

**MINUTES**  
**TENCO Workforce Development Board**  
**Fleming County Extension Office**  
**1384 Elizaville Road**  
**Flemingsburg, Kentucky**  
**May 15, 2019**  
**Noon**

Interim Chair Lori Ulrich called the meeting of the TENCO Workforce Development Board to order. The meeting was held on Wednesday, May 15, 2019 at the Fleming County Extension Office in Flemingsburg, Kentucky. Interim Chair Ulrich recognized the guests and new member Lynda Skaggs and welcomed all in attendance.

**MEMBERS PRESENT:**

Lori Ulrich	George Jump
Brent Sturgill	Dr. Dan Connell
Adam Hinton	Natalie Cummins
Scott Doan	Kathy Charles
Trina Allen	Russ Montgomery
April Stephens-Lowe	Lynda Skaggs

**GUEST PRESENT:**

Kay Moss	Stober Drives
Vicki Steigleder	Maysville Chamber of Commerce
Bobby Money	Mayor, City of Flemingsburg
Brittany Corde	Maysville Community & Technical College
Melanie Jamison	Montgomery County Area Technology Center
Ray Leathers	Department of Workforce Investment, Frankfort
Elizabeth Hack	Department of Workforce Investment,
Frankfort	
Nicole Griffith-Green	Ashland Community & Technical College
Chris Boggs	Ashland Community & Technical College
Vicki Green	FIVCO ADD
Owen McNeill	Maysville-Mason Co. Industrial Authority
Jason Slone	Rowan County Fiscal Court

**STAFF PRESENT:**

Denise Dials	Teresa Wilburn
Whitney Downing	Justin Suttles
Jennifer Tuel	Jeremy Faulkner
Sharon Hall	

Interim Chair Ulrich provided an update on former member/Chair Scott Keller. She reported he is no longer employed with Cooper Standard. As a result of no longer representing a business sector, Mr. Keller submitted his board resignation.

**PRESENTATION:**

Apprenticeships

Kay Moss with Stober Drives Inc. reported on the Apprenticeship Program within their company. Their apprentice program began in 2005. The program includes mentors, education and on-the-job training. After examining the most difficult jobs to employ, they begin the apprenticeships

with maintenance, electronics and machinist. The employee works 30 hours per week and attends classes at the college for ten hours. Ms. Moss also reported on the pre-apprenticeship machinist program offered to juniors in the Buffalo Trace area high schools. Questions and answers followed the report.

#### GENERAL ITEMS:

##### Approval of Minutes

Interim Chair Ulrich asked if there were any questions or corrections to the Minutes of the February 20, 2019 meeting. **There being none, a motion was made by Dan Connell and second by Brent Sturgill to approve the Minutes of the February 20, 2019 meeting of the TENCO WDB. All in favor, motion carried.**

##### Quarterly Budget Review

Denise Dials, Workforce Director presented and reviewed the TENCO WDB budget through March 2019. A budget summary and detailed budget was provided. Ms. Dials reviewed the Youth Work Experience Report and the Out-of-School expenditure rate. She also reviewed the total TENCO budget (\$6,720,215.14), the total obligations (\$4,996,560.14), non-obligated funding available (\$1,723,655.00) and total expenses (\$2,670,321.09). Ms. Dials also reported on the breakdown of each budget category in Administration, Adult, Youth, Trade and Other which outlined being on target of the 80% obligation rate with the exception of Dislocated Worker funds. She requested the board provide her with authorization to move forward with a transfer request to the state in the amount of \$107,722.20 DW funds to Adult.

**A motion was made by Adam Hinton and second by Trina Allen to approve the TENCO WDB Budget through March 2019 as presented and authorize staff to request from the State the transfer of expiring dislocated worker funds to the adult fund category. All in favor, motion carried.**

#### REPORTS:

##### Executive Committee

Interim Chair Ulrich reported the Executive Committee held a Conference Call on March 25<sup>th</sup> with the Commissioner & Project Manager regarding the TENCO WDB Regional and Local Strategic Plan that is due on June 30, 2019. The Plan will be presented to the Board for approval and submitted for public comment. The Commissioner also discussed the Executive Order, which has set up different committees to discuss the Memorandum of Agreement, the benefit cliff, system funding expenditures & metrics. There was no action items presented on the call.

