

MINUTES
TENCO Workforce Development Board
Zoom/Hybrid Meeting
May 22, 2024
1:30 p.m.

Chair-elect Michael Thoroughman called the Zoom/Hybrid meeting of the TENCO Workforce Development Board to order on Wednesday, May 22, 2024 beginning at 1:30 p.m. The guests and all in attendance were welcomed.

MEMBERS PRESENT:

Michael Thoroughman	Tara McNight	Sabra Lowe – Proxy for Jason Slone	Ben Collier	Bryan O’Neill
Russ Montgomery	Jennifer Carpenter	Beth Sponaugle	Tonia Prewitt	
Kevin Howard	Stephan Harris	Amanda Clark	Lori Ulrich	

GUESTS PRESENT:

Renee McCane	Desirae Perry	Debbie Dennison	Amy Kennedy	Josh Farrow
Samantha Wright	Crystal Riddle	CLEO, Judge/Executive McNeill	Jacey Mann	Haley Allen
Jake Bradley	Judge Executive Sparks	Heather Stevenson	Cindy Hurt	Regan Wann
Roylene Day	Cheyene Duncan-Herring	Dustin Grooms	Bill Bevans	Cassie Hunt

STAFF PRESENT:

Denise Dials	Justin Suttles	Peyton Truesdell	Sharon Hall	Stephen Culp
Andrea Holbrook				

Board and Staff Membership Changes

Chair Thoroughman announced board term renewals for the following members: Lori Ulrich, Mark Grundy, Tara McNight, Amanda Clark, and Russ Montgomery. New board members include Ben Collier with Local 248 and Bryan O’Neill with Nestle.

GENERAL ITEMS:

Approval of Minutes

February 21, 2024, meeting minutes were reviewed. **A motion was made by Kevin Howard and second by Tonia Prewitt to approve the Minutes of the February 21, 2024, TENCO WDB meeting. The motion carried.**

Quarterly Budget Review

Stephen Culp, Fiscal Officer, presented the TENCO WDB budget through March 2024. Mr. Culp reviewed the total budget of approximately \$5.8 million dollars; total expenses of approximately \$1.7 million (29%) for a remaining balance of \$4.1 million; and total obligations of approximately \$3.8 million of the overall budget (65%).

Mr. Culp’s report outlined the breakdown of each budget category in Administration, Adult, Dislocated Worker, Youth, Trade and Other. The targeted obligation and expenditure rates for the two Youth Work Experience Grants were also reviewed. Youth performance expense targets (out-of-school versus in-school and work experience) were discussed. The report reflected that TENCO exceeded the targets for the expiring grants. A detailed report of funding and breakdowns by grants and contracts were provided in the packet.

A motion was made by Amanda Clark and second by Kevin Howard to approve the TENCO WDB financial report as presented. The Board voted and the motion carried.

Mr. Culp provided an update on the purchase of a vehicle to be used solely for WIOA activities. The Executive Committee of the TENCO WDB and the CLEO previously approved the purchase. Mr. Culp has been in contact with the ELC to complete the MOU which identifies the requirements for the purchase and use of the vehicle. BTADD, as Fiscal Agent to the Board, followed the procurement process with the winning bidder being Cheap’s Chevrolet in Flemingsburg. Upon an executed MOU with the Cabinet, BTADD will purchase a 2024 Equinox in the amount of \$25,924.80. WIOA will pay monthly installments of \$432.08 for 5 years to BTADD.

REPORTS:

Youth Committee

Kevin Howard reported the Youth Committee met in February to review renewal options for two year-round youth contracts, Lewis County Board of Education and Morehead State University.

The TENCO WDB was provided with documents outlining current contract expectations and achievement status for both contracts. The TENCO WDB was also provided with information regarding any request for budget increases and/or program modifications.

Lewis County Board of Education: Did not meet two out of the six contract expectations. Monitoring resulted in four findings and quarterly reviews indicated more than ten issues. To ensure these expectations are met in the future, LCBOE requested adding a director position to focus on training and monitoring, increasing their budget from \$300,000.00 to \$406,504.29 to support the position, serve additional youth and provide additional work experience hours to youth.

