



MINUTES

TENCO Workforce Development Board

Zoom/Hybrid Meeting

May 20, 2026, 1:30 p.m.

Chair Amanda Clark called the Zoom/Hybrid meeting of the TENCO Workforce Development Board to order on Wednesday, May 20, 2026, at 1:31 p.m.

MEMBERS PRESENT:

Amanda Clark	Jason Slone	Mark Grundy
Anthony Hartley	Larry Ferguson	Michael Thoroughman
Ben Collier	Lesya Feinstein	Tonia Prewitt (Proxy: Katie Houghlin)
Dustin Grooms	Lori Ulrich	

GUESTS PRESENT:

Crystal Riddle		
Lance Harshaw		Ann Sullivan
Robert Hall		Renee McCane
Rachael Applegate		

STAFF PRESENT:

Katheryn French	Katie McCord	Bill Bevans
Callie Jarrell	Madison Purvis	Josh Farrow
Steven Peed	Natasha Cloum	Kendra Holbrook
Stephen Culp	Justin Suttles	
Haley Allen	Andrea Holbrook	

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:

- Andrea Holbrook, our Workforce Development Program Specialist has resigned to pursue other opportunities, and her last day will be May 27, 2026. Interviews to begin soon.

GENERAL ITEMS:

Approval of Minutes

The February 25, 2026, meeting minutes were reviewed.

A motion was made by Jason Slone and seconded by Dustin Grooms (?) to approve the Minutes of February 25, 2026, TENCO WDB Meeting. The motion carried.

Quarterly Budget Review

Stephen Culp presented the FY26 budget and financial update through March 2026.

Highlights included:

- Total Budget: **\$7,713,002**
- Total Expenses: **\$2,652,102 (34%)**
- Remaining Balance: **\$5,060,900**
- Total Obligations: **\$5,719,797 (74%)**
- Non-Obligated Funds: **\$1,993,205**

Discussion included administrative expenses, contract obligations, youth expenditures, and funding projections.

A motion was made by Larry Ferguson and seconded by Mark Grundy to approve the TENCO WDB financial report as presented. The motion carried.

FY27 Budget

Stephen Culp presented the proposed FY27 budget and projected carryover funding.

Highlights included:

- FY27 Proposed Revenue: **\$7,290,174**
- Carryover projected into FY28: **\$1,250,000**

Board discussion focused on maintaining service levels while preserving reserves.

A motion was made by Jason Slone and seconded by (?) to approve the TENCO WDB financial budget for 2027 as presented. The motion carried.

COMMITTEE REPORTS:

Youth Committee – Year-Round Youth Services Contract

Ben Collier presented the Youth Committee recommendations for the **FY27 Year-Round Youth Services Program contracts** following review of submitted proposals, performance data, service areas, participant goals, and budget requests.

The committee recommended funding for the following providers:

Lewis County Board of Education – \$531,871.69

- Serving **Bracken, Lewis, Mason, and Robertson Counties**
- Proposed service to **145 youth participants** (110 OSY / 35 ISY)
- Estimated cost per participant: **\$3,668.08**
- Committee Rating: **95.3%**

Committee comments highlighted strong historical performance, experienced staff, established partnerships, and clear data-driven justification for services.

Morehead State University – Today’s Youth Program – \$400,000.00

- Serving **Fleming, Boyd, Greenup, Bath, Rowan, and Montgomery Counties**
- Proposed service to **125 Out-of-School Youth**
- Estimated cost per participant: **\$3,200.00**
- Committee Rating: **97.3%**

Committee comments noted the highest-rated proposal, demonstrated need, positive performance history, and strong community and business partnerships.

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Additional proposals from **Career Team, Gateway Community Action, and Jobs for America’s Graduates (JAG)** were reviewed and discussed; however, the committee recommended funding Lewis County Board of Education and Morehead State University for FY27 services.

Following discussion, the Board approved the committee’s recommendation.

A motion was made by Larry Ferguson and seconded by Michael Thoroughman to approve funding for Lewis County Board of Education. A motion was made by Jason Slone and seconded by Dustin Grooms to approve funding for Morehead State University’s Today’s Youth Program. Both motions carried.

Career Center Committee

A. Gateway ADD Direct Service Contract Renewal

Contract recommendations and updated performance expectations were reviewed.

A motion was made by Jason Slone and seconded by Ben Collier to approve the Gateway ADD Direct Service Contract Renewal. The motion carried.

B. Gateway ADD One-Stop Operator Contract Renewal

Recommendation included renewal with no contract changes.

A motion was made by Michael Thoroughman and seconded by Mark Grundy to approve the Gateway ADD One-Stop Operator Contract Renewal. The motion carried.

C. Career EDGE Renewal

Recommendation approved renewal at \$39,999 for the August 2026–July 2027 term.

A motion was made by Jason Slone and seconded by Mark Grundy to approve the Career EDGE Renewal. The motion carried.

