

MINUTES
TENCO Workforce Development Board
Indiana/Kentucky/Ohio Regional Council of Carpenters
574 Carpenters Way
Grayson, Kentucky
February 21, 2018
Noon

Chair Chet Smith called the meeting of the TENCO Workforce Development Board to order on Wednesday, February 21, 2018 at Indiana/Kentucky/Ohio Regional Council of Carpenters in Grayson, Kentucky. Chair Smith thanked Kevin Howard, Sr. Supervisor with IN/KY/OH Regional Council of Carpenters for hosting the board meeting. Chair Smith also recognized the guests in attendance.

MEMBERS PRESENT:

Lori Ulrich	Diana Kennedy
Jamie Rucker	Chet Smith
Dan Connell	Jason Slone
Brent Sturgill	Alex Conrad
Kevin Howard	Ashley Applegate Proxy for Adam Hinton
Natalie Cummins	Kathy Charles

GUEST PRESENT:

Sherry McDavid	FIVCO ADD
Amy Kennedy	Buffalo Trace ADD
Judge Joe Pfeiffer	Mason County Fiscal Court
Aaron Thompson	KY Department for Local Government
Tonia Anderson	OET, KY Career Center - Morehead
Karen Coburn	Ashland Community & Technical College
Chrisha Spears	Ashland Community & Technical College
LeeAnn Branham	Greenup County Adult Education
Steve Flouhouse	Ashland Community & Technical College
Nicole Griffith-Green	Ashland Community & Technical College
Mark Lambert	MCTC - Rowan Campus
Judge Walter Blevins	Rowan County Fiscal Court
Ray Leathers	Education & Workforce Development Cabinet
James Stephens	US Senator Rand Paul's Office

STAFF PRESENT:

Denise Dials	Teresa Wilburn
Stephen Culp	Justin Suttles
Jennifer Tuel	Jeremy Faulkner
Sharon Hall	

Kevin Howard welcomed those in attendance and provided an overview of their organization. The hallmark of their regional council is three-fold: training, professionalism and partnerships for economic development. He reported their office currently has 1,450 carpenter members and 707 millwrights. There are 89 apprentices in the Carpenter Program and 25 in the Millwright Program. Mr. Howard reported on the projects in the area. The Indiana & Kentucky apprenticeship programs have merged and are in process of including Ohio with this effort. Individuals enrolled in their apprenticeship program and completes training, receive an associate degree at no cost. He invited those attending to tour the facility after the meeting.

GENERAL ITEMS:

Approval of Minutes

Chair Smith asked if there were any questions or corrections to the Minutes of the December 20, 2017 meeting. **There being none, a motion was made by Jason Slone and second by Jamie Rucker to approve the Minutes of the December 20, 2017 meeting of the TENCO WDB. All in favor. Motion carried.**

Quarterly Budget Review

Stephen Culp, Fiscal Officer presented and reviewed the TENCO WDB budget through December 2017. A budget summary and detailed budget was provided. Mr. Culp reviewed and explained the total budget - \$6,391,257.48 and the total obligations - \$5,797,488.16, net surplus of \$593,769.32 and total expenses of \$2,158,014.59.

REPORTS:

Youth Committee

Denise Dials, Director of Workforce Development reported the Youth Committee met and reviewed the following youth information. There are currently two- year round youth contracts. The Youth Committee recommended releasing a Request for Proposal to provide year-round youth services through contracts for FY'19. Contracts awarded will be on a one-year contract with option for renewal for three years. The contract must be for out-of-school youth (not attending any school) or an in-school/out-of-school combination.

The 2018-2019 Youth Proposals received were from Lewis County Board of Education and Morehead State University. A summary of each proposal received was provided.

Ms. Dials reviewed the summary for the Lewis County Board of Education proposal in the amount of \$175,000.00. The summary outlined the description, strengths, concerns/questions and recommendation of the Proposal Review Committee. The Youth Proposal Review Committee, after much discussion, recommended funding the Lewis County Board of Education proposal at an amount not to exceed \$188,000 with negotiations.

