

**TENCO Workforce Development Board
May 21, 2025**

**Buffalo Trace Area Development District
201 Government Street
Maysville, KY 41056**

ZOOM: <https://us06web.zoom.us/j/82073367458?pwd=5O0SU1BeC4g3hYKvzgBaRKLKRQqWdj.1>
Meeting ID: 820 7336 7458 Passcode: 672151

AGENDA

- | | | |
|------|------------------------------------|----------------------------|
| I. | Call to Order | Michael Thoroughman, Chair |
| II. | Roll Call | Tara McNight, Secretary |
| III. | Board/Administrative Staff Changes | Michael Thoroughman, Chair |

GENERAL ITEMS

- | | | |
|-----|-------------------------------------|----------------------------|
| IV. | *Approval February 19, 2025 Minutes | Michael Thoroughman, Chair |
| V. | *Quarterly Budget Review | Stephen Culp |

REPORTS

- | | | |
|------|---|----------------------------|
| VI. | *Ad Hoc Nominating Committee | Michael Thoroughman, Chair |
| VII. | Executive Committee | Michael Thoroughman, Chair |
| | a. Regional and Local Strategic Plan | |
| | b. Career & Technical Education Credentials | |

- | | | |
|-------|--|----------------------------|
| VIII. | Career Center Committee | Lori Ulrich |
| | a. *Gateway ADD Direct Service Contract Renewal | |
| | b. *Gateway ADD One-Stop Operator Contract Renewal | |
| IX. | Youth Committee | Michael Thoroughman, Chair |
| | a. *MSU Today's Youth Contract Renewal | |
| | b. * Lewis County Empower Youth Contract Renewal | |
| | c. *Transfr Virtual Reality Contract Renewal | |
| X. | Strategic Planning Committee | Amanda Clark |
| | a. *Sectors and Occupations in Demand List | |

OTHER BUSINESS

- | | | |
|-------|---|-------------------------------|
| XI. | Directors Report | Justin Suttles |
| | a. *Fiscal Agent Recommendation | |
| | b. Administrative Entity Budget | |
| | c. Workforce Board Certification | |
| | d. Strategic Goals Update | |
| | e. *Policy Updates | |
| | i. *Policy #2 Supportive Services | |
| | ii. *Policy #7 Limitation on Costs | |
| | iii. *Policy #28 Training Limitations | |
| | iv. *Policy #30 Continuation of Funds | |
| | v. *Policy #39 Career Pathways | |
| | vi. *Policy #48 Personal Property | |
| XII. | *Career Center Infrastructure Funding Agreement | Justin Suttles / Stephen Culp |
| XIII. | Business Service Update | Denise Dials |
| XIV. | Career Center Operations Update | Brittany Layne |
| XV. | Parter Updates | CDO / KYAE / OVR |
| XVI. | Other | Michael Thoroughman, Chair |
| XVII. | *Adjourn | Michael Thoroughman, Chair |

*Requires Action

MINUTES

TENCO Workforce Development Board

Zoom/Hybrid Meeting

February 19, 2025

1:30 p.m.

Chair Michael Thoroughman called the Zoom/Hybrid meeting of the TENCO Workforce Development Board to order on Wednesday, February 19, 2025 at 1:30 p.m.

MEMBERS PRESENT:

Amanda Clark
Ben Collier
Brent Sturgill
Byran O'Neill
Hannah Young

Jason Slone
Jennifer Carpenter
Kevin Howard
Kyle Carter
Larry Ferguson

Lori Ulrich
Michael Thoroughman
Russ Montgomery
Tara McKnight
Tonia Prewitt

GUESTS PRESENT:

Crystal Riddle
Dustin Grooms
Judge George Sparks
Jacob Sartin
Jill Butler

Josh Farrow
Katie Houghlin
Kevin Cornette
Laura McCullough
Matthew Hyden

Michael Yoder
Opal Fannin
Renee McCane
Robin Harris

STAFF PRESENT:

Andrea Holbrook
Justin Suttles
Katheryn French

Denise Dials
Kennedy Wellman
Sharon Hall

Jamison French
Stephen Culp

Board Membership and Staff Changes

Chair Thoroughman announced that there have been no changes in Board Membership or Staff since the last meeting.

GENERAL ITEMS:

Approval of Minutes

December 18, 2024, meeting minutes were reviewed. **A motion was made by Lori Ulrich and second by Dr. Larry Ferguson to approve the Minutes of December 18, 2024, TENCO WDB Meeting. The motion carried.**

Quarterly Budget Review

Stephen, Culp, Fiscal Officer, presented the TENCO WDB FY25 budget through December 2024. Mr. Culp reviewed the total budget of \$6,596,010; total expenses \$1,502,689 (23%) for a remaining balance of \$5,093,321; and total obligations of \$4,010,092 (61%). Non-obligated funding is available in the amount of \$2,585,918 (39%).

Mr. Culp's report outlines the breakdown of each budget category in Administration, Adult, Dislocated Worker, Youth, Trade, 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. Mr. Culp also reviewed funding the board received through the Putting Young Kentuckians to Work program. A report detailing the breakdown by grants, and contracts were provided in the packet.

A motion was made by Tonia Prewitt and second by Brent Sturgill to approve the TENCO WDB financial report as presented. The Board voted and the motion carried.

Buffalo Trace ADD Audit Review

Mr. Culp presented the Independent Audit report completed by RFH, PLLC. There were no deficiencies in Internal Controls that are considered a material weakness. There were no deficiencies in Internal Control over Compliance that is considered a material weakness. Mr. Culp provided an overview of workforce funding trends from 2008 – 2024. He also provided the statement of revenues and expenditures for Buffalo Trace Area Development District, fiscal agent for the TENCO Workforce Development Board. These reports were included in the board packet.

REPORTS:

Ad Hoc Hiring Committee

Chair Thoroughman reported that members of the Ad Hoc Hiring Committee included Kevin Cornette, Judge Owen McNeil, Lori Ulrich, and Tonia Prewitt. Chair Thoroughman reported that the committee presented their recommendation to the TENCO WDB Executive Committee on the morning of February 19, 2025 and selected Justin Suttles as the new Workforce Development Director. Mr. Suttles' effective start date will be May 1, 2025. The recommendation was approved by the Executive Committee of the Buffalo Trace Area Development District, Administrative Entity for TENCO WDB.

Directors Report

Denise Dials provide brief details on the following items:

1. Local/ Regional Plan: The Plan is due to the Department of Workforce Development on April 30, 2025. Work has started on the Local section of the plan and staff will work with EKCEP on the Regional section of the plan. There will be a 30-day comment period that will begin tentatively the week of March 17th that will include an online forum. The plan will be shared with all Board members and will be approved by the TENCO WDB Executive Committee since there is not a scheduled board meeting prior to the April 30, 2025 deadline.

2. Board Certification: TENCO WDB Board Certification application has been submitted and will be presented before the Kentucky Workforce Innovation Board for approval on February 20, 2025. Board Certification is for a two-year period.
3. The Morehead- Rowan County Chamber of Commerce is holding the Northeast Kentucky Regional Workforce Development Conference on March 25 and 26, 2025. Funding is available for Board members who want to attend.
4. Strategic Goals update on Accessibility and Awareness. Ms. Dials provided an update to the Board on resources now available on our website and the goal of increasing individual access to services for job seekers and businesses. Kennedy Wellman and Jamison French provided a demonstration of the new features of the website included the Business Services page, Resource map, and workforce data.

Youth Employment Program Contracts

Andrea Holbrook reported that the Youth Committee met on February 12, 2025 but was unable to have an official meeting due to lack of quorum. Committee member still reviewed proposals submitted for the Youth Employment Programs. There were five proposals submitted. Augusta Independent Schools – 25 youth, \$102,251.89; Career Team – 35 youth, \$238,556.00; Lewis County Schools – 30 youth, \$120,174.33; Mason County Schools – 20 youth, \$83,998.69; and Robertson County Schools – 65 youth, \$240,995.20. Discussion was held regarding counties served, contract cost variations, performance incentives, and cost per participant.

After discussion, a motion was made by Ben Collier and seconded by Jason Slone to approve a contract with Lewis County Schools for the FY 2026 Youth Employment Program to serve 30 Lewis County students with a total budget of \$120,174.33, with staff being given the authority to negotiate the contract that does not increase the overall budget of the contract. Motion passed.

A motion was made by Jason Slone and seconded by Hannah Young to approve a contract with Mason County Schools for the FY 2026 Youth Employment Program to serve 20 Mason County Youth with a total budget of \$83,998.69, with staff being given the authority to negotiate the contract that does not increase the overall budget of the contract. Motion passed.

A motion was made by Jason Slone and seconded by Tonia Prewitt to approve a contract with Augusta Independent Schools for the FY 2026 Youth Employment Program to serve 25 Bracken County Youth with a total budget of \$102,251.89, with staff being given the authority to negotiate the contract that does not increase the overall budget of the contract. Motion passed.

A motion was made by Jason Slone and seconded by Hannah Young to approve a contract with Robertson County Schools for the FY 2026 Youth Employment Program to serve 65 Robertson County Schools Youth with a total budget of \$240,995.20, with staff being given the authority to negotiate the contract that does not increase the overall budget of the contract. Motion passed.

A motion was called for regarding a contract with Career Team for the FY 2026 Youth Employment Program however, no motion was made, and therefore no action was taken.

Career Center Memorandum of Understanding & Infrastructure Funding Agreement

Brittany Layne, Director of Career Center Operations reported on the TENCO WDA Memorandum of Understanding. The MOU is renewed every three years. The purpose of the MOU is to define the roles & responsibilities of each partner within the Kentucky Career Center service delivery system. The MOU will be effective July 1, 2025 through June 30, 2028 and covers all TENCO Kentucky Career Centers.

Stephen Culp reported on the Infrastructure Funding Agreement for FY 2026 (July 1, 2025 through June 30, 2026). Mr. Culp reported that the IFA identifies the shared costs of the center and how cost is allocated between the partners. Mr. Culp shared that partner agencies agreed the allocation of costs to each partner would be based on square footage. The allocation method breakdown was provided in the IFA. Mr. Culp reviewed and explained in detail the Budget Summary of the shared costs outlined for each of the TENCO WDA Career Centers in FY 2026. The total cost of the IFA Budget Summary Shared Cost for the TENCO WDA Career Centers is \$465,268.

A motion was made by Dr. Larry Ferguson and seconded by Brent Sturgill to move forward with submitting the TENCO WDB Memorandum of Understanding and Infrastructure Funding Agreement. Motion passed.

Business Service Update

Steven Peed provided an update on business services. Through January 31, 2025, there have been 450 business contacts made to 251 unique customers with 199 repeat business contracts. 153 (60.9%) businesses received intensive services. Upcoming events include a presentation to Water and Wastewater Utility Companies in Boyd and Greenup County, Fleming County Business Over Breakfast and Career/Job Fairs in Fleming County on March 20, Montgomery County High School on April 3 and Robertson County Schools on April 10.

Career Center Operations Update

Brittany Layne provided an update on Career Center operations. Career center traffic is increasing this time of year due to seasonal layoffs with a majority of traffic centered around Unemployment Insurance. Morehead led the area with customer traffic, followed by Ashland, Maysville and Mt. Sterling.

Ms. Layne provided an update on the Customer Satisfaction Survey: 97% of respondents reported they were treated courteously and professionally, 98% reported they got what they came for; 97% reported staff are knowledgeable about the services we offer and 100% said they would tell others about our services and would return themselves. Feedback collected from Career Center Customer Interviews were shared.

Ms. Layne reported that renovations at KCC Ashland are moving forward with all staff working downstairs as the work is being done on the bathrooms and upstairs offices. Renovations are tentatively scheduled to be complete mid-March.

Partner Updates:

Tonia Prewitt, Career Development Office Regional Manager, provided an update on staff for the agency and expressed her appreciation for the work the construction crew and facilities crew are doing with the renovation of KCC Ashland.

Brent Sturgill, Office of Vocational Rehabilitation Regional Manager, provided statistics from calendar year 2024: served over 2,600 people, with more than 1,150 new referrals, over 900 applications, 825 new eligibilities, and over 700 new employment plans for people. There were 337 competitive integrated employment outcomes with these individuals working an average of 36 hours a week with an average hourly wage of \$22.97. He informed the Board that OVR is fully staff in TENCO, and the agency is moving to provide services via order of selection, proposing to provide services to Category 1 only. The Agency is going through the process mandated which includes public forums to elicit public comments and questions.

Adjourn

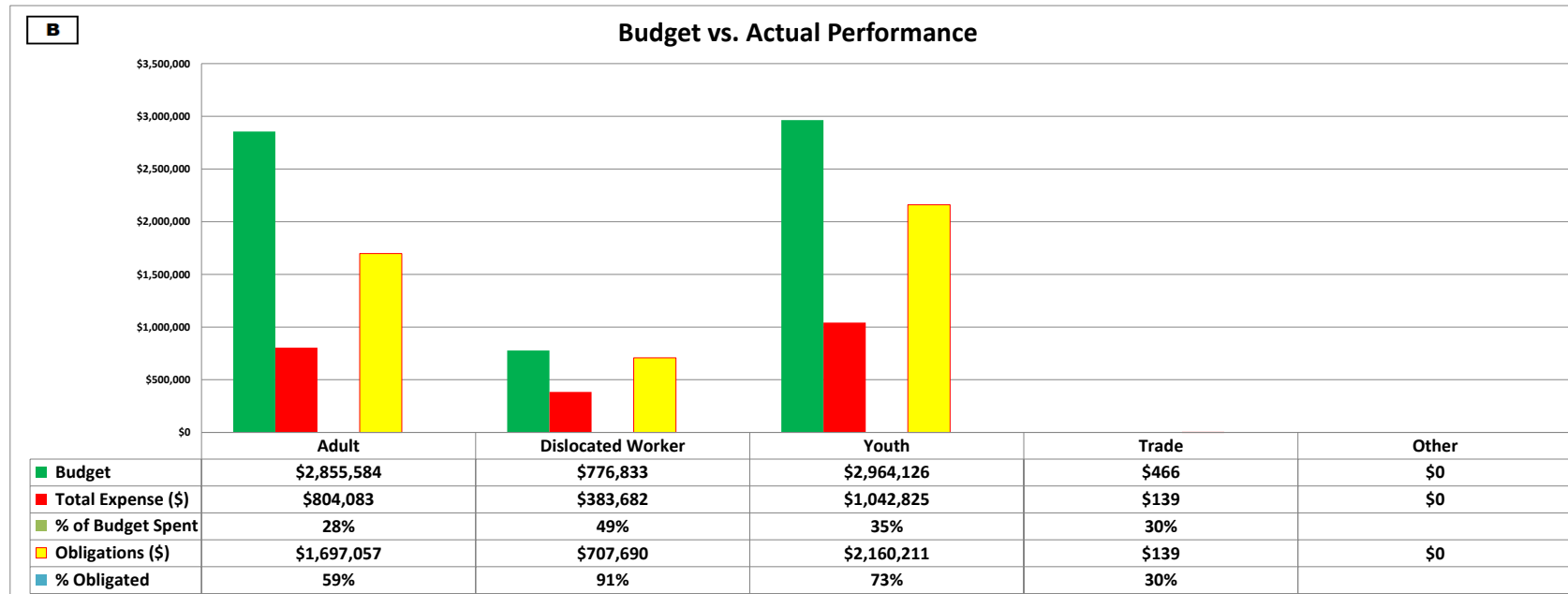
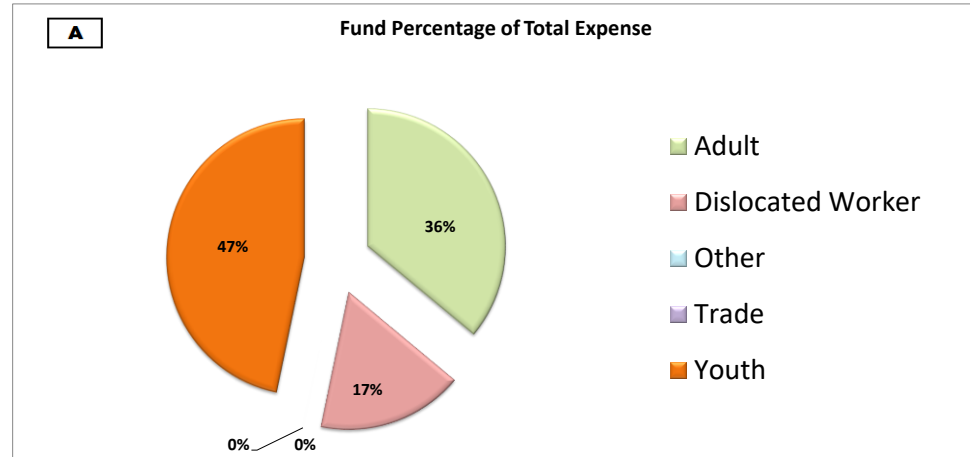
Motion made to adjourn by Ben Collier, second by Tonia Prewitt. Motion passed and the meeting was adjourned at 3:15 p.m.



