

Cumberlands Workforce Development Board
Meeting Minutes
December 12, 2017

The Cumberlands Workforce Development Board met on December 12, 2017 at the Lake Cumberland Area Development office in Russell Springs. Chairman Daryl Hammond called the meeting to order.

Ms. Beverly Grimes called the roll. There were nineteen (19) of the twenty-seven (27) members present, thus constituting a quorum of the board. Thirteen (13) members present were Business and Workforce representative which meets the requirement of 51% of members present be a combination of Business and Workforce representatives. Board staff included: Alane Mills and Beverly Grimes. Lake Cumberland Area Development District Staff included; Darryl McGaha, Shirlene Taylor, Marsha Wells, Melody Haynes, Lisa Gosser, Barb Campbell, Amy Leach, Michelle Whitis, Jenny Hughes, LaQuita Goodin, Kelly Phillips, Karen Miller, Tammy Walker, and Sandy Birkholz.

All members received copies of the minutes from the October 17, 2017 meeting. Questions/corrections were asked for; there being none, motion was made by Wendell Emerson to approve the minutes as presented, seconded by Janet Slayden. Motion carried.

Mr. Daryl Hammond introduced our new members; Lisa Link representing the Office of Employment and Training and Sandra Painter representing Laurel County as their Workforce Representative.

Mr. Daryl Hammond introduced the new One-Stop Operator, Ms. Karen Miller. Ms. Miller gave a brief description of her roles and responsibilities as One-Stop Operator.

Mr. Daryl Hammond introduced Mr. Ray Leathers the Private Sector Liaison for the Kentucky Education and Workforce Development Cabinet. He is a decorated U.S. Army Veteran with 40 years of experience in the manufacturing industry. Until his retirement in October of 2017 he was the President/CEO of Roll Forming Corporation, responsible for six facilities in three states. He served in multiple roles in Shelby County, including the Industrial Association, the Industrial Development Foundation and the Chamber of Commerce. When Secretary Heiner heard that he was retiring he asked him to be part of his team as Private Sector Liaison.

Mr. Leathers informed the Board that Kentucky ranks 46 out of 50 states for workforce participation, which is very low. We have 2,000,000 workers in the state, we have 200,000 open jobs and 400,000 people in our state that are eligible to work. How do we bridge this gap? We have 120,000 employers in the State of Kentucky, last year

only 6,000 engaged in our workforce effort, this is less than 6% engagement within the State. He would like to work with the Board in improving employer engagement in our area. If we could get those 200,000 jobs filled it would solve the pension & budget problem in Frankfort. The Board needs to execute their Strategic Plan to the best of their ability and he is advocating for us in Frankfort. He is very willing to help us anyway that he can. Mr. Leathers also introduced Ms. Darlene Bussell, WIOA Liaison for the Office of Employment and Training.

Success Stories

Ms. Tammy Walker, WIOA Career Manager introduced Jacob Couch. Jacob is twenty-one years old, from Whitley County and comes from a low income family. To be able to get a car when he turned sixteen he had to get a job to pay for it and his insurance. He met Ms. Walker in 2014 at a gym assembly. He filled out an application for WIOA services and was accepted into the program. She then helped him fill out college applications and work on his resume. His ACT scores were low in math so she got him tutoring after school and he also went to Adult Education to the GED class. He was in the class for six months and re-tested and raised his math score nine grade levels. They went on several college tours. He thought he would be interested in HVAC (Heating, Ventilation & Air Conditioning) program. Ms. Walker found a business where he could job shadow in this field so he could make sure this is what he wanted to do. He was then enrolled into Work Experience so he could be paid for working this job, when his hours were up there; Ms. Walker found him another job at Season's Restaurant. He re-applied to Somerset Community College and was accepted into the HVAC program. He started classes in January of 2015; he is working two jobs totaling 50 hours per week. He has been on the Dean's List all four semesters. He will graduate in May of 2018 with an Associate Degree and will be pursuing a career with a company in Florida.

Ms. Shirlene Taylor introduced our next success story. Jason Radliff is one of Michelle Whitis's trade participants from Casey County. He starts out as an eighteen year old child in a factory, worked his way up and raised a family. He was laid off from Brake Parts after nineteen years of service. He was given the opportunity to go back to school. He wanted to give back to society, so he chose the Surgical Tech program at Somerset Community College. He went to school for eighteen months and received his Associate's Degree. He is working at the Somerset Surgery Center. He wants to continue his education, maybe hazmat training.

Ms. Alane Mills informed the Board that she is requesting additional youth funds in the amount of \$400,000. There is not a guarantee that we will get this, but if so \$100,000 will go to an entrepreneurial studies program working with our high schools that are interested in starting a Young Entrepreneurs Academy in their school, \$150,000 going toward Paid Workforce Experience for Out-of-School Youth and \$150,000 going toward individual training accounts. Ms. Alane Mills will also be requesting another \$20,000 from a different pot of money to serve a special population of Out-of-School

Youth through a court diversion opportunity program, to help people that are behind on child support to find better employment.

