

MINUTES
TENCO Workforce Development Board
FIVCO ADD
32 FIVCO Court
Grayson, Kentucky
August 21, 2019
Noon

Interim Chair Lori Ulrich called the meeting of the TENCO Workforce Development Board to order on Wednesday, August 21, 2019 at the FIVCO ADD office in Grayson, Kentucky. The guests and all in attendance were welcomed.

Interim Chair Ulrich also recognized the new board members Bob Hammond and Amanda Clark. She informed the board a vacancy has occurred due to the resignation/retirement of Jamie Rucker. Recommendations to fill the vacancy were encouraged.

MEMBERS PRESENT:

Lori Ulrich	George Jump
Brent Sturgill	Chet Smith
Dan Connell	Kevin Howard
Natalie Cummins	Jennifer Carpenter, Proxy for Alex Conrad
Scott Doan	Kathy Charles
Trina Allen	April Stephens-Lowe
Bob Hammond	Kyle Carter, Proxy for Lynda Skaggs
Amanda Clark	

GUEST PRESENT:

Lora Bryant	FIVCO ADD
Lance Hanshaw	FIVCO ADD
Chris Boggs	Ashland Community & Technical College
Tonia Prewitt	Career Development Office, Morehead
Harry Clark, Judge/Executive	Rowan County Fiscal Court
Jason Slone	Rowan County Fiscal Court
Joshua Farrow	Gateway ADD
Amy Kennedy	Buffalo Trace ADD
Josh Benton	Education & Workforce Development Cabinet
Todd Ruckel, CLEO, Judge/Executive	Lewis County Fiscal Court

STAFF PRESENT:

Denise Dials	Teresa Wilburn
Stephen Culp	Justin Suttles
Michelle Sloas	Jeremy Faulkner

Opening Remarks

Josh Benton, Deputy Secretary, Education and Workforce Development Cabinet provided opening remarks. He recognized the many opportunities for the TENCO area because of the representatives on the board and community partner involvement. The strong partnerships of the region are vital for economic stability. Mr. Benton reported on the job statistic reports. He reported the focus is to ensure that workforce is a partnership team effort. Mr. Benton thanked the board and partners for their service and allowing him to attend and have the opportunity to network with the individuals in the TENCO WDA.

GENERAL ITEMS:

Approval of Minutes

Interim Chair Ulrich asked if there were any questions or corrections to the Minutes of the May 15, 2019 meeting. **There being none, a motion was made by Kevin Howard and second by Chet Smith to approve the Minutes of the May 15, 2019 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 June 2019. A budget summary and detailed budget was provided. Mr. Culp reviewed and explained the total budget - \$6,720,215.14 and the total obligations - \$6,530,858.15, total expenses of \$3,642,916.39, and non-obligated funding available \$189,356.99. Mr. Culp's report included and outlined the breakdown of each budget category in Administration, Adult, Dislocated Worker, Youth, Trade and Other.

A motion was made by Dan Connell and second by Kevin Howard to approve the TENCO WDB Budget through June 2019 as presented. All in favor, motion carried.

REPORTS:

Executive Committee

Interim Chair Ulrich reported the Executive Committee and Governing Board of Judges met on June 14, 2019. They reviewed and discussed the Fiscal Agent Budget and Annual Budget. The budget information was provided to the full board.

Accountability Committee

Jason Slone reported the Accountability Committee held a conference call on August 14th to review and discuss five existing policies and two new policies. Copies of the policies were provided to the board. Mr. Slone reviewed and outlined the recommended revisions for the following policies: Policy 8 - Coordination with Pell and Other Funding Sources; Policy 12 - Out-of-State Training; Policy 33 - Calculation of Unmet Need; Policy 34 - Need to Train; and Policy 37 - Limited English Proficiency. He also reviewed the two new policies: Eligibility and Youth Incentive Policy. The Committee recommended approving the policies as outlined with the revisions and the new policies as presented. **A motion was made by Kevin Howard and**

second by Amanda Clark to approve the five revised policies and two new policies as presented. All in favor, motion carried.

Nominating Committee

Brent Sturgill reported the Nominating Committee consisting of himself, Dan Connell and Chet Smith held a conference call on April 29, 2019 to review the officers of the board due to the resignation of Scott Keller former Chair. The Nominating Committee recommendation was to move Lori Ulrich from Chair-Elect to Chair, Alex Conrad from Secretary to Chair-Elect and appoint George Jump as Secretary. If approved the installation of officers will occur at the TENCO Annual Meeting in October. **A motion was made by Natalie Cummins and second by Kevin Howard to approve the recommendation of the Nominating Committee to approve Lori Ulrich as Chair, Alex Conrad as Chair-Elect and George Jump as Secretary of the TENCO WDB for the period 2019 – 2021. The installation of officers will occur at the TENCO Annual Meeting in October. All in favor, motion carried. George Jump and Jennifer Carpenter abstained from voting.**

OTHER BUSINESS:

Annual Meeting

Chair Lori Ulrich reported the TENCO WDB Annual Meeting would be held on October 29, 2019. The meeting will begin at noon and held in the FIVCO area with the site to be determined. She also reported the Reasonable Cost Policy would aid in determining the final location. A power point of last year accomplishments will be presented at the meeting with an estimated cost of \$450.00 to provide members the booklet of the presentation. All members were encouraged to attend.

