

Cumberlands Workforce Development Board  
Meeting Minutes  
12/9/2025 @ 10:00 am (CT)  
LCADD, 2384 Lakeway Dr, Russell Springs, KY 42642

The Cumberlands Workforce Development Board's meeting was held on Tuesday, December 9, 2025 at 10:00 am Central Time in-person and via Zoom at the Lake Cumberland Area Development District office in Russell Springs. Mr. Jeff VanHook, Chair, called the meeting to order and Mr. Sam Brown opened with prayer.

Ms. Shannon Kelty, LCADD Administrative Assistant, called the roll. There were nineteen (19) of the twenty-nine (29) board members present. There were twelve (12) members in-person and seven (7) via Zoom. There were fourteen (14) Business and Workforce representatives in attendance meeting the minimum requirement of 51% of those members being present, thus constituting a quorum.

Mr. Sam Brown announced that Ms. Vickie Wells is retiring as Market President at First & Farmers Bank. She has served CWDB for over 10 years and will be missed. Ms. Wells says it has been an honor serving & is proud of the work of the board.

All members received a copy of the minutes from the October 21, 2025 meeting. Questions and/or corrections were asked for; there being none, a motion to approve the minutes as presented was made by Mr. Wendell Emerson. Seconded by Mr. Larry King. All in favor. Motion carried.

Ms. Myra Wilson, CWDB Executive Director, gave the budget report stating the total budget for PY25 is \$2,195,473.00. As of November 21, 2025, \$474,494.75 has been expended, which is 21.61% of the budget. Once the current Quest Grant has been expended, there will be \$515,000.00 added to the budget from a storm grant that all 13 counties received. Our area received \$1,000,000.00 for Putting Young Kentuckians to Work, of which, \$337,102.07 has been expended and the rest is on track to be utilized before the end of the fiscal year. A motion to accept the budget as presented was made by Mr. Sam Brown. Seconded by Ms. Ayla Hargis. All in favor. Motion carried.

Mr. Jeff VanHook presented two members for appointment & ratification; Joshua Parmley to the Youth Committee and Monica Shuffett to the Cumberlands Workforce Development Board. A motion to accept the appointments was made by Mr. Wendell Emerson. Seconded by Mr. Craig Dean. All in favor. Motion Carried.

Ms. B.J. Wilkerson, WIOA Program Director, gave an update on WIOA programs. WIOA currently has 90 active participants and 92 in follow-up. The Individual Placement and Support Model (IPS) is still using Order of Selection. The Pre-ETS program has all been submitted and is just waiting on approval. ProjectWORK is currently serving 165 participants with 51 completing the program. Cybersecurity training has 6 spots filled and the last class begins December 8. Business Services has posted 46 job listings and provided service to 11 business. PYKW has 275 participants signed up and new candidates are being enrolled daily. Training funding has been increased to \$5,000 per individual for PYKW.

Ms. Katie Houghlin gave a Career Development Office update stating that the Somerset CDO had 195 active workforce cases last week with 15 employment outcomes, 18 referrals to partners, 85 walk-ins and 13 people participated in the RESEA orientation. The CDO helped with a rapid response event for American Home Flooring layoffs. The Jobs for Veterans federal program awarded four individuals with

incentive awards. The office in Hazard also received the first annual JVSG incentive award for packing and distributing 160 backpacks to serve the homeless veteran population throughout the state. The \$1,500 award was reinvested in the Veteran population by gifting it to Bluegrass Veteran's Ranch's Reboot Program in the Cumberland Region.

Ms. Myra Wilson gave a Director's Update stating that she & Michael Gritton testified on November 20, 2025 for the Economic Development & Workforce Investment Committee. PYKW has had 1,319 job placements as of November. The system to implement SWATT across the state has been quoted. The RFPs will be coming out in January. There will be a selection committee chosen once those go out.

Ms. Wilson gave a Direct Service Provider Update for Mr. Waylon Wright. The floor plan for the Comprehensive Center in Somerset has been sent out to partners for any changes and will be reviewed Thursday in Frankfort. Once finalized, it will go out for bids.

Representative Josh Branscum states that the upcoming budget session will not be held at the Capitol due to it being shut down for the foreseeable future. Temporary chambers have been built at the annex. He says that there have been requests for another HB1 out of the Budget Reserve Fund and that HB1 was intended to be a one-time funding, but it will be considered during session. Rep. Branscum emphasizes collaboration being what makes programs like PYKW a success and appealing to legislators for additional funding. He recently submitted a budget request to continue funding for PYKW. He says that another income tax drop will be considered and the transportation budget will be a big item during session along with childcare and housing.

With no other business to discuss, a motion to adjourn was made by Mr. Wendell Emerson. Meeting adjourned.

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Jeff VanHook, Chair

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Vickie Wells, Secretary/Treasurer