Mr. Daryl Hammond informed the Board that as part of the WIOA (Workforce Innovation and Opportunity Act) Law, local Boards are required to review Kentucky Adult Education Skills U (KYAE) eligible applications for the Title II, Adult Education and Family Literacy Act, WIOA and Kentucky general fund appropriations grant funding. On January 8th, 2018 KYAE Skills U plans to release a Request for Application (RFA) to solicit eligible applicants for an adult education service provider network. The review committee will consist of Daryl Hammond, Scott Pierce, Darin DeShazor, Rebecca Wilson, Justine Landrum and Larry King.

Ms. Shirlene Taylor gave an update on the Unified Regional Core Business Service Team meeting. A copy of the meeting minutes from the December 7th Cumberland Unified Regional Core Business Service Team Meeting will be part of these minutes. As part of KRS we are required to compile data annually specific to our region to meet credentials. The Board was given a handout which contained a list of the employers that were contacted. Ms. Taylor is asking for board approval of the Industry Certification Report to be sent to the State. There is one amendment to the list; TTAI, Hendrickson Trailers and Hyster Company showed interest in Robotics Welding. Motion was made by Richard Foley to approve the Industry Certification Report which will include the amendment, seconded by Scott Pierce. Motion carried.

Ms. Vickie Wells, Chairman of the Budget and Finance was unable to attend the meeting today, so Mr. Daryl Hammond gave the report from the Budget and Finance Committee. The Board was given a copy of the Budget for WIOA Programs for PY'17. At the last meeting the Board approved this budget but there has been a change to the 1115 Medicaid Waiver and SNAP E&T Budget Line Item. When it was sent to us the total amount was divide by nine local workforce areas, which brought the total to \$88,888.88, but it should have been divided by ten local workforce areas, which brings the total for that line item to \$80,000. Motion was made by Scott Pierce to approve the Budget for WIOA Programs for PY'17 as presented, seconded by Janet Slayden. Motion carried.

We have a participant, Abigayle Spurling that is working at the Campbellsville Career Center. Ms. Alane Mills is requesting her work experience hours be increased from two hundred (200) hours to four hundred (400) hours. Motion was made by Janet Slayden to approve the request for additional work experience hours for Abigayle Spurling, seconded by Brent Sturgill. Motion carried. Since these requests are happening very frequently would it please the Board if we reviewed this policy and come back with an updated policy revision to the Cumberland Work Experience Worksite Agreement which allows a total of 200 hours of work experience at the present time. You could allow the Workforce Director to review the request and add additional work experience hours if needed, so it doesn't have to be brought before the

board each time. After some discussion it was decided to continue to bring these requests before the full board.

Ms. Alane Mills informed the Board that our Strategic Plan is in place. We have had the opportunity to request additional funds to help with the implementation of our Strategic Plan. She requested \$100,000 from the State and this has been approved. One of the first steps in the Strategic Plan is to work with a Marketing firm. She has created an Invitation to Bid that she would like to issue today with Board approval. This is accepting sealed bids for marketing and outreach services specific to the implementation of the 2017-2020 Strategic Plan for the Cumberland Workforce Development Board. The maximum amount for this phase would be \$19,500, which falls below the amount which would require us to do an RFP. Motion was made by Scott Pierce to allow staff to issue the Invitation to Bid for the Marketing and Outreach Services to help with the implementation of the Strategic Plan, in the amount of \$19,500 and the Executive Committee will review the bids and make the final decision, seconded by Steve Sanders. Motion carried.

Ms. Marsha Wells presented an amendment to the Operational Guidelines. This amendment includes an additional \$1,000 ITA for individuals taking additional Fiber Optic Training if they successfully complete the linemen training. Motion was made by Wendell Emerson to approve this amendment to the Operational Guidelines as presented, seconded by Brent Sturgill. Motion carried.

Ms. Melody Haynes gave an update on the KY Health Project & SNAP E&T. Handout 1 - Overview of the KY Health Project, since our introduction to the 1115 Medicaid Waiver in 2017, local Board staff and WIOA staff have been working with the Department of Workforce Investment, Education Cabinet, DCBS, both at the state and local level to continue implementing the state's vision for the KY Health Project (Helping to Engage and Achieve Long Term Health). One of the first initiatives was to operate the Supplemental Nutrition Assistance Program Employment and Training Program (SNAP E&T) through a partnership with Kentucky Career Centers.

Ms. Melody Haynes was assigned as our local areas Change Agent. This role is to basically be the liaison between our local Workforce Area and the DCBS Supervisors in our area. Over the last several months she has attended weekly design (JAD) sessions in Frankfort and has been involved with the development of the new Community Engagement IT System. The vision is to have multiple releases of the phases of this new system for SNAP E&T and eventually by next summer, the Medicaid Community Engagement activities. These activities are known as PATH (Partnering for Advanced Training and Health). The system is called KEE Suites (Kentucky Enterprise Engagement Suite), which essentially will be portals that can be accessed by the customer (in Citizen Connect), staff (in Staff Connect) and in the last release coming in late 2018 will be for businesses (in Business Connect). This program will encompass all programs and replace the current EKOS system that is currently in place.

