



MINUTES

TENCO Workforce Development Board

Zoom/Hybrid Meeting

December 17, 2025

1:30 p.m.

Chair Amanda Clark called the Zoom/Hybrid meeting of the TENCO Workforce Development Board to order on Wednesday, December 17, 2025, at 1:43 p.m.

MEMBERS PRESENT:

Amanda Clark
Anthony Hartley
Ben Collier
Beth Sponaugle
Bryan O'Neill
Dustin Grooms

Jason Slone
Jennifer Carpenter
Larry Ferguson
Leysa Feinstein
Lori Ulrich
Mark Grundy

Michael Thoroughman
Russ Montgomery
Tara McNight
Tonia Prewitt

GUESTS PRESENT:

Anna Sullivan
Bill Bevans
Bobby Hall, Judge
Chad Bryant
Chris Haddix, Judge
Cindy Hurt
Crystal Riddle
Donnie Oborn

Elizabeth Bentley
Josh Farrow
Kevin Cornette
Lance Hanshaw
Madison Purvis
Marisa Brown
Matthew Hyden
Morgan Cooper

Opal Fannin
Renee McCane
Robin Kelsch
Shae Bisotti
Tim Litteral

STAFF PRESENT:

Andrea Holbrook
Brittany Layne
Haley Allen

Justin Suttles
Katheryn French
Stephen Culp

Steven Peed

Board Membership and Staff Changes

Chair Clark announced the following changes in Board Membership and Staff since the last meeting:

- Leysa Feinstein has been appointed to the Board as a Healthcare sector representative.
- Kennedy Wellman has accepted another position creating an opening with our Communication Specialist position. Interviews are scheduled for the week of December 22, 2026.

GENERAL ITEMS:

Approval of Minutes

October 15, 2025, meeting minutes were reviewed. **A motion was made by Larry Ferguson and second by Jason Slone to approve the Minutes of the October 15, 2025, TENCO WDB Meeting. The motion carried.**

Quarterly Budget Review

Stephen, Culp, Fiscal Officer, presented the TENCO WDB FY26 budget through October 2025. Mr. Culp reviewed the total budget of \$7,712,722; total expenses \$1,048,357 (14%) for a remaining balance of \$6,664,365; and total obligations of \$5,055,233 (66%). Non-obligated funding is available in the amount of \$2,657,489 (34%).

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 Michael Thoroughman and second by Anthony Hartley to approve the TENCO WDB financial report as presented. The Board voted and the motion carried.

OTHER BUSINESS:

Youth Employment Program

Justin Suttles and Andrea Holbrook reviewed the Projected FY27 Youth Budget and highlights and changes that were made to the Request for Proposal, Proposal, Narrative, and Rating Sheet. All documents were provided beforehand in the agenda packet. Mr. Suttles recommended to the Board that budget be \$500,000 for the Youth Employment Program.

A motion was made by Ben Collier and second by Larry Ferguson that a Youth Employment Program Request for Proposal be issued and an allotted budget of \$500,000. The Board voted and the motion carried.

Directors Report

Justin Suttles provided the Directors Report.

SWATT

Mr. Suttles shared with the Board the efforts that are being taken in the area with the SWATT initiative, and how the mission is being implemented through the Business Service Coordinators.

Total Active Enrollments

Mr. Suttles reported that we have a total active enrollment right now of 508.

- Adult: 162; Dislocated Worker: 2; Youth: 344 (49 ISY, 295 OSY)

Putting Young Kentuckians to Work Program:

- Total enrollments: 118
- Active caseload: 68
- Participants in Follow-up: 12
- Participants exited, follow-up complete: 38
- Active WEXs: 6
- Active Co-ops: 3
- WEXs completed: 5
- Performance: 13/200

Mr. Suttles reported that there are currently 3 open positions:

- Workforce Communication Specialist, Morehead Career Counselor, and Maysville Business Service Coordinator

Work Ready Communities – Next Generation

Mr. Suttles reported the state contracted with TPMA who met with stakeholders to gather input on the strategic and talent ready objectives along with identifying best practices. After finalizing the stakeholder input, they reported their findings to KWIB and drafted metric definitions for the taskforce. They then revised the application process, program details, and data sources and enhanced the website with dashboard updates and new content. During the first part of 2026, they are working to develop an incentive program, create a technical assistance framework, and implement marketing and outreach strategies. They will submit their final report of deliverables and best practices with recommendations for improvement in April 2026.

ACTC Tri-State Business Conference:

Mr. Suttles reported that Ashland Community and Technical College is having a Tri-State Business Conference on Friday, April 24, 2026. The one-day conference will focus on AI's impact on our lives, our work, and the future of our region.

Holiday Schedule

Mr. Suttles shared the Kentucky Career Center holiday closings schedule listed in the agenda packet.

