



**TENCO Workforce Development Board**  
**May 20, 2026**

**Buffalo Trace Area Development District**  
201 Government Street  
Maysville, Ky

**Kentucky Career Center – Ashland**  
1844 Carter Avenue  
Ashland, KY

**Zoom Meeting**

<https://us06web.zoom.us/j/84943209502?pwd=OUitYkQeKxjDurqYaoQaSo5fkXamr.1>

**Meeting ID: 849 4320 9502**

**Passcode: 375038**

**1:30 p.m. EST / 12:30 p.m. CST**

**AGENDA**

- |      |                                    |                        |
|------|------------------------------------|------------------------|
| I.   | Call to Order                      | Amanda Clark, Chair    |
| II.  | Roll Call                          | Mark Grundy, Secretary |
| III. | Board/Administrative Staff Changes | Amanda Clark, Chair    |

**GENERAL ITEMS**

- |      |                                      |                     |
|------|--------------------------------------|---------------------|
| IV.  | *Approval February 25, 2026 Minutes  | Amanda Clark, Chair |
| V.   | *Quarterly Budget Review             | Stephen Culp        |
| VI.  | *FY27 Budget                         | Stephen Culp        |
| VII. | Buffalo Trace ADD Audit Presentation | Stephen Culp        |

**COMMITTEE REPORTS**

- |       |  |             |
|-------|--|-------------|
| VIII. | Youth Committee                                    | Ben Collier |
|       | a. *Year-Round Youth Services Contract             |             |
| IX.   | Career Center Committee                            | Lori Ulrich |
|       | a. *Gateway ADD Direct Service Contract Renewal    |             |
|       | b. *Gateway ADD One-Stop Operator Contract Renewal |             |
|       | c. *Career EDGE Renewal                            |             |

- X. Strategic Planning Committee
  - a. \*FY27 Occupations in Demand List

Amanda Clark



OTHER BUSINESS

- XI. Putting Young Kentuckians to Work

Katheryn French / Andrea Holbrook

- XII. \*Directors Report

Justin Suttles

- a. \*Transfr Renewal
- b. Strategic Goals Update
- c. MOU / IFA Update
- d. \*Other

- XIII. Business Service Update

Steven Peed

- XIV. Career Center Operations Update

Haley Allen

- XV. Partner Updates

Tonia Prewitt, CDO  
Brent Sturgill, OVR  
Dustin Grooms, Adult Ed.

- XVI. Other

Amanda Clark, Chair

- XVII. \*Adjourn

Amanda Clark, Chair

\*Requires Action



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**MINUTES**

**TENCO Workforce Development Board**

**Zoom/Hybrid Meeting**

**February 25, 2026, 1:30 p.m.**

Chair Amanda Clark called the Zoom/Hybrid meeting of the TENCO Workforce Development Board to order on Wednesday, February 25, 2026, at 1:32 p.m.

**MEMBERS PRESENT:**

Amanda Clark	Jason Slone	Michael Thoroughman
Anthony Hartley (Dylan Williams)	Jennifer Carpenter	Tara McNight
Ben Collier	Larry Ferguson (Robin Harris)	Tonia Prewit
Brent Sturgill	Lori Ulrich	

**GUESTS PRESENT:**

Crystal Riddle	Bryan O’Neill
Kevin Cornette	Cindy Hurt
Renee McCane	Brandi Smith
Shae Bisotti	Jacob Sartin
Opal Fannin	

**STAFF PRESENT:**

Andrea Holbrook	Katheryn French	Callie Jarrell
Brittany Layne	Stephen Culp	Natasha Cloum
Haley Allen	Caine Hughes	
Justin Suttles	Steven Peed	

## Board Membership and Staff Changes

Chair Clark reminded Board members that cameras must be on during votes. She also requested that all in-person attendees sign in using the sign-in sheets at their locations and that Zoom attendees sign in via the chat.

Chair Clark announced the following changes since the last meeting:

- Callie Jarrell has joined TENCO as the new Workforce Communications Specialist.
- Beth Sponaugle is no longer a Board member due to a change in employment. Chair Clark shared that staff are working to identify a replacement as soon as one is confirmed.

## GENERAL ITEMS:

### Approval of Minutes

The December 17, 2025, meeting minutes were reviewed.

**A motion was made by Jason Slone and seconded by Michael Thoroughman to approve the Minutes of December 17, 2025, TENCO WDB Meeting. The motion carried.**

### Quarterly Budget Review

Stephen Culp, Fiscal Officer, presented the FY26 financial report through December 2025.

Mr. Culp reviewed the following:

- Total budget available of \$7,713,002
- Total expenses of \$1,820,705
- Remaining balance of \$5,892,297
- Total obligations of \$5,036,810
- Non-obligated funding remaining of \$2,676,192

He further reviewed expenses by major grant categories, noting the largest portion of activity is within Youth grant funding, followed by Adult and Dislocated Worker. He also reviewed administration budget performance and the administration percentage of total expenses.

Youth Work Experience grant performance and the Putting Young Kentuckians to Work (Kentuckianna Works) contract budget status were also reviewed, including receipts to date, pending collections, expenses, remaining contract availability, and cash on hand.

**A motion was made by Tonja Prewitt and seconded by Jennifer Carpenter to approve the TENCO WDB financial report as presented. The motion carried.**

## COMMITTEE REPORTS:

## Youth Committee – FY26–27 Youth Employment Program Proposals

Justin Suttles and Kevin Cornette reviewed the Youth Employment Program proposals and the need to align submitted proposal totals with the board’s available funding target.

The submitted proposals totaled approximately \$790,764, exceeding available funding. Staff and the Youth Committee worked with Fiscal Officer Stephen Culp to determine a recommended contract target of \$541,624 and developed multiple reduction options to serve the greatest number of youth while maintaining program viability.

The recommended option included:

- Reducing incentives from \$400 to \$125 per student
- Reducing work experience hours from 240 to 200 hours
- Holding harmless personnel/operating costs where possible
- Reducing Robertson County’s proposed student count to align overall distribution
- Serving the greatest number of youth across the region under the funding target (approximately 175 students)

Discussion included wage rate variations, including Gateway’s proposed \$9.50/hour, with staff explaining wage selections must not exceed starting wages at worksites to avoid wage conflicts with current employees.

Chair Clark thanked staff for the analysis and planning and requested approval of the recommendation with a caveat: if any contractor chooses not to proceed under revised terms, staff are authorized to renegotiate with remaining contractors provided total contracts do not exceed \$541,624 (approximate cap based on available funds).

**A motion was made by Ben Collier and seconded by Michael Thoroughman to approve the Youth Employment Program contract. The motion carried.**

OTHER BUSINESS:

### Secondary CTE Certification Programs

Steven Peed presented the annual review of industry-recognized certifications offered through CTE programs in local high schools. Mr. Peed reviewed the employer/stakeholder survey process and how recommendations align with regional workforce needs, labor trends, and in-demand occupations.

Mr. Peed reported 12 survey responses received:

- Manufacturing: 4
- Healthcare: 3
- Education: 3

- Construction: 2

He also shared two new credential requests submitted by businesses:

- Medical Billing/Coding
- RETA CARO/CIRO (Refrigeration Technician)

**A motion was made by Brent Sturgill and seconded by Tonia Prewitt to approve the Secondary CTE Certification Program recommendations. The motion carried.**

#### Putting Young Kentuckians to Work

Katheryn French and Andrea Holbrook provided program updates and success stories.

Ms. French highlighted a success story involving a student who gained employment after receiving support with professionalism, social etiquette, resume building, applications, and interview preparation.

Ms. French also referenced a letter from Trent Underwood, Manager of Garrison Water District, describing the program's positive impact and the work ethic and growth demonstrated by participant Braxton Detillion.

Ms. Holbrook shared an employer partnership, for example developed through Business Services, including coordination with Thoroughbred Construction to create internship/work experience opportunities for students interested in construction pathways. She encouraged Board members and partners to share business connections to expand placements and strengthen youth-to-employment pipelines.

#### Director's Report

Justin Suttles presented the Director's Report, including:

- Youth Year-Round RFP updates and intent to release the RFP by March 2
- Kentucky Workforce Summit participation and plans to provide staff training based on summit sessions (including generational workforce trends)
- Strategic Goals progress and plans to conduct a work session to review and strengthen action steps
- Correction noted in the packet: PYKtW active caseload figure should be 78 (noted as an error)
- Updates on upcoming events and meetings, including SWATT-related sessions and regional workforce activities
- Fiscal update: Buffalo Trace audit completed with no findings reported

**A motion was made by Jason Slone and seconded by Tonia Prewitt to accept the Director's Report. The motion carried.**

### Business Service Update

Steven Peed provided a Business Services update, noting significant activity despite weather impacts, including collaboration with MCTC on upcoming skilled trades-related events and ongoing engagement with chambers and fiscal courts.

Year-to-date highlights included:

- 16 hiring events with 105 attendees and 72 job offers
- 5 major career fairs with 115 businesses and 172 job seekers
- 1,116 total contacts with 460 unique businesses
- 596 intensive services provided

Upcoming activities included multiple career fairs across counties and an expungement clinic at Mason County Public Library on March 31 in partnership with Legal Aid of the Bluegrass.

### Career Center Operations Update

Brittany Layne reviewed career center traffic and customer satisfaction data (July 1 – January 31), noting 4,496 customers served, with the largest service category related to unemployment assistance and follow-on employment services.

Ms. Layne also reviewed:

- Workshop participation and program coordination (including Drug Court workshops in Morehead)
- Customer satisfaction results (courtesy/professionalism, staff knowledge, return/recommend, wait times)
- Career EDGE usage growth, including resume builders and related tools

### Partner Updates

#### Career Development Office (CDO)

Tonia Prewitt shared that the region is filling the JVSG position, with the new staff member starting Monday. She also noted continued collaboration to expand workshops and potential use of Coursera.

#### Office of Vocational Rehabilitation (OVR)

Brent Sturgill shared that OVR is operating under a waitlist structure due to funding constraints, with services continuing as allowable and plans to resume additional activity as funding becomes available.

### Adult Education

A partner update was shared, indicating no new federal-level findings planned and noting legislative monitoring related to alternative pathway programming (apology provided for inability to attend).