##### Youth Committee

George Jump provided the Youth Committee report. Mr. Jump presented the youth program renewal evaluation forms for the two current youth providers: Lewis County Board of Education and Morehead State University. Both providers were reviewed favorably. Mr. Jump reported there are additional funds available for the year-round youth programs for FY'20. The contractors of each program were contacted to determine an interest in amending their contract to increase by 30 individuals. The contractors agreed, and requested their budget be increased to include additional staff. A handout outlining the requested information and recommendations was provided.

**After review and discussion, a motion was made by Natalie Cummins and second by Kathy Charles to approve the Youth Committee recommendation to approve funding Morehead State**

**University Today's Youth Program for year-round youth services at a cost not to exceed \$300,000.00 for 95 youth. Dan Connell abstained from voting. All in favor, motion carried.**

**After review and discussion, a motion was made by Kathy Charles and second by Russ Montgomery to approve the Youth Committee recommendation to approve funding Lewis County Board of Education Empower Youth Program for year-round youth services at a cost not to exceed \$282,117.00 for 100 youth. All in favor, motion carried.**

#### Career Center Committee

Interim Chair Ulrich provided the Committee's Direct Service and One-Stop Operator Evaluation Report to determine contract renewal for FY'20.

**After review and discussion, a motion was by Dan Connell and second by Brent Sturgill to approve the Career Center Committee recommendation to approve FIVCO ADD to provide Direct Services at a cost not to exceed \$733,000.00 for FY'20 and request a defined recruitment plan be submitted to the Career Center Committee by July 1, 2019 to increase the number of enrolled customers. All in favor, motion carried.**

**After review and discussion, a motion was made by Kathy Charles and second by Adam Hinton to approve the Career Center Committee recommendation to approve FIVCO ADD to provide One-Stop Operations at a cost not to exceed \$115,000.00 for FY'20. All in favor, motion carried.**

Ms. Dials explained services provided through the two contracts.

#### Infrastructure Funding Agreement

Justin Suttles, One-Stop Operator provided an update on the Memorandum of Understanding and Infrastructure Funding Agreement. Edits requested by the state included removing the shared cost of the One-Stop Operator salary and benefits; and to add square footage formula to the Ashland Career Center. The revised IFA was provided for review, which will need to be submitted by June 30, 2019. **After review and discussion, a motion was made by Adam Hinton and second by Dan Connell to approve the revised Infrastructure Funding Agreement and authorize to approve additional edits before June 30<sup>th</sup> if necessary. All in favor, motion carried.**

#### KY Career Center - Ashland Certification

Interim Chair Ulrich reported an e-mail was received from Holly Neal, Review Team Member/Frankfort Office regarding the Ashland Career Center certification. The e-mail stated the TENCO WDA Certification Review Team met on May 13, 2019 to determine Career Center Certification for the Ashland Career Center. The Review Team recommends Career Center Certification Affiliate Status for the Ashland Career Center. **A motion was made by Trina Allen and second by Natalie Cummins to approve the Certification Review Team recommendation to approve Career Center Certification Affiliate Status for the Ashland Career Center as presented. All in favor, motion carried.**

#### **OTHER BUSINESS:**

#### Local/Regional Strategic Plan

Ms. Dials reported on the TENCO WDB Regional and Local/Strategic Plan that was provided to members for review. She reported the plan is required to be updated every two years. The local sections of the plan are due by June 30, 2019 and the regional sections are due by September 30, 2019. Ms. Dials reviewed the updated document and asked for board questions/comments by May 24<sup>th</sup>. The document will be published for the 14-day public comment period beginning May 28<sup>th</sup>.

