

**MINUTES**  
**TENCO Workforce Development Board**  
**Kentucky Career Center - Mt. Sterling**  
**200 Oak Grove Drive**  
**Mt. Sterling, Kentucky**  
**December 18, 2019**  
**Noon**

Chair Lori Ulrich called the meeting of the TENCO Workforce Development Board to order on Wednesday, December 18, 2019 at the KY Career Center in Mt. Sterling, Kentucky.

Justin Suttles, One-Stop Operator welcomed those in attendance to the new location of the KY Career Center - Mt. Sterling office.

Chair Ulrich recognized the guest in attendance. Chair Ulrich also recognized new board member Danita Pickett with KY Skills U replacing Natalie Cummins and reported John Holbrook with Plumbers & Steamfitters Local 248 has replaced Jamie Rucker. She also reported Lynda Skaggs with Meadowview RMC and George Jump with Berry Global have resigned. Recruitment of new members is occurring.

**MEMBERS PRESENT:**

Lori Ulrich	Brent Sturgill
Chet Smith	Dan Connell
Kevin Howard	Alex Conrad
Kathy Charles	Lori Collins, Proxy for Michael Thoroughman
Trina Allen	April Stephens-Lowe
Amanda Clark	Danita Pickett

**GUEST PRESENT:**

Ryan Bowman	EKCEP
Amy Kennedy	Buffalo Trace ADD
Sherry McDavid	FIVCO ADD
Vicki Green	FIVCO ADD
Vicki Steigleder	Maysville/Mason County Chamber of Commerce
Brittany Corde	Maysville Community & Technical College
Tonia Prewitt	Career Development Office - Morehead
Zach Lawrence	KY Cabinet for Economic Development
Mike Cooper	Maysville Community & Technical College
Sandy Romenesko	Mt. Sterling/Montgomery County Chamber of Commerce
Robin Harris	Ashland Community & Technical College

**STAFF PRESENT:**

Denise Dials	Teresa Wilburn
Stephen Culp	Justin Suttles
Kelsey Dryden	Jeremy Faulkner
Sharon Hall	

**PRESENTATION:**

Opioid Re-entry Program

Ryan Bowman, Job Entry and Retention Support Specialist, who provides services to the TENCO WDA provided a presentation on the Opioid Epidemic. He reported his position was created through the Strategic Initiative for Transformational Employment, (SITE). The program assists individuals recovering from opioid addiction in gaining employment and being productive members of their community. Mr. Bowman provided information and statistics on the substance and opioid abuse disorder in Kentucky. Mr. Bowman discussed the KY Chamber Workforce Centers launch of the Opioid Response Program for Business. This program assists companies with evaluating their existing policies and make recommendations for the best practices to maintain a drug-free workplace while supporting a recovery-friendly culture.

#### GENERAL ITEMS:

##### Approval of Minutes

Chair Ulrich asked if there were any questions or corrections to the Minutes of the August 21, 2019 and October 29, 2019 meetings. **There being none, a motion was made by Brent Sturgill and second by Kevin Howard to approve the Minutes of the August 21, 2019 and October 29, 2019 meetings of the TENCO WDB. All in favor, motion carried.**

##### Quarterly Budget Review

Stephen Culp, Fiscal Officer presented the TENCO WDB budget through October 2019. A budget summary and detailed budget was provided. Mr. Culp reviewed and explained the total budget - \$4,558,831.50, total obligations - \$3,732,622.76, total expenses of \$1,153,108.35, and non-obligated funding available \$826,208.74. 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 Kevin Howard and second by Kathy Charles to approve the TENCO WDB Budget through October 2019 as presented. All in favor, motion carried.**

##### Annual BTADD Audit

Mr. Culp also reported on the BTADD (Fiscal Agent) Audit prepared by an independent agent. There were no findings in the internal control or compliance process. Mr. Culp reported on the WIOA portion of the Audit.

#### REPORTS:

##### Executive Committee

Chair Ulrich reported the Executive Committee met and reviewed Policy 41 - Event/Conference Reasonable Cost Policy. The Committee approved a revision to the policy to include an exception on meal and rental cost when there are more than 50 in attendance at an event. The revised policy was provided to members.

Chair Ulrich reported the Executive Committee also discussed and approved the hiring of a Workforce Development Youth Coordinator position. The job description was provided to members.

##### Youth Committee

Denise Dials, Workforce Director reported the Youth Committee met and discussed the hiring of the Youth Coordinator position as approved by the Executive Committee.

Ms. Dials reported the Youth Committee reviewed the youth budget and contract performance. These documents were provided to the board. The Youth Committee is recommending to move forward with soliciting proposals for a Youth Employment Program to start in May. The

Committee also reviewed and made recommendations for revisions in the Request for Proposal that was submitted last year for the Youth Employment Program. Those revisions included the provision of follow-up services, countable work hours for staff of the contract, and timeframe of service delivery. The Committee recommended obligating \$575,000 in youth funds for a Youth Employment Program beginning May 1, 2020 through September 30, 2020.

**After review and discussion, a motion was made by Chet Smith and second by Dan Connell to approve the Youth Committee recommendation to obligate \$575,000 in youth funds for a Youth Employment Program beginning May 1, 2020 through September 30, 2020. All in favor, motion carried.**

#### Strategic Planning Committee

Alex Conrad reported the Strategic Planning Committee met November 25<sup>th</sup> for the annual review of the Strategic Planning Goals and Action Steps of the TENCO WDB. Mr. Conrad reviewed the recommended highlighted revisions provided to Board.