#### Other

Steven Peed provided an additional SWATT update, explaining the purpose of the initiative (reducing duplication and improving coordinated employer service delivery). Local SWATT meetings have been held in Ashland and Morehead, with a Maysville meeting scheduled. A regional SWATT meeting is planned at MCTC Rowan Campus at the end of March, with a Needs Assessment tool under development for shared use among partners.

#### Adjourn

**A motion was made by Jennifer Carpenter and seconded by Jason Stone to adjourn. The motion carried.**

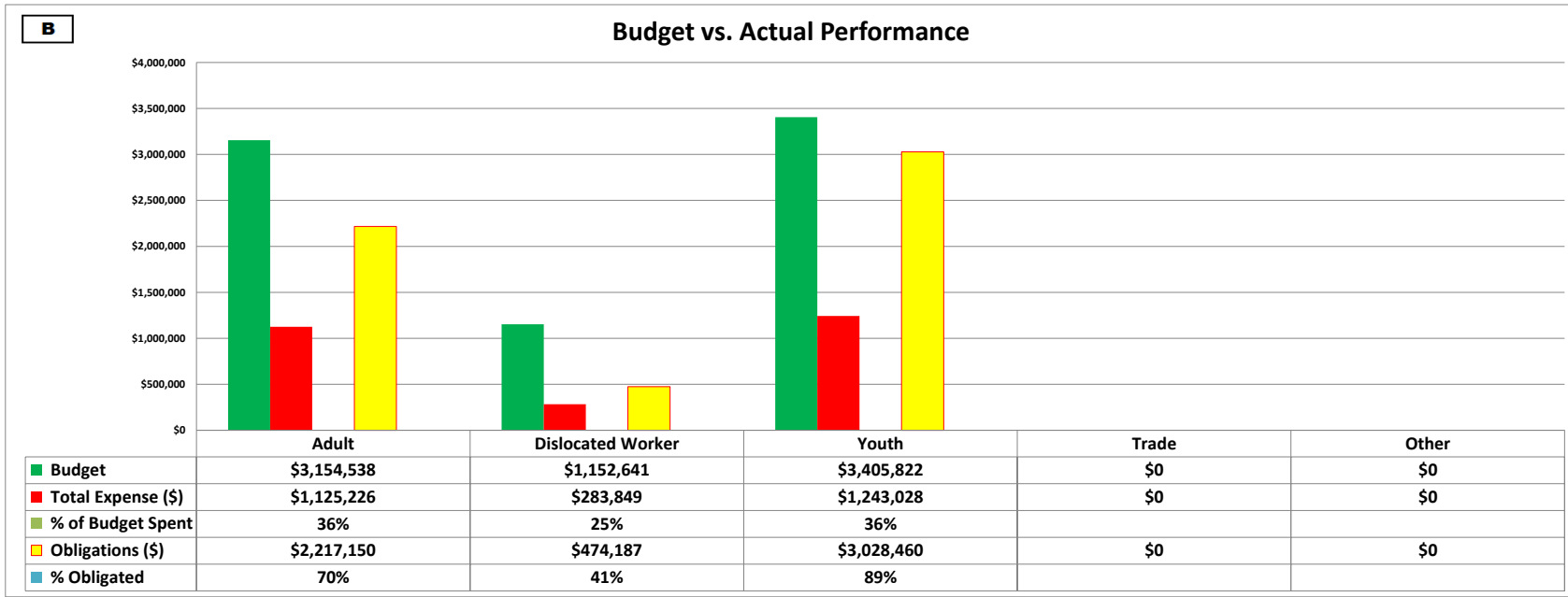
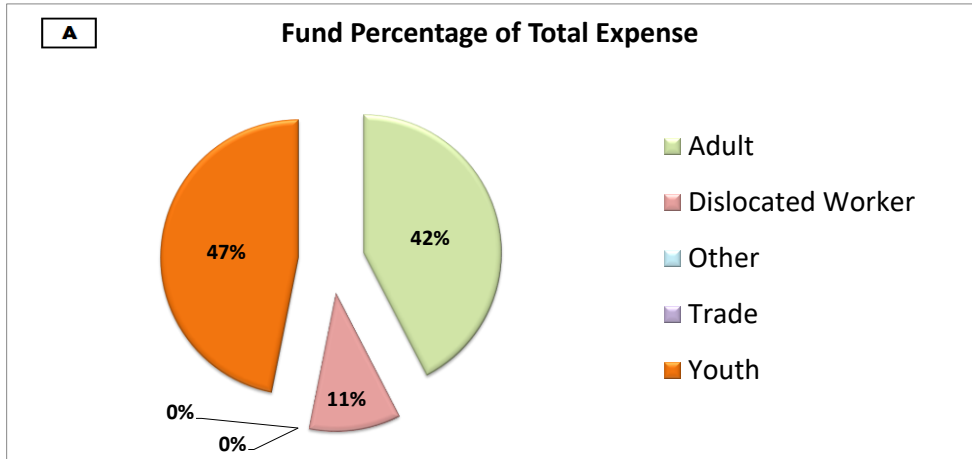
The meeting was adjourned at 2:32p.m.



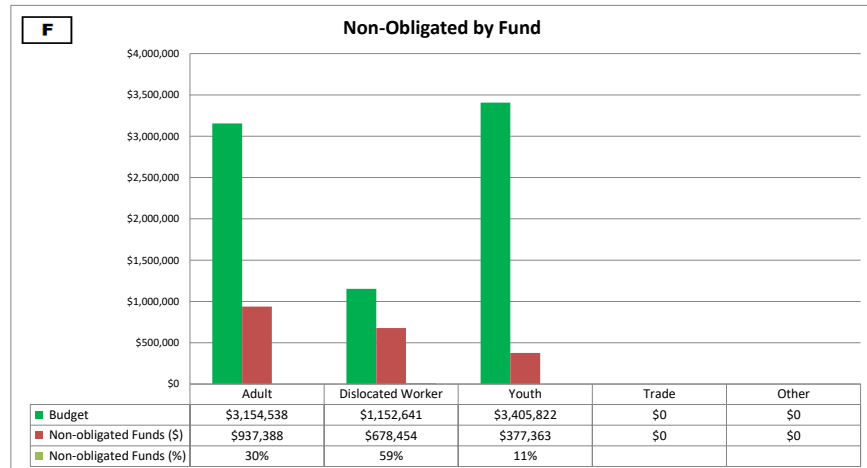
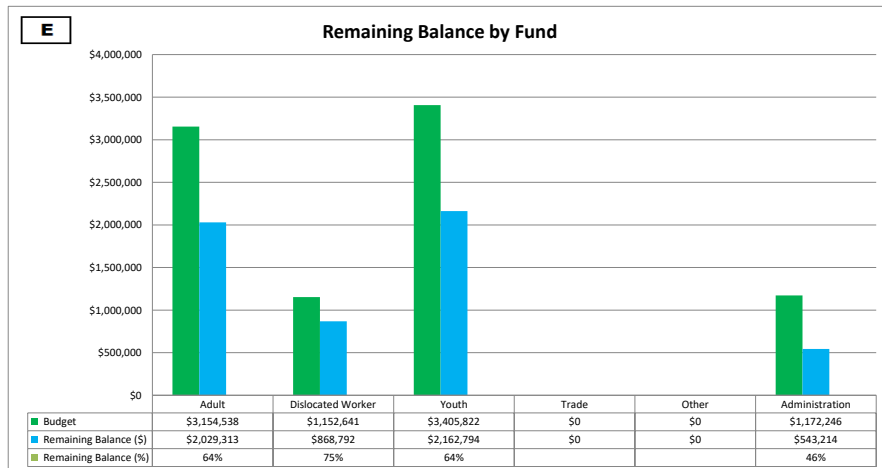
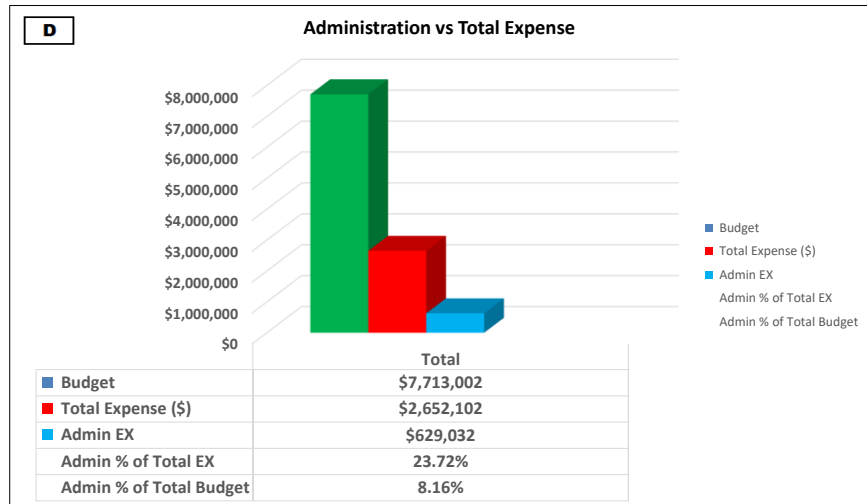
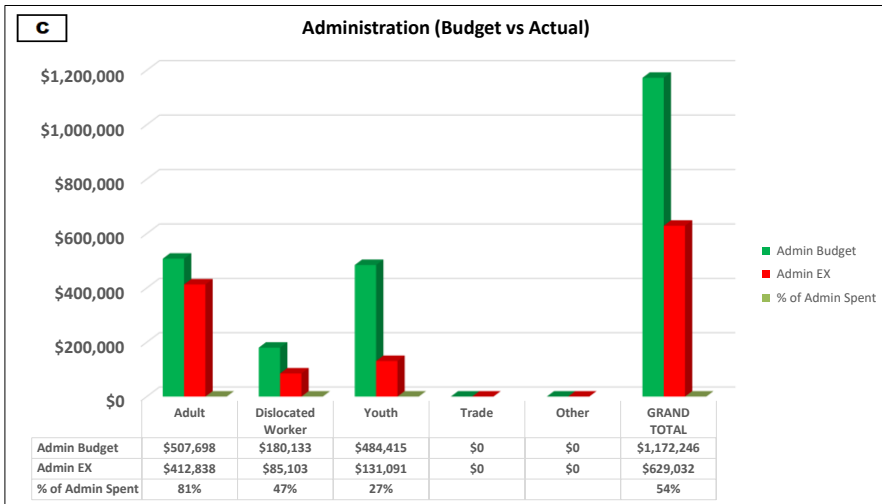
Fiscal Year to Date thru  
MAR  
2026

