

MINUTES
TENCO Workforce Development Board
Morehead Conference Center
111 East First Street
Morehead, Kentucky
February 20, 2019
Noon

Chair Scott Keller called the meeting of the TENCO Workforce Development Board to order on Wednesday, February 20, 2019 at the Morehead Conference Center in Morehead, Kentucky. Chair Keller recognized the guests and welcomed all in attendance.

MEMBERS PRESENT:

Lori Ulrich	Jamie Rucker
Brent Sturgill	Chet Smith
Dan Connell	Scott Keller
Kevin Howard	Alex Conrad
Scott Doan	Kathy Charles
Michael Thoroughman	Tonia Anderson, Proxy for Trina Allen
April Stephens-Lowe	

GUEST PRESENT:

Sherry McDavid	FIVCO ADD
Amy Kennedy	Buffalo Trace ADD
Jeremy McCloud	Maysville Area Technology Center
Jason Slone	Rowan County Fiscal Court
Mayor Bobby Money	City of Flemingsburg
Lakisha Miller	KY Chamber of Commerce
Robin Harris	Ashland Community & Technical College
Heather Estes	Ashland Community & Technical College
Beth Kuhn	Cabinet for Health & Family Services, Frankfort
Brittany Corde	Maysville Community & Technical College
Jennifer McKinney	MSU, Adult Education
Vicky Cooper	MSU, Adult Education

STAFF PRESENT:

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

PRESENTATION:

Opioid Addiction and Workforce

Beth Kuhn, Chief Engagement Officer, Cabinet for Health and Family Services, provided a PowerPoint presentation on the Opioid Addiction and Workforce. Ms. Kuhn discussed the information presented on key statistics; KY's opioid response effort and the strategic framework; and the vision for employment & workplace strategies. A statewide model will be implemented to hire additional staff to be located at the KY Comprehensive Career Centers to assist the Business Services Coordinators and Career Coaches relating to this target group of individuals. In addition, CHFS will be partnering with the Chamber to host a summit on "Opioid for Businesses and Response" on June 24th. Discussion followed the presentation and Ms. Kuhn's report.

Talent Pipeline Management

Lakisha Miller, Northeast Talent Pipeline Manager with the KY Workforce Chamber Center reported on creating collaboratives for northeast KY and the TENCO region. The goal is to launch at least 25 employer collaboratives across KY. The first collaborative was launched in health care. The Talent Pipeline System will align education and training programs with the workforce demands of business.

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.

- Face Book Page - Post Reach, 106,000 individuals; 4,600 followers;
- Salesforce Data Report handouts were reviewed providing information from the Customer and Relationship Management Database relating to industry standards for TENCO WDA compared to the other LWDA's in KY;
- Currently working on projects with PPI, Maysville; Independent State, Morehead; Big Rapids, Mt. Sterling;
- Layoffs - AK Steel will close Ashland facility, 230 individuals;
- State Bonding Program - Taking the risk away from employer on hiring an individual with criminal background; A \$5,000 Bond from the State is available to assist with hiring these individuals for up to six months;
- Local Health Departments - within next two years, the proposed budget plan pension will increase and will result in closures/layoffs if approved;
- Workforce Summit - KKC sponsored; KCTCS will receive a \$270,000 grant to help fund apprenticeships (\$1,000 per student) available through December 31, 2019;
- WOTC - Tax Credit tool for hiring is assisting with opioid individuals.

GENERAL ITEMS:

Approval of Minutes

Chair Keller asked if there were any questions or corrections to the Minutes of the December 19, 2018 meeting. **There being none, a motion was made by Alex Conrad and second by Brent Sturgill to approve the Minutes of the December 19, 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 December 2018. A budget summary and detailed budget was provided. Mr. Culp reviewed and explained the total budget - \$6,081,215.20 and the total obligations - \$4,656,041.96, non-obligated funding available \$1,425,173.24 and total expenses of \$1,929,099.08. Mr. Culp's report included and outlined the breakdown of each budget category in Administration, Adult, Dislocated Worker, Youth, Trade and Other. The obligation and expenditure requirements for youth funds was provided in detail.

A motion was made by Michael Thoroughman and second by Jamie Rucker to approve the TENCO WDB Budget through December 2018 as presented. All in favor, motion carried.

REPORTS:

Executive Committee

Chair Keller reported the Executive Committee met and approved to terminate the SNAP E&T Contract effective February 12, 2019. The Office of Career Development will assume the responsibilities for the SNAP services to individuals until a new provider is chosen by the State. TENCO Staff will assist as needed during the transition phase.

