

**MINUTES**  
**TENCO Workforce Development Board**  
**Rowan County Public Library**  
**175 Beacon Hill Road**  
**Morehead, Kentucky**  
**May 16, 2018**  
**Noon**

Chair-elect Scott Keller called the meeting of the TENCO Workforce Development Board to order on Wednesday, May 16, 2018 at the Rowan County Public Library in Morehead, Kentucky at noon in the absence of Chair Chet Smith. Chair-elect Keller welcomed and thanked all in attendance.

Chair-elect Keller recognized Commissioner Ray Leathers, Education & Workforce Development Cabinet in Frankfort. Commissioner Leathers reported on the different dynamics of the LWDAs and the need to optimize resources for the area. The Strategic Plan action items will be a major driver in implementing the local MOU's. The employer engagement role, as well as planning for jobs of the future, was also discussed.

Chair-Elect Keller also recognized Darlene Bussell, State WIOA Liaison. Ms. Bussell reported her role is to assist the WDA's with compliance issues, support the local boards and staff, and enhance communications.

Self-Introductions were held at this time.

**MEMBERS PRESENT:**

Lori Ulrich	Diana Kennedy
Scott Keller	Tina Prichard Proxy for Brent Sturgill
Alex Conrad	Sharon Reynolds Proxy for Dan Connell
Adam Hinton	Chuck Charles
Kathy Charles	Michael Thoroughman
Tim Gibbs	Trina Allen
Russ Montgomery	

**GUEST PRESENT:**

Commissioner Ray Leathers	Education & Workforce Development Cabinet
Darlene Bussell	Education & Workforce Development Cabinet
Sherry McDavid	FIVCO ADD
Amy Kennedy	Buffalo Trace ADD
Lance Hanshaw	FIVCO ADD
Melanie Jamison	Montgomery County ATC
Nicole Griffith-Green	ACTC
Dawn Guilds	ACTC
Opal Fannin	MSU - Adult Education
Ginny Reeves	Fleming County Work Ready
LeeAnn Branham	Greenup County ADE

**STAFF PRESENT:**

Denise Dials	Teresa Wilburn
Stephen Culp	Justin Suttles
Michelle Sloas	Haley Moore

Jennifer Tuel

Sharon Hall

GENERAL ITEMS:

Approval of Minutes

Chair -Elect Keller asked if there were any questions or corrections to the Minutes of the February 21, 2018 meeting. **There being none, a motion was made by Chuck Charles and second by Diana Kennedy to approve the Minutes of the February 21, 2018 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 March 2018. A budget summary and detailed budget was provided. He reported on the total obligations, net surplus/deficit, total expenses and the remaining balance. The funding percentage of the total grant expenses were outlined and reviewed. The grant funding categories were also outlined for review.

REPORTS:

Career Center Committee

Lori Ulrich reported the Career Center Committee met and reviewed the request for FIVCO ADD to renew their One-Stop Operator Contract for the period July 1, 2018 through June 30, 2019. The Career Center Committee contract renewal criteria were provided to the board. Ms. Ulrich reported the Committee recommended approving the contract request with FIVCO ADD with an increase in the budget not to exceed \$115,000.00 for FY'19. **A motion was made by Alex Conrad and second by Michael Thoroughman to approve the Career Center Committee recommendation to approve the renewal of the One-Stop Career Center Operator Contract with FIVCO ADD for the period July 1, 2018 through June 30, 2019 in an amount not to exceed \$115,000.00. All in favor, motion carried. Tim Gibbs abstained.**

Ms. Ulrich also reported the Career Center Committee reviewed the request for FIVCO ADD to renew their Direct Service Provider Contract for the period July 1, 2018 through June 30, 2019. The Career Center Committee contract renewal criteria were provided to the board. Ms. Ulrich reported the Committee recommended approving the contract request with FIVCO ADD with a six-month evaluation for improvement (items requiring improvement were outlined for the board) in an amount not to exceed \$850,000 for FY'19. Ms. Ulrich also explained since that time of the meeting, FIVCO ADD has requested an increased budget adjustment for FY'19 for \$878,493.00 (additional \$28,493). The additional request was discussed. **A motion was made by Michael Thoroughman and second by Adam Hinton to approve the renewal of the Direct Service Provider Contract with FIVCO ADD with a six month evaluation for improvement as outlined for the period July 1, 2018 through June 30, 2019 in an amount not to exceed \$878,493.00. All in favor, motion carried. Tim Gibbs abstained.**

Strategic Planning Committee

Alex Conrad reported the Strategic Planning Committee met May 7th. He reported the Board had reviewed and provided edits to the Strategic Plan during the last Board meeting. A draft was developed and the Committee met to review. The completed document was presented to the board.