**Financial Summary**

GRAND TOTALS	
Total Budget	\$ 7,713,002
Total Expense	\$ 2,652,102
<i>% of Budget Spent</i>	34%
Remaining Balance	\$ 5,060,900
Total Obligations	\$ 5,719,797
<i>% of Budget Obligated</i>	74%
Non-Obligated Funding Available	\$ 1,993,205
<i>% of Non-Obligated Funding</i>	26%



Administration & Remaining Balances



Buffalo Trace Area Development District			Total	Adult	Dislocated Worker	Youth	Trade	Other				
TENCO												
Financial Position												
Fiscal Year to Date thru												
2026	MAR											
<b>Budget vs. Actual Expense</b>												
A	Code		Budget	Actual Expense	Budget	Actual Expense	Budget	Actual Expense	Budget	Actual Expense	Budget	Actual Expense
		Grant Funding										
			7,713,001.93		3,154,538.24		1,152,641.20		3,405,822.49			
		<b>Total Grant Funding Available</b>	<b>7,713,001.93</b>	<b>2,652,102.41</b>	<b>3,154,538.24</b>	<b>1,125,225.53</b>	<b>1,152,641.20</b>	<b>283,848.88</b>	<b>3,405,822.49</b>	<b>1,243,028.00</b>	<b>-</b>	<b>-</b>
	<b>Remaining Balance</b>		<b>\$ 5,060,899.52</b>		<b>\$ 2,029,312.71</b>		<b>\$ 868,792.32</b>		<b>\$ 2,162,794.49</b>		<b>\$ -</b>	<b>\$ -</b>
	<b>% Spent vs. Available</b>		<b>34%</b>		<b>36%</b>		<b>25%</b>		<b>36%</b>		<b>0%</b>	<b>0%</b>
<b>Obligated vs. Actual Expense</b>												
B	Code		Obligated	Actual Expense	Obligated	Actual Expense	Obligated	Actual Expense	Obligated	Actual Expense	Obligated	Actual Expense
		Contracts										
	7401	Gateway ADD FY26 Direct Service	939,400.08	333,104.90	\$ 774,977.76	\$ 213,017.86	\$ 144,696.65	\$ 102,590.01	19,725.67	17,497.03		
	7451	Gateway ADD FY26 One-Stop Operator	123,007.40	46,754.68	\$ 90,000.00	\$ 36,102.85	\$ 23,007.04	\$ 10,651.83	10,000.36	-		
	7501	Nestle USA - Incumbent Worker (12490)	15,214.00	9,333.00	\$ -	\$ -	\$ 15,214.00	\$ 9,333.00	-	-		
	7615	Lewis County YEP FY25-7075	60,351.68	60,351.68	\$ -	\$ -	\$ -	\$ -	60,351.68	60,351.68		
	7601	Lewis County Empower Youth FY26 (V1282) July 1, 2025 - June 30, 2026	406,503.58	220,665.19	\$ -	\$ -	\$ -	\$ -	406,503.58	220,665.19		
	7630	MSU - Today's Youth FY26 (5245) July 1, 2024 - June 30, 2026	375,000.00	182,620.31	\$ -	\$ -	\$ -	\$ -	375,000.00	182,620.31		
	7646	Augusta Independent Schools - FY25 (7068)	-	-	\$ -	\$ -	\$ -	\$ -	-	-		
	7674	Greenup County YEP FY25-7674	-	-	\$ -	\$ -	\$ -	\$ -	-	-		
	7691	Career Team, LLC FY25-7690	235.96	235.96	\$ -	\$ -	\$ -	\$ -	235.96	235.96		
	7661	Mason County Youth Employment Program (7661) FY26-7661 4/25 thru 9/26	83,998.69	47,386.82	\$ -	\$ -	\$ -	\$ -	83,998.69	47,386.82		
	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	154,277.12	\$ -	\$ -	\$ -	\$ -	240,995.20	154,277.12		
	7640	Augusta Independent Schools - FY 26 (7640) 4/25 to 9/26	102,251.89	57,823.28	\$ -	\$ -	\$ -	\$ -	102,251.89	57,823.28		
	7756	Transfr - Yearly 06/15 23375	23,375.00	-	\$ -	\$ -	\$ -	\$ -	23,375.00	-		
	7757	Career Edge (12600)	39,999.00	39,999.00	\$ 39,999.00	\$ 39,999.00	\$ -	\$ -	-	-		
	7612	Lewis Co BOE- FY 27- (7075) YT Emp Program	137,557.31	-	\$ -	\$ -	\$ -	\$ -	137,557.31	-		
	7641	Augusta Ind School BOE- FY 27 (7068) YT Emp Program	98,235.60	-	\$ -	\$ -	\$ -	\$ -	98,235.60	-		
	7648	Gateway Community Action- FY 27 YT Emp Program	147,657.14	-	\$ -	\$ -	\$ -	\$ -	147,657.14	-		
	7667	Mason Co BOE- FY 27 (7241) - YT Emp Program	156,424.10	-	\$ -	\$ -	\$ -	\$ -	156,424.10	-		
		On-The-Job Training (OJT) Contracts	-	-	\$ -	\$ -	\$ -	\$ -	-	-		
		Administrative Entity	-	-	\$ -	\$ -	\$ -	\$ -	-	-		
	A	Administration Program Costs	924,848.86	469,546.51	406,018.30	333,158.26	\$ 115,428.04	\$ 53,309.51	\$ 403,402.52	\$ 83,078.74		
	7300	Administration (non fiscal agent)	72,783.67	26,283.67	16,518.49	6,518.49	\$ 35,057.39	\$ 18,557.39	\$ 21,207.79	\$ 1,207.79		
	7306	Fiscal Agent Contract	104,096.00	62,684.60	33,473.68	21,473.68	\$ 24,148.22	\$ 7,736.82	\$ 46,474.10	\$ 33,474.10		
	D	Administrative Entity D - Indirect	70,517.47	70,517.47	51,687.59	51,687.59	\$ 5,499.25	\$ 5,499.25	\$ 13,330.63	\$ 13,330.63		
		<b>Total Administrative Entity</b>	<b>1,172,246.00</b>	<b>629,032.25</b>	<b>507,698.06</b>	<b>\$412,838.02</b>	<b>\$180,132.90</b>	<b>\$85,102.97</b>	<b>\$484,415.04</b>	<b>\$131,091.26</b>	<b>\$0.00</b>	<b>\$0.00</b>
	One Stop Center Expenses											
7700	Direct Charges (ie Travel)	1,200.00	1,099.24	100.00	95.40	1,100.00	1,003.84	-	-			
7710	Rent	100,901.41	71,038.23	-	-	100,901.41	71,038.23	-	-			
7720	WiFi Service	41.76	36.00	-	-	41.76	36.00	-	-			
ITA	Individual Training Accounts	1,375,026.59	798,344.75	804,375.22	423,172.40	9,093.00	4,093.00	561,558.37	371,079.35			
	<b>Total Expenses and/or Obligations</b>	<b>5,719,796.72</b>	<b>2,652,102.41</b>	<b>2,217,150.04</b>	<b>1,125,225.53</b>	<b>474,186.76</b>	<b>283,848.88</b>	<b>3,028,459.92</b>	<b>1,243,028.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Non-Obligated Funding Available</b>		<b>1,993,205.21</b>		<b>937,388.20</b>		<b>678,454.44</b>		<b>377,362.57</b>		<b>-</b>	<b>-</b>
	<b>% Obligated</b>		<b>74%</b>		<b>70%</b>		<b>41%</b>		<b>89%</b>		<b>0%</b>	<b>0%</b>

274YT25			
Report Term:		4/1/2024	thru 2026 MAR
		Calculation Method 1	Calculation Method 2 - (State)
<b>Youth Grant Categories</b>	<b>Target</b>	<b>based on Expenses to date</b>	<b>based on Full Budget</b>
Out of School Expense	75%	90%	88%
Work Experience	20%	27%	26%

Budget	\$ 1,646,675.93		
Total Expense	\$ 1,614,746.12		
Percentage Expended	98%		
Remaining Balance	\$ 31,929.81		
		Local Administration	\$ 48,421.08
		Calculation Budget Base (less Local Admin)	\$ 1,598,254.85

<b>In School vs Out of School</b>	In School	Out of School	Local Administration	Total Expense
	\$ 153,040.67	\$ 1,413,284.37	\$ 48,421.08	\$ 1,614,746.12

<b>Work Experience</b>	Work Experience	Non Work Experience	Total Expense
	\$ 415,553.49	\$ 1,199,192.63	\$ 1,614,746.12

274YT26			
Report Term:		4/1/2025	thru 2026 MAR
		Calculation Method 1	Calculation Method 2 - (State)
<b>Youth Grant Categories</b>	<b>Target</b>	<b>based on Expenses to date</b>	<b>based on Full Budget</b>
Out of School Expense	75%	93%	0%
Work Experience	20%	0%	0%

Budget	\$ 2,141,525.20		
Total Expense	\$ 10,660.52		
Percentage Expended	0%		
Remaining Balance	\$ 2,130,864.68		
		Local Administration	\$ 1,501.77
		Calculation Budget Base (less Local Admin)	\$ 2,140,023.43

<b>In School vs Out of School</b>	In School	Out of School	Local Administration	Total Expense
	\$ 657.16	\$ 8,501.59	\$ 1,501.77	\$ 10,660.52

<b>Work Experience</b>	Work Experience	Non Work Experience	Total Expense
	\$ -	\$ 10,660.52	\$ 10,660.52

**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

<b>Start Date</b>	7/1/2024
<b>End Date</b>	6/30/2026

<b>Contract Amount</b>	\$ 952,380.96
<b>Cash Collected</b>	\$ 833,333.34
<b>Pending Collections</b>	\$ 119,047.62

