

MINUTES
TENCO Workforce Development Board
FIVCO Area Development District
32 FIVCO Court
Grayson, Kentucky
December 19, 2018
Noon

Chair Scott Keller called the meeting of the TENCO Workforce Development Board to order on Wednesday, December 19, 2018 at FIVCO ADD, 32 FIVCO Court in Grayson, Kentucky at noon.

MEMBERS PRESENT:

Lori Ulrich	George Jump
Diana Kennedy	Tina Prichard Proxy for Brent Sturgill
Chet Smith	Sharon Reynolds Proxy for Dan Connell
Scott Keller	Kevin Howard
Alex Conrad	Adam Hinton
Natalie Cummins	Scott Doan
Kathy Charles	Tim Gibbs
April Stephens-Lowe	Tonia Anderson Proxy for Trina Allen

GUEST PRESENT:

Mayor-elect Ron Simpson	City of Russell
Vicki Steigleder	Maysville Chamber of Commerce
Brittany Corde	Maysville Community & Technical College
Sherry McDavid	FIVCO ADD
Vicki Green	FIVCO ADD
Lora Bryant	FIVCO ADD
Lance Hanshaw	FIVCO ADD
Darlene Bussell	Office of Employment & Training, EWDC

STAFF PRESENT:

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

GENERAL ITEMS:

Approval of Minutes

Chair Keller asked if there were any questions or corrections to the Minutes of the August 15, 2018 meeting. **There being none, a motion was made by Chet Smith and second by Kevin Howard to approve the Minutes of the August 15, 2018 meeting of the TENCO WDB. All in favor, motion carried.**

Chair Keller asked if there were any questions or corrections to the Minutes of the October 17, 2018 Annual Meeting. **There being none, a motion was made by Kevin Howard and second by Chet Smith to approve the Minutes of the October 17, 2018 annual meeting of the TENCO WDB. All in favor, motion carried.**

Resolution for Chair & Chief Local Elected Official

Chair Keller read aloud Resolutions recognizing out-going Chair Chet Smith and out-going CLEO Larry Foxworthy for their service to the Board. **A motion was made by Alex Conrad and second by Adam Hinton to adopt the Resolutions. All in favor, motion carried.**

Member Roles and Responsibilities

Chair Keller reminded the Board to review the TENCO WDB Roles and Responsibilities provided in the handout.

Quarterly Budget Review

Stephen Culp, Fiscal Officer presented and reviewed the TENCO WDB budget through October 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 presented.

Audit Review

Mr. Culp also reported and reviewed the PowerPoint presentation of the BTADD (Fiscal Agent) Audit prepared by an independent agent and reviewed by the State Auditor. There were no deficiencies in the internal control or compliance process. Mr. Culp reported on the WIOA portion of the Audit. He also explained the mandated GASB Pension changes as it related to the budget, comparative expenditures, workforce expense history and audit conclusion.

After discussion, a motion was made by Adam Hinton and second by Diana Kennedy to accept the Audit and budget review report. All in favor, motion carried.

PRESENTATIONS:

Business Services/Economic Development Report

Jeremy Faulkner provided the following report on business services:

- Two layoffs in the region
 - Our Lady of Bellefonte Hospital (Boyd), 90 employees with 25 early retirements, continuing efforts to assist employees.
 - Berry Global (Bracken), 75 employees, Rapid Response & Job Fair held on-site for affected employees.
- Social Media - Face Book Page Reach - 30,300; Reported on job post for TENCO including TENCO Career Center Job Boards -15,000 Views and 4,311 Followers. Businesses are utilizing the page to post jobs and information about their companies.
- Independent Stave (Rowan)- Establishing cooperage facility; TENCO is assisting with recruitment and training needs; plans for innovative apprenticeship cohort;
- Precision Pulley & Idler (PPI) - will open in Maysville Fall 2019; providing assistance in developing recruiting strategies;
- Big Rapids (Montgomery) is expanding, TENCO is working with starting apprenticeship programs and possible training funds;
- Braidy Industry (Boyd) - timeline delayed but stays in communication with TENCO Business Services regarding status and needs;
- Work Ready Community Advisory Team - new criteria;
- KWIB - TENCO is participating with the Labor Participation Committee (Think Tank) developing strategies to encourage individuals into the workforce;
- Job Fairs - Planning one or two for the region in the spring (seeking private sponsorship);
- Talent Pipeline Management - Brittany Corde, Owen McNeill and Jeremy Faulkner have completed their training series; targeting - healthcare for the region; Ms. Corde reported Gateway CTC created Enhanced Operator Certificate for employees and will utilize for the TENCO region; and