Mr. Conrad also reported the Committee reviewed the State, Eastern KY and current TENCO WDB Sectors & Occupations in Demand that will assist in determining the revisions to the FY'19 TENCO WDB Sector & Occupation in Demand List. A handout outlining this information was

presented. Mr. Conrad reported on the revisions recommended for the TENCO WDB Sector & Occupations in Demand List. Mr. Conrad requested Ms. Dials provide additional information on the Occupations in Demand. Ms. Dials reviewed the Sectors - Skilled Trades, Manufacturing, Transportation, Health Care/Social Services and Business/Other and the occupations that were discussed in each category. She also reported Survey Mapping was approved and awaiting data and the CDL - Heavy Tractor Trailer Truck Drivers was approved not to exceed \$40,000/75% of cost. She also reminded the Board the List can be modified throughout the year as necessary. The Board reviewed and discussed the List to provide input for inclusion or removal of occupations. **After discussions, a motion was made by Tim Gibbs and second by Adam Hinton to approve the TENCO WDB Strategic Plan with the noted modifications and the TENCO WDB Sector and Occupations in Demand List with the requested modifications to include on the List, Certified Medical Assistant, Radiologic Tech & Ultrasound, Advanced Manufacturing Technician, add Surgical Technologists and remove Medical Receptionist. All in favor, motion carried.**

#### Accountability Committee

Michael Thoroughman reported the Committee met on April 26<sup>th</sup> to review TENCO Board Policies. The policies discussed were provided to the Board outlining the revisions, Policy 2 - Supportive Services, Policy 3 - Dislocated Worker Out-of-Area Job Search and Policy 4 - Dislocated Worker Relocation Assistance Policy. He reported the Committee reviewed Policy 7, 10 and 17 and tabled those policies to the next meeting after further information is received from Staff.

**A motion was made by Chuck Charles and second by Alex Conrad to approve the revised Policy 2 - Supportive Services, Policy 3 - Dislocated Worker Out-of-Area Job Search, and Policy 4 - Dislocated Worker Relocation Assistance. All in favor, motion carried.**

#### Youth Committee

Denise Dials reported on the past meetings of the Committee. The Board previously approved funds to provide a work experience summer program. An RFP was released. The proposals received were from Augusta Independent Schools and the Lewis County Board of Education to provide these services. The Youth Committee met and reviewed the proposals and requested approval with opportunity for negotiations to the Executive Committee. The Youth Committee recommended both applicants serve additional counties and both rejected the idea. The Augusta Independent Schools through negotiations did agree to serve all of Bracken County and not only Augusta. This revised the participants served from 20 to 30 for a total fund request of \$88,684.00. The Lewis County Board of Education original request will serve Lewis County with 50 participants at a total fund request of \$137,000.00. **A motion was made by Adam Hinton and second by Tim Gibbs to approve funding the Summer Youth Employment Program through Augusta Independent Schools serving Bracken County with 30 participants at a cost of \$88,684.00 and the Lewis County Board of Education serving Lewis County with 50 participants at a cost of \$137,000.00 as requested by the Executive Committee. All in favor, motion carried.**

#### Executive Committee

Chair-elect Keller reported the actions of the Executive Committee were reported in the Youth Committee report.