<b>Expenses to Date</b>	\$ 308,536.04
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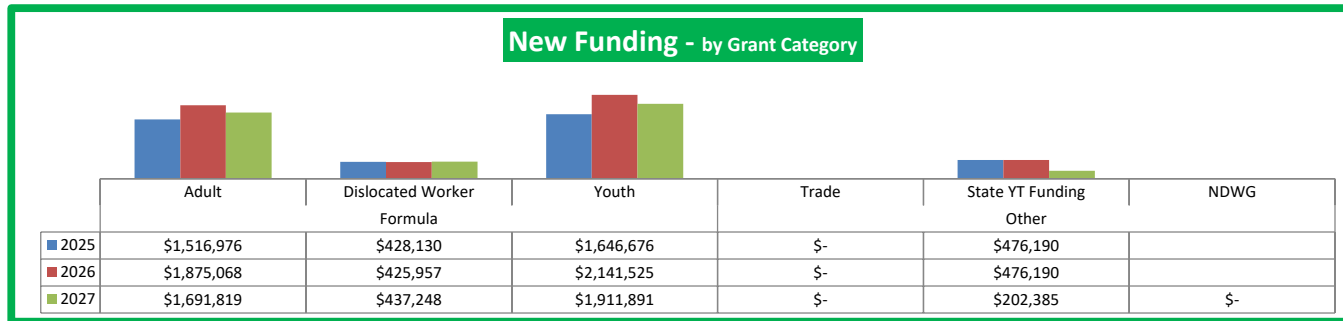
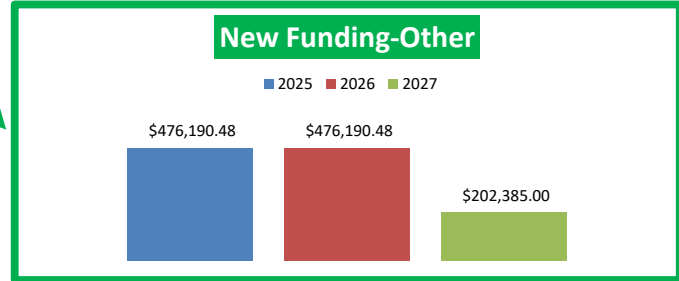
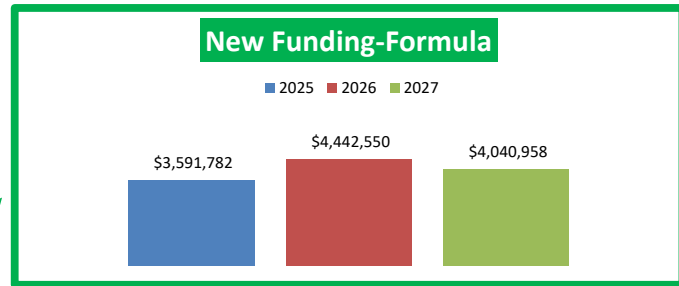
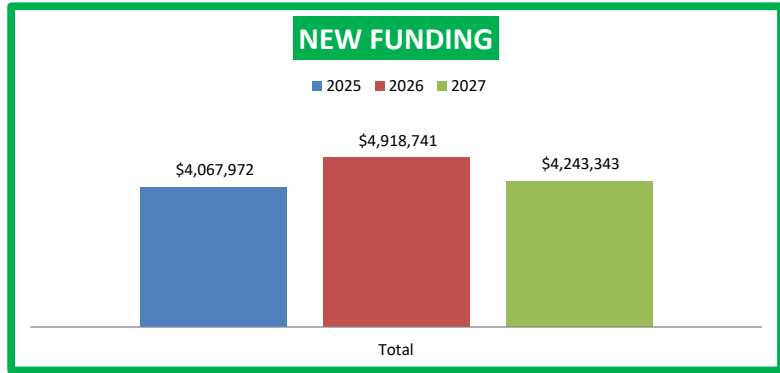
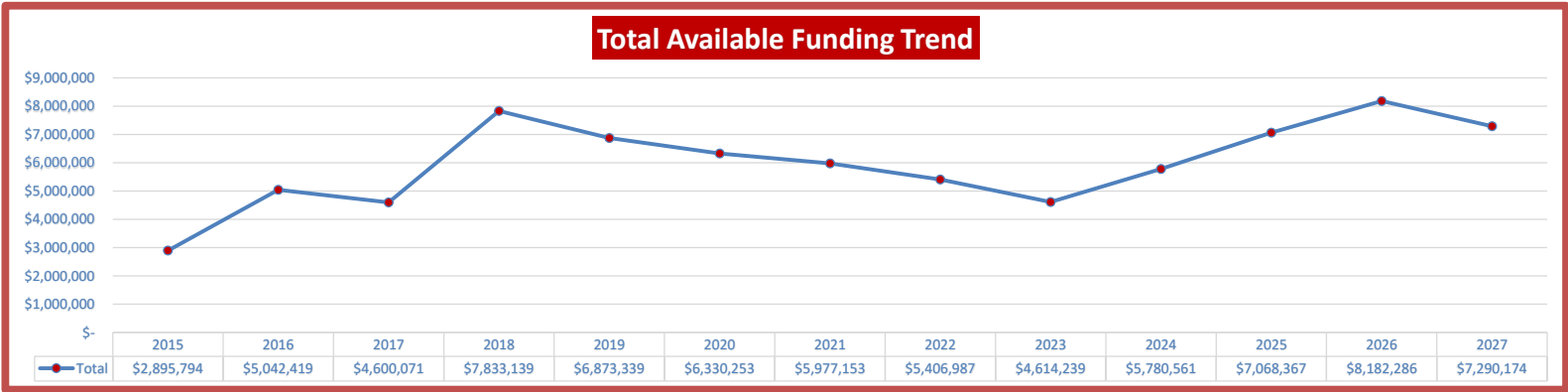
<b>% of contract Spent</b>	32.40%
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<b>Remaining Contract Available</b>	67.60%
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<b>Available Cash on hand</b>	\$ 524,797.30
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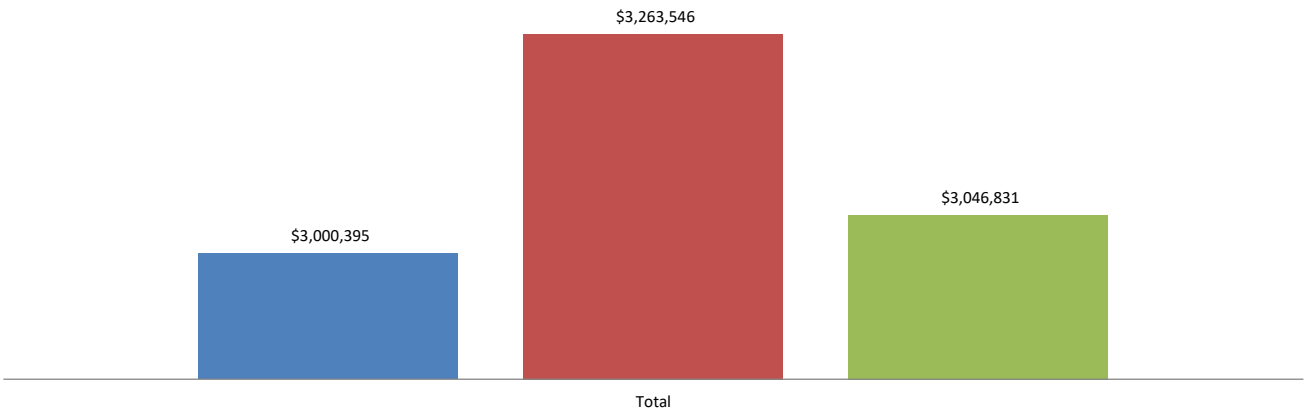
**Expense Summary - Inception thru** **MAR** **2026**

<b>I. Budget Analysis</b>	Current Obligation	Total Expended to Date	Obligated Funds Remaining
<i>Amendment #</i>			
Salaries	\$ 74,286	\$ 65,327	\$ 8,958
Fringe Benefits (if applicable)	\$ 69,524	\$ 56,045	\$ 13,478
Staff Development/Training	\$ 2,388	\$ 825	\$ 1,563
Educational Outreach and Services	\$ 2,857	\$ 207	\$ 2,650
Travel, Transportation, and Per Diem	\$ 5,714	\$ 1,529	\$ 4,185
Subawards/Contractual	\$ 748,095	\$ 151,910	\$ 596,186
Materials and Supplies	\$ 1,905	\$ 870	\$ 1,035
Facilities		\$ 1,357	\$ (1,357)
Administration	\$ 9,524	\$ 4,305	\$ 5,219
Equipment	\$ 1,905	\$ 5,092	\$ (3,188)
Other	\$ 36,183	\$ 21,068	\$ 15,115
<b>TOTAL</b>	<b>\$ 952,381</b>	<b>\$ 308,536</b>	<b>\$ 643,845</b>



### CARRYOVER FUNDING

■ 2025 ■ 2026 ■ 2027



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

		Fiscal Year		Fiscal Year		Fiscal Year	
		2027		2026		2025	
		Proposed Budget		Original Budget		Original Budget	
<b>REVENUE</b>							
Formula	(Adult, Youth, Dislocated Worker)						
	Carryover	\$ 2,650,517		\$ 2,829,579		\$ 2,634,046	
	New Funding	\$ 4,040,958		\$ 4,089,832		\$ 3,908,952	
Other	(Trade, NDWG)						
	Carryover	\$ 396,314		\$ -		\$ 528	
	New Funding	\$ -		\$ -		\$ -	
Other	(State Youth Funding)						
	Carryover			\$ 362,474		\$ -	
	New Funding	\$ 202,385		\$ 476,190		\$ 476,190	
<b>Total Revenues</b>		<b>\$ 7,290,174</b>		<b>\$ 7,758,076</b>		<b>\$ 7,019,716</b>	
<b>EXPENSE</b>							
<b>Administrative Entity</b>			<b>% of RE</b>		<b>% of RE</b>		<b>% of RE</b>
	Salaries	\$ 429,331	5.89%	\$ 462,231	5.96%	\$ 415,457	5.92%
	Fringe	\$ 381,938	5.24%	\$ 411,612	5.31%	\$ 368,652	5.25%
	Travel	\$ 27,393	0.38%	\$ 30,450	0.39%	\$ 28,560	0.41%
	Shared	\$ 166,066	2.28%	\$ 178,969	2.31%	\$ 145,590	2.07%
	Other	\$ 89,964	1.23%	\$ 88,984	1.15%	\$ 50,569	0.72%
<b>Sub-Total - Administrative Entity Costs</b>		<b>\$ 1,094,692</b>	<b>15.02%</b>	<b>\$ 1,172,246</b>	<b>15.11%</b>	<b>\$ 1,008,829</b>	<b>14.37%</b>
<b>Direct Expenses</b>							
	Direct One-Stop Rent	\$ 120,376		\$ 118,529		\$ 117,325	
	Other Direct Expenses	\$ 12,500		\$ 12,500		\$ 15,000	
<b>Sub-Total - Directs Expenses</b>		<b>\$ 132,876</b>		<b>\$ 131,029</b>		<b>\$ 132,325</b>	
<b>Sub-Total - Admin Entity &amp; Directs Expenses</b>		<b>\$ 1,227,568</b>		<b>\$ 1,303,275</b>		<b>\$ 1,141,154</b>	
<b>Services</b>							
	Contracts	\$ 2,766,324	37.95%	\$ 2,500,764	32.23%	\$ 2,312,630	32.94%
	ITA's / Projects	\$ 2,046,282	28.07%	\$ 2,704,036	34.85%	\$ 2,315,933	32.99%
<b>Sub-Total - Services</b>		<b>\$ 4,812,606</b>		<b>\$ 5,204,800</b>		<b>\$ 4,628,563</b>	
<b>Total Expenses</b>		<b>\$ 6,040,174</b>		<b>\$ 6,508,076</b>		<b>\$ 5,769,716</b>	
<b>CARRYOVER</b>							
Carryover to FY	2028	\$ 1,250,000		\$ 1,250,000		\$ 1,250,000	