- Salesforce - business software is going well (tracks customer interactions)

Career Center Committee

Lori Ulrich reported the Career Center Committee met on September 25. The Committee met to plan the certification process for the Maysville Career Center. She explained the process of the certification. She reported three Review Team Members consisting of Vicki Steigleder, Holly Neal and Kay Moss evaluated the Maysville Career Center to determine Affiliate Career Center certification. Justin Suttles prepared the Affiliate Career Center Certification application. The Review Team reviewed the application, completed an on-site tour on December 17th and has submitted their recommendation. Ms. Ulrich read aloud the letter received on the certification of the Maysville Center to the Chair and Workforce Director. The Review Team Members recommended the Maysville Career Center be certified as an Affiliate Career Center. Ms. Ulrich on behalf of the Career Center Committee brought the recommendation to the full Board for approval.

A motion was made by Chet Smith and second by Adam Hinton to accept the recommendation of the Review Team Members to certify the Maysville Career Center as an Affiliate Career Center. All in favor, motion carried.

Darlene Bussell, OET reported she is a member of the Committee who develops policy for Career Center Certification and there will be criteria changes in certification to be distributed in future.

Accountability Committee

Denise Dials, Workforce Director compared the draft ITA and Supportive Services Policies from the State with the local TENCO policies. Ms. Dials reviewed her concerns on limiting flexibility of LWDA's policies.

Youth Committee

George Jump reported the Youth Committee met on December 6th and reviewed the Youth budget and projected FY'20 funds to determine obligation and utilization of the funds. Mr. Jump reviewed the handout that provided information on the current two youth year round contracts. The Committee recommendation was to renew funding for the Lewis County Board of Education and Morehead State University for FY'20 with an increase in participants served and additional staff for both at a total amount of \$549,538.00, pending successful evaluations at the end of the FY19.

He provided information on last summer's Youth Employment Program. The Committee recommended utilizing youth funds to have a similar program for FY 19/20. This will require a solicitation through the Request for Proposal process. The recommended funding for the Youth Employment program was \$300,000.00.

A motion was made by Alex Conrad and second by Kathy Charles to approve the recommendations of the Youth Committee to renew funding for both the Lewis County Board of Education and Morehead State University year round contracts for a total amount of \$549,538.00 with negotiations and upon successful evaluation of their current contracts.

A recommendation was also approved to move forward with the RFP process for a Youth Employment Program for FY 19/20 for \$300,000.00. All in favor, motion carried.

Executive Committee

Chair Keller reported the Executive Committee met and agreed on the PY18 & PY 19 Performances Measures provided to the Board for review. Chair Keller also reported on the issues relating to the performance reports received for TENCO WDA from the State. A handout was provided that outlined Credentials Attained from the State Report and the TENCO Report illustrating the differences. A letter was provided to the Board to be signed by the Chair and forwarded to the State outlining the concerns of the discrepancies in the report. The outcome of the response to the letter will be reported once received.

Chair Keller provided an update on the SNAP Contract. The contract was signed in October for services to be provided by TENCO through June 30, 2019.

The State has decided to directly contract, instead of utilizing the WDBs, with a provider to provide the Medicaid Community Engagement.

OTHER BUSINESS:

House Bill 3 - Workplace Essential Skills

Chair Keller reported TENCO facilitated a meeting on December 11th relating to House Bill 3 with economic development, businesses, citizens and school representatives. The group met to discuss and share best practices related to developing a workplace essential skills program in the school systems.

