



MINUTES

TENCO Workforce Development Board

Zoom/Hybrid Meeting

May 21, 2025

1:30 p.m.

Chair Michael Thoroughman called the Zoom/Hybrid meeting of the TENCO Workforce Development Board to order on Wednesday, May 21, 2025, at 1:30 p.m.

MEMBERS PRESENT:

Ben Collier
Brent Sturgill
Byran O’Neill
Dustin Grooms
Jason Slone

Jennifer Carpenter
Lori Ulrich
Mark Grundy
Michael Thoroughman

Robin Harris, proxy for Larry Ferguson
Russ Montgomery
Ryan Lake, Proxy for Amanda Tonia Prewitt

GUESTS PRESENT:

Anna Sullivan
Cindy Hurt
Crystal Riddle
Destiny Connor
Dustin Grooms
Elizabeth Bentley
Haley Allen

Judge George Sparks
Jacob Sartin
Jill Butler
Josh Farrow
Kevin Cornette
Laura McCullough
Madison Purvis

Matthew Hyden
Millicent Harding-Thomas
Opal Fannin
Renee McCane
Robin Harris

STAFF PRESENT:

Andrea Holbrook
Brittany Layne
Denise Dials
Devon Suttles

Justin Suttles
Katheryn French
Kennedy Wellman
Sharon Hall

Stephen Culp

Board Membership and Staff Changes

Chair Thoroughman announced the follow changes in Board Membership and Staff since the last meeting:

- Kevin Howard and Hannah Young have taken other positions that no longer meet requirements for board membership and have resigned.
- Jason Slone's term as representative for Economic Development has been renewed.
- Natasha Cloum began as Quality Control Specialist on May 1
- Devon Suttles began as Workforce Intern on May 21
- Haley Allen will begin Assistant Director on June 5

GENERAL ITEMS:

Approval of Minutes

February 19, 2025, meeting minutes were reviewed. **A motion was made by Russ Montgomery and second by Brent Sturgill to approve the Minutes of February 19, 2024, TENCO WDB Meeting. The motion carried.**

Quarterly Budget Review

Stephen, Culp, Fiscal Officer, presented the TENCO WDB FY25 budget through March 2025. Mr. Culp reviewed the total budget of \$6,597,009; total expenses \$2,230,729 (34%) for a remaining balance of \$4,366,279; and total obligations of \$4,565,096 (69%). Non-obligated funding is available in the amount of \$2,031,912 (31%).

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.

REPORTS:

Ad Hoc Nominating Committee

Chair Thoroughman reported that he has appointed Jason Slone, Brent Sturgill, and Dustin Grooms to the Ad Hoc Nominating Committee. He reminded the Board that officers must be Business Representative, and the committee is working diligently to review board meeting attendance records, qualifications and will have a recommendation at the Annual meeting.

Executive Committee

Chair Thoroughman reported that the Executive Committee also reviewed the Regional and Local Strategic Plan that was due to the Cabinet by April 30th. This plan has both Regional and Local information and is a 4-year plan that is required in the Law. There are specific topics and questions that are required to be answered in the Plan. After review, the Executive Committee agreed to proceed with submission of the Plan to the Cabinet without any edits. The full plan can be found on the tencocareercenter.com website. There is a document in your packet that highlights each chapter of the Plan.

The Kentucky Workforce Innovation Board asked the local areas to validate high school credentials available through Career and Technical Education. The request was to identify those credentials that businesses see as viable either as stand-alone or as a career pathway. The packet includes the list of current credentials as obtained by local school systems with each of them rated based on business input. This request required a very quick turnaround from the local areas, therefore, there was some concern about the rankings due to low business participation. However, since the document is simply a tool for the Department of Education to use, the Executive Committee approved staff to submit the information to meet the April 30th deadline. Staff have already developed a process and timeline for next year that will allow them to get significantly more business participation.

Career Center Committee

Gateway ADD Direct Service Contract Renewal:

Lori Ulrich, Career Center Committee Chair reviewed the information that was included in the agenda packet concerning the renewal of the Direct Service Contract with Gateway Area Development District. She reported that this is the renewal for the second year of a 4-year contract. The committee reviewed all contract expectations, and most have been met, there have been a few errors in case management due to new staffing and two federal performance measure they did not meet but we feel that is due to staff being unable to contact participants and therefore it is automatically a negative. They have requested a total budget of \$939,400.08, which is \$21,528.53 more than this year. The contract supports 12 positions, and the budget increase is mainly due to salary increases to remain competitive in today's market.