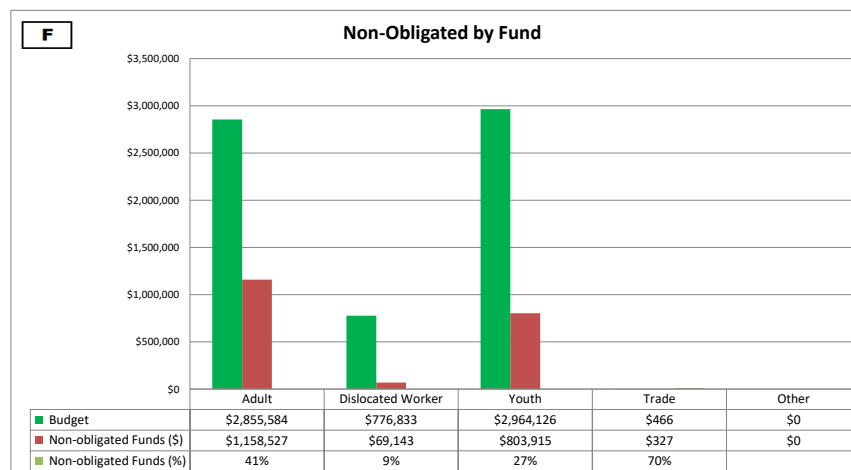
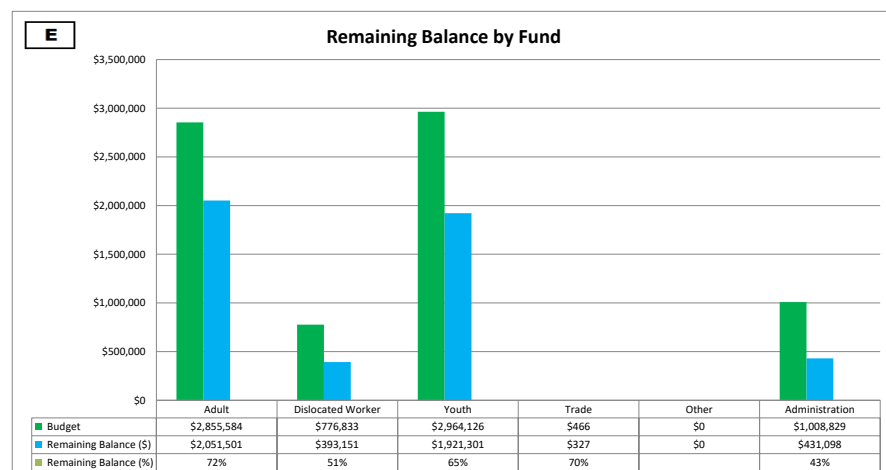
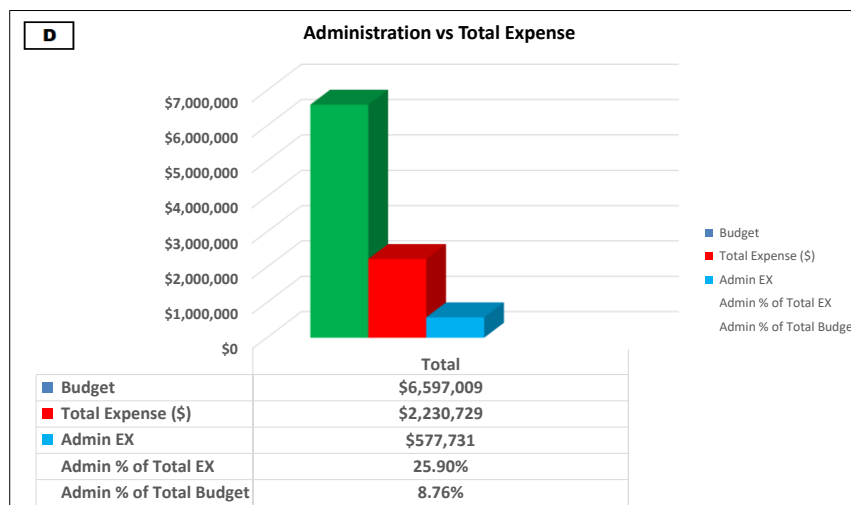
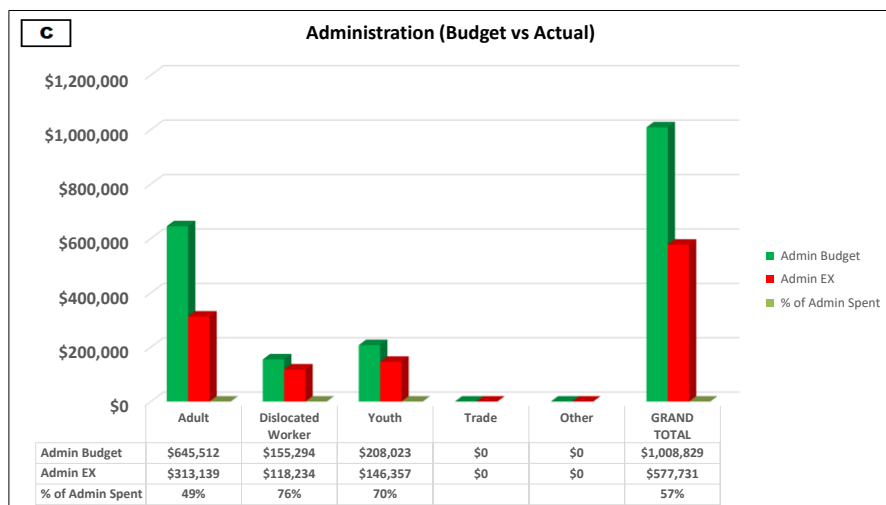
Fiscal Year to Date thru
MAR
2025

Financial Summary

GRAND TOTALS	
Total Budget	\$ 6,597,009
Total Expense	\$ 2,230,729
% of Budget Spent	34%
Remaining Balance	\$ 4,366,279
Total Obligations	\$ 4,565,096
% of Budget Obligated	69%
Non-Obligated Funding Available	\$ 2,031,912
% of Non-Obligated Funding	31%



Administration & Remaining Balances



Buffalo Trace Area Development District				Total		Adult		Dislocated Worker		Youth		Trade		Other	
TENCO															
Financial Position															
Fiscal Year to Date thru															
2025	MAR														
Budget vs. Actual Expense															
A	Code			Budget	Actual Expense	Budget	Actual Expense	Budget	Actual Expense	Budget	Actual Expense	Budget	Actual Expense	Budget	Actual Expense
	Grant Funding														
	BFA	AWARDED		6,597,008.59		2,855,583.60		776,833.29		2,964,125.89		465.81		-	
		PENDING	(new grants)	-											
	Total Grant Funding Available			6,597,008.59	2,230,729.20	2,855,583.60	804,082.67	776,833.29	383,682.27	2,964,125.89	1,042,825.26	465.81	139.00	-	-
Remaining Balance					\$ 4,366,279.39		\$ 2,051,500.93		\$ 393,151.02		\$ 1,921,300.63		\$ 326.81		\$ -
% Spent vs. Available					34%		28%		49%		35%		30%		0%
Obligated vs. Actual Expense															
B	Code			Obligated	Actual Expense	Obligated	Actual Expense	Obligated	Actual Expense	Obligated	Actual Expense	Obligated	Actual Expense	Obligated	Actual Expense
	Contracts														
	7401	Gateway ADD FY25 Direct Service		917,871.55	322,905.59	\$ 411,500.00	\$ 147,497.00	\$ 411,500.00	\$ 139,866.79	94,871.55	35,541.80	-	-		
	7451	Gateway ADD FY25 One-Stop Operator		122,202.94	103,999.07	\$ 75,735.43	\$ 51,970.37	\$ 36,467.51	\$ 45,363.01	10,000.00	6,665.69	-	-		
	7501	Nestle USA - Incumbent Worker (12490)		30,428.00	8,252.00	\$ 15,214.00	\$ 8,252.00	\$ 15,214.00	\$ -	-	-	-	-		-
	7601	Lewis County Empower Youth FY25 (V1282) Jul24 - Jun25		406,504.29	184,470.77	\$ -	\$ -	\$ -	\$ -	406,504.29	184,470.77	-	-		
	7614	Lewis County (7075) Youth Employment Program (5/23 thru 9/24)		800.00	-	\$ -	\$ -	\$ -	\$ -	800.00	-	-	-		
	7615	Lewis County YEP FY25-7075		75,958.03	71,427.77	\$ -	\$ -	\$ -	\$ -	75,958.03	71,427.77	-	-		
	7630	MSU - Today's Youth FY25 (5245) July 1 24 - June 30 25		375,000.00	189,906.20	\$ -	\$ -	\$ -	\$ -	375,000.00	189,906.20	-	-		
	7641	Augusta Independent School- FY24 (7068) YEP 5/23 thru 9/24		800.00	170.46	\$ -	\$ -	\$ -	\$ -	800.00	170.46	-	-		
	7646	Augusta Independent Schools - FY25 (7068)		60,000.00	57,839.33	\$ -	\$ -	\$ -	\$ -	60,000.00	57,839.33	-	-		
	7674	Greenup County YEP FY25-7674		2,924.60	2,924.60	\$ -	\$ -	\$ -	\$ -	2,924.60	2,924.60	-	-		
	7690	Career Team, LLC		5,000.00	1,987.73	\$ -	\$ -	\$ -	\$ -	5,000.00	1,987.73	-	-		
	7691	Career Team, LLC FY25-7690		126,555.46	121,962.86	\$ -	\$ -	\$ -	\$ -	126,555.46	121,962.86	-	-		
	7611	Lewis County Youth Employment Program (7611) 4/25 thru 9/26		120,174.33	-	\$ -	\$ -	\$ -	\$ -	120,174.33	-	-	-		
	7651	Robertson County Youth Employment Program (7651) 4/25 thru 9/26		240,995.20	-	\$ -	\$ -	\$ -	\$ -	240,995.20	-	-	-		
	7640	Augusta Independent Schools - FY 26 (7640) 4/25 to 9/26		102,251.89	-	\$ -	\$ -	\$ -	\$ -	102,251.89	-	-	-		
	7756	Transfr - Yearly 06/15 523375		23,375.00	-	\$ -	\$ -	\$ -	\$ -	23,375.00	-	-	-		
				-	-										
				-	-										
				-	-										
				-	-										
	On-The-Job Training (OJT) Contracts			-	-										
				-	-										
				-	-										
	Administrative Entity			-	-										
	A	Administration Program Costs		724,877.89	444,832.10	500,706.18	242,780.11	\$ 122,148.67	\$ 101,505.51	\$ 102,023.04	\$ 100,546.48				
	7300	Administration (non fiscal agent)		188,694.11	78,757.02	74,694.11	40,073.40	\$ 25,000.00	\$ 9,499.51	\$ 89,000.00	\$ 29,184.11				
	7306	Fiscal Agent Contract		95,257.00	54,141.75	70,111.58	30,285.98	\$ 8,145.42	\$ 7,229.21	\$ 17,000.00	\$ 16,626.56				
	Total Administrative Entity			1,008,829.00	577,730.87	645,511.87	\$313,139.49	\$155,294.09	\$118,234.23	\$208,023.04	\$146,357.15	\$0.00	\$0.00	-	\$0.00
	One Stop Center Expenses														
	7700	Direct Charges (ie Travel)		4,451.96	3,338.22	1,751.96	670.03	2,700.00	2,668.19	-	-				
	7710	Rent		80,445.63	72,247.11	-	-	80,445.63	72,247.11	-	-				
	7720	WiFi Service		78.66	33.00	10.00	6.10	68.66	26.90	-	-				
	ITA	Individual Training Accounts		860,449.82	511,533.62	547,333.48	282,547.68	6,000.00	5,276.04	306,977.34	223,570.90	139.00	139.00		
	Total Expenses and/or Obligations			4,565,096.36	2,230,729.20	1,697,056.74	804,082.67	707,689.89	383,682.27	2,160,210.73	1,042,825.26	139.00	139.00	-	-
Non-Obligated Funding Available				2,031,912.23		1,158,526.86		69,143.40		803,915.16		326.81		-	
% Obligated				69%		59%		91%		73%		30%		0%	

274YT24

Report Term: 4/1/2023 thru 2025 MAR

Youth Grant Categories	Target	Calculation Method 1	Calculation Method 2 - (State)
		based on Expenses to date	based on Full Budget
Out of School Expense	75%	90%	77%
Work Experience	20%	34%	29%

Budget	\$	1,981,081.26		
Total Expense	\$	1,706,456.56		
Percentage Expended		86%		
Remaining Balance	\$	274,624.70		
			Local Administration	\$ 66,224.69
			Calculation Budget Base (less Local Admin)	\$ 1,914,856.57

In School vs Out of School	In School	Out of School	Local Administration	Total Expense
	\$ 171,319.58	\$ 1,468,912.29	\$ 66,224.69	\$ 1,706,456.56

Work Experience	Work Experience	Non Work Experience	Total Expense
	\$ 562,670.24	\$ 1,143,786.32	\$ 1,706,456.56

274YT25

Report Term: 4/1/2024 thru 2025 MAR

Youth Grant Categories	Target	Calculation Method 1	Calculation Method 2 - (State)
		based on Expenses to date	based on Full Budget
Out of School Expense	75%	0%	0%
Work Experience	20%	0%	0%