Chair Keller also reported there have been two membership resignations on the TENCO WDB. Chuck Charles retired and Diana Kennedy resigned due to a new job position and additional responsibilities. Recommendations to fill the vacancies have been received and reviewed.

Youth Committee

Jennifer Tuel, Program Coordinator reported the board initially approved \$300,000.00 for the 2019-2020 Youth Employment Program. Ms. Tuel reported after review of the youth funds, the Youth Committee recommended increasing the program amount to \$400,000.00. **A motion was made by Alex Conrad and second by Chet Smith to approve the recommendation to increase the 2019-2020 Youth Employment Program Contract funds from \$300,000.00 to \$400,000.00. All in favor, motion carried.**

Ms. Tuel reported there were four proposals received for the 2019-2020 Youth Employment Program. The Youth Review Committee met to review/rate the proposals for funding. A summary of the proposals received and concerns/questions and the Youth Review Committee recommendations were provided for review. The proposals presented all received a rating above 70%. Ms. Tuel reviewed the summary information for each proposal and the Youth Review Committee recommendation:

- Augusta Independent School - recommend to approve funding the Augusta Independent Contract for 30 individuals to participate in a Youth Employment Program at an amount not to exceed \$89,000.00 with additional negotiations and/or clarification to questions/concerns noted. **A motion was made by Kathy Charles and second by Chet Smith to approve the recommendation of the Youth Review Committee to approve the Augusta Independent School Proposal for the 2019-2020 Youth Employment Program for 30 individuals to participate in a Youth Employment Program at an amount not to exceed \$89,000.00 with additional negotiations and/or clarification to questions/concerns noted. All in favor, motion carried.**
- Lewis County Board of Education - recommend to approve funding the Lewis County BOE Contract modifying to reduce to 45 individuals and reduce personnel cost at an amount not to exceed \$151,000.00 with additional negotiations and clarification for items/concerns noted. **A motion was made by Dan Connell and second by Jamie Rucker to approve the recommendation of the Youth Review Committee to approve funding the Lewis County BOE Contract modifying to reduce to 45 individuals and reduce personnel cost at an amount not to exceed \$151,000.00 with additional negotiations and clarification for items/concerns noted. All in favor, motion carried.**
- Maysville Community & Technical College - recommend to approve to fund the Maysville Community & Technical College contract for 25 individuals to participate in a Youth Employment Program at an amount not to exceed \$85,000.00 with additional negotiations and/or clarification to questions/concerns noted. **A motion was made by Alex Conrad and second by Michael Thoroughman to approve the recommendation of the Youth Review Committee to fund the Maysville Community & Technical College contract for 25 individuals to participate in a Youth Employment Program at an amount not to exceed \$85,000.00 with additional negotiations and/or clarification to questions/concerns noted. All in favor, motion carried.**
- Robertson County Board of Education - recommend to approve to fund the Robertson County BOE contract for 25 individuals to participate in a Youth Employment Program at

an amount not to exceed \$73,000.00 with additional negotiations and/or clarification to questions/concerns noted. **A motion was made by Michael Thoroughman and second by Chet Smith to approve the recommendation of the Youth Review Committee to fund the Robertson County BOE contract for 25 individuals to participate in a Youth Employment Program at an amount not to exceed \$73,000.00 with additional negotiations and/or clarification to questions/concerns noted. All in favor, motion carried.**

Career Center Committee

Lori Ulrich reported the Career Center Committee met on February 7th. The Committee was informed the Ashland Career Center Certification would move forward to become certified by the fiscal year-end.

The Direct Service Provider Contract review was discussed. The Committee had approved the renewal of the FIVCO ADD Direct Service Contract for FY19 with a 6-month review due to issues relating to performance and program reporting. The review took place through the Career Center Committee meeting with updates provided on reporting. Currently, the state is unable to provide performance reports through the new KEE Suite system. Local data reporting has improved. Therefore, the Committee recommends continuing the FIVCO ADD Direct Service Contract through FY'19 with their renewal review being conducted prior to July 1, 2019. **A motion was made by Kevin Howard and second by Brent Sturgill to approve the Career Center Committee recommendation to continue the FIVCO ADD Direct Service Contract through FY'19. All in favor, motion carried.**

OTHER BUSINESS:

TENCO WDB Secretary Position

Chet Smith reported the Nominating Committee consisting of himself, Dan Connell and Brent Sturgill held a phone conference call regarding the board secretary position due to the resignation of Chuck Charles. Ms. Dials was also on the call. The Committee reviewed the candidates available to serve as secretary relating to the area and sector representation. After discussions, the Committee recommended nominating Alex Conrad as Secretary of the TENCO WDB effective today through October 2020. **A motion was made by Brent Sturgill and second by Michael Thoroughman to approve the Nominating Committee recommendation to approve Alex Conrad as Secretary of the TENCO WDB effective February 20, 2019 through October, 2020. All in favor, motion carried. Alex Conrad abstained from voting.**

Industry Certifications

Ms. Dials reported on the Industry Certification Results provided to members. The completed results from the state issued survey were provided and reviewed. Ms. Dials explained the procedure & timeline for the surveys. Jeremy McCloud, Maysville ATC, discussed how the results and board recommendations affect the local ATC/CTCs and the programs they offer. **After review and discussion, a motion was made by Kathy Charles and second by Alex Conrad due to the small number of survey results received for TENCO, the Board will not make a recommendation on eliminating industry recognized credentials. All in favor, motion carried.**

Strategic Plan Goals/Objectives

Ms. Dials reviewed the Strategic Planning Goals and Action Steps provided to the members outlining the pending steps to be reviewed at the May meeting.

Memorandum of Understanding & Infrastructure Funding Agreement

Justin Suttles, One Stop Operator provided an update on the MOU & IFA. He reported the MOU was approved for the Morehead Career Center. The State requested to revise the MOU's & IFA to include all the Career Centers in each respective LWDA. Mr. Suttles provided the completed revised MOU & IFA for the Career Centers in the TENCO WDA. The MOU information was reviewed.

Mr. Suttles reviewed the IFA information for the One-Stop Operating Budget for each Career Center in the TENCO WDA. Amy Kennedy, BTADD Executive Director reported the IFA requirements of the Fiscal Agent (BTADD) that are outlined on pg. 16 are concerning due to many unanswered questions regarding reconciliation and the amount of staff time necessary to fulfill the expectations. Ms. Dials reported the information on reconciliation was from state guidance. Additional guidance will be requested. The calculations received for the IFA were provided by the State. The revised MOU & IFA are required to be submitted to the State by March 2019.

After review and discussion, a motion was made Jamie Rucker and second by Chet Smith to approve the Memorandum of Understanding for Workforce Innovation and Opportunity Act (WIOA) Services TENCO Workforce Development Area: Kentucky Career Center - TENCO Agreement Period: March 1, 2019 - June 30, 2021 Kentucky Career Center Operations. All in favor, motion carried.

Career Center Update

Mr. Suttles provided an update on:

- Mt. Sterling Career Center - Spectrum completion date is tentatively scheduled for February 28th; AT&T waiting on internet installation;
- TENCO Career Centers - provided information through December 2018 on customers and businesses utilizing the Career Centers.
- Upcoming Trainings - Active Shooter/Emergency Planning held in January; OCD Case Management Training next week; Expungement Workshops in Louisa & Maysville in April; Re-entry Release Expos in Ashland & Eastern KY Complexes; Scheduling quarterly TENCO WDA Partner Meetings; and Areawide TENCO Partner Training will be held at Carter Caves on September 25th.

Partner Information/Updates

Brent Sturgill reported OVR has merged with the Department for the Blind; OVR is fully staffed; and the reorganization has provided a cost savings allowing OVR to provide more services.

Tonia Anderson reported OCD has taken on the individuals under the SNAP E&T Contract; and KY Electric Steel in Ashland petition was approved for Trade affecting 120 individuals.

Topics for Future WDB Meetings: Apprenticeships

Chair Keller reported a guest speaker or information relating to apprenticeship programs will be provided at the next meeting.

Other

- Department of Labor will be in Frankfort during the month of April to discuss board roles, responsibilities and any questions/concerns from individuals in attendance. Additional information will be sent once received by the state.
- Commissioner Leathers will meet with the Executive Committee to review the TENCO Strategic Plan and the Governor's Executive Order.

- TENCO Staff was informed the TENCO Annual Meeting meal cost was considered excessive by the state and resulted in the State not paying a portion of the cost in the amount of \$720.00. There is no current policy addressing meal cost limitations at the state or local level. A meeting was held in Frankfort discussing the disallowed meal cost amount. It was recommended the local area develop a policy on “reasonableness” costs. Discussions are continuing relating to the issue.

With no further business to discuss, the meeting adjourned on a motion made by Brent Sturgill and second by Jamie Rucker at 3:00 p.m.

Recorded by: Teresa Wilburn