

MINUTES
TENCO Workforce Development Board
Buffalo Trace ADD
201 Government Street
Maysville, Kentucky
August 19, 2015
Noon

Chair Sam Howard called the meeting of the TENCO Workforce Development Board to order on Wednesday, August 19, 2015 at Buffalo Trace ADD, 201 Government Street in Maysville, Kentucky.

GUESTS PRESENT:

Amy Kennedy, Buffalo Trace ADD	Gail Wright, Gateway ADD
Larry Foxworthy, CEO	Mark Lambert, MCTC – Rowan Campus
David Gross, N.E. AHEC	Joe Pfeffer, Mason County Judge/Executive
Sharon Reynolds, MSU	Todd Ruckel, Lewis County Judge/Executive
J.P. Bradley, AK Steel	Sue Russell, St. Claire RMC
Teresa Fite, Meadowview RMC	Kevin Howard, INKYOH Reg. Council of Carpenters
Jeremy McCloud, Mason County ATC	Sarah Marth, Greenup County ATC
Earl Bush, Bracken Co. Judge/Executive	Walter Blevins, Rowan County Judge/Executive
Ashley Shelton, N.E. AHEC	Stephanie Bogucki, Robertson Co. Judge/Executive

MEMBERS PRESENT:

Sam Howard	George Jump
Diana Kennedy	Brent Sturgill
Dan Connell	Sherry McDavid, Proxy for Tim Gibbs
Jason Slone	Jerry Bothman
Jennifer Campbell	Sharon Johnston, Proxy for Jacqueline Korengel
John Will Stacy	

STAFF PRESENT:

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

GENERAL ACTION ITEMS:

Approval of Minutes

A motion was made by Jason Slone and second by Diana Kennedy to approve the Minutes of the May 20, 2015 meeting as presented. Motion carried.

REPORTS:

Accountability Committee

The Accountability Committee Meeting report of August 4, 2015 was provided to members for their review. After review of the report, **a motion was made by Dan Connell and second by George Jump to approve the report as presented. Motion carried.**

Executive Committee

The Executive Committee met on June 29, 2015 and a report from the meeting was provided to members for their review. The report included the approved Annual Budget, as presented to the Executive Committee, CLEO, and Governing Board. After review of the report, **a motion was made by Dan Connell and second by Sherry McDavid to approve the report as submitted. Motion carried.**

Workforce Counselor Position

Denise Dials, Director of Workforce Development, reported due to an increase in the Career Counselor caseloads and guidance from the State to co-enroll individuals who receive staff assisted services through the Career Centers, it is necessary to hire a Career Counselor in the Gateway area. Maysville Community and Technical College has offered office and resource area space in the Mt. Sterling Campus location with free rent. This will allow the current OET office in Mt. Sterling an opportunity to apply for an affiliate Career Center Certification. Ms. Dials requested to allow to contract with Gateway ADD to hire a Career Counselor to be located on the MCTC-Mt. Sterling Campus. A budget was presented for the one full-time Career Counselor position through Gateway ADD not to exceed \$80,000 and having a start date of October 1st in the MCTC – Mt. Sterling Campus. This contract will be reviewed on a yearly basis. **After discussion, a motion was made by Dan Connell and second by Sherry McDavid to approve contracting with Gateway ADD on a yearly basis with a budget not to exceed \$80,000 to hire one full-time Career Counselor to be located on the MCTC – Mt. Sterling Campus beginning October 1st if appropriate. Motion carried.**

PRESENTATION:

Summer Health Internship Program (SHIP)

David Gross reported on the Summer Health Internship Program and the support from the TENCO WDB. He reported the program expanded due to the assistance of TENCO funding. A power point presentation outlining the program was provided which included the service areas and placements of the individuals. Ashley Shelton reported on the intern's activities and projects. TENCO supported projects completed by 7 ½ of the individuals in the program. Mr. Gross and Ms. Shelton thanked TENCO WDB for their support of the program.