Kentucky Workforce Summit

Mr. Suttles shared that the 11th Annual Kentucky Workforce Summit will be February 17-18, 2026 at Marriott Griffin Gate in Lexington, KY. He reviewed the Summit Agenda and encouraged anyone who is able to attend.

Strategic Goals Update

Mr. Suttles provided an update on the Board's Strategic Goals. He reported the following progress toward the completion of the goals:

- Goal 1: we continue to open opportunities for youth by developing Apprenticeship and Work Experience Opportunities with employers we have not worked with in the past and build relationships with schools.
- Goal 2: we continue to enhance economic development activities as we implement the SWATT Strategy to serve employers.

- Goal 3: we continue to increase service and resource awareness by continuing enhancement of our website and social media resources including our access map. A work group will be formed this fall to design and implement a plan to reach underserved populations to provide targeting outreach.
- Goal 4: we continue to increase our capacity to explore other funding opportunities.

A motion was made by Jennifer Carpenter and second by Jason Slone to accept the Directors Report. The Board voted and the motion carried.

Business Service Update

Steven Peed, Business Services Specialist, provided an update on recent business services activities, employer outreach, and community engagement efforts conducted over the past several months.

Mr. Peed reported participation in two ACTC Job Fairs held at the Tech Drive and College Drive campuses, which allowed staff to engage directly with both job seekers and employers. He noted that the team hosted three hiring events with a total of 31 attendees, resulting in 28 job offers. In addition, staff supported two large career fairs that included approximately 80 businesses and 60 job seekers. Mr. Peed also shared that a hiring event hosted by Green APU had seven attendees and resulted in six follow-up interviews.

Mr. Peed discussed continued collaboration with local partners and training providers. He stated that staff met with the Electrical Training Academy to explore opportunities to support student internships and participated in mock interviews for the JAG program. In Montgomery County, staff supported Career Edge training sessions and assisted students with résumé development during the Work Ethic Seal event on October 30. He further reported attendance at the SWATT Regional Roadshow on November 6 and the ribbon-cutting ceremony for the new Montgomery County Airport on December 8. Throughout the quarter, staff also attended Fiscal Court meetings to remain informed of county-level priorities and needs.

Mr. Peed noted ongoing engagement with community organizations, including hosting an expungement clinic to help individuals overcome employment barriers. He shared that staff remain actively involved in the Tri-State Business Conference planning committee and have begun planning a Spring 2026 Health and Job Fair in partnership with the Greenup County Health Department. He also stated that planning is underway for a Career Fair at the Mason County Public Library scheduled for late January.

Finally, Mr. Peed reviewed Quarter 2 coordinator data, reporting 304 total business contacts and services provided to 189 unique businesses, including 180 intensive services. He concluded by noting that for Fiscal Year 2026 to date, staff have made 919 total business contacts, served 379 unique businesses, and delivered 527 intensive services, resulting in an intensive service rate of 57.3 percent.

Career Center Operations Update

Director of Career Center Operations Brittany Layne provided the Career Center Operations Update reviewing the information that was shared in the agenda packet.

TENCO MOU/IFA Amendment

Mrs. Layne reviewed the proposed amendment to the TENCO MOU/IFA that was included in the agenda packet.

A motion was made by Dustin Grooms and second by Jennifer Carpenter to approve the proposed amendment to the TENCO MOU/IFA. The Board voted and the motion carried.

Partner Updates

Tonia Prewitt, Career Development Office Regional Program Manager, shared that they have an opening in the TENCO area with the Jobs For Veterans State Grant (JVSG) program and the position should be posted soon. The Morehead manager position remains vacant. Staff continue to serve customers, assisting them with resources and employment referrals. Mrs. Prewitt also reported that CDO has expanded access to Coursera licenses and anyone who would benefit from a credential that is offered through Coursera, please make a referral to a CDO team member.

Dustin Grooms, MCTC Adult Education Director, shared that KEDA Adult Education instructor, Vickie Stacy, is retiring at the end of this month and wants to commend her on her exceptional service to Adult Education. MSU Adult Education has an opening for an instructor in Montgomery County, as well as part-time positions in Morgan and Wolfe County and Corrections in Rowan County. Mr. Grooms reported that the standard is at least a bachelor's degree in education or related field for Adult Education Instructor positions. MCTC Adult Education is on pace to exceed their GED goal. Enrollment exceeds the total from this time last year. Lewis County is looking at starting an on-site class in Garrison. All Adult Education centers have closings coming up due to the holidays and that schedule was shared.

Chair Clark announced that the next meeting of the TENCO Workforce Development Board will be February 25, 2026.

Other

Motion made to adjourn by Tonia Prewitt second by Jason Slone. Motion passed and the meeting was adjourned at 2:12 p.m.