Budget	\$	1,646,675.93		
Total Expense	\$	-		
Percentage Expended		0%		
Remaining Balance	\$	1,646,675.93		
			Local Administration	\$ -
			Calculation Budget Base (less Local Admin)	\$ 1,646,675.93

In School vs Out of School	In School	Out of School	Local Administration	Total Expense
	\$ -	\$ -	\$ -	\$ -

Work Experience	Work Experience	Non Work Experience	Total Expense
	\$ -	\$ -	\$ -

7908 Kentuckianna Works Contract

State funding to provide local workforce programming services to in-school and out-of-school youth, ages 16 to 24

WHEREAS, the allocation of funding for the Project is to enable Local Workforce Boards to serve two distinct populations: 1) high school students, particularly seniors who have indicated they do not intend to matriculate to college upon graduation and have requested assistance in finding a good job out of high school; and, 2) youth aged 16-24 who are not in school and either not working at all or working

Start Date	7/1/2024
End Date	6/30/2026

Contract Amount	\$ 952,380.96
Cash Collected	\$ 357,142.86
Pending Collections	\$ 595,238.10

Expenses to Date	\$ 56,858.11
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% of contract Spent	5.97%
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Remaining Contract Available	94.03%
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Available Cash on hand	\$ 300,284.75
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Expense Summary - Inception thru **MAR** **2025**

I. Budget Analysis	Current Obligation	Total Expenses Previously Reported	Expended This Reporting Period	Total Expended to Date	Obligated Funds Remaining
<i>Amendment #</i>					
Salaries	74,286	13,742.48	9,732.93	23,475.41	50,810
Fringe Benefits (if applicable)	69,524	12,282.13	7,622.33	19,904.46	49,619
Staff Development/Training	2,388				2,388
Educational Outreach and Services	2,857				2,857
Travel, Transportation, and Per Diem	5,714	40.97	60.03	101.00	5,613
Subawards/Contractual	748,095				748,095
Materials and Supplies	1,905	400.59	161.60	562.19	1,343
Facilities		726.90	76.43	803.33	(803)
Administration	9,524	437.70	452.58	890.28	8,634
Equipment	1,905	4,139.27		4,139.27	(2,235)
Other	36,183	3,876.58	3,105.59	6,982.17	29,201
TOTAL	952,381	35,646.62	21,211.49	56,858.11	868,557

WIOA Regional & Local Strategic Plan

General Information

1. The WIOA Regional and Local Strategic Plan includes data and information for both the TENCO Workforce Development Board and the Eastern Kentucky Concentrated Employment Program. This includes 33 Eastern Kentucky counties.
2. The Plan is viable from July 1, 2025 - June 30, 2028. An update is required prior to July 1, 2027.
3. The WIOA Law, Regulations, and Education and Labor Cabinet specify the information that must be included in the Plan.
4. The Plan was submitted for a 30-day public comment on March 27, 2025. A virtual forum was held on April 9, 2025. The public comment period ended on April 25, 2025. Next steps include approval of the Executive Committee to submit the Plan to the Education and Labor Cabinet for review.
5. Locate the full Plan at www.tencocareercenter.com/board/workforce-plans/.

Regional Plan Sections	Information
Economic & Workforce Analysis	Regional (33 county) data encompassing the area's economic conditions, in-demand industry sectors and occupations, employment needs, basic demographics such as trends in unemployment, jobs, population, workforce participation rate, educational attainment, average population age, poverty levels, median household income, specialized populations such as homeless and crime rates. There is a section on the area's strengths, obstacles, and regional coordination efforts.
Local Plan Sub-Section	Information
Chapter 1: Local Workforce & Economic Analysis	This section includes the TENCO workforce structure, employment requirements for in-demand industry sectors and occupations, local business demographics, comparison of TENCO's job growth with the rest of the state, how educational attainment affects earnings, and the largest employers in TENCO. Projects and initiatives TENCO have taken to make improvements in the local workforce.

WIOA Regional & Local Strategic Plan

Local Plan Sub-Section	Information
Chapter 2: TENCO's Strategic Vision & Goals	The Board's strategic plan was addressed with specific sections including business services, economic development, preparing an educated and skilled workforce, performance accountability, alignment with the state's objectives and how coordination and collaboration between core partners are utilized to align resources.
Chapter 3: Alignment of Local and Regional Area Partnerships and Investment Strategies	This section includes TENCO WDB's strategy to align programs available through partner, fiscal, administrative, and contractual entities. A description of the workforce system is provided along with the role each entity plays within the system. Other items in this section include initiatives and projects to address career pathways, expansion and access to employment, education, training, supportive services, and work-based learning opportunities. Specifically, this section required information on the board's knowledge and efforts to support and promote entrepreneurship as well as ensuring youth activities were accessible and available. Best youth practices were included.
Chapter 4: Program Design and Evaluation	A description of the TENCO WDB's efforts to collaborate with employers and to operate a job-driven delivery system, utilizing technology for accessibility to services, and an overview of how training, employment, and rapid response activities are provided through the workforce system completes this section.
Chapter 5: Compliance, Performance, & Administration	This section includes a description of the competitive and non-competitive process the TENCO WDB utilizes to procure goods and services, and the performance metrics utilized to evaluate contractual services.
Attachments	Documentation to support and enhance the information included in the plan can be found in attachments. This includes state data from Kentucky Center for Statistics, National Center for Education Statistics, Census Bureau, and Procurement Procedures.

TENCO WORKFORCE DEVELOPMENT BOARD
IN- DEMAND INDUSTRY CERTIFICATION
FOR SECONDARY SCHOOLS
5/12/25

Healthcare	Demand Level	Comment
Health Science Pre- Nursing	HIGH	Recommend
Allied Health	HIGH	Recommend
Phlebotomy Technician	HIGH	Recommend
Pre-Nursing	HIGH	Recommend
NOCTI: Healthcare Core	HIGH	Recommend
Certified Patient Care Technician	HIGH	Recommend
Medicaid Nurses Aid	HIGH	Recommend
EKG Tech	HIGH	Recommend
Pharmacy Tech	HIGH	Recommend
EMT	HIGH	Recommend
Commonwealth Child Care Credential	HIGH	Recommend
Certified Medical Assistant	HIGH	Recommend

Manufacturing/Logistics	Demand Level	Comment
Computerized Maintenance and Machining	HIGH	Recommend
Industrial Maintenance	HIGH	Recommend
Industrial Electrician Assistant	MEDIUM	Recommend
Engineering Design	MEDIUM	Recommend
Civil Engineering	MEDIUM	Recommend

Construction	Demand Level	Comment
Welding	HIGH	Recommend
Construction Carpentry	MEDIUM	Recommend
Residential Carpenter Assistant	LOW	Recommend
Commercial Carpentry Skills Trades	LOW	Recommend
CADD- Mechanical Designer	MEDIUM	Recommend
CADD-Design Engineering	MEDIUM	Recommend
Welding Pre-Apprenticeship	MEDIUM	Recommend
Pre-Engineering	MEDIUM	Recommend
AutoCAD Certified User	MEDIUM	Recommend
Fusion 360 Certified User	0	Not Recommended
AutoDesk Inventor Certified User	LOW	Recommend
Autodesk Revit Certified User	LOW	Recommend
NOCTI-CAD Foundations	LOW	Recommend
DOT 3G/4G Weld Test	LOW	Recommend
NCCER- Core and Electrical Level 1	LOW	Recommend
Electrical Alliance Interim Credential - IBEW	LOW	Recommend
OSHA 10	MEDIUM	Recommend
AutoDesk Autocad	MEDIUM	Recommend
AutoDesk Invento	LOW	Recommend

Education	Demand Level	Comment
Early Childhood Education	MEDIUM	Recommend
Teaching & Learning	MEDIUM	Recommend
AAFCS Pre-Pac Early Childhood Education	LOW	Recommend

Professional, Scientific, and Technical Services	Demand Level	Comment
Management and Entrepreneurship	MEDIUM	Recommend
Marketing	MEDIUM	Recommend
E-Commerce	LOW	Recommend
Information Support Services	MEDIUM	Recommend
Microsoft Office Specialist	HIGH	Recommend
Fundamental Business Concepts	MEDIUM	Recommend
TestOut Office Pro	0	Not Recommended
ASK Exam: Business Fundamentals	0	Not Recommended

LOW Demand: 0-15%, Medium Demand: 16-53%, High Demand:54-100%

Adobe Certified Illustrator	MEDIUM	Recommend
Adobe Certified In Design	MEDIUM	Recommend
Adobe Photoshop	MEDIUM	Recommend
Adobe Premiere Pro	MEDIUM	Recommend

Other	Demand Level	Comment
Automotive Maintenance and Light Repair	MEDIUM	Recommend
Agribusiness System	MEDIUM	Recommend
Agriculture Power	MEDIUM	Recommend
Animal Science Systems	MEDIUM	Recommend
Environmental Science and Natural Resource Systems	MEDIUM	Recommend
Agricultural Power, Structural, Technical Systems	MEDIUM	Recommend
Plant Science Systems	MEDIUM	Recommend
Certified Solid Works Associate	MEDIUM	Recommend
Beef Quality Assurance	MEDIUM	Recommend
iCEV Elanco Fundamentals of Animal Science	MEDIUM	Recommend
iCEV Elanco Veterinary Medical Applications	MEDIUM	Recommend
NAVTAQ Veterinary Assisting Certification	MEDIUM	Recommend
Army Junior Reserve Officer Training	MEDIUM	Recommend
ASE Certification	MEDIUM	Recommend
Section 608 Technician Certification	MEDIUM	Recommend
iCEV Plant Sciences	MEDIUM	Recommend
Culinary Science	MEDIUM	Recommend
Family & Consumer Sciences	MEDIUM	Recommend
AAFCS Pre-Pac Culinary	LOW	Recommend
AAFCS Pre-Pac Family & Community Services	LOW	Recommend
iCEV Principles of Small Engine Technology	LOW	Recommend
Serv Safe Food Manager	MEDIUM	Recommend
Automotive Maintenance and Light Repair	MEDIUM	Recommend

New Industry Credential Requests:

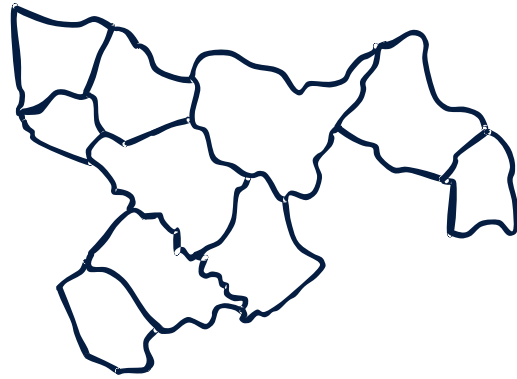
SHRM (Society for Human Resource Management)- MEDIUM

Certified Project Management - LOW

3M Preferred Avery Dennison Certified- LOW

LOW Demand: 0-15%, Medium Demand: 16-53%, High Demand:54-100%

Gateway ADD Contract FY 26 Renewal Review				
Direct Service Provider				
Contract Performance	Qtr 1	Qtr 2	Qtr 3	Comments
Federal Performance Measurers		See Performance Document		
Qtrly Corrections / Quality Control Report (cannot be more than 20% of records reviewed needs correction	Not met	Met	Met	Qtr 1: 36%
Caseload per counselor will be 50 per quarter	Not met	Not met	Not met	Qtr 1: ASH 30 Qtr 2: ASH 33; MAY 49 Qtr 3: ASH 37
Ten counties served	Met	Met	Met	
Customer Satisfaction at 90% or higher	Met	Met	Met	
Financial Findings are below \$5,000	Met	Met	Met	
Policies and Federal / State / Local guidance is being followed	Not met	Not met	Not met	Qtr 1: Document Uploads and late data entry Qtr 2: Missing case notes Qtr 3: Adding and ending training services
Business Service Coordinators will provide a core or intensive service for a minimum of 50 individuals businesses per quarter	Not met	Met	Met	Qtr 1: MOR 13
40% of business served will receive an intensive service	Met	Met	Met	
A minimum of one work-based learning project	Met	Met	Met	
Each BSC will participate in at least one hiring event per year.	Met	Met	Met	



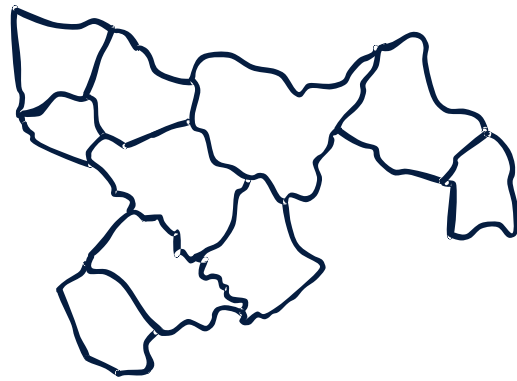
Direct Service Contract Renewal Recommendations:

- Remove: “Each quarter there will be three Secret Shopper or Customer Interviews at each Career Center location to evaluate Customer Service and Satisfaction” from page 32 of the contract. This is a measure of the entire center and falls under the scope of the One-Stop Operator contract.
- Remove: “Resource Room Assistants will receive a 90% satisfaction rate from Secret shopper, customer interviews, and customer satisfaction survey results” from page 32 of the contract. This is a measure of the entire center and falls under the scope of the One-Stop Operator contract.
- Add: The Resource Room Assistants will attend at least one Customer Service Training per year.
- Add: Resource Room Assistants will ensure Job Lists are accurate and ready for distribution at the beginning of each week.

GADD Direct Service Requested FY 26 Budget			GADD Direct Service FY25 Budget			Difference	
Salary	\$	454,337.50	Salary	\$	417,009.50	\$	37,328.00
Fringe	\$	282,304.84	Fringe	\$	294,559.74	\$	(12,254.90)
Travel	\$	21,180.00	Travel	\$	20,750.00	\$	430.00
Staff Supplies	\$	5,000.00	Staff Supplies	\$	7,000.00	\$	(2,000.00)
Indirect Costs	\$	169,427.74	Indirect Costs	\$	177,892.31	\$	(8,464.57)
Other Costs	\$	7,150.00	Other Costs	\$	660.00	\$	6,490.00
Total	\$	939,400.08	Total	\$	917,871.55	\$	21,528.53

Gateway ADD Contract FY26 Renewal Review
One-Stop Operator

Contract Performance Criteria:	Met / Not Met	Comments
Goal 1: Ensure job seekers and business customers have a high -quality experience and are satisfied with their service when working with the KY Career Center – TENCO.	Met	Staff are trained to encourage survey participation, printed surveys and QR codes are available.
Objective 1: Feedback should be collected throughout the year and reported on quarterly. Customer Satisfaction (both business and individual) reflects a rate of 90% or higher.	Met	Survey results are at or above 98% for all locations.
Objective 2: Three secret shopper and/or customer satisfaction interviews will be conducted each quarter at each Career Center location. Negative feedback will be reviewed by the Operator and appropriate action taken.	Met	At least one customer satisfaction interview is conducted per month, no negative feedback has been shared.
Goal 2: Increase partner participation in the KCC - TENCO.	Met	All services are offered at each location and highlighted on virtual boards.
Objective 1: Ensure all partner services required by the WIOA Law are represented and available for customers to access at the KY Career Center.	Met	Can connect virtually. Awareness of partner resources is currently a priority. Asset map is being developed on the TENCO website and is available to staff.
Objective 2: Schedule, plan and facilitate partner meetings quarterly.	Met	Meeting held in August, December, February and scheduled for May.
Objective 3: Schedule, plan and facilitate an annual Partner Retreat	Met	Held March 5, 2025 with overwhelming positive feedback from partners and staff.
Goal 3: Ensure all centers, comprehensive and affiliate sites, are certified through the TENCO WDB by the KWIB's established deadline.	Met	Good reviews
Objective 1: Ensure the certification standards are reviewed annually and updated, as necessary. Ensure all certification standards are adhered to and documented prior to July 1st of each year.	Met	All centers are certified.
Goal 4: Any substantiated Career Center complaints or grievances are documented and reported to the Workforce Development Director. Career Center complaints and/or grievances should be resolved within thirty days.	Met	No grievances have been officially documented.
Goal 5: There are no more than two findings based on program and/or financial monitoring that result in disallowed costs.	Met	No finding on monitoring.
Goal 6: The Center will maintain a positive image.	Met	Continuous improvement in image
Objective 1: The Operator will develop a tool to evaluate the Career Center image semi-annually and make recommendations for purchases, cleaning, modifications, and maintaining staff professionalism.	In-Progress	Operator has made several changes to improve the image of the career centers. Currently, developing a tool that will be easily used to identify areas of concern. Changes include QR codes instead of paper, staff recognition program, evaluated space.