Monitoring Report

Denise Dials, Workforce Director reported the TENCO WDA was monitored by the State for PY 17 Compliance Standards. The Monitoring Report was provided to members. She reviewed all responses to be submitted to the State regarding findings noted in the report. All findings have been corrected. Ms. Dials also reviewed the observations that do not require a response: Inventory list must be modified to include cost & country of origin (corrected), and expenditures must be reported on a monthly accrual basis (corrected). **A motion was made by Scott Doan and second by Trina Allen to approve the Comprehensive Review responses for the TENCO WDA. All in favor, motion carried.**

Sector/Occupational List

Denise Dials reported on AppHarvest greenhouse facility locating in Morehead, KY. The company has an interest in training programs, work-based learning projects, including work experience/internships and on-the-job trainings. They are requesting assistance from TENCO WDB to help with some of the training needs. The types of training for their company would require the Agriculture training program be included on the TENCO Occupational Training List with programs of study in Ag Science, Ag Tech, Ag Business and Horticulture. Jeremy Faulkner provided a power point of the opportunities that come with supporting AppHarvest. Discussion followed. **After review and discussion, a motion was made by Chet Smith and second by**

Brent Sturgill to approve modifying the TENCO Sector/Occupational Training List to include Agriculture for programs of study in Ag Science, Ag Tech, Ag Business & Horticulture. All in favor, motion carried.

TENCO WDB Strategic Plan Update

Ms. Dials reported on the active and on-going five-year Strategic Plan for the TENCO WDB. She explained action steps of the goals including steps currently active, completed and on-going. The annual review of the Strategic Plan will be conducted next month by the Strategic Planning Committee and will be available to other interested individuals. Ms. Dials encouraged the members to review the information for any comments and provide these to her or attend the next Strategic Planning Committee meeting.

Director's Update

Ms. Dials reported there are changes in the office locations and provision of services for Skills U in the TENCO counties. Natalie Cummins followed up with the changes and how customers can continue to be served.

Ms. Dials provided information on the summer youth program. She reported the program is almost completed. There were 103 youth served this summer for 6-8 weeks in four of the TENCO WDA counties. The feedback from both the youth and providers have been positive.

Ms. Dials reported the KY Workforce Innovation Board (KWIB) has three individuals serving on their Board from the TENCO WDA. The individuals are Lori Ulrich, Adam Hinton and Curt Carson with Braidy Industries.

Career Center Update

Justin Suttles, One-Stop Operator provided the following report:

- Mt. Sterling Career Center to open this fall.
- TENCO Career Centers – provided information from April – June 2019 on customers and businesses utilizing the Career Centers.
- Trainings – Held Customer Service 2.0 Training; KYSTATS Training will be held next week; FIVCO Re-entry Counsel will have an Expungement Workshop on August 27th and will host in future every two months; Ryan Bowman hired at EKCEP as Job Entry & Retention Support Specialist (JERSS) to work with individuals completing rehabilitation for opioid addiction; Back to School Events in the TENCO WDA are attended by staff providing information on Career Center services;
- September 25th – Areawide Partner Training will be held at Carter Caves. The TENCO WDA Career Centers will be closed for all staff to attend. Response indicates there will be 77 in attendance. The morning session topic will be "Embracing Diversity" and the afternoon session will be a "Re-entry Simulation" with all in attendance participating.

Business Services/Economic Development Update

Jeremy Faulkner provided the following report:

- Activities – Ashland Partners and Cabinet for Economic Development, "**Project See-Saw**" site visit meeting held in their community; **Braidy Industry** – Assisting with workforce,

retention and community engagement strategy events to be held in the near future; **AppHarvest & Independent Stave** – assisting the companies with training & workforce plans; **Precision, Pulley & Idler ((PPI)** – reported the joint efforts of partner assistance in the Maysville area before the home-base office personnel who are located in Iowa arrived, to conduct interviews with applicants; **Talent Pipeline Management** – the two collaboratives in healthcare are going at **St. Claire Regional Medical Center** and **Our Lady of Bellefonte Hospital**. The other healthcare involvement initiatives are at **Meadowview Regional Medical Center, Hospice of Hope, Fleming County Hospital and Sterling Health Solutions** to recruit and retain critical needs.

- Meeting Dates –KY SHRM Conference, Louisville, August 24-26; KYSTATS Conference, Louisville, September 4-5; Business Service Team Meeting, Opioid Response, Maysville, September 18th; KY Chamber Bus-2-Business, October 2 (Manufacturing Week); and October 7th – Mt. Sterling Chamber of Commerce new facility grand opening.
- Social Media information updates provided. Encouraged information to highlight.
- Participation on the KWIB Committee reviewing sustainability and the benefit cliff to establish the dollar per hour to support their families. An on-line tool is being developed for individuals to review the self-sustaining information. This will be discussed at the Maysville Chamber meeting on September 11th.
- Participating with newspaper column in the Ledger Independent that circulates in six of the TENCO counties on workforce development and career topics. Ashland Daily Independent has interest in also participating.

Partner Information/Updates

Trina Allen reported on the following Career Development Office staff changes: the Trade Facilitator has resigned, and Amanda Cummins transferred to the TENCO DVOP position. Amanda's past position as the LVER will be advertised. Changes regarding the Federal Bonding Program was also provided.

Brent Sturgill reported on OVR activities - Reorganization & hiring of staff going well; one resignation and position has been posted in Ashland; Teresa Shortridge will retire at the Ashland office; TENCO WDA OVR January – August Statistics report – New referrals – 736, In-training – 852, Job Ready Status – 197, Exit Successfully – 139 working an average of 32 hours a week with Wage/hour - \$14.78.

Topics for Future WDB Meetings

Members were reminded the TENCO WDB Annual Meeting would be held on October 29, 2019.

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 Scott Doan and second by Trina Allen at 2:10 p.m.

Recorded by: Teresa Wilburn