller thanked Scott Doan for hosting the meeting.

With no further business to discuss, the meeting adjourned on a motion made by Jason Slone and second by Brent Sturgill.

Recorded by: Teresa Wilburn