OTHER BUSINESS:

#### Career Center Certification

Lori Ulrich provided and read a letter received from the Education & Workforce Development Cabinet, Office of Employment & Training. The letter informed Chair Chet Smith that on behalf of the TENCO Career Center Certification Review Team (Holly Neal, Vicki Steigleder and Jason Slone), the KY Career Center - Morehead office will be recommended for comprehensive certification for the TENCO WDA. A follow-up report will be given with feedback from the review. Ms. Dials reported as mandated in the Law, the Board has the authority for the determination of center certification status. **A motion was made by Diana Kennedy and second by Adam Hinton to approve the TENCO Career Center Certification Review Team recommendation of the KY Career Center - Morehead office for comprehensive certification for the TENCO WDA. All in favor, motion carried.**

#### SNAP Employment & Training and Medicaid Waiver Update

Denise Dials reported the SNAP E&T program was implemented through the TENCO Career Centers on May 1<sup>st</sup>. To date, no individuals have utilized the Career Center services. She reported a modified Memorandum of Agreement with additional funding has been received from the State to support staff working with the SNAP E & T program. Ms. Dials reported approval is being requested today for the Chair-elect to sign the MOA accepting funds to allow TENCO WDA to hire three additional Counselors and a SNAP Coordinator. **After discussion, a motion was made by Michael Thoroughman and second by Alex Conrad to approve the Chair-elect to sign the Memorandum of Agreement to allow TENCO WDA to serve the SNAP E&T Program through September 30, 2018. All in favor, motion carried.**

Ms. Dials reported that as the board approved signature of the MOA/SNAP funding to hire additional staff through the Direct Service Contract with FIVCO ADD a budget increase for FIVCO will be needed. The Coordinator position would be hired through Buffalo Trace ADD, Administrative Entity. The additional fund request amount is \$65,000.00 with FIVCO ADD through September 2018 to hire three additional staff for the SNAP E&T Program. **A motion was made by Alex Conrad and second by Kathy Charles to approve the budget increase for \$65,000 to the FIVCO ADD Contract to hire three additional counselors for the SNAP E&T Program through September 30, 2018. All in Favor, motion carried.**

Ms. Dials reminded the Board a Community Forum on the KY Health Medicaid Transformation will be held on July 12, 2018 at the Ashland Community & Technical College at 1:00 p.m.

#### Business Services/Economic Development Update

Ms. Dials reported:

- KY Department for Economic Development has been approved to hire individuals to work with the local and regional businesses and business services teams;
- KY Electric Steel - Trade Petition denied;
- Small Business Closures - Fantastic Sam's in Maysville and Elder Beerman;
- FAME Chapter - previously informed two programs will run at the same time - to date, not enough interest at the Maysville Campus; Therefore, the only FAME training will be at the Mt. Sterling Campus;
- TENCO/Northern KY Job Fair - held at MCTC in Maysville primarily for youth, 42 companies participated, 160 high school individuals; 250 overall participated; want to have as an annual event.

#### Dayton Power & Light (DP&L) Transition Center

Ms. Dials reported the Trade Petition at DP&L was approved. The Rapid Response and Trade Orientations are being scheduled. There are two major layoff plans, June 1<sup>st</sup> & June 24<sup>th</sup>. The approximate employee's remaining is 178 - Stuart Station, 65 - Killen Station; 150 Contractors

and 50-60 management positions. The DP & L Transition Center is open with extended hours to assist the individuals with workshops and different information. Adams County, Ohio received a grant for approximately \$2 million to assist the workers in the community.

#### Mt. Sterling Career Center Lease Termination

Justin Suttles, One-Stop Operator reported a notice was received from KCTCS to terminate the lease with the KY Career Center - Mt. Sterling office. The office will be moved completely and begin providing services at the Morehead Career Center on May 21<sup>st</sup>. The community partners in Mt. Sterling are in discussions to find another location in their area.

Mr. Suttles also provided an update on the number of customers who have received services in the TENCO WDA Career Centers. In addition, customer satisfaction information reports were provided. The phone contact, secret shopper and businesses utilizing the Career Center were reported.

#### 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.

#### Other

Chair-elect Keller reported the next meeting would be held on August 15, 2018 in the Buffalo Trace area.

**With no further business to discuss, the meeting adjourned on a motion made by Tim Gibbs and second by Michael Thoroughman at 2:05 p.m.**

Recorded by: Teresa Wilburn