One-Stop Operator Contract Renewal Recommendations:

- Add to “Director of Career Center Operations Roles and Responsibilities” on page 28-29: **Provide support to Career Center staff to ensure effective and efficient customer service and Career Center operations.**

GADD One-Stop Operator Requested FY26 Budget		GADD One-Stop Operator FY25 Budget		Difference
Salary	\$ 59,740.00	Salary	\$ 57,000.00	\$ 2,740.00
Fringe	\$ 30,509.92	Fringe	\$ 30,640.34	\$ (130.42)
Travel	\$ 10,310.00	Travel	\$ 10,525.00	\$ (215.00)
Staff Supplies	\$ 250.00	Staff Supplies	\$ -	\$ 250.00
Indirect Costs	\$ 20,757.48	Indirect Costs	\$ 21,910.09	\$ (1,152.61)
Other Costs	\$ 1,440.00	Other Costs	\$ 660.00	\$ 780.00
Total	\$ 123,007.40	Total	\$ 120,735.43	\$ 2,271.97

MSU TODAY's YOUTH CONTRACT RENEWAL REVIEW - FY25

Performance Measure	Met	Not Met	Comments			
Total Enrollment at 125		X	At 115; Director Crystal Riddle has discussed plans to finish enrollment by June 30 th through Bath and Fleming County students interested in KWI			
Contract Performance Rates	X		PERFORMANCE MEASURES - Empower Youth	Negotiated Numbers	Total PY24 Performance	
			Employment Rate 2nd qtr after exit	70%	76%	
			Employment Rate 4th qtr after exit	75%	86%	
			Credential Attainment within 4 qtrs after exit	63%	75%	
Each Quarterly Case Review indicates no more than 20% of records reviewed consists of issues with accuracy, timeliness or errors	X					
All TY counties are served	X		Bath – 31, Boyd – 15, Fleming – 10, Greenup – 6, Montgomery – 7, Rowan – 44 Bourbon – 1; Mason – 1			
Grievances against counselors do not exceed three annually	X		None			
Disallowed costs from state and/or local monitoring no more than \$1,000.00	X		Disallowed cost of \$3.64 for one mileage overpayment			
No more than 3 findings in local monitoring		X	6 findings: 1) Disallowed costs, 2) three cases with monthly contact case notes missing (required by Policy 46), 3) various data elements in ten cases missing or entered inaccurately (must be entered within 10 days of occurrence by state TENCO policy 46) 4) notes and data not entered timely (must be entered within 10 days of occurrence by state TENCO policy 46) 5) five participant not exited after 30 days of no contact/activity and participants must be exited when that occurs 6) two instances of data entry inaccuracies/not following policy on required document uploads			
Minimum 15 training hours	X					

LEWIS COUNTY EMPOWER YOUTH CONTRACT RENEWAL REVIEW - FY25

Performance Measure	Met	Not Met	Comments		
Total Enrollment at 125	X		125		
Contract Performance Rates	X		PERFORMANCE MEASURES - Empower Youth	Negotiated Numbers	Total PY24 Performance
			Employment Rate 2nd qtr after exit	70%	93%
			Employment Rate 4th qtr after exit	75%	84%
			Credential Attainment within 4 qtrs after exit	63%	95%
Each Quarterly Case Review indicates no more than 20% of review consists of issues with accuracy, timeliness or errors	X				
All EY counties are served	X		Bracken – 20; Lewis – 76; Mason – 20; Robertson – 5 Fleming – 4		
Grievances does not exceed three annually	X		None		
Disallowed costs from state and/or local monitoring no more than \$1,000.00	X		Disallowed costs totaling \$58.64 for 2 mileage and 1 timesheet miscalculations		
No more than 3 findings in local monitoring		X	5 findings: 1) Disallowed costs, 2) eight instances of monthly contact case notes missing (required by Policy 46), 3) various data elements in six cases not entered timely (must be entered within 10 days of occurrence by TENCO and state policy) 4) one participant was not exited after 30 days of no contact/activity and participants cases must be exited when that occurs 5) five instances of data entry inaccuracies/not following policy		
Minimum 15 training hours	X				

PY 2025-26 Proposed Budget Renewals & Amendments

MSU Today's Youth

- 1) Budget – they would like to keep their budget at \$375,000. They have no proposed contract expectation amendments.

Lewis County Empower Youth

- 1) Work Experience Hours – would like to offer all participants up to 300 hours. Currently, they offer 240 hours.
- 2) Budget – to account for staff salary increases and the increase in the average work experience hourly rate utilized, they are asking for \$468,855.71. Last year they requested and were approved for \$406,504.29.
 - a. ~ \$28,000 increase from PY24 for staff salary
 - b. ~ \$34,000 increase from PY24 for WEX adjustments
 - c. ~ \$600 increase from PY24 towards office supplies

Transfr VR Headset Contract Renewal Highlight Sheet

TENCO Youth Programs

➤ Utilization Data

- ✓ 38 Active Explorers
 - 164 viewers watching casted sessions
- ✓ 53 different careers explored
 - 45 with 4-5 star ratings
- ✓ Top 10 Careers (based on Active Explorers):
 - ** Indicates that it is a TENCO high-demand career*
 1. Surgical Technologist (Health Sciences)
 2. *Registered Nurse (Health Sciences)
 3. *EMT (Law, Public Safety, Corrections & Security)
 4. *Diesel Technician (Transportation, Distribution & Logistics)
 5. Chef (Hospitality & Tourism)
 6. *Electrician (Architecture & Construction)
 7. *Welder (Manufacturing)
 8. Automotive Services Technician (Transportation, Distribution & logistics)
 9. Phlebotomist (Health Sciences)
 10. *Airframe and Powerplant Technician (Transportation, Distribution & Logistics)

➤ What We've Learned:

- VR has been a “big ticket” item in partnership with community and schools for both WIOA and PYKTW Youth Programs
- Indicators of what high-demand careers youth are interested in
- Students have verified their career choices thanks to viewing a simulation before enrolling in postsecondary school/training
 - Saved time, money, and built rapport & trust between community and workforce staff

➤ Future Plans to Increase Utilization:

- Camps - Advertising VR headsets for 4-H camps and other summer camps in general that middle schools and high schools
- High Schools - Advertise to high school principals and superintendents to be used as career exploration opportunity targeted for sophomores to help them better pick out career tracks for their junior and senior years provided through votech/college and career readiness class requirements.
- Work Ethics Program - Encouraging our schools utilizing TENCO Work Ethics Program to make it part of employability programming.
- Colleges - Advertise to local colleges and universities that they can use the headsets for recruitment and career path affirmations with their potential freshmen.

➤ Total Cost to Approve: \$23,375 (2nd Year of Payment)

- Covers:
 - Continued Lease for 11 Headsets (\$2,200)
 - Continued Access to Career Exploration 2.0 – including all updates (\$21,175)

Annual Openings below 10

Wage below \$14.00 per hour

Both

SECTOR AND OCCUPATION	ENTRY WAGE	ACTIVE # of PARTICIPANTS	ANNUAL OPENINGS	COMPLETED TRAINING PROGRAM	EMPLOYED IN FIELD Q2	CURRENT PERFORMANCE %	TENCO'S CURRENT LIST	DEGREE REQUIREMENT	STRATEGIC PLANNING COMMITTEE RECOMMENDATION
CONSTRUCTION/SKILLED TRADES									
Carpentry	\$15.47	1	43	1	1	100	✓	Post Secondary Non-Degree	Y
Construction and Heavy Equipment Operators	\$18.70	0	33	1	0	0	✓	Post Secondary Non-Degree	Y
Diesel Engine Mechanics	\$15.15	5	12	2	1	50	✓	Post Secondary Non-Degree	Y
Electrician/Electrical Technician	\$22.73	8	2	3	2	66.67	✓	Post Secondary Non-Degree	Y
HVAC & Refrigeration	\$14.38	9	19	2	2	100	✓	Associate's degree	Y
Lineman/Power Line Installers	\$22.45	6	7	8	5	62.5	✓	Post Secondary Non-Degree	Y- WITH CAP OF 15
Pipefitters	\$17.83	0	34	0	0	N/A	✓	Post Secondary Non-Degree	Y
Plumbers	\$17.83	0	34	0	0	N/A	✓	Post Secondary Non-Degree	Y
Welders	\$15.77	31	25	19	13	68.42	✓	Post Secondary Non-Degree	Y
EDUCATION									
Elementary Education	\$20.60	10	53	0	0	N/A	✓	Bachelor's degree	Y
Middle Grades Education including Special Education	\$20.60	1	31	0	0	N/A	✓	Bachelor's degree	Y
Secondary Education including Special Education	\$20.60	0	39	0	0	N/A	✓	Bachelor's degree	Y
Preschool Teachers, Except Special Education	\$11.39	N/A	15	N/A	N/A	N/A	N/A	Associate's degree	N
Library Technicians	\$10.66	N/A	10	N/A	N/A	N/A	N/A	Postsecondary nondegree award	N
HEALTHCARE									
Certified Medical Assistant	\$13.43	5	83	11	8	72.73	✓	Postsecondary Non-Degree Award	Y
Dental Assistant Expanded Duty	\$12.25	1	21	0	0	N/A	✓	Postsecondary Non-Degree Award	Y
Dental Hygienist	\$27.44	5	7	3	2	66.67	✓	Associate's degree	Y
EMT	\$13.87	4	10	0	0	N/A	✓	Postsecondary Non-Degree Award	Y
Licensed Practical Nurse	\$20.50	19	55	9	5	55.56	✓	Postsecondary Non-Degree Award	Y
Medical Lab Technician	\$13.96	1	17	0	0	N/A	✓	Bachelor's degree	Y
Medical Records/Office	\$15.77	1	18	2	0	0	✓	Postsecondary Non-Degree Award	Y
Nursing Assistant	\$13.23	1	106	0	0	N/A	✓	Postsecondary Non-Degree Award	Y
Paramedic	\$20.41	0	6	0	0	N/A	✓	Postsecondary Non-Degree Award	Y
Physical Therapy Assistant	\$22.07	0	14	2	2	100	✓	Associate's degree	Y
Radiologic Technologist & Specialization	\$23.54	11	14	1	1	N/A	✓	Associate's degree	Y
Registered Nurse	\$28.81	47	125	22	14	63.64	✓	Bachelor's degree	Y
Respiratory Technologist & Therapist	\$24.46	6	10	7	4	57.14	✓	Associate's degree	Y
Surgical Technologist	\$13.95	0	4	0	0	N/A	✓	Postsecondary nondegree award	Y
Social Work	\$17.84	7	32	0	0	N/A	✓	Bachelor's degree	Y
Health Technologists and Technicians, All Other	\$16.85	N/A	8	N/A	N/A	N/A	N/A	Postsecondary nondegree award	N
Substance Abuse, Behavioral Disorder and Mental Health Counselors	\$13.66	N/A	30	N/A	N/A	N/A	N/A	Bachelor's degree	N
Phlebotomists	\$14.99	N/A	11	N/A	N/A	N/A	N/A	Postsecondary nondegree award	N
MANUFACTURING/LOGISTICS									
Advanced Manufacturing Tech	\$22.73	0	2	0	0	N/A	✓	Associate's degree	Y
Mechanical Engineers	\$30.81	0	2	NA	NA	NA	✓	Bachelor's degree	Y
Electrical Engineers	\$31.29	0	3	NA	NA	NA	✓	Bachelor's degree	Y
CDL/Heavy Tractor Trailer	\$17.00	10	96	26	17	65.38	✓	Postsecondary nondegree award	Y
Water and Wastewater Treatment Plant and System Operators	\$14.83	N/A	17	N/A	N/A	N/A	N/A	Postsecondary nondegree award	Y
Engineering Tech	\$18.81	2	11	0	0	N/A	✓	Associate's degree	Y
Industrial Machinery Mechanics/Maintenance	\$20.90	11	25	8	8	100	✓	Postsecondary nondegree award	Y

Tool and Die Makers	\$21.67	N/A	6	N/A	N/A	N/A	N/A	Postsecondary nondegree award	N
Civil Engineering	\$24.00	0	3	0	0	N/A	✓	Bachelor's degree	N
Industrial Engineers	\$27.76	N/A	9	N/A	N/A	N/A	N/A	Bachelor's degree	N
Occupational Health and Safety Specialists	\$20.35	N/A	6	N/A	N/A	N/A	N/A	Bachelor's degree	N
Telecommunications Equipment Installers and Repairers, Except Line Installers	\$14.32	N/A	8	N/A	N/A	N/A	N/A	Postsecondary nondegree award	N
Automotive Service Technicians and Mechanics	\$12.13	N/A	31	N/A	N/A	N/A	N/A	Postsecondary nondegree award	N
PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES									
Computer Support Specialist	\$28.87	0	4	0	0	N/A	✓	Bachelor's degree	Y
Accountants and Auditors	\$20.13	0	28	N/A	N/A	N/A	✓	Bachelor's degree	Y
Computer Network Support Specialists	\$23.84	2	5	7	3	42.86	✓	Associate's degree	Y
Police and Sheriff's Patrol Officers	\$14.32	N/A	27	N/A	N/A	N/A	N/A	Post Secondary Non-Degree	Y
Managers, All	\$21.75	N/A	266	N/A	N/A	N/A	N/A	Bachelor's degree	N
Human Resources Specialists	\$17.40	N/A	26	N/A	N/A	N/A	N/A	Bachelor's degree	N
Labor Relations Specialists	\$7.25	N/A	16	N/A	N/A	N/A	N/A	Bachelor's degree	N
Market Research Analysts and Marketing Specialists	\$15.97	N/A	14	N/A	N/A	N/A	N/A	Bachelor's degree	N
Financial Services	\$16.81	N/A	19	N/A	N/A	N/A	N/A	Bachelor's degree	N
Computer User Support Specialists	\$16.60	N/A	10	N/A	N/A	N/A	N/A	Some college, no degree	N
Software Developers	\$27.45	N/A	7	N/A	N/A	N/A	N/A	Bachelor's degree	N
Paralegals and Legal Assistants	\$16.71	N/A	8	N/A	N/A	N/A	N/A	Associate's degree	N
Network and Computer Systems Administrators	\$20.00	N/A	5	N/A	N/A	N/A	N/A	Bachelor's degree	N

FISCAL AGENT MONITORING
FY25

Denise Dials - Monitor

Justin Suttles – Monitor

1. Have there been any modifications and/or are there any amendments needed for the current agreement?

Response: No

2. Are you within the budget approved by the TENCO WDB for the Fiscal Agent?

Response: Yes, the Budget is only 57% expended through March 2025. We are trending toward an annual rate of less than 85% of the total budget being spent.

