

**MINUTES**  
**TENCO Workforce Development Board**  
**Zoom/Hybrid Meeting**  
**October 16, 2024**  
**1:30 p.m.**

Chair-elect Michael Thoroughman called the Zoom/Hybrid meeting of the TENCO Workforce Development Board to order on Wednesday, October 16, 2024 beginning at 1:30 p.m. The guests and all in attendance were welcomed.

**MEMBERS PRESENT:**

|                     |               |             |                |               |
|---------------------|---------------|-------------|----------------|---------------|
| Michael Thoroughman | Tara McNight  | Jason Slone | Lori Ulrich    | Dustin Grooms |
| Jennifer Carpenter  | Tonia Prewitt | Mark Grundy | Larry Ferguson | Bryan O'Neill |
| Jill Butler         | Hannah Young  |             |                |               |

**GUESTS PRESENT:**

|               |                      |                       |                |                |
|---------------|----------------------|-----------------------|----------------|----------------|
| Jacob Sartin  | Donnie Osborne       | Judge/Executive Clark | Cylenna Barker | Kaci Foster    |
| Matthew Hyden | Dr. Laura McCullough | Josh Farrow           | Haley Allen    | Brittany Layne |

**STAFF PRESENT:**

|                 |                |                 |              |                 |
|-----------------|----------------|-----------------|--------------|-----------------|
| Denise Dials    | Justin Suttles | Katheryn French | Stephen Culp | Andrea Holbrook |
| Kennedy Wellman |                |                 |              |                 |

Board and Staff Membership Changes

Chair Thoroughman announced a board term renewal for the following member: Stephan Harris for an additional three-year term. New board member, Dustin Grooms representing Adult Education, was introduced. Chair Thoroughman also informed the board of two new administrative staff. Kennedy Wellman, Communication Specialist and Katheryn French, Youth Career Coach.

GENERAL ITEMS:

Approval of Minutes

May 22, 2024, meeting minutes were reviewed. **A motion was made by Justin Slone and second by Jennifer Carpenter to approve the Minutes of the May 22, 2024, TENCO WDB meeting. The motion carried.**

Quarterly Budget Review

Stephen Culp, Fiscal Officer, presented the TENCO WDB FY25 budget through August 2024. Mr. Culp reviewed the total budget of \$5,225,311.00; total expenses \$269,188.00 (5%) for a remaining balance of \$4,956,122.00; and total obligations of \$4,219,377.00 (81%). Non-obligated funding is available in the amount of \$1,005,934.00 (19% of total budget).

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

Mr. Culp also reviewed the new state funding for the youth program, Putting Young Kentuckians to Work, and how the funds are distributed.

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

REPORTS:

Executive Committee

Chairman Thoroughman reported the Executive Committee met on June 13, 2024 and took action on the FY25 TENCO WDB budget which includes anticipated revenue, anticipated expenses, and projected carryover for FY26. The anticipated expenses were broken down by the administrative entity, direct expenses such as infrastructure, contracts, Individual Training Accounts, and workforce

projects. Chairman Thoroughman requested Mr. Culp review the materials included in the board packet. Mr. Culp explained that funds are received for a two-year term. He also explained that the administrative entity's overall budget (\$1,008,829.00) cannot be increased unless the TENCO WDB and Governing Board of Judges provides approval. Mr. Culp provided a comparison of previous fiscal year budgets and explained that the revenue presented is anticipated due to only having planning numbers.

Chairman Thoroughman provided a report on the renewal of the fiscal agent, including the approved budget. He also presented the renewal of the administrative entity. Buffalo Trace Area Development District was selected to operate both the fiscal agent and the administrative entity.

Chairman Thoroughman provided a report on the performance negotiations that were approved by the CLEO and Executive Committee. He discussed the state rate, TENCO's negotiated rate, and the final approved rate. A discussion was held regarding how rates were negotiated.

Chairman Thoroughman provided the board with information regarding the approval to move the KY Career Center – Mt. Sterling to a new location at the Health and Civic Center at 108 E. Locust Street in Mt. Sterling. The new location provides more space, additional partner resources, and accessible parking. The ribbon cutting for the new location will be November 6<sup>th</sup> at noon.

#### Director's Report

Denise Dials reported on the Annual Meeting. She encouraged board members and partners to go to the website and review the Annual Meeting information.

Ms. Dials introduced Katheryn French as the Career Coach for the Putting Young Kentuckians to Work program. Ms. French provided a brief overview of the program and discussed her outreach efforts.

#### Strategic Plan

Ms. Dials reviewed the strategic plan goals for the year. Ms. Dials reviewed the packet materials which included each board approved goal, and the objectives that have been accomplished.

Ms. Dials provided a Business Service update:

- 6 hiring events have taken place which included general and individualized events with 204 attendees.
- Supporting Bracken County Chamber of Commerce to provide the first Career Fair and Expo for their County.
- Supporting Goodwill with a Career Fair in Morehead on November 19<sup>th</sup> at the Morehead Conference Center
- Participating in a Second Chance Career Fair on November 14<sup>th</sup> at the Depot in Ashland.
- Providing resources for businesses who are working with the Boyd County Detention Center's B.E.S.T program. This program provides essential employability skills training and transitions incarcerated individuals into paid work while still in the detention center. The Business Service Coordinator and Career Counselor in Ashland is working with the detention center to enroll individuals and provide supportive services. WIOA will provide wage reimbursement for individuals enrolled in the program to offset business cost.
- Mason County Extension office has been in contact with the Business Service Coordinator in Maysville regarding a similar program. They are also partnering with Maysville Community and Technical College to offer short term certifications to individuals prior to their transition back into the community.
- Planning stages for a regional job fair in Montgomery County.
- Assessing interest for regional job fair in Mason County for next spring.

#### Other Business:

Brittany Layne introduced herself as the new Director of Career Center Operations. She discussed the materials in the board packet which included the breakdown of Career Center services, customer traffic, and customer satisfaction.

#### Partner Updates

Tonia Prewitt, Regional Manager for the Career Development Office, discussed staffing updates and employability workshops available at the Career Centers. Dustin Grooms, MCTC Adult Education, discussed an increase in enrollment for Adult Education. While GED seeking students are decreasing, Adult Education has started offering multiple other programs such as working with the detention center to obtain short-term credentials and employability skills. Donnie Osborn, KEDC Adult Education, discussed enrollment numbers

and GED attainment in Boyd and Greenup County. He also discussed their Safe Serve food handling program, and a new partnership with the JAG USA out-of-school program to assist with coaching and other employability assistance.

Other Business

Jason Slone, Morehead -Rowan County Chamber of Commerce, encouraged businesses to register and participate in the Fair Chance Academy in Morehead Fair Chance Academy in Morehead on October 24<sup>th</sup> at 10:00 a.m. located at the Conference Center.

Adjourn

**With no further business to discuss, the meeting adjourned on a motion made by Jason Slone and second by Tonia Prewitt at 2:20 p.m.**