Strategic Planning Committee – FY27 Occupations in Demand List

FY27 Occupations in Demand List

Recommendations included additions and revisions to occupations in demand based on labor market data and employer input.

A motion was made by Larry Ferguson and seconded by Michael Thoroughman to approve the FY27 Occupations in Demand List. The motion carried.

OTHER BUSINESS:

Putting Young Kentuckians to Work

Katheryn French and Andrea Holbrook presented program updates.

Highlights included:

- Total Enrollments: **167**
- Active Caseload: **84**
- Follow-Up Participants: **7**
- Participants Exited: **76**
- Active Work Experiences: **34**
- Work Experiences Completed: **8**
- Performance: **20/200**

Additional discussion included self-sufficient wages and success story recognition.

Director's Report

Justin Suttles presented the Director's Report and provided updates on the following:

- **Transfr Renewal** – Staff presented the recommendation to renew Transfr services for continued use of virtual reality career exploration technology and career pathway engagement initiatives.

A motion was made by Dustin Grooms and seconded by [Confirm Second] to approve the Transfr renewal. Motion carried.

- **Strategic Goals Update** – Progress was reviewed on the TENCO Strategic Plan initiatives, including youth engagement, economic development support, increased awareness of services, and exploration of additional funding opportunities.
- **MOU / IFA Update** – Staff provided an update regarding Memorandum of Understanding and Infrastructure Funding Agreement discussions and progress with partners.
- **Current Workforce Priorities and Regional Activities** – Updates included staff development efforts, state monitoring, Youth Employment Program implementation, contract execution, workforce conferences, and ongoing regional workforce initiatives. Program activity updates included WIOA enrollments and Putting Young Kentuckians to Work participation metrics.

A motion was made by Mark Grundy and seconded by [Confirm Second] to accept the Director's Report. Motion carried.

Business Service Update

Steven Peed provided the Business Services update and reviewed regional activity and employer engagement efforts through **April 30, 2026**.

Year-to-date business service outcomes included:

- **544 total businesses served**
- **1,357 total services provided**
- **789 intensive business services delivered**
- **462 businesses receiving intensive services**
- **19 stand-alone hiring events with 139 attendees and 80 potential job offers**
- **9 career fairs involving 226 businesses and 370 job seekers**

Additional updates highlighted continued regional outreach and partnership efforts, including participation in the **Kentucky Workforce Summit**, partnership support for the **Northeast Kentucky Workforce Conference**, attendance at local fiscal court meetings

across the TENCO region, and use of **VR career exploration headsets in Lewis County Schools**. Staff also facilitated **resume workshops at Mason County Detention Center** to support workforce readiness initiatives.

Career Center Operations Update

Haley Allen presented the Career Center Operations update and reviewed customer traffic, service delivery, and satisfaction data through **April 2026**.

Regional Career Center activity included **6,180 total customers served**, with traffic reported across Ashland (**2,099**), Maysville (**1,479**), Morehead (**2,293**), and Mt. Sterling (**309**).

Primary services delivered included unemployment insurance assistance, job search support, WIOA training services, Drug Court services, workshops, partner referrals, vocational rehabilitation services, hiring events, and veteran services.

Customer satisfaction remained strong across all locations, with more than **95% positive ratings** in courtesy, staff knowledge, customer need being met, and wait times, while **99.81% of customers reported they would return and recommend services**.

Ms. Allen noted continued efforts to provide accessible, efficient, and high-quality workforce services throughout the TENCO region.

Partner Updates

Career Development Office (CDO)

Katie Houghlin provided an update on behalf of Tonia Prewitt and shared continued support and collaboration between CDO and regional workforce partners. She recognized staff and partners for their coordination during the recent **Rapid Response event**, highlighting participation beginning early in the morning and emphasizing the value of meeting customers where they are and when services are needed. She commended the team effort and partnership demonstrated across agencies.

Office of Vocational Rehabilitation (OVR)

No partner present.

Adult Education

Dustin Grooms provided updates from regional Adult Education programs. Morehead State's Adult Education program utilized Kentucky Adult Education's **mobile GED testing unit** to improve access to testing opportunities. During the May testing event, four individuals tested and one participant successfully earned their GED credential. Additional testing opportunities are planned for June.

An update was also shared from Ashland Adult Education, which recently celebrated surpassing **200 GED graduates**, with graduation scheduled for **June 25 at 6:00 PM**.

Mr. Grooms also discussed preliminary funding updates for the upcoming program year, noting that Adult Education contracts are beginning to be distributed statewide. Early reports indicate varying funding impacts across programs, with some experiencing reductions and others modest increases. Local programs continue evaluating how funding adjustments may affect staffing and resources while maintaining service delivery.

Other

No additional business was brought before the board.

Adjourn

A motion was made by Michael Thoroughman and seconded by Jason Stone to adjourn. The motion carried.

The meeting was adjourned at 3:04 p.m.