<b>Percent of Total Expenses</b>		2027	2026	2025
ITA	Individual Training Accounts	34%	42%	40%
CPT	Contract - Pass-Thru	17%	15%	15%
CA	Contract Administration	31%	26%	28%
AE	Administrative Entity	18%	18%	17%
Total Contract Expenses		100%	100%	100%

<b>program code</b>	<b>Subgrantees / Contracts</b>	2027	2026	2025
7401	Gateway ADD Direct Service (12485)	\$ 1,104,285	\$ 939,400	\$ 917,872
7451	Gateway ADD One-Stop Operator (12486)	\$ 118,791	\$ 123,007	\$ 120,735
7501	Nestle USA - Incumbent Worker (12490)	\$ 6,000	\$ 22,176	\$ 30,428
7601	Lewis County School Empower Youth	\$ 532,000	\$ 468,886	\$ 406,504
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	\$ 500	\$ 120,174	
7612	FY 27 YT Emp Program - Lewis Co BOE	\$ 137,557		
7641	FY 24 YT Emp Program - Augusta Independent School		\$ -	\$ 500
7646	FY 25 YT Emp Program - Augusta Independent School	\$ -	\$ 500	\$ 74,284
7640	FY 26 YT Emp Program - Augusta Independent School	\$ 500	\$ 102,252	
7641	FY 27 YT Emp Program - Augusta Independent School	\$ 98,236		
7648	FY 27 YT Emp Program - Gateway Community Action	\$ 147,657		
7651	FY 25 YT Emp Program - Robertson Co BOE	\$ 500	\$ 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	\$ 500	\$ 83,999	\$ -
7667	FY 27 YT Emp Program - Mason Co BOE	\$ 156,424		\$ -
7756	Transfr	\$ 23,375	\$ 23,375	\$ -
7757	Career Edge	\$ 39,999		\$ -
7630	Morehead State University Today's Youth Program	\$ 400,000.00	\$ 375,000.00	\$ 375,000.00
7690	Career Team, LLC		\$ -	\$ 1,500.00

<b>Direct Expenses</b>	2027	2026	2025
Direct Rent, expenses, etc.	\$ 132,876	\$ 131,029	\$ 132,325

<b>Individual Training Account (ITA)</b>	2027	2026	2025
Individual Training Account (ITA)	\$ 2,046,282	\$ 2,704,036	\$ 2,315,933
ITA divided by \$6,000	341	451	386

**EXPENSE SUMMARY**

	2027	%	2026	%	2025	%
Administrative Entity	\$ 1,094,692	18%	\$ 1,172,246	18%	\$ 1,008,829	17%
Direct One-Stop Rent	\$ 120,376	2%	\$ 118,529	2%	\$ 117,325	2%
Other Direct Expenses	\$ 12,500	0%	\$ 12,500	0%	\$ 15,000	0%
Contracts	\$ 2,766,324	46%	\$ 2,500,764	38%	\$ 2,312,630	40%
Individual Training Account (ITA)	\$ 2,046,282	34%	\$ 2,704,036	42%	\$ 2,315,933	40%
<b>TOTAL EXPENSE</b>	<b>\$ 6,040,174</b>	<b>100%</b>	<b>\$ 6,508,076</b>	<b>100%</b>	<b>\$ 5,769,716</b>	<b>100%</b>

**Buffalo Trace Area Development District  
Fiscal Agent Budget  
July 1, 2026 - June 30, 2027**

Object Class Category	FY 2027	Justification	
<b>PERSONNEL</b>			
Salary / Wages	\$ 47,570	Workforce Financial Specialist (salary 81%) Finance Officer (salary 7%)	
Fringe Benefits	\$ 42,171	Total Fringe ( <i>stated as % of Salary</i> )	88.65%
		FICA	7.65%
		Health	28.00%
		CERS	20.00%
		Life	1.00%
		Unemployment	1.00%
		Disability	1.00%
		Annual/Sick/Holiday Leave	28.00%
		Flexible Spending	1.00%
		Worker's Compensation	1.00%
<b>OPERATING</b>			
Travel	\$ 460	Travel for Finance Staff to keep current with WIOA regulations and guidelines. Travel of approximately 450 miles @ the state rate of \$.47 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	
<b>ADMINISTRATIVE</b>			
Indirect Charges	\$ 17,723	19.75% of salaries and fringe	
<b>TOTAL</b>	<b>\$ 108,764</b>		

**FISCAL AGENT BUDGET COMPARISON**

	FY 2027	FY 2026	VARIANCE \$	VARIANCE %
Personnel	\$ 47,570	\$ 45,589	\$ 1,981.38	4.35%
Fringe Benefits	\$ 42,171	\$ 40,469	\$ 1,701.76	4.21%
Shared/Indirect	\$ 17,723	\$ 16,738	\$ 984.96	5.88%
Travel	\$ 460	\$ 460	\$ -	0.00%
Supplies	\$ 840	\$ 840	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 108,764</b>	<b>\$ 104,096</b>	<b>\$ 4,668.10</b>	<b>4.48%</b>



# AUDIT

FISCAL YEAR 2025

# Audit Results

Financial Statement audit report

Unmodified audit opinion

Governmental audit report

No internal control or noncompliance findings

Single audit report

Unmodified opinion on major programs

No internal control or noncompliance findings



ALLISON BALL  
AUDITOR OF PUBLIC ACCOUNTS

Report On Internal Control Over Financial Reporting And  
On Compliance And Other Matters Based On An Audit Of The Financial  
Statement Performed In Accordance With *Government Auditing Standards*

Independent Auditor's Report

To the Board of Directors  
Buffalo Trace Area Development District  
Maysville, Kentucky

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Buffalo Trace Area Development District as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Buffalo Trace Area Development District's basic financial statements, and have issued our report thereon dated December 18, 2025.

***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statement, we considered the Buffalo Trace Area Development District's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Buffalo Trace Area Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Buffalo Trace Area Development District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report On Compliance For Each Major Federal Program  
And Report On Internal Control Over Compliance  
In Accordance With Uniform Guidance  
(Continued)

**Report on Internal Control Over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,



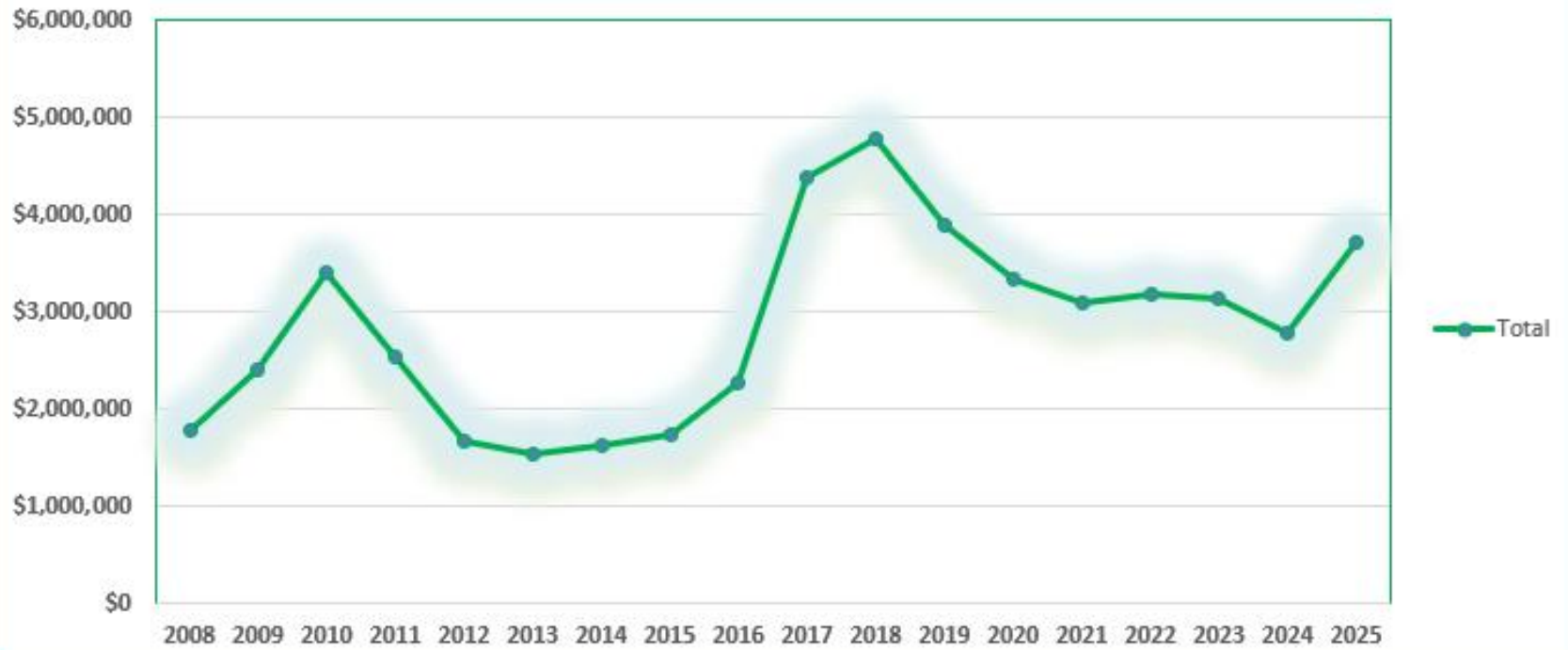
Allison Ball  
Auditor of Public Accounts  
Frankfort, Ky