She reported that the Career Center Committee is recommending the renewal of the Gateway Direct Service Contract with a budget of \$939,400.08 with the these changes to the contract: 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; 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; Add: The Resource Room Assistants will attend at least one Customer Service Training per year; and Add: Resource Room Assistants will ensure Job Lists are accurate and ready for distribution at the beginning of each week.

A motion was made by Tonia Prewitt and second by Jason Slone to approve the renewal of the Gateway ADD Direct Service contract with the recommended changes with a budget not to exceed \$939,400.08. The Board voted and the motion carried.

Gateway ADD One-Stop Operator Contract Renewal

Lori Ulrich reviewed the information that was included in the agenda packet. She reported that this is the renewal for the second year of a 4-year contract. The committee reviewed all contract expectations, and all have been met except one that is in progress. They have requested a total budget of \$123,007.40 which is \$2,271.97 more than this year. This contract supports 1 position, and the budget increase is mainly due to salary increase.

She reported that the Career Center Committee is recommending the renewal of the Gateway One-Stop Operator Contract with a budget of \$123,007.40 with the addition of “Provide support to Career Center staff to ensure effective and efficient customer service and Career Center operations” to the “Director of Career Center Operations Roles and Responsibilities” on page 28-29 of the contract.

A motion was made by Brent Sturgill and second by Russ Montgomery to approve the renewal of the Gateway ADD One-Stop Operator contract with the recommended change and a budget not to exceed \$123,007.40. The Board voted and the motion carried.

Youth Committee

Chair Michael Thoroughman shared the report from the April 29, 2025, Youth Committee.

MSU Today's Youth Contract Renewal

The Youth Committee recommended approving the contract renewal request from Morehead State University Today's Youth to continue providing year-round youth services for PY25 with a budget not to exceed \$375,000 with no changes to the contract expectations.

A motion was made by Lori Ulrich and seconded by Brent Sturgill to approve the renewal of the MSU Today's Youth Contract with a budget not to exceed \$375,000. The Board voted and the motion carried.

The Youth Committee recommended the approval of the contract renewal request from Lewis County Board of Education to continue providing year-round youth services for PY25 with a budget not to exceed \$468,855.71 and the allowance of 300 work experience hours per participant.

A motion was made by Lori Ulrich and seconded by Russ Montgomery to approve the renewal of the Lewis County Board of Education Empower Youth Contract with a budget not to exceed \$468,855.71

and the allowance of 300 work experience hours per participant. The Board voted and the motion carried.

Transfr Virtual Reality Contract Renewal

The Youth Committee recommends approving to renew the lease of Transfr VR headsets and Career Exploration software for a second year at a total cost of \$23,375.

A motion was made by Lori Ulrich and seconded by Jason Slone to approve the renewal of the lease of Transfr VR headsets and Career Exploration software for a second year at a total cost of \$223,375. The Board voted and the motion carried.

Strategic Planning Committee

Denise Dials reported that the Strategic Planning Committee met on May 6, 2025, and reviewed the Occupations in Demand data. By WIOA Law the board is required to review the data to ensure funds are spent on occupations that are in demand or are career pathways and provide self-sustaining wages. The Committee recommends the following changes to the Occupations in Demand List.

- 1) Cap of 15 students per year for Lineman. We have funded this program for several years and are starting to see less individuals working in their field after completing the training. Therefore, the committee was concerned about oversaturation in the local area.
- 2) Add drinking Water and Wastewater Operators. The Rural Water Association has identified a significant need for certified operators and requested assistance with training costs through an apprenticeship program.
- 3) Civil Engineering would be removed from the current list. Did not receive any verification that this specific type of engineering was in high demand in the TENCO local area.
- 4) Police and Sheriff Patrol Officers. The need has been identified by KY Stats and by local police departments for a couple of years. This would allow us to support training, both occupational and on-the job, with local police departments.

All other recommendations are on our current occupational training list

After discussion, a motion was made to the make the following changes to the Occupations in Demand List: addition of Water and Wastewater Operator, addition of Police and Sheriff Patrol officers, and the removal of Civil Engineering. The motion was made by Brent Sturgill and seconded by Jennifer Carpenter. The Board voted and the motion was carried. Lori Ulrich abstained from the vote.

OTHER BUSINESS

Directors Report

Justin Suttles provided the Directors Report.