### Reasonableness Policy

Ms. Dials reported on the draft Event/Conference Reasonable Cost Policy. The draft TENCO WDB Event/Conference Reasonable Cost Policy was previously presented to the TENCO Executive Committee for review. The Committee requested changes to utilize the federal per diem rates for meals and include payment for rental cost of the facilities for events/conferences. **After review and discussion, a motion was made by George Jump and second by Adam Hinton to approve the TENCO WDB Event/Conference Reasonable Cost Policy as presented. All in favor, motion carried.**

### TENCO WDB Strategic Plan Update

Ms. Dials reported on the Strategic Planning Goals and Action Steps through May 2019. The document highlighted upcoming action steps and revised information. The Strategic Plan Update is provided quarterly for members review, questions and comments.

### Director's Update - Denise Dials

- Opioid Use Disorder (OUD) - EKCEP has received a grant through CHFS to assist individuals suffering from OUD through the Career Centers in the TENCO WDA. Job Readiness assistance, referrals to partner programs, and links directly to employment will be the focus of the grant.
- Boyd County Federal Institution - Assisting incarcerated individuals in obtaining CDL credentials. The individual that received the training has passed their CDL and is currently receiving driving experience at the correctional institution. There is an interest in expanding the project to serve additional inmates. Ms. Dials reminded the Board of the TENCO CDL restrictions to enroll individuals in the program, which may need to be modified.

### Career Center Update - Justin Suttles

- Mt. Sterling Career Center - Terminated contract with Spectrum. KY Wi-Fi was contacted and has conducted a site survey to provide installation. The quote for installation has not been received. Upon receipt of quote and if approved, will move forward.
- Reviewed the TENCO Career Center Customer Satisfaction Survey Results and Customers Served January - March 2019.
- Provided business activities at the TENCO Career Centers.
- Trainings/Workshops in TENCO WDA - Case Management Training 2.0; Customer Service Training TBA; CDO worked with Big Sandy Career and Technical College in Brandyng U Training;
- Two Expungement Workshops in the local area; Re-entry & Release Expos for individuals to be released within the next year;
- Threat Assessments have been conducted by local police officers at all three career centers;
- Community Events - Boyd County High School Career Fair; KEDC Job Fair; Mason County Middle School Reality Store; Licking Valley Job Fair; Lowe's; Ribbon Cutting; Transitional Fair; and KY Electric Steel Trade Orientation.

### Business Services/Economic Development Update - Jeremy Faulkner

- Braidy Agreement with Rusal and BMW;

- Participated in the Career Center Review Team in Bowling Green/Glasgow last week;
- Assisted with the submission of a proposal for expansion at Calgon Carbon;
- PPI locating in Maysville, application period opened May 1<sup>st</sup> and interviews will begin early August;
- Talent Pipeline Management - Two healthcare collaboratives in Maysville/Fleming MRMC & Mt. Sterling; Ashland - King's Daughters & Our Lady of Bellefonte Hospital and Morehead - St. Claire Regional Medical Center.
- TENCO WDA/Northern KY Regional Job Fair held in April with 45 companies participating, 300 attending;
- Working on potential childcare apprenticeship;
- Face book - 4900 followers; 33,000 views; videos and pictures very engaging; and
- Working with KY STATS on an underemployment report.

#### Partner Information/Updates

Natalie Cummins, KY Skills U, Office of Adult Education reported they have recently transitioned into the Workforce Development Cabinet. A primary function of Skills U is GED for high school equivalency and academic remediation.

Brent Sturgill, Office of Vocational Rehabilitation reported they merged with Office of the Blind in October. Primary function is to assist individuals with disabilities to help go to work. The merge has allowed them to serve more individuals. He reported on staffing, individuals served and OVR job responsibilities for TENCO WDA.

Trina Allen, Career Development Office reported on the Career Center Certification process and locations of the Centers. She reported on outreach events with apprenticeships and staff participation on the Work Ready Community initiative.

Commissioner Ray Leathers reported his replacement will become effective tomorrow. Lana Gordon will be the new Commissioner, Department of Workforce Investment. Commissioner thanked Denise Dials and the board for their work in the TENCO WDA.

#### Topics for Future WDB Meetings

Interim Chair Ulrich reminded the Board to contact the WDA Staff on items for discussions at future meetings.

**With no further business to discuss, the meeting adjourned on a motion made by Adam Hinton and second by Natalie Cummins at 2:50 p.m.**

Recorded by: Teresa Wilburn