December 18, 2025

# TENCO Expense Summary

Values			
Row Labels	WIOA Expense	Variance to Prior Yr (\$)	Variance to Prior Yr (%)
2008	\$ 1,779,958.00		
2009	\$ 2,396,826.00	\$ 616,868	35%
2010	\$ 3,409,152.00	\$ 1,012,326	42%
2011	\$ 2,528,693.00	\$ (880,459)	-26%
2012	\$ 1,660,743.00	\$ (867,950)	-34%
2013	\$ 1,531,355.00	\$ (129,388)	-8%
2014	\$ 1,632,234.00	\$ 100,879	7%
2015	\$ 1,739,108.00	\$ 106,874	7%
2016	\$ 2,264,723.00	\$ 525,615	30%
2017	\$ 4,383,178.00	\$ 2,118,455	94%
2018	\$ 4,786,271.00	\$ 403,093	9%
2019	\$ 3,900,393.00	\$ (885,878)	-19%
2020	\$ 3,343,090.00	\$ (557,303)	-14%
2021	\$ 3,097,869.00	\$ (245,221)	-7%
2022	\$ 3,176,820.00	\$ 78,951	3%
2023	\$ 3,135,422.00	\$ (41,398)	-1%
2024	\$ 2,786,344.00	\$ (349,078)	-11%
2025	<b>\$ 3,727,117.00</b>	<b>\$ 940,773</b>	<b>34%</b>
<b>Grand Total</b>	<b>\$ 51,279,296.00</b>		

## TENCO Expense Trend





# Statement of Revenues & Expenditures

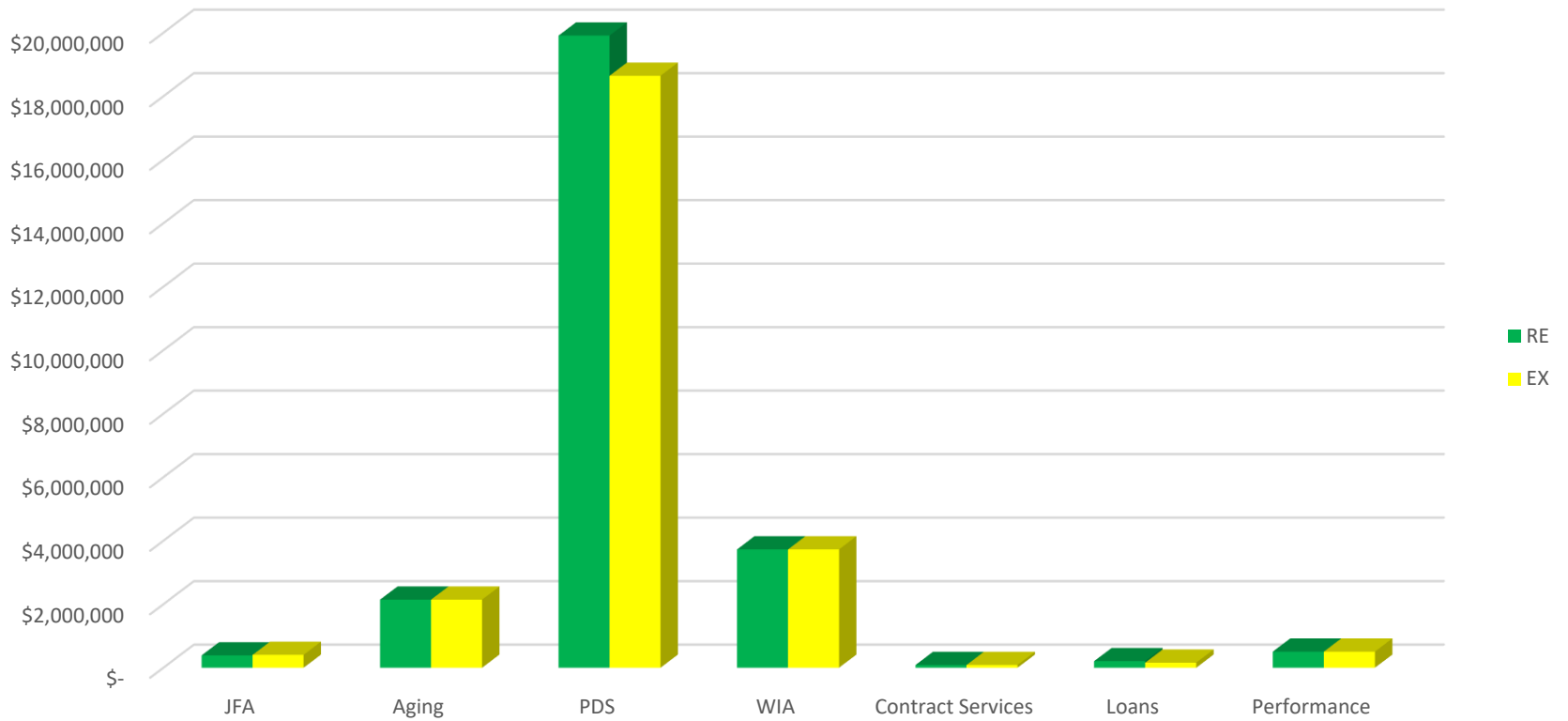
The District realized a net gain of \$1,945,630 in fiscal year 2025. This was primarily the result of another strong year for the Participant Directed Services (PDS) program, in which revenue continued to rise significantly due to increasing numbers of both employers and employees. The 23% Total Revenue increase outpaced the 20% Total Expenditure increase, resulting in an increased net position. Additional contributing factors in the favorable net gain included the aforementioned \$208,264 reduction in the fringe benefit expense associated with the GASB pension and OPEB liability accruals, as well as strong bank interest earnings.

## Statement of Revenues and Expenditures

	June 30, 2025	June 30, 2024
Charges for Services	\$ 3,214,329	\$ 2,415,254
Operating Grants and Contributions	23,905,904	19,578,701
General Revenues	55,594	47,494
<b>Total Revenues</b>	<b>27,175,827</b>	<b>22,041,449</b>
<b>Expenditures</b>		
General Government	47,053	46,563
Community / Economic Development	4,323,960	3,404,446
Transportation Services	75,430	77,706
Aging and Independent Living Services	20,629,281	17,439,682
Revolving Loan Funds	145,050	41,420
Interest on Long-Term Debt	9,423	11,354
<b>Total Expenditures</b>	<b>25,230,197</b>	<b>21,021,171</b>
Change in Net Position	<b>\$ 1,945,630</b>	<b>\$ 1,020,278</b>



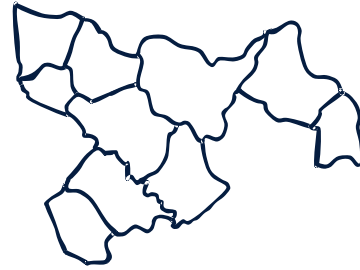
# Grant Revenue vs. Expenditures





# Financial Highlights

- Total Revenues increased by 23.29%
- Total Expense increased by 20.02%
- Total Net Position increased by \$1,810,337 or 32%
- Total Assets increased by 16.19%
- Current Ratio was healthy at 3.58
- Governmental fund balance, excluding pension and OPEB liabilities and related deferred outflows and inflows of resources, totaled \$6,038,897 (increase of \$1,496,253).



**Youth Proposal Recommendations:**

The committee has made a recommendation to approve funding for both the Lewis County Board of Education and Morehead State University under the FY27 Year-Round Youth Funding program.

**Lewis County Board of Education**

Line Item	Total Budget Request	Comments	Program Details
Salary	\$245,934.24	<ul style="list-style-type: none"> <li>Included performance data from previous years to demonstrate growth</li> <li>Highlighted the staff's combined years of experience and partnerships</li> <li>Strong demonstration of need &amp; data driven justification</li> </ul>	<ul style="list-style-type: none"> <li>Committee rate: 95.3%</li> <li>Serving Bracken, Lewis, Mason and Robertson Counties.</li> <li>Cost per participant: \$3,668.08</li> <li>Serving 110 OSY and 35 ISY</li> </ul>
Fringe	\$93,077.45		
Travel	\$0.00		
Staff Supplies	\$2,000.00		
Supportive Service	\$36,000.00		
Work Experience	\$120,000		
Work Experience Fringe	\$10,260.00		
Work Experience Supplies	\$1,200.00		
Incentives	\$13,000.00		
<b>Total</b>	<b>\$531,871.69</b>		

**Morehead State University**

Line Item	Total Budget Request	Comments	Program Details
Salary	\$171,841.08	<ul style="list-style-type: none"> <li>Highest rated proposal, clearly demonstrated need</li> <li>Included performance data from previous years to demonstrate growth</li> <li>Highlighted community and business partnerships</li> </ul>	<ul style="list-style-type: none"> <li>Committee Rate 97.3%</li> <li>Serving Fleming, Boyd, Greenup, Bath, Rowan, Montgomery counties</li> <li>Cost per participant: \$3,200.00</li> <li>Serving 125 OSY</li> </ul>
Fringe	\$70,404.11		
Travel	\$19,680.00		
Utilities	\$2,384.00		
Office Supplies	\$5,888.29		
Participant Supply	\$700.00		
Incentives	\$2,500.00		
Work Experience	\$74,970.00		
Work Experience Fringe	\$11,351.21		
Work Experience Supply	\$3,900.00		
Indirect Costs	\$23,235.47		
<b>Total</b>	<b>\$400,000.00</b>		

Career Team		Comments
<b>Committee Rating</b>	95%	<ul style="list-style-type: none"> <li>Emphasized serving Out of School students.</li> <li>Described the use of Career Edge in detail and how it benefits students</li> <li>Offers high in kind services amount</li> </ul>
<b>Proposed Counties</b>	All TENCO Counties	
<b>Participants Served</b>	200 Youth	
<b>Budget Requested</b>	\$800,000.00	
<b>Cost Per Participant</b>	\$4,000.00	