Lineman Program

Mark Lambert reported on the Lineman Program through MCTC-Rowan Campus. He discussed the job demand for lineman training. MCTC-Rowan Campus began their program because of the long waiting list at the Somerset Lineman School. Mr. Lambert discussed the hours and types of training the students received. Sixteen out of twenty individuals graduated from the program. He reported on the job placements received. Mr. Lambert anticipates starting

another Lineman Program in March. Mr. Lambert thanked the TENCO WDB for their funding assistance.

Quarterly Budget Review

Michael Thoroughman, Finance Officer, reported on TENCO's funding through June 30, 2015. He reviewed and explained all funding categories through FY'15 and funds budgeted to carry forward through FY'16. He also reported the FY'16 BTADD Administrative Entity/TENCO WDB Budget provided was reviewed and approved by the TENCO WDB Executive Committee, CLEO, and Governing Board.

Business Services Update

Jeremy Faulkner, Business Services Coordinator, reported on current activities. The regional partnership is going well with several business service activities being planned. Job Fairs have been held for Cooper Standard, Family Dollar and Morehead Regional Job Fair. Another job fair will occur before the end of the year for the region. There has been a lot of "in Center recruitment" from companies. The Business Services Teams have been working on custom trainings with Calgon Carbon and CTI Foods who is expanding. The Career Craze involving Middle School students was held at MCTC on lean manufacturing. Involvement has begun with the KY Federation for Advanced Manufacturing Excellence (FAME) to begin a chapter in the TENCO Region. This will assist in filling the industrial maintenance positions at manufacturing facilities. Mr. Faulkner reported businesses have utilized him as a resource to benchmark their practices and in an advisory capacity for Work Ready Communities.

Director's Update

Ms. Dials provided several maps to members. The first map represented the Work Ready Communities and outlined designation per Kentucky Counties. She reported every county in the TENCO WDA is involved at some level to be Work Ready Certified and/or In Progress. Ms. Dials also reported the two other maps outlined the local and regional designations by the Governor. TENCO WDA and EKCEP will become one regional area, the East Region.

Ms. Dials reported on the Kentucky Welding Institute Program. The board had previously approved funding up to \$100,000.00 for this sector specific project. She reported to date, the contract is almost full.

Ms. Dials reported on the St. Claire Regional Medical Center Career Pathway project approved by the Board for \$100,000.00 in funding. The sector specific project will move employees from a two-year degree position into the next level or four-year degree, as determined necessary by St. Claire Regional Medical Center to ensure competitiveness for their employees and for their business. Incumbent worker funds are being reviewed for this project. As the hospital employees who could benefit from the program reside in multiple counties, EKCEP is also being contacted to determine their interest in collaborating on this project. The hospital's goal is to have 80% of their nursing staff to have their RN by 2020. The classes started today.

Strategic Plan Update

The Strategic Planning Committee will review and discuss goals to bring to the Board in the near future. She reported a large number of the goals in the five-year plan (2012-2017) have been met. The Career Center Certification goal, minimum of one Career Center, has been

achieved. The recognition of this certification will be held in Louisville. All members were invited to attend.

Ms. Dials reported Donna Burke, Program Coordinator has been working with the High Schools on the Soft Skills Training as a goal of the Youth Council. Several area high schools are participating with the Work Ethic Seal Program.

Workforce Development Board Annual Meeting/Training

Chair Howard reported discussions with Ms. Dials have occurred regarding the Annual Meeting combined with a Board Training Session. The idea was presented to the Board for input and suggestions. After discussion, it was decided to have an evening Training Session including a Board Orientation, followed the next morning with the Annual Meeting. The members not in attendance will be contacted regarding their interest. Chair Howard reported an Annual Meeting Committee will not be appointed and allow the WDA Staff to coordinate the activities for both events.

Appointment to Committee

Chair Howard reported the Committee appointments would be tabled to the next meeting.

Topics for Future WDB Meetings

Chair Howard asked if there were any further topics to discuss and reminded the Board to contact the WDA Staff for any topics of discussions or presentation to be placed on the next meeting agenda.

With no further business to discuss, the meeting was adjourned on a motion made by Dan Connell and second by Jason Slone at 1:15 p.m.

Recorded By: Teresa Wilburn