Fiscal Agent Recommendation

Mr. Suttles reported that monitoring has been conducted on the Fiscal Agent contract with no issues noted. Mr. Stephen Culp provided an overview and explanation of the proposed Fiscal Agent budget for FY25. Mr. Suttles recommends that the TENCO Workforce Development Board recommend to the Governing Board of Judges to maintain the Fiscal Agent Agreement with Buffalo Trace Area Development District with a budget not to exceed \$104,096.

A motion was made by Tonia Prewitt and seconded by Jason Slone to recommend to the TENCO Governing Board of Judges maintain the Fiscal Agent Agreement with Buffalo Trace Area Development District with a budget not to exceed \$104,096. The Board voted and the motion carried. Lori Ulrich abstained from the vote.

Administrative Entity Designation

Mr. Suttles reported that this is a 4-year agreement that is approved by the Executive Committee and Governing Board of Judges that only requires approval of the budget unless someone has cause to terminate the Administrative Entity contract. The entity serves as the employer of record for Board staff. Mr. Stephen Culp provided an explanation of the proposed Administrative Entity budget.

A motion was made by Dustin Grooms and seconded by Russ Montgomery to designate Buffalo Trace Area Development District as the Administrative Entity with a budget not to exceed \$1,172,246. The Board voted and the motion carried. Lori Ulrich abstained from the vote.

Board Certification

Mr. Suttles reported that the Kentucky Workforce Innovation Board approved the Certification of the TENCO Workforce Development Board at their February 20, 2025, meeting. The certification is reviewed every 2 years.

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:

- 33%: Develop programs that actively engage youth in workforce services.
- 66%: Explore funding opportunities to serve a more diverse population and/or expand services to career seekers.
- 80% Enhance economic development activities within the local community.
- 60%: Increase service and resource awareness and accessibility for career seekers and businesses.

Policy Updates

A motion was made to amend Policy #2 Supportive Services as presented by Brent Sturgill and seconded by Lori Ulrich. The Board voted and the motion carried.

A motion was made to amend Policy #7 Limitation on Costs as presented by Lori Ulrich and seconded by Tonia Prewitt. The Board voted and the motion carried.

A motion was made to amend Policy #28 Training Limitations as presented by Lori Ulrich and seconded by Jason Slone. The Board voted and the motion carried.

A motion was made to amend Policy #30 Continuation of Funds as presented by Lori Ulrich and seconded by Brent Sturgill. The Board voted and the motion carried.

A motion was made to amend Policy #39 Career Pathways as presented by Tonia Prewitt and seconded by Jennifer Carpenter. The Board voted and the motion carried.

A motion was made to adopt Policy #48 Personal Property as presented by Lori Ulrich and seconded by Brent Sturgill. The Board voted and the motion carried.

Career Center Infrastructure Funding Agreement

Mr. Suttles and Mr. Culp provided an explanation of changes to the Career Center Infrastructure Funding Agreement that were requested when the MOU and IFA were submitted to the Department of Workforce Development.

A motion was made by Dustin Grooms and seconded by Brent Sturgill to approve the changes made to the MOU and IFA with staff having the authority to negotiate further if necessary. The Board voted and the motion carried.

Business Service Update

Denise Dials provided the Business Service Update reviewing the information that was shared in the agenda packet.

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.

Parter Updates

Brent Sturgill, Office of Vocational Rehabilitation Regional Program Manager shared that the agency is reviewing their Order of Selection concerning how new consumers are served through the agency and currently all categories are closed as they review their processes. Consumers who are currently being

served under an employment plan will see no changes to services, newly enrolled consumers will be placed on a wait list until categories are reopened.

Dustin Grooms, MCTC Adult Education Director shared that Adult Education programs have received their contracts for the new year, and almost all programs have seen significant funding cuts. He explained Adult Education programs in our area are currently looking at how the funding cuts will affect their delivery of services and staffing.

Tonia Prewitt, Career Development Office Regional Program Manager shared that while vacancies in Ashland and Morehead are on hold as the agency review their budget and funding, a Reemployment Specialist position is being filled. She also shared the results of a Veterans Standdown that was held recently.

Other

Retiring Director, Denise Dials expressed her thankfulness for having the opportunity to serve as Director and her appreciation for the dedication and service of the Board members.

Motion made to adjourn by Lori Ulrich second by Brent Sturgill. Motion passed and the meeting was adjourned at 3:15 p.m.