Gateway Community Action		Comments
<b>Committee Rating</b>	93.7%	<ul style="list-style-type: none"> <li>Described experience with WIOA but did not include performance measures</li> <li>Clear description of the SENSE curriculum and how it benefits Youth</li> <li>Explain connection of the Career Centers to Youth as a source of labor market information and other resources.</li> </ul>
<b>Proposed Counties</b>	Bath, Rowan and Montgomery	
<b>Participants Served</b>	49 Out-of-School Youth only	
<b>Budget Requested</b>	\$301,855.33	
<b>Cost Per Participant</b>	\$6,160.31	

JAG (Jobs for American Graduates)		Comments
<b>Committee Rating</b>	93%	<ul style="list-style-type: none"> <li>Did not specify number of ISY that would be served</li> <li>Explained JAG's 20 competencies that Youth would benefit from.</li> <li>Mentioned quality businesses for program referencing.</li> </ul>
<b>Proposed Counties</b>	Lewis, Boyd, Greenup and Rowan Counties	
<b>Participants Served</b>	150 Youth	
<b>Budget Requested</b>	\$257,312.00	
<b>Cost Per Participant</b>	\$1,715.00	

**Gateway ADD Contract Qtr Review**

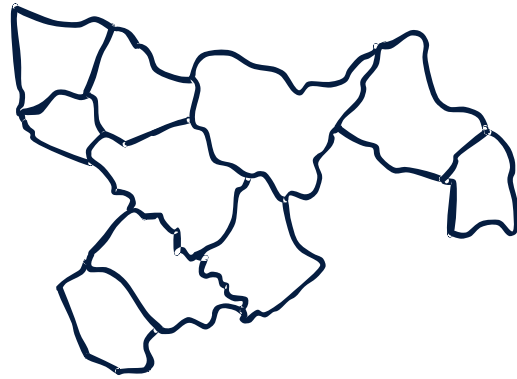
**Direct Service Provider**

<b>Contract Performance</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>	<b>Comments</b>
Federal Performance Measurers					See Performance Document
Qtrly Corrections / Quality Control Report (cannot be more than 20% of records reviewed needs correction)	Met	Met	Met		Qtr1: 16.07% Qtr2: 6% QTR3: 6%
Caseload per counselor will be 50 per quarter	Not Met	Not Met	Not Met		Qtr1: ASH 31, position vacant most of quarter Qtr2: ASH 33, position vacant most of quarter QTR3: ASH 39
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		Data and Case Note Policy; Need to Train policy.
Business Service Coordinators will provide a core or intensive service for a minimum of 50 individuals businesses per quarter	Met	Not Met	Not Met		Qtr2: MAY 0 Qtr3: MAY 27 Position was open all of Qtr2 and half of Qtr3.
40% of business served will receive an intensive service	Met	Met	Not Met		Qtr2: MAY 0% QTR3: MOR/MTS 36%
A minimum of one work-based learning project	Met	Met	Met		Transitional Employment Program; and OJT with Greenup
Each BSC will participate in at least one hiring event per year.	Met	Met	Met		Mulitple each quarter

**Gateway Area Development District Direct Services Federal Performance**

<b>Performance Measure</b>	<b>PY25 Negotiated</b>	<b>July-March</b>	<b>FY Timeframes</b>
<b>Adult</b>			
Employment Rate 2nd Quarter After Exit	83%	82%	7/1/2024 - 3/31/2025
Employment Rate 4th Quarter After Exit	85%	76%	1/1/2024 - 9/30/2024
Median Earnings 2nd Quarter After Exit	\$9,532	\$ 10,080.00	7/1/2024 - 3/31/2025
Credential Attainment Within 4 Quarters After Exit	74%	79%	1/1/2024 - 9/30/2024

<b>Performance Measure</b>	<b>PY25 Negotiated</b>	<b>July-March</b>	<b>FY Timeframes</b>
<b>Dislocated Workers</b>			
Employment Rate 2nd Quarter After Exit	80%	40%	7/1/2024 - 3/31/2025
Employment Rate 4th Quarter After Exit	80%	60%	1/1/2024 - 9/30/2024
Median Earnings 2nd Quarter After Exit	\$10,495	\$ 17,081.00	7/1/2024 - 3/31/2025
Credential Attainment Within 4 Quarters After Exit	74%	75%	1/1/2024 - 9/30/2024



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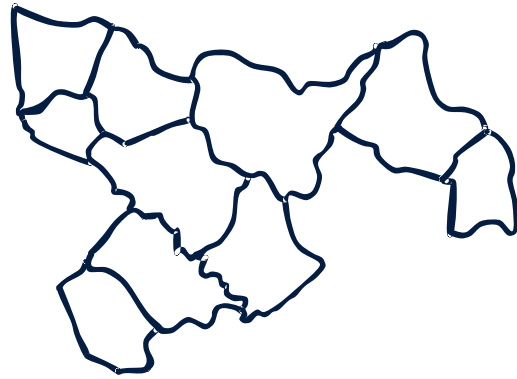
**Direct Service Contract Renewal Recommendations:**

- Revise “Other Contract Performance Guidelines” to require the contract will have four work-based learning projects each year, with each Business Services Coordinator will participant in at least one.
- Revise “Other Contract Performance Guidelines” to require each Business Services Coordinator to participate in at least one hiring event each quarter.

<b>GADD Direct Service Contract Budget</b>			
	<b>FY26</b>	<b>FY27</b>	<b>Difference</b>
<b>Salary</b>	\$ 454,337.50	\$ 510,688.00	\$ 56,350.50
<b>Fringe</b>	\$ 282,304.84	\$ 340,921.71	\$ 58,616.87
<b>Travel</b>	\$ 21,180.00	\$ 20,466.90	\$ (713.10)
<b>Staff Supplies</b>	\$ 5,000.00	\$ 4,000.00	\$ (1,000.00)
<b>Indirect</b>	\$ 169,427.74	\$ 221,418.53	\$ 51,990.79
<b>Other</b>	\$ 7,150.00	\$ 6,790.00	\$ (360.00)
<b>Total</b>	<b>\$ 939,400.08</b>	<b>\$ 1,104,285.14</b>	<b>\$ 164,885.06</b>

**Gateway ADD Contract FY27 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, November, February and scheduled for May.
Objective 3: Schedule, plan and facilitate an annual Partner Retreat	Met	Held March 18, 2016 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.	Met	Operator has made several changes to improve the image of the career centers. Operator developed a tool that will be easily used to identify areas of concern. Changes include QR codes instead of paper, staff recognition program, evaluated space.

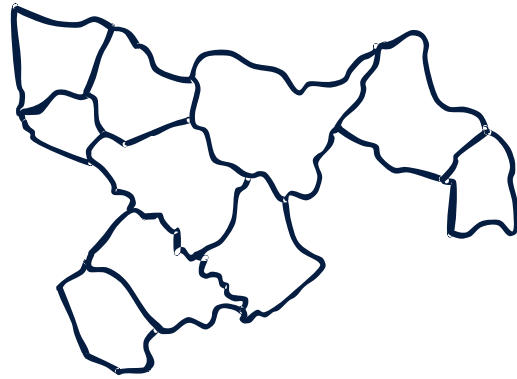


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 network

**One-Stop Operator Contract Renewal Recommendations:**

- No contract changes


<b>GADD One-Stop Operator Contract Budget</b>			
	<b>FY26</b>	<b>FY27</b>	<b>Difference</b>
<b>Salary</b>	\$ 59,740.00	\$ 55,000.00	\$ (4,740.00)
<b>Fringe</b>	\$ 30,509.92	\$ 29,807.95	\$ (701.97)
<b>Travel</b>	\$ 10,310.00	\$ 10,582.90	\$ 272.90
<b>Staff Supplies</b>	\$ 250.00	\$ 250.00	\$ -
<b>indirect</b>	\$ 20,757.48	\$ 22,050.07	\$ 1,292.59
<b>Other</b>	\$ 1,440.00	\$ 1,100.00	\$ (340.00)
<b>Total</b>	<b>\$ 123,007.40</b>	<b>\$ 118,790.92</b>	<b>\$ (4,216.48)</b>



## Recommendation:

- **Renew contract with Career EDGE**
  - **Total Cost: \$39,999.00**
  - **Term: August 1, 2026 – July 31, 2027**
  - **Description of services:**
    - Access to the Basic Career EDGE platform with the Career EDGE Toolkit; eighteen student success and professional development modules; 11 industry exploration modules and an administrative dashboard.
    - A picture-based assessment where a user can choose what they like and dislike, thus leading to a report that shows them the industries that would be right for them.

New Accounts Created  
**183** 

CC Assessments Completed  
**9** 

Resumes Created  
**150** 

Modules/Tools Accessed  
**12** 

Top 5 Modules Completed

Getting To Know Yourself

Managing Change & Your Attitude

Goal Setting

Effective Communication & Networking

Cultural Diversity & Conflict Resolution



## Strategic Planning Committee Occupations In Demand

Based on KYSTATS and real-time data from local employers, the Strategic Planning Committee recommends the following changes to the Occupations in Demand list:

- Add the following Occupations:
  - Health Technologists & Technicians
  - Phlebotomists
  - Substance Abuse, Behavior Disorder, & Mental Health Counselors
  - Automotive Service Technicians & Mechanics
  - Occupational Health & Safety Specialists
  - Management: (Business, Sales, Medical & Health Services, and Financial)
  - Career and Technical Education
  - Instructional Assistant
  - Preschool Education
  
- Revise:
  - Combine Computer Network Specialist and Computer Support Specialist into *Information Technology*
  - Combine Electrical, Industrial, and Mechanical Engineering into *Engineering*

FY27 (JULY 1, 2026- JUNE 30, 2027)

# OCCUPATIONAL TRAINING LIST

## Healthcare

- Certified Medical Assistant
- Certified Nurse Aid/Assistant
- Dental Assistant Expanded Duty
- Dental Hygienist
- EMT & Paramedic
- **Health Technologists & Technicians**
- Licensed Practical Nurse
- Medical Lab Technician
- Medical Records/Office
- **Phlebotomists**
- Radiology Technologies & Specialization
- Registered Nurse
- Respiratory Technologist & Therapist
- Social Work
- **Substance Abuse, Behavioral Disorder & Mental Health Counselors**
- Surgical Technologist

## Manufacturing, Distribution, & Logistics

- Advanced Manufacturing Technician
- CDL / Heavy Tractor Trailer
- Electrical Technician
- **Engineering (Civil, Chemical, Electrical, Industrial, Mechanical)**
- Industrial Machinery Mechanics/Maintenance
- Mechanical Engineering/Tech
- **Occupational Health & Safety Specialists**
- Water / Wastewater Treatment Plant & System Operator