**A motion was made by Kevin Howard and second by Kathy Charles to approve the recommendation of the Strategic Planning Committee's modifications to the Strategic Planning Goals and Action Steps as presented. All in favor, motion carried.**

Mr. Conrad reported the Strategic Planning Committee also reviewed the TENCO WDB Occupations in Demand List and decided to table to the next meeting once further information is obtained.

The Committee also presented the FY'19 CDL Performance for the TENCO WDA. After the Committee's review, a recommendation was made to continue to fund the CDL program this year with a restriction of \$45,000.00 obligated for the occupation. TENCO will continue to pay 75% of the program per individual.

**A motion was made by Dan Connell and second by Brent Sturgill to approve the recommendation of the Strategic Planning Committee to keep the restriction on the CDL Program to \$45,000 with TENCO paying 75% of the program per individual. Performance of this occupation will be revisited in July. All in favor, motion carried.**

#### Accountability Committee

Kathy Charles reported the Accountability Committee held a conference call on December 16<sup>th</sup> to discuss four existing policies and one new policy. Copies of the policies were provided to the board. Ms. Charles reviewed the recommended revisions for the following policies: Records Retention; Policy 7 - Limitation on Costs; Policy 21 - Supplemental Data and Outcomes Documentation; Policy 27 - Equal Opportunity and; Policy 42 - Youth Incentive. The Committee recommended approving the policies with the revisions as presented. **A motion was made by Dan Connell and second by Kevin Howard to approve the four revised policies and one new policy as presented. All in favor, motion carried.**

#### OTHER BUSINESS:

##### Local/Regional Strategic Plan

Ms Dials provided a report on the changes to the Local & Regional Strategic Plan that was submitted per DWI's request. The Local & Regional Strategic Plan is on the TENCO website. **After discussion, a motion was made by Chet Smith and second by Kathy Charles to approve the Local & Regional Strategic Plan as submitted. All in favor, motion carried.**

### FIVCO Contract Amendment

Ms. Dials requested to increase the One-Stop Operator Contract by \$9,400.00 for salary & fringe and travel modifications. The modified line-item budget was provided. **A motion was made by Kevin Howard and second by Brent Sturgill to approve the FIVCO ADD Contract Amendment for the One-Stop Operator Contract which will increase the overall budget by \$9,400.00 for salary, fringe and travel. All in favor, motion carried.**

Ms. Dials reported a request is being made to add a position to the FIVCO ADD Direct Service Contract to hire a business service representative to be located in the Mt. Sterling Career Center. There are currently funds available to hire this position through the Direct Service Contract and should this change, a request if necessary, will be presented to the Board for additional funds. **A motion was made by Kevin Howard and second by Alex Conrad to approve funding the business services representative position through the FIVCO ADD Direct Service Contract to be located in the Mt. Sterling Career Center with current funds in the contract. All in favor, motion carried.**

### Director's Update

Ms. Dials reported:

- State monitoring for the TENCO WDA will be the first full week of January;
- The TENCO WDB had been provided last year's High Demand Industry Certifications List for review. After feedback was received from board members, the High Demand Industry Certifications list for TENCO was submitted with no changes. The list was provided to members for review.

### Business Services/Economic Development Update

Jeremy Faulkner provided the business service report:

- AK Steel, Ashland has been sold to Cleveland Cliffs. Unsure of how this will affect AK Steel employees who are currently in lay off status due to the AK closure.
- CTI Foods in Bath County underwent a \$40,000,000 expansion in 2015 & 2016. Working with their new Human Resources Director to skill up the employees.
- KCTCS has received a grant to hire Apprenticeship Coordinator on all campuses. Mike Cooper is at the Maysville Campus and ACTC will be hiring soon.
- KY FAME Host Sites/Apprenticeships - trying to accomplish to become KY State Registered Apprentices.
- Social Media information - 5,200 followers; and reached over 35,000 individuals in the region.
- Talent Pipeline Management - Continue efforts with companies on forecasted workforce needs in the long term.
- Business Services updates will be sent via e-mail to the full board.

### Career Center Update

Justin Suttles provided the Career Center update:

- The KY Career Center - Mt. Sterling held a Grand Opening on November 1, 2019. To date, the Board has invested \$38,287.00 into this facility. Specific breakdown of cost is available for review.
- Reviewed the Career Center - TENCO customer counts from July - September 2019.
- Information was provided on the TENCO Fall Partner Training held in September. Positive feedback was received.
- Northeast Re-entry Council will host a Re-entry Simulation in February 2020.
- Equal Opportunity Training will be held in January hosted by Sabrina Moore with the Cabinet.

- Staff will attend training on the Worldwide Interactive Network Career Readiness System (WIN) in January.
- Participated in Stand Down Resources for Veterans.
- Provided information on the new workshops available at the TENCO Career Center - Morehead.

#### Partner Information/Updates

Trina Allen reported that a new Trade Facilitator with the Career Development Office has been hired.

Brent Sturgill reported a new Counselor has been hired at the OVR office in Ashland. There are three open positions remaining in the TENCO OVR offices.

Chair Ulrich reported the Annual Meeting information is provided in the packet for board to review at their leisure. In addition, the TENCO WDB 2020 Calendar of Events is provided which includes all upcoming board meeting dates.

Chair Ulrich reported on the new administrative positions in the Governor's Office as it relates to workforce.

#### Topics for Future WDB Meetings

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 Brent Sturgill and second by Kevin Howard at 2:00 p.m.**

Recorded by: Teresa Wilburn