3. Have all administration costs (MO B and C)(per grant) been within 10% of the initial grant?

Response: Yes

4. Please identify the number of Journal Entries that have been done since July 1, 2024. Please provide a list of the journal entries with detail of the reason for the entry.

Response: 115 including both FUNDS 15 and 19 (WIOA & Kentuckianna Works contract). These include Cash Receipts, Payroll, Revenue, Interest Revenue assignment, and KYANA & WIOA ADD Payback *8 of the 115 are Adjustments due to refunds, disallowed costs from contractors, and checks not cashed by participants.

5. Were there any unexpended funds returned to the Cabinet for FY24? If so, why?

Response: Yes, due to monitoring disallowed findings returned to the state, Vendor refunds on expired grants, and stale checks (intended recipients did not cash. After multiple reissues recipients still did not cash).

6. Have all reports been made timely?

Response: Yes

7. Has funding been held by the Cabinet at any point during FY25? If so, what was the reason?

Response: Yes, FY25 funds were held until agreements were signed and a brief hold was issued while the state sought clarification of the workforce agency vehicle payment requests

8. Have there been any complaints or grievances from vendors during FY25? If so, why?

Response: Yes, American Welding & Gas put a hold on the TENCO Account. Vendor failed to comply with the agreed upon Voucher Terms and repeatedly demanded Tenco pay ineligible claims.

9. Did you receive any fiscal findings or concerns from the Department of Workforce Development?

Response: No

10. Was an independent Audit completed during FY25? If so, who was the entity responsible for the Audit? Were there any findings and/or issues noted?

Response: Yes, an audit was completed by Ray, Foley, Hensley & Co, an independent cpa firm, with no findings

11. Have you completed financial training during FY25? Who was the provider? Include the date and agenda of items covered.

Response: Yes, completed by the Department of Workforce Development on November 12 and 13, 2024

12. Was the TENCO WDB annual budget completed and approved by July 15, 2024?

Response: Yes. The FY25 annual budget was approved by the TENCO Executive Committee on 6/13/2024 and by the Governing Board of Judges on 6/28/2025.

13. Is a detailed financial report provided at each TENCO WDB meeting? Are reports easily accessible and made available to local elected officials and/or board members at their request?

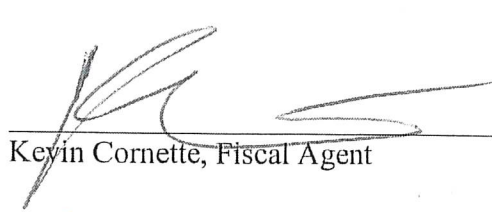
Response: Yes and Yes

14. Does the fiscal department work closely with the Administrative Entity and Board staff to review obligations, expenditures, expectations, and resolve financial issues? Provide examples of work that is collaborated – such as fiscal meetings, trainings, projects, etc.


Response: Yes. Fiscal and program staff have periodic meetings to identify any challenges or concerns and any necessary responses.

15. Is there a process that is followed for procurement of goods and services? Please attach the process and/or the identify where the process can be found.

Response: Yes, in the BTADD Manual Policy 270


Kevin Cornette, Fiscal Agent

5-13-2025
Date


Denise Diaz
Monitor

5-14-2025
Date

Buffalo Trace Area Development District
Fiscal Agent Budget
July 1, 2025 - June 30, 2026

Object Class Category	FY 2026	Justification	
PERSONNEL			
Salary / Wages	\$ 45,589	Workforce Financial Specialist (salary 81%) Finance Officer (salary 7%)	
Fringe Benefits	\$ 40,469	Total Fringe (<i>stated as % of Salary</i>)	88.77%
		FICA	7.65%
		Health	28.00%
		CERS	20.12%
		Life	1.00%
		Unemployment	1.00%
		Disability	1.00%
		Annual/Sick/Holiday Leave	28.00%
		Flexible Spending	1.00%
		Worker's Compensation	1.00%
OPERATING			
Travel	\$ 460	Travel for Finance Staff to keep current with WIOA regulations and guidelines. Travel of approximately 500 miles @ the state rate of \$.42 per mile Accommodations \$250	
Supplies	\$ 840	Consumable supplies directly related to the Fiscal Agent Role of WIOA (pens, paper, checks, printer ink etc.) @ \$70 per month for 12 months	
ADMINISTRATIVE			
Indirect Charges	\$ 16,738	19.45% of salaries and fringe	
TOTAL	\$ 104,096		

FISCAL AGENT BUDGET COMPARISON

	FY 2026	FY 2025	VARIANCE \$	VARIANCE %
Personnel	\$ 45,589	\$ 38,041	\$ 7,547.56	19.84%
Fringe Benefits	\$ 40,469	\$ 33,442	\$ 7,026.99	21.01%
Shared/Indirect	\$ 16,738	\$ 13,559	\$ 3,178.96	23.45%
Travel	\$ 460	\$ 475	\$ (15.00)	-3.16%
Supplies	\$ 840	\$ 600	\$ 240.00	40.00%
TOTAL	\$ 104,096	\$ 86,117	\$ 17,978.51	20.88%

TENCO Workforce Investment Board
Buffalo Trace Area Development District as Administrative Entity
Budget Fiscal Year

2026		Fiscal Year		Fiscal Year		Fiscal Year	
2026		2026		2025		2024	
		Proposed Budget		Original Budget		Original Budget	
REVENUE							
Formula	(Adult, Youth, Dislocated Worker)						
	Carryover	\$ 2,829,579		\$ 2,634,046		\$ 1,964,329	
	New Funding	\$ 4,089,832		\$ 3,908,952		\$ 2,269,000	
Other	(Trade)						
	Carryover	\$ -		\$ 528		\$ 4,467	
	New Funding	\$ -		\$ -		\$ 40,000	
Other	(State Youth Funding)						
	Carryover	\$ 362,474		\$ -		\$ -	
	New Funding	\$ 476,190		\$ 476,190		\$ -	
Total Revenues		\$ 7,758,076		\$ 7,019,716		\$ 4,277,796	
EXPENSE							
Administrative Entity			% of RE		% of RE		% of RE
	Salaries	\$ 462,231	5.96%	\$ 415,457	5.92%	\$ 361,469	8.45%
	Fringe	\$ 411,612	5.31%	\$ 368,652	5.25%	\$ 312,071	7.30%
	Travel	\$ 30,450	0.39%	\$ 28,560	0.41%	\$ 22,624	0.53%
	Shared	\$ 178,969	2.31%	\$ 145,590	2.07%	\$ 127,380	2.98%
	Other	\$ 88,984	1.15%	\$ 50,569	0.72%	\$ 57,966	1.36%
Sub-Total - Administrative Entity Costs		\$ 1,172,246	15.11%	\$ 1,008,829	14.37%	\$ 881,509	20.61%
Direct Expenses							
	Direct One-Stop Rent	\$ 118,529		\$ 117,325		\$ 108,537	
	Other Direct Expenses	\$ 12,500		\$ 15,000		\$ 5,000	
Sub-Total - Directs Expenses		\$ 131,029		\$ 132,325		\$ 113,537	
Sub-Total - Admin Entity & Directs Expenses		\$ 1,303,275		\$ 1,141,154		\$ 995,046	
Services							
	Contracts	\$ 2,500,764	32.23%	\$ 2,312,630	32.94%	\$ 1,929,326	45.10%
	ITA's / Projects	\$ 2,704,036	34.85%	\$ 2,315,933	32.99%	\$ 853,424	19.95%
Sub-Total - Services		\$ 5,204,800		\$ 4,628,563		\$ 2,782,750	
Total Expenses		\$ 6,508,076		\$ 5,769,716		\$ 3,777,796	
CARRYOVER							
Carryover to FY 2027		\$ 1,250,000		\$ 1,250,000		\$ 500,000	

Percent of Total Expenses		2026	2025	2024
ITA	Individual Training Accounts	42%	40%	23%
CPT	Contract - Pass-Thru	22%	22%	23%
CA	Contract Administration	18%	20%	31%
AE	Administrative Entity	18%	17%	23%
Total Contract Expenses		100%	100%	100%

program code	Subgrantees / Contracts	2026	2025	2024
7400	FIVCO Direct Service	\$ -	\$ -	\$ 914,228
7450	FIVCO One Stop Operator	\$ -	\$ -	\$ 136,522
7401	Gateway ADD FY23 Direct Service (12485)	\$ 939,400	\$ 917,872	
7451	Gateway ADD FY24 One-Stop Operator (12486)	\$ 123,007	\$ 120,735	
7501	Nestle USA - Incumbent Worker (12490)	\$ 22,176	\$ 30,428	
7601	Lewis County School Empower Youth	\$ 468,886	\$ 406,504	\$ 300,000
7613	FY 23 YT Emp Program - Lewis Co BOE	\$ -	\$ -	\$ 18,244
7614	FY 24 YT Emp Program - Lewis Co BOE	\$ -	\$ 500	
7615	FY 25 YT Emp Program - Lewis Co BOE	\$ 500	\$ 86,582	
7611	FY 26 YT Emp Program - Lewis Co BOE	\$ 120,174		
7641	FY 26 YT Emp Program - Augusta Independent School	\$ 102,252		
7641	FY 24 YT Emp Program - Augusta Independent School	\$ -	\$ 500	
7646	FY 25 YT Emp Program - Augusta Independent School	\$ 500	\$ 74,284	
7651	FY 25 YT Emp Program - Robertson Co BOE	\$ 240,995		
7674	FY 25 YT Emp Program - Greenup Co BOE	\$ -	\$ 63,524	
7691	FY 25 YT Emp Program - Career Team LLC	\$ 500	\$ 235,200	
7661	FY 26 YT Emp Program - Mason Co BOE	\$ 83,999	\$ -	\$ -
7657	FY 23 YT Emp Program - Fleming Co BOE	\$ -		\$ 4,887
7756	Transfr	\$ 23,375	\$ -	\$ -
7630	Morehead State University Today's Youth Program	\$ 375,000	\$ 375,000	\$ 375,000
7690	Career Team, LLC	\$ -	\$ 1,500	\$ 180,445

Direct Expenses	2026	2025	2024
Direct Rent, expenses, etc.	\$ 131,029	\$ 132,325	\$ 113,537

Individual Training Account (ITA)	2026	2025	2024
Individual Training Account (ITA)	\$ 2,704,036	\$ 2,315,933	\$ 853,424
ITA divided by \$4,000	676	579	213

EXPENSE SUMMARY

	2026	%	2025	%	2024	%
Administrative Entity	\$ 1,172,246	18%	\$ 1,008,829	17%	\$ 881,509	23%
Direct One-Stop Rent	\$ 118,529	2%	\$ 117,325	2%	\$ 108,537	3%
Other Direct Expenses	\$ 12,500	0%	\$ 15,000	0%	\$ 5,000	0%
Contracts	\$ 2,500,764	38%	\$ 2,312,630	40%	\$ 1,929,326	51%
Individual Training Account (ITA)	\$ 2,704,036	42%	\$ 2,315,933	40%	\$ 853,424	23%
TOTAL EXPENSE	\$ 6,508,076	100%	\$ 5,769,716	100%	\$ 3,777,796	100%



Andy Beshear
GOVERNOR

EDUCATION AND LABOR CABINET

Jamie Link
SECRETARY

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Frankfort, Kentucky 40601
Phone (502) 564-0372
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APPROVAL LETTER
LOCAL WORKFORCE DEVELOPMENT BOARD CERTIFICATION
TENCO Workforce Development Board

February 21, 2025

Michael Thoroughman, Board Chair
TENCO Workforce Development Board
Primary Plus
927 Kenton Station Drive
Maysville, KY 41056

Denise Dials, Director
TENCO Workforce Development Board
201 Government Street, Suite 300
Maysville, KY 41056

Dear Mr. Thoroughman and Ms. Dials:

Thank you for providing the Department of Workforce Development (DWD) with the information requested in the Kentucky Local Workforce Development Board (LWDB) Biennial Certification Review Packet. We appreciate your timely and thoughtful response.

The Workforce Innovation and Opportunity Act (WIOA) sec. 107(c), requires the Governor to review and certify each local board every two years. The information requested was based on the criteria stated in Kentucky Policy 15-001, WIOA and federal regulations for subsequent LWDB certification.

DWD has completed the review, and with the approval of the Kentucky Workforce Innovation Board (KWIB), is pleased to confirm that the TENCO Workforce Development Board meets the criteria and standards established for the LWDB certification for the two-year timeframe:

July 1, 2025 – June 30, 2027

We value our partnership with the TENCO Workforce Development Board and will continue to work with the board securing opportunities to promote and enhance key employment, education, and training programs in your community and across Kentucky.