## Professional, Scientific, & Technical Services

- Accounting
- **Information Technology**
- **Management (Business, Sales, Medical and Health Services, & Financial)**
- Police & Sheriff Patrol Officers

## Construction / Skilled Trades

- **Automotive Service Technicians & Mechanics**
- Carpentry/Construction
- Construction & Heavy Equipment
- Diesel Engine Mechanics
- Electrical Technician
- HVAC & Refrigeration
- Lineman/Power Line Installers
- Pipefitters
- Plumbing
- Welding

## Education

- **Career and Technical Education**
- Elementary Education
- **Instructional Assistant**
- Middle Grades Education (Core)
- **Preschool Education**
- Secondary Education (Core)
- Special Education



**Ashland**  
1844 Carter Ave.  
Ashland, KY 41101  
606.920.2024

**Maysville**  
201 Government St.  
Maysville, KY 41056  
606.564.3477

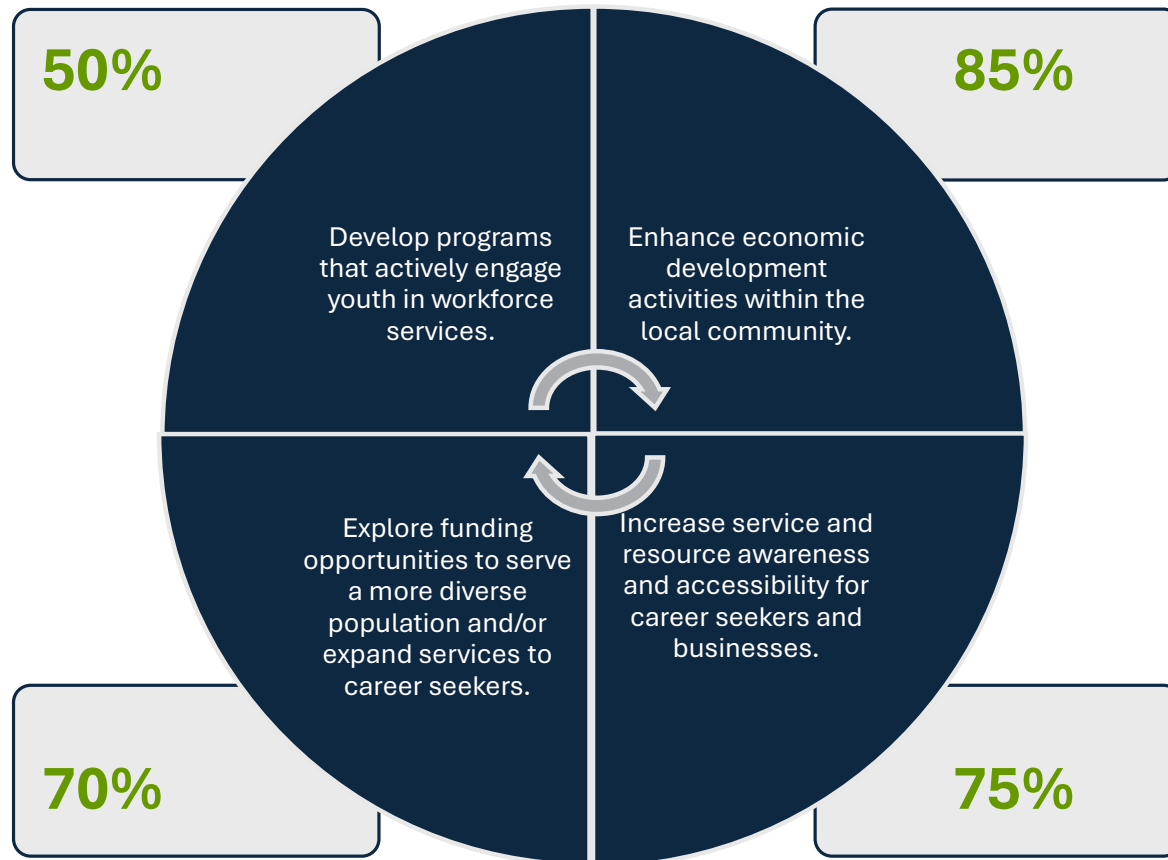
**Morehead**  
1225 US HWY 60  
Morehead, KY 40351  
606.783.8525

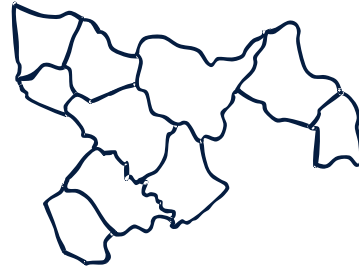
**Mt. Sterling**  
108 E. Locust St.  
Mt. Sterling, KY 40353  
859.274.8480

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# STRATEGIC PLAN

## 2023-2028





### ➤ Utilization Data

- 122 Active Explorers
  - 611 viewers watching casting sessions.
- 171 different careers explored.
  - 146 with 4–5-star ratings
  - Top 10 Careers (based on Active Explorers): **BOLD** indicates *TENCO High demand career*.

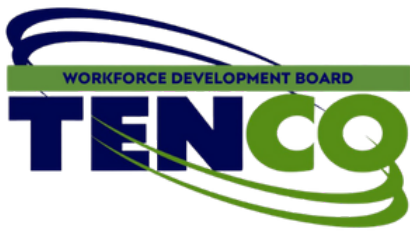
1. <b>Welder (Manufacturing)</b>	7. <b>Airframe and Power Technician (Transportation, Distribution, and Logistics)</b>
2. <b>Registered Nurse (Health Services)</b>	8. Automotive Services Tech (Transportation, Distribution, and Logistics)
3. Cosmetologist (Human Services)	9. <b>CDL (Transportation, Distribution, and Logistics)</b>
4. <b>Construction Laborer (Architecture and Construction)</b>	10. HVAC Technician (Architecture and Construction)
5. <b>Radiology Tech (Health Services)</b>	
6. Firefighter (Law, Public Safety, Corrections, and Security)	

### ▶ Future Plans to Increase Utilization:

- **Hands-on career simulations with dedicated leadership:** A designated staff member will lead the Transfr VR initiative, coordinating immersive career exploration sessions where youth can safely “experience” high-demand occupations (e.g., healthcare, manufacturing, skilled trades) and better understand real-world job tasks and environments.
- **Guided career pathways and decision-making:** The initiative lead will facilitate structured debriefs and coaching sessions following VR experiences, helping participants connect what they learned to local career pathways, training opportunities, and education options aligned with workforce needs.
- **Targeted skill-building and participant support:** With a single point of leadership, the program will ensure consistent delivery of VR-based skill development—such as workplace readiness, safety, and problem-solving—while also tracking participant progress and providing individualized support to build confidence for training and employment.

### ▶ Total Cost to Approve: \$23,375 (3<sup>rd</sup> Year of Payment)

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



# TENCO Workforce Development Board Director Report for May 2026

## Putting Young Kentuckians to Work

Data Thru May 12, 2026

Total Enrollments: **167**

Active caseload: **84**

Participants in Follow-Up: **10**

Participants Exited: **77**

Active Work Experience: **13**

Active Co-ops: **33**

Work Experience Completed: **8**

Performance: **20/200**

## WIOA Training Services Data

Data Thru April 30, 2026



## Meetings and Events Attended

- Early Childhood Education SWATT Webinar
- Early Childhood Education Summit
- KCC TENCO Partner Meeting
- Northeast KY Workforce Conference
- KY Adult Ed. My Story Reimagined Summit

## Current Priorities

- Staff Development
- State Monitoring
- Youth Employment Program
- Executing Contracts

## Events



Northeast Kentucky Regional Workforce Conference



Early Childhood Workforce Summit

## Business Services Partners



## Business Services Data

*Total Business Served: 544*

*Total Services Provided: 1357*

*Total Intensive Services Provided: 789*

*Total Business Received Intensive Services: 462*

*Stand-alone Hiring Events: 19*

*Attendees: 139*

*Potential Job Offers: 80*

- Attended KY Workforce Summit in Lexington
- Partnered on NEKY Workforce Conference
- Attended Fiscal Court meetings across TENCO
- Launched regional SWATT meetings
- Used VR headsets in Lewis County Schools
- Held resume workshops at Mason Co. Detention Center

*Career Fairs: 9*

*Total Businesses Attended: 226*

*Job Seekers: 370*

## Events

### ARaymond Rapid Response

- Facility closure- Summer 2026
- Rapid Response Services administered via meeting on May 19th
  - 6:30am, 8:00am, 3:00pm
- Approximately 95 employees in attendance (hourly and salaried)
- Partners involved: Adult Education, Fleming Co Health Department, Office of Vocational Rehabilitation, Career Development Office, BTADD, GADD, Department of Labor
- Discussion topics included- Health Services, Educational Services, Unemployment Insurance, Career Services, WIOA, etc

### Local/Regional SWATT

- Multiple local meetings held in Ashland, Maysville and Morehead monthly.
  - During these meetings issues discussed have included- Economic Development, Employment Barriers, and Child Care
- Regional SWATT Meeting was held in Morehead in March with nearly 30 in attendance.
  - During a Breakout Session, a greater Focus on Early Childhood was discussed, with an event scheduled for mid-June
- Next Regional Meeting will be in late June (date/location TBA)

## Upcoming Events



**Career Center Traffic**

**Employment Services - RESEA: 246**

**Employment Services-Job Search: 1027**

**UI-File Claim: 1347**

**UI-Request Benefits: 469**

**UI-Other: 811**

**Training (WIOA): 763**

**OVR: 165**

**Job Fair/Hiring Event: 144**

**Drug Court: 559**

**Veteran's Services: 49**

**Partner/Visitor: 393**

**Workshop: 207**

**TOTAL SERVED BY TENCO:  
 6,180**

**Customer Satisfaction**

**Treated Courteously & Professionally**

**96.09% Strongly Agree**

**Staff was Knowledgeable**

**95.35% Strongly Agree**

**Recieved What They Needed**

**98.13% Strongly Agree**

**Wait Time**

**96.46% 5mins or less**

**Return & Recommend?**

**99.81% Yes**

**Career Center Traffic By Center**

**Ashland  
 2,099**

**Maysville  
 1,479**

**Morehead  
 2,293**

**Mt.  
 Sterling  
 309**