Handout 2 - Overview of SNAP and the SNAP E&T, the SNAP E&T program allows a subset of recipients to fulfill work requirements if they must do so as a condition of the SNAP eligibility. It assesses and places individuals into employment, educational, and training programs to assist participants in maintaining SNAP benefits.

Handout 3 - STATEWIDE Rollout Map, this has dates of anticipated phase in of the counties currently under the Medicaid Waiver. Of the 13 counties of our Cumberland Area 11 counties go live April 1st, Laurel Co. May 1st and the exception being Whitley Co. which is in the Promise Zone and whose citizens are currently being served through their Paths to Promise program. Moving forward to 1/1/18, the SNAP E&T will be managed by Kentucky Career Centers. Staff training for the Workforce Career Coaches has begun for the counties which rollout beginning in January.

Handout 4 & 5 - Role of Career Coaches/KCC & WIOA staff, DCBS will continue to oversee SNAP eligibility and the transition of the E&T program will go from DCBS to the Department of Workforce Investment. The purpose of the program is to integrate SNAP E&T with existing workforce development programs to help the recipients with skills, training or work experience while promoting employment, self-sufficiency and reducing their reliance on SNAP and other government funded assistance. The Career Coach will schedule and conduct an assessment, identify employment or community engagement opportunities, track and verify participation and transportation payments, and maintain documentation for the SNAP recipient. This is ALL completed in the new KEE Suite System, which is reportable to DCBS. The partners of the Kentucky Career Center will be involved with the Unpaid Work Experience or Volunteer Work for 20 hours or more per week or Workfare Activities which could be soft skills training, resume writing, interview skills, job readiness, etc. and could also include using private or public non-profit providers such as health or social services, education, rural development, welfare, public safety, recreation and day care for training. The goal here is to transition from unpaid to paid work experience. The local Workforce Boards are heavily involved in the future of KY Health. This WAIVER is expected to affect over 36,900 in the Cumberland Area and almost 400,000 across the state. It will rely on local Career Centers and all the partners involved in workforce and education to assess and assist individuals and depend on Business Services teams to determine how this population can be moved into our workforce system. Communities have the opportunity to really expand their workforce.

The Board was given a copy of the Memorandum of Agreement (MOA) between The Commonwealth of Kentucky, Education and Workforce Development Cabinet, Department of Workforce Investment and the Local Workforce Development Boards. This contract is for 3 months for the Board to provide the SNAP E&T services. Our area doesn't start serving these people until April 1st, 2018. State contracts end on June 30th, so that's why it's only for 3 months. It is predicted that we will have about 100 clients specifically related to the SNAP E&T. To date we have received \$46,363 for us to provide these services. There will be another contract to sign in June to carry us through

the federal fiscal year, which ends September 2018. Motion was made by Janet Slayden for the Cumberland Workforce Development Board to enter into this Memorandum of Agreement with the Education and Workforce Development Cabinet for the implementation of the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program, seconded by Darin DeShazor. Motion carried.

Mr. Kristopher Sublert with Thomas P. Miller & Associates presented a recommendation for the Direct Service Provider. The RFP was posted on September 22nd, with proposals due back by October 27, 2017. The RFP was posted on their web-site, ad in the newspaper (Commonwealth Journal), list from the CDWB and they also had a list of people that they sent it to. They received two questions and the answers were posted on their web-site. Ms. Alane Mills ask for an amendment to the RFP to highlight the Indirect Cost Subtotal from the proposal. If any proposals were received that didn't make that change they would contact the proposer and give them a chance to do so. They received one proposal from the Lake Cumberland Area Development District (LCADD). They did receive questions from other agencies but they didn't put in a proposal. Thomas P. Miller & Associates have a review team that reviewed the proposal. They called Mr. Darryl McGaha, contact person for the LCADD and set up an interview call to get some questions answered. Their review team determined that the Lake Cumberland Area Development District demonstrates all the requirements that were set forth in the RFP. Thomas P. Miller & Associates is recommending that the board select the Lake Cumberland Area Development District, Inc. as the Direct Service Provider. This contract will be for one year with a one year renewal option if the Board so wishes. Motion was made by Brent Sturgill to select the LCADD as the Direct Services Provider, seconded by Steve Sanders. Motion carried.

Other Business-

We received a letter from John Pallasch, Executive Director for the Kentucky Office of Employment & Training stating that, "the Cumberland Workforce Development Board meets the criteria and standards established for LWDB subsequent certification for the two year timeframe: July 1, 2017 to June 30, 2019.

We have a new Chief Local Elected Official- Randy Dial, Casey County Judge Executive.

Taylor County was recognized as a Certified Work Ready Community & Laurel County was recognized as a Certified Work Ready Community in Progress.

Ms. Alane Mills will be sending out a Survey Monkey sometime in January to find what meeting times would work best for you as we work through the implementation of the Strategic Plan.

Ms. Janet Slayden asked about the MOA with partners and the IFA, but Mr. Darryl McGaha informed the Board that until the Somerset Career Center is completed and everyone has moved in, we would not be able to complete this.

Motion was made by Janet Slayden to adjourn, seconded by Mike Buckles.

Daryl Hammond, Chairman

Vickie Wells, Secretary/Treasurer