Ms. Dials reviewed the summary for the Morehead State University Proposal in the amount of \$175,000.00. The summary outlined the description, strengths, concerns/questions and recommendation of the Proposal Review Committee. The Youth Proposal Review Committee, after much discussion, recommended funding the Morehead State University proposal at an amount not to exceed \$187,000 with negotiations.

A motion was made by Alex Conrad and second by Natalie Cummins to approve the Youth Proposal Review Committee recommendation to fund the Lewis County Board of Education 2018-2019 (FY'19) Youth Proposal in an amount not to exceed \$188,000.00 with negotiations on a one-year contract with option for renewal for three years. All in Favor. Motion carried.

A motion was made by Diana Kennedy and second by Lori Ulrich to approve the Youth Proposal Review Committee recommendation to fund the Morehead State University 2018-2019 (FY'19) Youth Proposal in an amount not to exceed \$187,000.00 with negotiations on a one-year contract with option for renewal for three years. Dan Connell abstained from voting. Motion carried.

Strategic Planning Committee

Alex Conrad provided a background of the Strategic Planning Committee meetings. The initial planning meeting was in the fall followed with an in-depth planning meeting in November facilitated by Amy Scarborough with AT & T who assisted with the development of the Strategic Plan. The draft goals/objectives were presented at the December board meeting for additional feedback. The Committee reconvened in January and finalized the establishment of goals, objectives and sector details of the TENCO Strategic Plan. The final Strategic Plan will be presented to the full WDB at the May 2018 meeting.

Accountability Committee

Jason Slone reported the Accountability Committee had met and reviewed the new State Performance Metrics. He reported the State has waived performance rates on the federal common measures for this fiscal year. Mr. Slone reported performance will continue to be calculated locally for WIOA enrolled individuals.

The State Performance Metrics include two measures that concerned the Committee: Total Cost of Training and Duration of Training Program. These metrics are a local board decision based on funding levels, characteristics of the local area and business needs. He also discussed the data elements that are pulled weekly from the EKOS system and the validation process of the State for real-time data measurement versus the current lag-time of six months utilized for unemployment information.

OTHER BUSINESS:

Website Showcase

Justin Suttles, One-Stop Operator provided an overview of the newly developed system-wide TENCO Website by Right Eye Graphics. He reported the TENCO website at tencocareercenter.com will go live this week. A presentation of the website followed the report. A board picture for the website will follow the meeting. Ms. Dials encouraged the members to view the website after going live for any suggestions to include.

Memorandum of Understanding for Career Centers

Justin Suttles reported the MOU for the Morehead Career Center has been developed. Mr. Suttles thanked the local partner agencies that assisted with the development. He also reported the other three TENCO Career Center MOUs will be developed in the near future. Mr. Suttles reviewed the document, which is for the time period of July 1, 2018 - June 30, 2021, with the board.

After review and discussion, a motion was made by Dan Connell and second by Kevin Howard to approve the Memorandum of Understanding for WIOA Services TENCO WDA: KY Career Center - Morehead for the Agreement Period: July 1, 2018 - June 30, 2021 KY Career Center Operations. All in Favor. Motion carried.

SNAP E & T and Medicaid Waiver Update

Denise Dials reported on the SNAP E & T and the Medicaid Waiver. The SNAP E & T for the TENCO WDA will be phased-in May 1, 2018. The Career Center's responsibility is to ensure the Able-Bodied Adults Without Dependents (ABAWD) will have access to job readiness, basic skills, soft skills, work experience, and links directly to employment.

The Medicaid Waiver involves the community engagement through the Career Centers. Ms. Dials reviewed the details of the Medicaid Waiver/Community Engagement. She reported the program will start in the TENCO WDA in November 2018. Handouts were provided outlining the two projects for review.

Ms. Dials reported with the anticipated increase in the number of individuals utilizing the Career Centers, the spacing, locations and flexibility of staff would be reviewed. She reported a local meeting of the TENCO WDA Partners would be held on March 6th regarding the SNAP & Medicaid Program. Ms. Dials also reviewed the funds allocated for TENCO to implement the programs. Discussion followed the report.