Sincerely, */s/ Alisher Burikhanov*

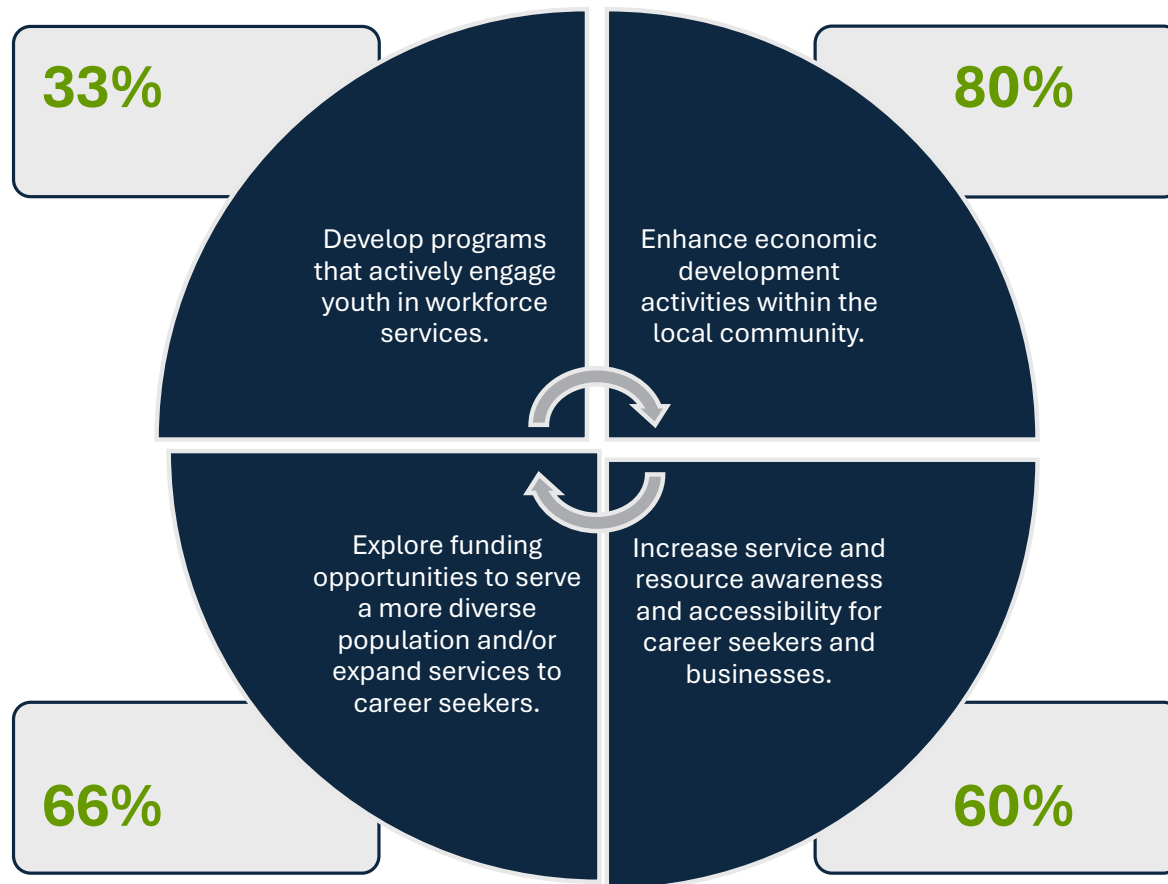
Alisher Burikhanov, KWIB Executive Director

CC: Lori Ulrich, KWIB Chair

Mike Yoder, Commissioner, Department of Workforce Development, Education & Labor Cabinet

STRATEGIC PLAN

2023-2028



TENCO WORKFORCE DEVELOPMENT BOARD**Policy No. 2****Supportive Services****Effective: Revised 5/8/01 – (Effective 7/1/01)****Revised: May 3, 2004, January 1, 2006****Revised: August 27, 2008 – Effective 9/1/08****Revised: February 18, 2009****Revised: June 7, 2013****Revised: May 21, 2014****Revised: May 16, 2018****Revised: September 6, 2023****Revised:**

Supportive Services, such as mileage, childcare assistance and supplies are allowable services for Adult, Dislocated Worker, and Youth participants who are attending short-term prevocational or occupational skills training services. WIOA Career Counselors will ensure participants have funds available to pay for tuition costs prior to approving supportive services.

Mileage/Transportation:

The cost of mileage incurred by a participant receiving short-term prevocational services or training services through the TENCO Workforce Development Board may be provided at the rate of .43 per mile or the actual cost of public transportation (**documentation required**), up to \$20.00 per day. Mileage assistance may be available if a participant's unmet educational need exceeds the amount available from other sources of funding. Participants may request payment for one round trip to training daily. The participant's need for mileage assistance shall be documented on the TENCO Financial Analysis form. TENCO will not be responsible for parking fees. A documented source such as google maps or MapQuest must be utilized to confirm the miles from the customer's home to their training and/or clinical site.

When the participant requests funding assistance for the cost of public transportation or a carpool, a receipt for the cost incurred shall be provided by the driver of the vehicle and included with the participant's supportive service request form. Transportation assistance is limited to one round trip per day.

Individuals who attend training virtually are ineligible for mileage assistance, unless documentation is provided to reflect an in-person class or meeting is mandated to fulfill requirements of the virtual class.

Childcare Assistance:

Funding for childcare expenses may be available to participants receiving short-term prevocational assistance or occupational skills training services for children requiring all day or after school care, through age 12. Exceptions for age limitations will be made for children with disabilities or special circumstances requiring an adult's supervision or care. The financial need for childcare assistance shall be documented on the TENCO Financial Analysis Worksheet by a TENCO Career Counselor.

Childcare funding by the Workforce Development Board will not exceed the actual cost of childcare, after consideration of other sources of childcare funding, up to the following rates:

\$20.00/day for one child; \$26.00 / day for two children; \$35.00/day for three children; \$46.00/day for four or more children. Maximum amount per week is \$200.00 per week.

Childcare funding may offset the balance remaining, not to exceed a daily total specified above, after consideration of other sources of funding (state childcare assistance program or other). However, the total of all sources of childcare funding shall not exceed the actual cost of daily childcare.

Childcare services may be provided by any individual 18 years and older, other than a spouse or an individual living in the household of the child and/or participant. All participants shall submit a childcare form signed by the childcare provider for costs incurred. The Workforce Development Board will not be responsible for ensuring each childcare provider is paid for costs incurred. It is the responsibility of the childcare provider to collect payment for services rendered.

Participants who attend training virtually are eligible for childcare services. Individuals will self-attest their class attendance on the Mileage and Childcare Reimbursement form. Documentation from the childcare provider will be received verifying the days the child was in childcare. The childcare rates for participants attending virtual training programs are the same as participants who attend in-person.

TOTAL FUNDS ALLOCATED FOR PARTICIPANTS PER YEAR FOR TRAINING EXPENSES, SUCH AS TUITION, FEES, BOOKS, MILEAGE, CHILD CARE, SUPPLIES, TESTING, ETC. MUST NOT EXCEED THE MAXIMUM TOTAL AMOUNT ALLOWABLE PER PARTICIPANT AS REFERENCED IN POLICY 7.

TENCO WORKFORCE DEVELOPMENT BOARD

Policy No. 7

Limitation on Costs

Effective:06-16-03

Revision: June 28, 2005; January 1, 2006; February 18, 2009

Revisions: February 16, 2011 – Effective July 1, 2011; June 7, 2013; May 21, 2014

Revision: May 18, 2016

Revision: May 18, 2019

Revision: December 18, 2019

Revision:

TENCO Workforce Development Board will authorize payments for adult, dislocated worker and youth for **tuition, fees, textbooks, supplies/testing, and supportive services** through individual training accounts, participant reimbursement, or within the contract in which they are enrolled. Contracts must adhere to TENCO's Limitation on Costs policy. The following is the limitation on funding to be provided to WIOA adult, dislocated workers and youth participants.

- TENCO may approve up to a **maximum** of \$4,000.00 **(\$6,000)** for costs associated with occupational skills training per fiscal year (July 1 – June 30). This limitation includes tuition, fees, textbooks, supplies/testing, and supportive services. On-the-Job Training, Internships/Work Experience, Relocation, and Out-of-Area costs are not included in this limitation.
- Occupational skills training programs that are twelve (12 months) or less and reflect successful past performance defined as:
 - 75% graduation rate; and
 - 70% employment in the field of study during the second quarter after exit.

may be approved up to a maximum of \$8,000.00 **(\$10,000)** per-training program for costs associated with their occupational skills training. Performance will be calculated from the previous fiscal year data. **Participants attending short-term training (twelve months or less) programs that do not have performance data available and/or do not meet the performance indicated above remain eligible for funding at the \$6,000.00.**

- At the discretion of the TENCO Workforce Development Director, up to 5% of the total formula funds available may be used to increase the limitation of funding. The Workforce Development Career Counselor will be required to justify in writing the request to increase funding levels above the maximum. The Director shall approve or deny the request in writing and submit to the Workforce Development Career Counselor, Program Coordinator, and Fiscal department.

Tuition and Fees: Tuition expenses and educational fees may be paid. This applies to tuition and fees for on-campus, off-campus, and internet-based courses toward the completion of a course of study. Tuition and fees are to be paid via a Voucher system. These costs are not reimbursable to the customer.

Text and Reference Books: To be allowable, the text or reference book must be required or recommended by the instructor of the course in which the participant is enrolled and must correspond to the subject matter of the chosen course of study. This applies to text or reference books for on-campus, off-campus, and internet based courses. These costs may be paid via voucher and/or reimbursed to the customer after receiving adequate documentation.

Supportive Services: Supportive services in the form of transportation and/or child care assistance may be reimbursed to the participant at the rate identified by TENCO's policy number two. Supplies/testing required by an educational institution to complete a field of study and/or obtain a required certification /license may be paid as part of a support service for participants. Supplies must be approved by TENCO. A supply list will be maintained by TENCO staff. Excluded supplies include: firearms or weapons, ammunition, medicines, computers and general school supplies, such as notebooks, pencils, or paper. Supply costs may be paid via voucher and/or reimbursed to the participant after receiving adequate documentation.

If tuition, fees, textbooks, supplies/testing, and/or supportive service costs exceed the maximum amount allowable, the participant may select the item(s) to be paid through WIOA funds and will assume the responsibility for the balance.

TENCO WORKFORCE DEVELOPMENT BOARD

Policy No. 28

Training Limitations

Effective:06-16-03

Revision: June 28, 2005; February 18, 2009; May 16, 2012

Reviewed – no changes: April 24, 2014

Revision: March 2, 2021; Revision:

Participants seeking assistance from the TENCO Workforce Development Board may receive funding per training for a maximum of two **years for Associate programs or four** years for Bachelor programs. ~~of funding per training~~. Participants may be eligible for more than one training opportunity *if* all policies and criteria are met.

Exceptions for participants exceeding the maximum years of funding will be considered for the following reasons:

- A program of study requires pre-requisite courses. One additional semester of training (the semester prior to admissions) may be allowed to complete the required pre-requisite courses.
- Additional credit hours are required to successfully complete the approved training program and additional funding is available. The participant must have enrolled in WIOA with the ability to complete **within their specified timeframe (above) appropriate for their training**. Successful completion is defined as: Attainment of a credential "diploma, degree, certificate or license".

Career Counselors and Workforce Administrative staff will review the rationale for the request to extend training in order for the participant to successfully complete their program of study. Approval is required prior to obligating additional funds. All obligations and extension of obligations are based on the availability of funds.

TENCO WORKFORCE DEVELOPMENT BOARD

Policy No. 30

Continuation of Funds

Effective Date: May 3, 2004

Revision Date: June 28, 2005; June 1, 2006; February 18, 2009

Reviewed – no changes: April 24, 2014

Revision Date: March 19, 2015

Revision Date: May 18, 2016; February 8, 2021

Revision Date:

WIOA training funds may be available to eligible WIOA participants attending an approved training program. Continuation of funds will depend on the following criteria.

- Participants are expected to be full time students throughout the entirety of each semester. However, TENCO will allow participants to go below full-time status for one semester without penalty. This allowance is only for participants who have initially taken a full schedule of classes, but due to unforeseen circumstances, needed to withdraw from one or more class. The participant must still meet the criteria listed below. A second semester where a withdraw results in less than full time status will result in WIOA funds being withheld for the following semester. Full time is defined by the post-secondary institution. *An exception may be granted if only a minimal number of courses are available. Summer and interim sessions are excluded from this requirement.*
- Participants who withdraw or fail a class(es) must be able to complete their training program within their approved timeframe or receive approval through the Program Coordinator for a modification to their training plan. (Policy 28).
- The Federal Financial Aid Forms must be completed each academic year, if applicable.
- Maintain monthly contact with Career Counselors.
- Continuation of the training plan as agreed upon by participants and Career Counselor.
- Contingent upon satisfactory performance in training (2.0 Grade Point Average per semester/quarter). If a student falls below a 2.0 GPA, the next semester/quarter is not approved for training funds. Supportive services may be approved. Courses not funded by WIOA that are used to raise the GPA must be relevant and/or required for the participant's course of study. Note: A participant who receives TRA (Trade) and is determined ineligible for continuation of WIOA training funds may also lose their TRA benefits.
- Participants attending pre-vocational and/or occupational skills training who fail or withdraw from a class may receive funding approval for no more than **one** repeated class. Funding for additional failed or withdrawn classes will be the responsibility of the participant. Out-of-pocket expenses for TRA participants may result in loss of TRA benefits.
- Knowingly providing falsified information or misrepresenting costs will result in denial of WIOA training funds for the following quarter/semester **or removal from the WIOA program.**
- Training is based on the availability of funds.

TENCO Workforce Development Board

Policy Number: 39

Career Pathways

Effective Date: 12/14/16

Revision Date: May 20, 2020

Revision Date: 8/16/2023

Revision Date:

The TENCO WDB may utilize up to a maximum of \$50,000 (~~\$100,000.00~~) per fiscal year of adult/dislocated worker funds to assist individuals who are employed at a wage above self-sufficiency (see policy) and/or already have a nationally recognized credential with obtaining training that will lead to career advancement through an identified career pathway. The outcome of the career pathway must result in the following:

- 1) A nationally or industry recognized credential in the occupations deemed in demand in the local area.
- 2) Career pathways must lead to a wage increase as documented by the individual's employer or through the KY Stats Entry Level Wage Report for the TENCO area.

Individuals participating in Career Pathways projects must meet the eligibility criteria as established by Federal and State guidelines. Individuals participating in a Career Pathways project are not required to meet the local priority or self-sufficiency policy for eligibility purposes. However, individuals with a current marketable skill (occupational credential) in a high-demand occupation as approved by the TENCO Workforce Development Board shall only be approved for occupational training funds as it relates to a Career Pathway if:

- 1) He/she has been employed in their field of study for one year or more; and
- 2) Has not received WIOA funding during the past year; and
- 3) If WIOA funding was awarded for prior training, the customer's record reflects positive performance; and
- 4) Data shows a wage increase of 10% or higher.

This policy will provide opportunity to improve community conditions by filling the skill gaps identified by stakeholders, increase advancement and wage opportunities for individuals and families in the community, and increase the availability of entry level positions in high demand career fields.

This policy is designed to increase the credential and earnings potential for individuals by supporting training for career pathways **within** a high-demand sector.

Examples of Career Pathways include:

Health Care: C.N.A → LPN → RN → PA or NP

Manufacturing: Engineering Tech → Engineer

Manufacturing: Machinist → Advanced Manufacturing

Business: Bookkeeper - Accountant

TENCO WORKFORCE DEVELOPMENT BOARD
Policy No. 48
Personal Property on KCC Premises
Effective Date:

TENCO Workforce Development Board (WDB) and any TENCO Partner Agency does not assume responsibility for the loss, theft of, or damage to personal property on Kentucky Career Center premises, including the parking lot. TENCO WDB is not responsible for any articles placed or left in a vehicle, office, or desk that are lost, damaged, stolen, or destroyed. Individuals should return personal articles found on KCC premises to the owner, if known, or to management.

