

**TENCO Workforce Development Board  
Career Center Committee  
Buffalo Trace ADD  
201 Government Street  
Maysville, Kentucky  
May 7, 2019  
10:00 a.m.**

The TENCO WDB Career Center Committee met on Tuesday, May 7, 2019 at the Buffalo Trace ADD offices, 201 Government Street in Maysville, Kentucky at 10:00 a.m.

The meeting was chaired and called to order by Chair Lori Ulrich. Chair Ulrich welcomed all in attendance.

Members present:

Lori Ulrich  
Vicki Steigleder

Trina Allen  
Natalie Cummins

Staff present:

Denise Dials  
Teresa Wilburn

Jeremy Faulkner  
Justin Suttles

Approval of Minutes

**A motion was made by Vicki Steigleder and second by Trina Allen to approve the TENCO WDB Career Center Committee Minutes of February 7, 2019 with the noted correction to name spelling "Vickie to Vicki Steigleder" and on page two replace semicolon in first paragraph with a period. All in favor, motion carried.**

Cabinet Reorganization

Denise Dials, Director of Workforce reported on Cabinet staffing changes. Commissioner Ray Leathers will be leaving by fiscal year end and Josh Benton, Deputy Secretary is filling positions vacated during the interim. The vacated positions have been posted for hiring.

DOL Training

Ms. Dials reported the Department of Labor will be presenting on board roles and responsibilities in Frankfort, KY on May 16, 2019. Workforce Board and Committee members were invited to attend.

### SNAP/Medicaid Waiver Update

Ms. Dials reported the Medicaid Waiver is still postponed. The Cabinet for Health & Family Services requested the Cabinet terminate future SNAP contracts with all the local areas.

### Direct Service Provider Contract Renewal

Denise Dials reported on the Direct Service Provider Contract. She reported the current FIVCO ADD contract was recently reviewed as a result of the Committee recommendation. The contract renewal discussions are for the period July 1, 2019–June 30, 2020. Ms. Dials provided the results of the review based on the criteria for renewal. The proposed FIVCO ADD budget for FY'20 of the Direct Service Contract is for \$733,000.00. **After a lengthy discussion of the information provided, a motion was made by Natalie Cummins and second Vicki Steigleder to recommend approving renewal of the FIVCO ADD Direct Service Provider Contract for the period July 1, 2019 through June 30, 2020 for an amount not to exceed \$733,000.00. The recommendation also included having a defined recruitment plan in place, trade refresher training regularly with staff; changing the procedure of passing files to new staff; and monitoring procedures. All in favor, motion carried.**

### Operator Contract Renewal

Denise Dials reported on the One-Stop Operator Contract Renewal. The Contract was awarded to FIVCO ADD (July 1, 2017 – June 30, 2018) with the option for a three-year renewal. Ms. Dials reported the contract has been reviewed based on the criteria for renewal. **After discussion of the information provided, including the FY'20 Operator Budget, a motion was made by Trina Allen and second by Natalie Cummins to recommend approving renewal of the FIVCO ADD One-Stop Operator Contract for the period July 1, 2019 through June 30, 2020 with a budget amount not to exceed \$115,000. All in favor, motion carried.**

### Infrastructure Funding Agreement

Justin Suttles provided an update on the approved Memorandum of Understanding and Infrastructure Funding Agreement. Mr. Suttles reported on the revision requested by the state on the IFA. The request was to remove the shared cost of the One-Stop Operator salary and benefit. The reason for the request is due to the WIOA Law specifying the LWDA's must have a One-Stop Operator for the Career Centers. The next change to the budget was to add a square footage formula at the Ashland Career Center. **After discussion, a motion was made by Vicki Steigleder and second by Trina Allen to recommend removing the One-stop Operator salary & benefits from a shared cost and to change the Ashland Career Center office to the square footage formula on the TENCO Career Centers Infrastructure Funding Agreement. All in favor, motion carried.**

### Career Center Certification – Ashland

Justin Suttles reported the Ashland Career Center Certification Review has been tentatively scheduled for May 13, 2019. The Review Team will consist of Holly Neal, Tim Gibbs and Chet Smith. The review results will be presented at the May TENCO Board meeting.

#### One-Stop Operator Update

Justin Suttles reported on:

- Mt. Sterling Career Center – provided an update on the Spectrum construction issues which would result in a cost increase; Upon review, BTADD notified Spectrum they did not agree to the cost increase. Mr. Suttles reported he has now contacted KY Wi-fi, who has completed a site survey. He has received the results and forwarded to Agrecil (business owners) for review of installation by KY Wi-fi before submitting to BTADD for approval.

Following the report, Ms. Dials reported on the current invested rental cost of the facility at \$12,761.85. The Committee discussed and reviewed options, as the space is not currently being utilized due to lack of internet capabilities. After review and discussion, the Committee recommended at this point, wait for the outcome with KY Wi-fi and then determine whether to continue the contract for the Mt. Sterling Career Center

Justin also provided the following information:

- Services provided at the Career Centers;
- Companies utilizing the Centers;
- Case Management Training for CDO & WIOA Staff;
- Expungement Fairs held in Louisa & MCTC;
- Re-entry Release Expos;
- EKCEP Hiring Job Entry & Retention Support Specialist for the TENCO area; and
- Threat Assessments held at Career Centers;

#### Regional Economic/Business Service Update

Jeremy Faulkner reported on:

- Leading the Certification Audit Review Team in Glasgow, KY; by year end in Barren River ADD there will be 18 Comprehensive & Affiliate Career Centers;
- PPI – taking applications this month;
- Braidy Industry current updates;
- Apprenticeships for child care;
- Face Book – 5,000 followers and 32,800 views;
- Economic Development Cabinet updates;
- Trace Creek Construction Company purchased acres in Greenup County Industrial Park; and
- Harbor Freight – hired employees and having orientations.

#### Partner Sharing

- Trina Allen reported Office of Career Development is auditing case management.
- Natalie Cummins reported Adult Education has moved into the Workforce Cabinet.

**With no further business to discuss, a motion was made by Vicki Steigleder and second by Trina Allen to adjourn at 12:20 p.m.**