Amendment to FIVCO ADD's Contract

A modification request for the FIVCO ADD Direct Service contract was submitted to the WDB. This modification will remove the Business Service Coordinator position as part of the Direct Service Contract. Business Service coordination will still take place through board support staff. The modification request also includes changes to language in the contract regarding personnel necessary to carry out the functions and responsibilities for direct customer services under the WIOA. No funding changes are requested in the modification.

A motion was made by Jason Slone and second by Kevin Howard to approve the FIVCO ADD Direct Service Contract Modification as stated above removing the Business Service Coordinator position effective March 1, 2018 to be a position within the Administrative Entity of the TENCO WDB. Language will be modified regarding personnel. All in Favor. Motion carried.

Strategic Plan Goals/Objectives

Ms. Dials gave an update on the Strategic Planning Committee meetings and partners who assisted with the development of the six goals and their objectives for the five-year TENCO WDB Strategic Plan. A draft of the TENCO WDB Strategic Plan Goals, Objectives, and Outcomes were provided. Ms. Dials reviewed and discussed the information with Board.

After review and discussion, a motion was made by Natalie Cummins and second by Jamie Rucker to approve the recommendations of the Strategic Planning Committee and the Accountability Committee of the draft TENCO WDB Strategic Plan Goals, Objectives and Outcomes. All in Favor. Motion carried.

Director's Report

Ms. Dials provided information on House Bill 252.

Business Services/Economic Development Update

Jeremy Faulkner, Director of Economic Development Initiatives provided an update on Business Service/Economic Development activities for the TENCO WDA.

- Braidy Industries - assisting Kirk Carson with workforce recruiting strategies and contractor hiring process; Braidy was provided a tour of ACTC and the Kentucky Career Center - Ashland.
- Specialized Job Fairs - Mitsubishi Electric (November), and Clopay (January);
- Satellite Job Fair for Mitsubishi Electric (March) in Tollesboro, KY.
- Presented information during the Mason County High School 8th Grade Night on transitioning to high school;
- Scott Keller & Jeremy Faulkner provided an interview on apprenticeships with KY FAME for Mound Magazine.;
- 2016 FAME Cohort will graduate in May; There will be two FAME cohorts for 2018 - one in Maysville and also Mt. Sterling;
- Apprenticeship Article published in the Maysville Ledger Independent & linked on website;

- Social Media - 3,100 Likes on Face Book Page; TENCO Website linked to Face Book Page;
- TENCO & Northern KY Career Fair (March) at MCTC designed for high school seniors to link to local job opportunities; students will be bused to site;

Career Center Update

Justin Suttles provided updates on Career Centers.

- KWIB approved Certification Evaluation Criteria for Career Centers. Three types of certification - Comprehensive, Affiliate & Access Points; Morehead Comprehensive Center Evaluation will be completed first with Affiliate Centers to follow;
- Customer Surveys and Secret Shoppers are being utilized regularly to evaluate the efficiency and effectiveness of their experience. Reports have shown the centers continue to exceed expectations in professionalism, efficiency, effectiveness, and overall customer performance.
- March 28 - system wide TENCO Partner Staff Training to be held at Carter Caves State Resort Park focusing on career guidance/coaching & customer service.

Partner Updates

- Jason Slone reported he is resigning as Regional Manager with the Office of Employment & Training on February 28 2018; Due to this announcement, Mr. Slone will vacate his position as a member of the TENCO WDB (served for 10 years); Mr. Slone has accepted a position with The Walker Company in Mt. Sterling beginning March 5, 2018.
- Natalie Cummins reported the Adult Education Skills U has released their Request for Application (RFA) in January. Deadline for applications is in March. The TENCO Board members who volunteered as reviewers of applications, are invited to attend a training scheduled next week in Frankfort.

Topics for Future WDB Meetings

Chair Smith 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.

Other

Chair Smith reminded the Board pictures will be taken following the meeting and also remain for the tour of the facility.

With no further business to discuss, the meeting adjourned on a motion made by Jason Slone and second by Jamie Rucker at 3:45 p.m.

Recorded by: Teresa Wilburn