KCC AshlandLWDA Tenco

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period Begin Date

7/1/2025

Budget Period End Date

6/30/2028

Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the Kentucky Career Center System. A description of the cost item and benefit derived is illustrated as follows:

(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Ashland - State owned building		
Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Facilities Pool	Building Rent/Lease - Cost of the physical space used for partner services, resource rooms, conference rooms, interview rooms, common areas, and training labs, etc.	\$ -
	Utilities - Cost of gas, electric, and water	\$ -
	Maintenance - Cost of security guard, janitorial services including cleaning crew and cleaning supplies, and exterminating/pest control, and garbage collection.	\$ -
	Maintenance (Repairs, etc.) - Cost of minor building repairs, maintenance of equipment (air conditioning, heating systems), upkeep (painting, carpeting, flooring), snow removal, and landscaping services.	\$ -
	Total - Facilities Pool	\$ -
Telecommunication and Information Technology Pool	Cost of installing and maintaining telephone lines, telephone system equipment, data lines, and T-1 lines for partner use and fax machines.	\$ 300.00
	Computer Equipment (Hardware)	\$ -
	Software, Systems use costs, Internet Access, IT maintenance	\$ 66,700.00
	Total - Telecommunication and Information Technology Pool	\$ 67,000.00
KY Career Center Management Pool	KCC Operator/Manager - Salary for 1 FTE to manage the activities of the KCC system. These duties include: oversight of integration of program services, scheduling of services and activities, daily management of operations, conducting One-Stop partner meetings, production of performance reports with analysis, etc.	\$ 41,002.46
	Receptionist/Greeter - Salary for 1 FTE receptionist available to assist the partners with phone coverage, mail needs, light typing, some scheduling, ordering of supplies, inventory, etc.	\$ 53,794.00
	Data Entry/Support Staff - Salary for 2 FTE support staff to enter common customer information into the state automated system for all partner access, maintain records for Common Referral Form tracking, assist partners in retrieving information on customers, maintain a central file of customer products (work plans, resumes, applications), etc.	
	Fiscal Support Staff - Salary for .3 FTE fiscal staff for accounting services that includes accounts payable/receivable, maintenance of fiscal documentation for audit purposes, preparation of spreadsheets for analysis, quarterly reconciliations of cost sharing expenses, etc.	
	Technology Support Staff - Salary for .25 FTE IT staff for maintenance of resource room hardware and software, website maintenance and design, creation of one-stop production reports and materials, etc.	
	Total - KCC Management Pool	\$ 94,796.46

KCC AshlandLWDA Tenco

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period Begin Date

7/1/2025

Budget Period End Date

6/30/2028

Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the Kentucky Career Center System. A description of the cost item and benefit derived is illustrated as follows:

(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Ashland - State owned building		
Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Resource Center Pool	Computer Equipment (Hardware) - for customer use in: searching job postings online, word processing for employment, seeking documents, researching labor market information, communicating via e-mail to employers, researching training program opportunities, completing on-line applications to educational institutions or prospective employers, etc. (- may include costs for training lab equipment) Six computers in Resource Room; 10 Computers in Training Room.	
	Computer Equipment (Software) - Tutorials for Resume Writing, Word Products, OCSIS, etc. available at all sites for customer use in job search and/or training activities, etc.	
	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for customer use in duplicating documents	\$ 382.00
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for customer use in transmittal of documents	
	Telephone System - Cost of maintaining telephone lines in the Resource Room for customer use and fax machines. Includes the cost of Meridian Model NT437 phones and related equipment. Six lines, 4 phones.	
	Internet Access - Cost of maintaining internet access to all computers in the Resource Room for customer use. This is accomplished in each site via (internet provider, T-1 line, etc.)	\$ 614.00
	Furniture - Cost for customer use of furniture that includes 8 ft. tables and chairs, brochure stands, bulletin boards for job postings, waiting area furniture, etc. (- may include training lab and/or conference room and/or interview room furniture)	
	Audio-Visual Equipment - Cost of television and VCR/DVD player in orientation room, Litebox Model 3000 projector in training lab, mobile whiteboards, overhead projector, etc. for use in providing services to customers such as orientations, workshops, training, information relays for partner supportive services, etc.	\$ 7,792.00
	Supplies - Miscellaneous supplies related to customer use such as paper, pens, envelopes, paper clips, staplers, etc.	
	Other - Some examples may be ADA equipment, newspaper and professional journal subscriptions, training manuals, postage for customer use, etc.	
	Total - Resource Center Pool	\$ 8,788.00
Shared Equipment and Supplies Pool (Partner Use)	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for partner use in duplicating documents	\$ 8,100.00
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for partner use in transmittal of documents	
	Postage - Cost for Pinckney postage meter machine and related postage costs of partner mailings and KCC System mailings.	\$ -
	Furniture - Cost for partner use furniture, may include office space furniture, cubicles, etc.	\$ 5,000.00
	Supplies - Miscellaneous supplies related to partner use such as paper, pens, envelopes, paper clips, staplers, etc.	\$ 2,200.00
	Other -	
	Total - Equipment and Supplies Pool (Partner Use)	\$ 15,300.00

KCC	Ashland
LWDA	Tenco

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period Begin Date
Budget Period End Date

7/1/2025
6/30/2028

Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the Kentucky Career Center System. A description of the cost item and benefit derived is illustrated as follows:

(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Ashland - State owned building		
Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Outreach Pool	Brochures and Printed Materials - Cost of developing and producing KCC System informational brochures, business cards, flyers, resource pamphlets, etc.	\$ 200.00
	Billboard Advertising - Cost of public service announcement billboards advertising services of the KCC System, a total of 5 billboard rentals strategically placed in targeted service areas. Each billboard monthly cost = \$	
	Media Advertising - Cost for public service announcements (PSAs) on local television, radio, and newspaper outlets. Costs include twelve PSA's, one per month targeting different services of the KCC System. Cost per PSA = \$	
	Orientation Materials - Cost for production of KCC System orientation materials which include a repeating loop VCR tape describing services, self assisted exploration via local website, etc.	
	Signage - Cost for interior and exterior signs for the physical KCC System site.	
	Other -	
	Total - Outreach Pool	\$ 200.00
Miscellaneous Pool	Other -	
	Other -	
	Total - Miscellaneous Pool	\$ -
Summary of Cost Pools	Facilities Pool	\$ -
	Telecommunications and Information Technology Pool	\$ 67,000.00
	KCC Management Pool	\$ 94,796.46
	Resource Center Pool	\$ 8,788.00
	Equipment and Supplies Pool (Partner Use)	\$ 15,300.00
	Outreach Pool	\$ 200.00
	Miscellaneous Pool	\$ -
	Total - All Pools	\$ 186,084.46

KCC

Mason Co - Maysville

Budget L

LWDA

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period Begin Date

7/1/2025

Budget Period End Date

6/30/2028

Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the Kentucky Career Center System. A description of the cost item and benefit derived is illustrated as follows:

(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Mason County (Maysville) - Leased facility		
Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Facilities Pool	Building Rent/Lease - Cost of the physical space used for partner services, resource rooms, conference rooms, interview rooms, common areas, and training labs, etc.	\$ -
	Utilities - Cost of gas, electric, and water	\$ -
	Maintenance - Cost of security guard, janitorial services including cleaning crew and cleaning supplies, and exterminating/pest control, and garbage collection.	\$ -
	Maintenance (Repairs, etc.) - Cost of minor building repairs, maintenance of equipment (air conditioning, heating systems), upkeep (painting, carpeting, flooring), snow removal, and landscaping services.	\$ -
	Total - Facilities Pool	\$ -
Telecommunication and Information Technology Pool	Cost of installing and maintaining telephone lines, telephone system equipment, data lines, and T-1 lines for partner use and fax machines.	\$ -
	Computer Equipment (Hardware)	\$ 2,500.00
	Software, Systems use costs, Internet Access, IT maintenance	\$ 26,800.00
	Total - Telecommunication and Information Technology Pool	\$ 29,300.00
KY Career Center Management Pool	KCC Operator/Manager - Salary for 1 FTE to manage the activities of the KCC system. These duties include: oversight of integration of program services, scheduling of services and activities, daily management of operations, conducting One-Stop partner meetings, production of performance reports with analysis, etc.	\$ 41,002.46
	Receptionist/Greeter - Salary for 1 FTE receptionist available to assist the partners with phone coverage, mail needs, light typing, some scheduling, ordering of supplies, inventory, etc.	\$ 70,021.31
	Data Entry/Support Staff - Salary for 2 FTE support staff to enter common customer information into the state automated system for all partner access, maintain records for Common Referral Form tracking, assist partners in retrieving information on customers, maintain a central file of customer products (work plans, resumes, applications), etc.	
	Fiscal Support Staff - Salary for .3 FTE fiscal staff for accounting services that includes accounts payable/receivable, maintenance of fiscal documentation for audit purposes, preparation of spreadsheets for analysis, quarterly reconciliations of cost sharing expenses, etc.	
	Technology Support Staff - Salary for .25 FTE IT staff for maintenance of resource room hardware and software, website maintenance and design, creation of one-stop production reports and materials, etc.	
	Total - KCC Management Pool	\$ 111,023.77

KCC

Mason Co - Maysville

Budget L

LWDA

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period Begin Date

7/1/2025

Budget Period End Date

6/30/2028

Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the Kentucky Career Center System. A description of the cost item and benefit derived is illustrated as follows:

(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Mason County (Maysville) - Leased facility		
Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Resource Center Pool	Computer Equipment (Hardware) - for customer use in: searching job postings online, word processing for employment, seeking documents, researching labor market information, communicating via e-mail to employers, researching training program opportunities, completing on-line applications to educational institutions or prospective employers, etc. (- may include costs for training lab equipment) Six computers in Resource Room; 10 Computers in Training Room.	
	Computer Equipment (Software) - Tutorials for Resume Writing, Word Products, OCSIS, etc. available at all sites for customer use in job search and/or training activities, etc.	
	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for customer use in duplicating documents	
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for customer use in transmittal of documents	
	Telephone System - Cost of maintaining telephone lines in the Resource Room for customer use and fax machines. Includes the cost of Meridian Model NT437 phones and related equipment. Six lines, 4 phones.	
	Internet Access - Cost of maintaining internet access to all computers in the Resource Room for customer use. This is accomplished in each site via (internet provider, T-1 line, etc.)	
	Furniture - Cost for customer use of furniture that includes 8 ft. tables and chairs, brochure stands, bulletin boards for job postings, waiting area furniture, etc. (- may include training lab and/or conference room and/or interview room furniture)	
	Audio-Visual Equipment - Cost of television and VCR/DVD player in orientation room, Litebox Model 3000 projector in training lab, mobile whiteboards, overhead projector, etc. for use in providing services to customers such as orientations, workshops, training, information relays for partner supportive services, etc.	\$ 7,792.00
	Supplies - Miscellaneous supplies related to customer use such as paper, pens, envelopes, paper clips, staplers, etc.	
	Other - Some examples may be ADA equipment, newspaper and professional journal subscriptions, training manuals, postage for customer use, etc.	
	Total - Resource Center Pool	\$ 7,792.00
Shared Equipment and Supplies Pool (Partner Use)	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for partner use in duplicating documents	\$ -
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for partner use in transmittal of documents	
	Postage - Cost for Pinckney postage meter machine and related postage costs of partner mailings and KCC System mailings.	\$ -
	Furniture - Cost for partner use furniture, may include office space furniture, cubicles, etc.	\$ 300.00
	Supplies - Miscellaneous supplies related to partner use such as paper, pens, envelopes, paper clips, staplers, etc.	\$ 800.00
	Other -	
	Total - Equipment and Supplies Pool (Partner Use)	\$ 1,100.00

KCC Mason Co - Maysville

LWDA _____

Budget L

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period Begin Date

7/1/2025

Budget Period End Date

6/30/2028

Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the Kentucky Career Center System. A description of the cost item and benefit derived is illustrated as follows:

(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Mason County (Maysville) - Leased facility		
Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Outreach Pool	Brochures and Printed Materials - Cost of developing and producing KCC System informational brochures, business cards, flyers, resource pamphlets, etc.	\$ -
	Billboard Advertising - Cost of public service announcement billboards advertising services of the KCC System, a total of 5 billboard rentals strategically placed in targeted service areas. Each billboard monthly cost = \$	
	Media Advertising - Cost for public service announcements (PSAs) on local television, radio, and newspaper outlets. Costs include twelve PSA's, one per month targeting different services of the KCC System. Cost per PSA = \$	
	Orientation Materials - Cost for production of KCC System orientation materials which include a repeating loop VCR tape describing services, self assisted exploration via local website, etc.	
	Signage - Cost for interior and exterior signs for the physical KCC System site.	
	Other -	
	Total - Outreach Pool	\$ -
Miscellaneous Pool	Other -	
	Other -	
	Total - Miscellaneous Pool	\$ -
Summary of Cost Pools	Facilities Pool	\$ -
	Telecommunications and Information Technology Pool	\$ 29,300.00
	KCC Management Pool	\$ 111,023.77
	Resource Center Pool	\$ 7,792.00
	Equipment and Supplies Pool (Partner Use)	\$ 1,100.00
	Outreach Pool	\$ -
	Miscellaneous Pool	\$ -
	Total - All Pools	\$ 149,215.77

KCC Rowan Co - Morehead

LWDA _____

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period Begin Date

7/1/2025

Budget Period End Date

6/30/2028

Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the Kentucky Career Center System. A description of the cost item and benefit derived is illustrated as follows:

(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Rowan County (Morehead) - Leased facility		
Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Facilities Pool	Building Rent/Lease - Cost of the physical space used for partner services, resource rooms, conference rooms, interview rooms, common areas, and training labs, etc.	
	Utilities - Cost of gas, electric, and water	
	Maintenance - Cost of security guard, janitorial services including cleaning crew and cleaning supplies, and exterminating/pest control, and garbage collection.	
	Maintenance (Repairs, etc.) - Cost of minor building repairs, maintenance of equipment (air conditioning, heating systems), upkeep (painting, carpeting, flooring), snow removal, and landscaping services.	
	Total - Facilities Pool	\$ -
Telecommunication and Information Technology Pool	Cost of installing and maintaining telephone lines, telephone system equipment, data lines, and T-1 lines for partner use and fax machines.	\$ -
	Computer Equipment (Hardware)	\$ 2,100.00
	Software, Systems use costs, Internet Access, IT maintenance	\$ 46,900.00
	Total - Telecommunication and Information Technology Pool	\$ 49,000.00
KY Career Center Management Pool	KCC Operator/Manager - Salary for 1 FTE to manage the activities of the KCC system. These duties include: oversight of integration of program services, scheduling of services and activities, daily management of operations, conducting One-Stop partner meetings, production of performance reports with analysis, etc.	\$ 41,002.46
	Receptionist/Greeter - Salary for 1 FTE receptionist available to assist the partners with phone coverage, mail needs, light typing, some scheduling, ordering of supplies, inventory, etc.	\$ 59,483.19
	Data Entry/Support Staff - Salary for 2 FTE support staff to enter common customer information into the state automated system for all partner access, maintain records for Common Referral Form tracking, assist partners in retrieving information on customers, maintain a central file of customer products (work plans, resumes, applications), etc.	
	Fiscal Support Staff - Salary for .3 FTE fiscal staff for accounting services that includes accounts payable/receivable, maintenance of fiscal documentation for audit purposes, preparation of spreadsheets for analysis, quarterly reconciliations of cost sharing expenses, etc.	
	Technology Support Staff - Salary for .25 FTE IT staff for maintenance of resource room hardware and software, website maintenance and design, creation of one-stop production reports and materials, etc.	
	Total - KCC Management Pool	\$ 100,485.65

KCC Rowan Co - Morehead

LWDA _____

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period Begin Date

7/1/2025

Budget Period End Date

6/30/2028

Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the Kentucky Career Center System. A description of the cost item and benefit derived is illustrated as follows:

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	Computer Equipment (Software) - Tutorials for Resume Writing, Word Products, OCSIS, etc. available at all sites for customer use in job search and/or training activities, etc.	
	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for customer use in duplicating documents	
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for customer use in transmittal of documents	
	Telephone System - Cost of maintaining telephone lines in the Resource Room for customer use and fax machines. Includes the cost of Meridian Model NT437 phones and related equipment. Six lines, 4 phones.	
	Internet Access - Cost of maintaining internet access to all computers in the Resource Room for customer use. This is accomplished in each site via (internet provider, T-1 line, etc.)	
	Furniture - Cost for customer use of furniture that includes 8 ft. tables and chairs, brochure stands, bulletin boards for job postings, waiting area furniture, etc. (- may include training lab and/or conference room and/or interview room furniture)	
	Audio-Visual Equipment - Cost of television and VCR/DVD player in orientation room, Litebox Model 3000 projector in training lab, mobile whiteboards, overhead projector, etc. for use in providing services to customers such as orientations, workshops, training, information relays for partner supportive services, etc.	\$ 7,792.00
	Supplies - Miscellaneous supplies related to customer use such as paper, pens, envelopes, paper clips, staplers, etc.	
	Other - Some examples may be ADA equipment, newspaper and professional journal subscriptions, training manuals, postage for customer use, etc.	
	Total - Resource Center Pool	\$ 7,792.00
Shared Equipment and Supplies Pool (Partner Use)	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for partner use in duplicating documents	\$ 5,100.00
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for partner use in transmittal of documents	
	Postage - Cost for Pinckney postage meter machine and related postage costs of partner mailings and KCC System mailings.	\$ -
	Furniture - Cost for partner use furniture, may include office space furniture, cubicles, etc.	\$ 500.00
	Supplies - Miscellaneous supplies related to partner use such as paper, pens, envelopes, paper clips, staplers, etc.	\$ 1,500.00
	Other -	
	Total - Equipment and Supplies Pool (Partner Use)	\$ 7,100.00

KCC Rowan Co - Morehead

LWDA _____

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period Begin Date

7/1/2025

Budget Period End Date

6/30/2028

Identification of Shared Costs: The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the Kentucky Career Center System. A description of the cost item and benefit derived is illustrated as follows:

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Rowan County (Morehead) - Leased facility		
Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Outreach Pool	Brochures and Printed Materials - Cost of developing and producing KCC System informational brochures, business cards, flyers, resource pamphlets, etc.	\$ 200.00
	Billboard Advertising - Cost of public service announcement billboards advertising services of the KCC System, a total of 5 billboard rentals strategically placed in targeted service areas. Each billboard monthly cost = \$	
	Media Advertising - Cost for public service announcements (PSAs) on local television, radio, and newspaper outlets. Costs include twelve PSA's, one per month targeting different services of the KCC System. Cost per PSA = \$	
	Orientation Materials - Cost for production of KCC System orientation materials which include a repeating loop VCR tape describing services, self assisted exploration via local website, etc.	
	Signage - Cost for interior and exterior signs for the physical KCC System site.	
	Other -	
	Total - Outreach Pool	\$ 200.00
Miscellaneous Pool	Other -	
	Other -	
	Total - Miscellaneous Pool	\$ -
Summary of Cost Pools	Facilities Pool	\$ -
	Telecommunications and Information Technology Pool	\$ 49,000.00
	KCC Management Pool	\$ 100,485.65
	Resource Center Pool	\$ 7,792.00
	Equipment and Supplies Pool (Partner Use)	\$ 7,100.00
	Outreach Pool	\$ 200.00
	Miscellaneous Pool	\$ -
	Total - All Pools	\$ 164,577.65

TENCO Business Services Highlights



- Participated in College & Career Fairs at Ashland Blazer High School, Montgomery County High School, & Robertson County High School
- Resume workshops at Augusta High School, Ashland Blazer High School, and Maysville Housing Authority
- Presented at the Unity in Business Forum in Lewis County
- Held Hiring Events for Tech Medical, FPG, & Enviroflight at KCC-Maysville
- Highlighting Businesses in each area for Small Business Month in May
- Partnered with libraries in our ten counties for National Library Month in April
- Attended Fiscal Court meetings in Boyd and Bracken County, with plans to attend in each county at least once per quarter
- Participated in a FIVCO Economic Development Planning Meeting
- Discussed the Registered Apprenticeship Program with local Water Districts and the Bath County Sheriff's Department
- Presented at the Fleming County Chamber "Business Over Breakfast"
- Hosted a Career & Resource Fairs with Fleming County Chamber of Commerce and Goodwill Morehead Opportunity Center
- Attended Kentucky Chamber Workforce Summit in Lexington
- Attended the Northeast Kentucky Workforce Conference in Morehead
- Attended Kentucky Chamber PLAN Event at Comprehend in Maysville
- Created Apprenticeship opportunity with the Judy Water Association in Mt. Sterling
- Planning Career Fairs for Boyd, Bracken, & Montgomery County

Coordinator Data

- **Total Outreach/Services/Activities/Programs - 933**
- **Non-Duplicate # of Companies Served - 361**
- **Non-Duplicate # of Companies Receiving Intensive Services - 201**
- **Percentage of Intensive Services from Non-Duplicated Companies - 55.6%**
- **Total Intensive Services - 604**
- **Percentage of Intensive Services from all contacts - 64.7%**

Kentucky Career Center – TENCO
Customer Traffic Data – FY '25

ASHLAND	July	August	September	October	November	December	January	February	March	April
Employment Services - RESEA	4	6	5	5	9	6	3	6	0	14
Employment Services - Job App	0	0	0	0	0	0	5	0	0	0
Employment Services - Job Search	56	61	65	61	43	48	43	21	35	38
WIOA	0	0	0	0	0	0	0	0	0	0
In-person UI Appointment	1	0	1	0	0	0	0	0	0	0
UI - File Claim	72	52	53	51	55	93	160	51	31	30
UI - Request Benefits	22	18	17	23	18	38	44	28	25	14
UI - Other	50	41	31	40	34	75	103	75	39	26
Training	29	36	30	25	12	21	7	12	25	28
OVR	1	0	0	17	41	4	3	0	0	0
Job Fair	0	24	0	0	2	0	2	1	2	0
Drug Court/Other	0	0	0	0	0	0	0	0	0	0
Veteran's Services	0	2	2	0	0	1	0	0	1	3
Partner	32	32	25	29	16	4	5	1	2	3
Workshop	8	8	6	9	6	0	0	6	1	2
TOTAL	275	280	235	260	236	290	375	201	161	158

MAYSVILLE	July	August	September	October	November	December	January	February	March	April
Employment Services - RESEA	0	0	0	0	0	0	0	0	0	0
Employment Services - Job App	0	0	0	0	0	0	4	0	0	0
Employment Services - Job Search	27	30	16	26	14	18	15	15	12	14
WIOA	0	0	0	0	0	18	15	0	0	0
In-person UI Appointment	0	0	0	0	0	0	0	0	0	0
UI - File Claim	0	0	0	0	0	0	0	7	7	0
UI - Request Benefits	0	0	0	0	0	0	0	11	11	0
UI - Other	45	33	14	23	44	59	37	3	0	21
Training	17	14	3	18	23	9	32	26	19	24
OVR	36	32	39	34	36	26	28	25	37	51
Job Fair	3	30	7	1	0	4	36	0	0	0
Drug Court	123	166	106	160	86	86	68	64	72	118
Veteran's Services	0	0	0	0	0	0	0	0	0	0
Partner	5	7	0	1	0	1	0	0	2	2
Workshop	1	0	0	0	0	0	0	0	0	0
TOTAL	257	312	185	263	203	221	235	151	160	230

MOREHEAD	July	August	September	October	November	December	January	February	March	April
Employment Services - RESEA	15	37	14	13	12	9	14	16	21	29
Employment Services - Job App	0	0	0	0	0	0	1	0	0	0
Employment Services - Job Search	25	31	32	36	43	34	47	35	54	45
WIOA	15	15	9	0	0	0	0	0	0	0
In-person UI Appointment	0	2	1	0	0	0	0	0	0	0
UI - File Claim	65	45	43	58	93	197	137	60	86	50
UI - Request Benefits	41	29	21	22	32	44	47	34	33	27
UI - Other	101	68	68	52	69	130	181	77	50	50
Training	0	0	0	19	10	16	7	6	7	5
OVR	7	7	8	1	2	7	16	5	11	9
Job Fair	143	89	0	0	0	0	0	0	2	0
Drug Court	0	0	0	0	0	0	0	0	0	0
Veteran's Services	0	0	0	3	1	1	3	2	4	1
Partner	2	4	4	7	7	7	3	8	13	9
Workshop	10	12	14	21	13	0	10	14	15	8
TOTAL	424	339	214	232	282	445	466	257	296	233

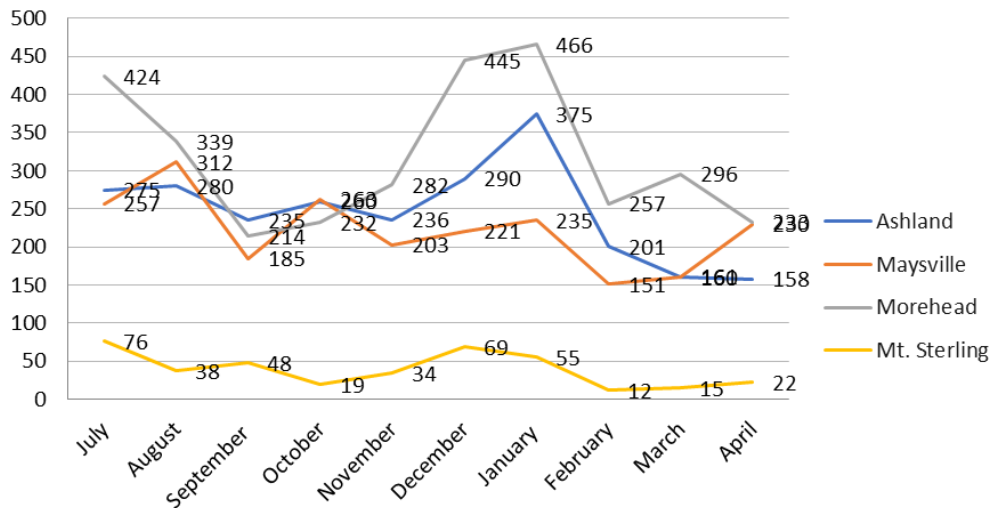
Kentucky Career Center – TENCO

Customer Traffic Data – FY '25

Mt. Sterling	July	August	September	October	November	December	January	February	March	April
Employment Services - RESEA	0	0	0	0	0	0	0	0	0	0
Employment Services - Job App	0	0	0	0	0	0	0	0	0	0
Employment Services - Job Search	6	11	12	0	5	2	1	1	3	2
WIOA	0	0	0	0	0	0	0	0	0	0
In-person UI Appointment	0	0	0	0	0	0	0	0	0	0
UI - File Claim	27	11	9	8	16	45	28	9	8	11
UI - Request Benefits	35	11	13	5	12	10	19	2	2	8
UI - Other	7	4	11	2	1	10	7	0	0	1
Training	0	0	1	4	0	2	0	0	1	0
OVR	0	1	0	0	0	0	0	0	0	0
Job Fair	0	0	0	0	0	0	0	0	0	0
Drug Court	0	0	0	0	0	0	0	0	0	0
Veteran's Services	0	0	0	0	0	0	0	0	0	0
Partner	0	0	0	0	0	0	0	0	0	0
Workshop	1	0	2	0	0	0	0	0	1	0
TOTAL	76	38	48	19	34	69	55	12	15	22

TENCO	July	August	September	October	November	December	January	February	March	April
Employment Services - RESEA	19	43	19	18	21	15	17	22	21	43
Employment Services - Job App	0	0	0	0	0	0	10	0	0	0
Employment Services - Job Search	114	133	125	123	105	102	106	72	104	99
WIOA	15	15	9	0	0	18	15	0	0	0
In-person UI Appointment	1	2	2	0	0	0	0	0	0	0
UI - File Claim	164	108	105	117	164	335	325	127	132	91
UI - Request Benefits	98	58	51	50	62	92	110	75	71	49
UI - Other	203	146	124	117	148	274	328	155	89	98
Training	46	50	34	66	45	48	46	44	52	57
OVR	44	40	47	52	79	37	47	30	48	60
Job Fair	146	143	7	1	2	4	38	1	4	0
Drug Court	123	166	106	160	86	86	68	64	72	118
Veteran's Services	0	2	2	3	1	2	3	2	5	4
Partners	39	43	29	37	23	12	8	9	17	14
Workshop	20	20	22	30	19	0	10	20	17	10
TOTAL	1032	969	682	774	755	1025	1131	621	632	643

TENCO Traffic



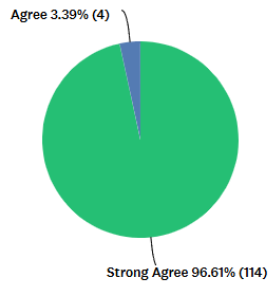
Kentucky Career Center – TENCO

Customer Satisfaction Data – FY '25 Feb-April

Location	# of Visits	Survey Responses	% of Responses
Ashland	520	30	6%
Maysville	541	21	4%
Morehead	786	69	9%
Mt. Sterling	49	0	0%
Online		0	
TOTAL	1896	120	6%

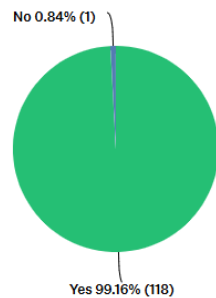
I was treated courteously and professionally by all Career Center staff.

Answered: 118 Skipped: 2



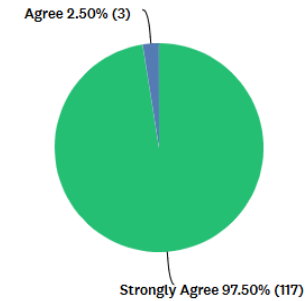
Did you get what you came to the Career Center for?

Answered: 119 Skipped: 1



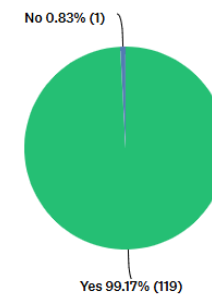
The Career Center staff was knowledgeable about their services.

Answered: 120 Skipped: 0



Would you return for our services and recommend them to others?

Answered: 120 Skipped: 0



Kentucky Career Center – TENCO
Customer Satisfaction Data – FY '25 Feb-April

Service Comments

“The people that I have dealt with the last 2 months have been patient, helpful, professional and cheerful. My first attempt with ID.ME was a disaster. But the team worked with me ‘til it was rectified.”

KCC - Morehead

“Ashley was awesome, helped me every step of the way. she was very patient and kind.”

KCC – Ashland

Customer Satisfaction Interviews

Customer 1 – KCC – Mt. Sterling

“Bryanna is always so helpful for me. She’s always able to answer my questions and get the right resources for me. It’s nice to have access to these services close to home.”

Customer 2 – KCC – Ashland

“Alisha was able to land an interview for me very quickly. I’m glad I took the time to stop by.”

Customer 3 – KCC – Morehead

“This group has been so helpful to me.”