

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 Stone
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.