After review and discussion, a motion was made by Russ Montgomery to approve the one-year renewal of the Lewis County Board of Education Contract with the changes as requested and a budget not to exceed \$406,504.29. Tonia Prewitt provided a second. With no further discussion, the motion carried.

Morehead State University: Did not meet four of the six contract expectations. The Committee discussed this in detail and determined multiple staff turnover including the retirement of the Director impacted the contract expectations. Expectations not met included total enrollment, performance for 4th quarter employment, quarterly reviews indicated more than ten issues, and monitoring resulted in five findings. The program is now fully staffed, and intensive training has been provided. The budget would remain at \$375,000.00 with four staff to serve 125 youth.

After review and discussion, a motion was made by Amanda Clark to approve the one-year renewal of the Morehead State University contract with the changes as requested and a budget not to exceed \$375,000.00. Lori Ulrich provided a second. With no further discussion, the motion carried.

The Lewis County Board of Education and Morehead State University requested an amendment to the current contract to allow enrollment of new participants through June 30, 2024.

After review, a motion was made by Lori Ulrich to approve the extension of the enrollment period to June 30, 2024 for both contracts. Jennifer Carpenter provided a second. With no further discussion, the motion carried.

Career Center Committee

Jennifer Carpenter presented a recommendation from the Career Center Certification team regarding the KY Career Center - Mt. Sterling Access Point. Areas of improvement included additional signage, dedicated and accessible space for partner materials, ensure the self-service equipment was in working condition, and staff participation in partner and staff meetings to gain knowledge and share information about opportunities in the Montgomery County area. A plan for implementation was developed onsite and therefore, the CC Certification Review team recommends certification for the KY Career Center – Mt. Sterling Access Point.

After review, a motion was made by Kevin Howard to accept the recommendation for certification of the KY Career Center – Mt. Sterling Access Point. Ben Collier provided a second. With no further discussion, the motion carried.

Lori Ulrich presented background information on the procurement requirements and review of proposals for Direct Service Providers. Ms. Ulrich explained the roles and responsibilities of the Direct Service contract. The Career Center Committee met in April 2024 and received three Direct Service proposals including: EKCEP, Career TEAM, and Gateway Area Development District. The Committee reviewed all three proposals.

After a thorough review and lengthy discussion, the Career Center Committee determined that EKCEP's proposal did not meet the requirements established in the TENCO WDB Request for Proposal. The EKCEP proposal was not rated.

Ms. Ulrich reviewed the materials included in the TENCO WDB packet which included the general information, strengths, concerns, and recommendations for Career TEAM and Gateway ADD's proposals. The Career Center Committee recommends Gateway Area Development District be awarded the Direct Service contract for FY25 with a three-year renewal option based on performance and meeting contract expectations with a budget not to exceed \$917,871.55.

After a review and discussion, Kevin Howard made the motion to accept the Career Center Committee recommendation to award the Direct Service contract with an amount not to exceed \$917,871.55 to Gateway Area Development District for FY25 with a three-year renewal option pending successful performance and meeting contract expectations. Tonia Prewitt provided a second. With no further discussion, the motion carried.

Ms. Ulrich presented the roles and responsibilities of the One Stop Operator contract. She reviewed the materials in the TENCO WDB packet regarding the two-proposal submitted for the One-Stop Operator contract which included EKCEP and Gateway Area Development District. Both proposals were reviewed and rated by the Career Center Committee. After a lengthy discussion, the Career Center Committee is recommending Gateway Area Development District be awarded the contract for FY25 with a three-year renewal option based on meeting performance and contract expectations with a budget not to exceed \$120,735.43.

After a review and discussion, Russ Montgomery made the motion to accept the Career Center Committee recommendation to award the One-Stop Operator contract with an amount not to exceed \$120,735.43 to Gateway Area Development District for FY25 with a three-year renewal option pending successful performance and meeting contract expectations. Jennifer Carpenter provided a second. With no further discussion, the motion carried unanimously.

Strategic Planning Committee

Amanda Clark reviewed the updated Occupations in Demand list for the TENCO Workforce Development area. Documentation was included in the packet that reflected projections, wages, and validation of data through local business representatives. The focus is on occupations that require a bachelor's degree or lower. Career Pathways were discussed for those occupations that did not meet the self-sufficiency wage established by the TENCO WDB. Data was collected from KY Stats for the report.