Annual Meeting

Chair Keller provided a brief overview of the TENCO FY18 Annual Meeting held on October 17th.

Incumbent Worker Agreement Extension Request

Ms. Dials reported St. Claire Regional Medical Center is requesting to extend their Incumbent Worker Contract through June 30, 2019 with no additional funding. A handout was provided and reviewed outlining the information on all students relating to the bachelor's degree in the nursing program. **After review and discussion, a motion was made by Kevin Howard and second by Kathy Charles to approve the St. Claire Regional Medical Center request to extend the Incumbent Worker Contract through June 30, 2019 with no additional funding. All in favor, motion carried.**

Industry Certification Survey

Ms. Dials reported the Industry Certification Survey was sent to the business and union representatives of the board for completion. The board is responsible for making recommendations on necessary industry certifications and career pathways in the local area. She explained the development of this years' survey was through a combined effort of the KWIB and LWDA's in order to have more consistency. This years' deadline to return is by the end of December. The results will be presented at the February meeting.

Reentry Program Opportunity

Ms. Dials reported a prison located in the TENCO WDA is interested in providing training opportunities to inmates before their release date. This will allow the individual to obtain a credential that would assist the inmates in finding suitable self-sustaining employment once released. Ms. Dials reminded the board that this project falls in line with the board's strategic goals. The prison would like to provide commercial truck driving training to a select number of individuals prior to their release. The prison would select the individuals eligible to participate. Ms. Dials discussed the current restrictions the board has placed on the truck driving occupation within the transportation sector. She explained that this restriction may need to be waived for

this project to move forward. Other funding, such as Governor's Reserve, may be available to assist with this project.

Michelle Sloas, Career Counselor reported she was contacted by the FIVCO Re-entry Council to assist the inmates at the "Camp" located in Ashland to give them an opportunity to receive training services in the truck driver program. The criminal history of the individual is the first step to determine if they would be able to receive funding. Eligibility meetings will begin in January.

Strategic Plan Update

Ms. Dials reviewed and provided a handout outlining the current progress of the six goals and action steps for the TENCO WDA. The update to the Strategic Plan will be provided at each board meeting. The State, Career Center and Business Services goals will also be provided at the February meeting.

Career Center Report

Justin Suttles provided an update on Career Center activities:

- October 1, 2018 - KEE Suite Data System replaced the EKOS Data System.
- SNAP E&T - Have provided services to 109 individuals in the TENCO WDA;
- Mt. Sterling Career Center - Grand opening is awaiting phone and internet service; anticipated completion date on March 18th;
- Customer update - reviewed the TENCO Career Center Services provided from July-September; and Customer Service Satisfaction Survey Results;
- Office of Vocational Rehabilitation & Office for the Blind completed merge on October 1st, Cora McNabb, OVR Director;
- November 2018 - FIVCO Re-entry Council Expungement Workshop held at ACTC; currently planning to have Expungement workshop in Maysville at the Career Center in future;
- Trainings attended by staff - Staff Connect, Case Management, and TENCO WDA Fall Partner Training; scheduling Active Shooter Training at TENCO Career Centers in January;
- MOU/IFA Update - finalizing completion; will be available at the next board meeting for approval; and
- TENCO Career Center Website - July - October 3,000 visitors; 183,000 hits (through Google searches, face book & website views);

Partner Update

- OET - Recruiting for new position at Kentucky Career Center - Morehead;
- KY State Police - utilizing OET office for WIN Certificate
- OVR Federal fiscal year results for Ashland area - 229 disabled individuals successfully employed; November Annual Awards Ceremony - Ashland District received Best Customer Service Award for OVR.

Topics for Future WDB Meetings

The Board was reminded to contact the WDA Staff on items for discussions at future meetings.

Other

The Nominating Committee will meet to recommend an individual to fill the officer position of Secretary of the Board due to the retirement of Chuck Charles. The recommendation will be discussed at the February meeting.

With no further business to discuss, the meeting adjourned on a motion made by Adam Hinton and second by Natalie Cummins at 2:30 p.m.

Recorded by: Teresa Wilburn