Discussion was held regarding occupational skills training versus on-the-job training for occupations such as Pharmacy Technicians.

After a review and discussion, Kevin Howard made the motion to accept FY25 Occupations in Demand list as presented to the TENCO WDB. Lori Ulrich provided the second. With no further discussion, the motion carried unanimously.

Director's Report

Denise Dials reported on four special projects in the local area:

- 1) Working with Heather Stevenson, Kentucky Rural Water Association, to identify the workforce needs in the Wastewater and Drinking Water Plants. Services such as upskilling the current workforce, apprenticeship training, on-the-job training, and work-based learning opportunities are options.
- 2) Assistance with translation services for healthcare providers was recently identified as an issue in the TENCO area. There are programs that specifically train for medical interpreters. Healthcare providers have requested assistance in supporting the cost of the training for their staff.
- 3) Incumbent worker training for Nestle. The program is to train the industrial maintenance crew on new advanced machinery/equipment. Support for Nestle has been a coordinated effort between MCTC and WIOA with braided funding to support the cost of training their current workforce. Sixteen individuals completed phase 1. Seventeen have started phase 2.
- 4) TENCO WDB assisted with funding the Gateway Childcare Study in the amount of \$9,000.00. The study will review childcare needs in the Gateway area and the impact that limited quality childcare has on workforce issues. TENCO hopes to use the data and solution driven results to develop strategic goals involving childcare across the local area.

Contract Request

Jake Bradley provided the TENCO WDB with data collected from the previous outreach campaign provided by WSAZ. The campaign reached all 10 of the TENCO counties through a two-part strategy. 1) Streaming television commercials for 30 seconds on network cable channels and free internet services such as Tubi. Data shows that the commercial was released 152,917 times, reaching 45,144 people. 2) Email campaign that is delivered to inbox accounts.

Mr. Bradley requested the TENCO WDB consider a new six-month contract with WSAZ in the amount of \$13,500 with 25,000 streams, 22,425 emails, and 5,000 display advertisements.

Members of the TENCO WDB discussed how to determine the impact of the outreach campaign. Currently, data is not collected regarding outreach impact. After discussion, a motion was not received. Chair Thoroughman suggested we investigate ways to determine the impact of outreach strategies and bring the request back to the board at a later date.

Strategic Plan

Denise Dials presented in detail the new Strategic Plan which can be found on the website and includes the following: Background information, board membership, board's core program values, customer centric model, local area economic overview and trends, business snapshot, county and local demographic data, workforce profiles, partner services, occupations in demand, area strengths and concerns noted in community forums, and strategic goals.

Other Business:

Denise Dials also discussed state funding for youth projects. 20,000,000 was approved by state Legislatures to provide additional youth services across Kentucky. KentuckianaWorks will administer the funds for each local area. TENCO will receive approximately \$950,000.00 to target in-school youth. The goal is employment.

Haley Allen discussed several business service projects including the Lewis County Job and Resource Fair, KAM study, Presentations made by staff regarding business services for the local area and working with the Water Districts to determine service needs.

Roylene Day, Director of Career Center Operations, provided an update on Career Center traffic broken down by services utilized. She discussed several companies utilizing the centers for hiring events including Hucks and St. Claire Regional Medical Center. Ms. Day also presented a status update on the Access Points approved by the TENCO WDB across the TENCO local area. Currently, libraries in Robertson County, Flatwoods, and Southshore have links on their resource computers directing customers to Career Center services. Lewis County, Greenup County, and Fleming County will have a kiosk/tablet and workstation which includes a tv that advertises services. Montgomery County Health and Civic Center has a kiosk of services. Bath Memorial Library will have a kiosk once their remodel has been completed.

Partner Updates

Tonia Prewitt, Regional Manager for the Career Development Office, discussed employability workshops available at the Career Centers. Ms. Prewitt also discussed recent monitoring for the RESEA program which will assist in increasing and improving employment services.

Chair's Report

Chair Thoroughman reminded attendees that the TENCO WDB Annual Meeting will take place in August and to watch for an invitation. The meeting will be in-person.

Adjourn

With no further business to discuss, the meeting adjourned on a motion made by Kevin Howard and second by Lori Ulrich at 2:54 p.m.