

Cumberlands Workforce Development Board
Meeting Minutes
February 19, 2019

The Cumberlands Workforce Development Board met on February 19, 2019 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 twenty-five (25) of the twenty-seven (27) members present, thus constituting a quorum of the board. Twenty (20) 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: Darryl McGaha, Interim Workforce Director & Beverly Grimes. Lake Cumberland Area Development District Staff included; Darryl McGaha, Nick Hazel, Chris Ford, Brentley Bault, Melody Haynes, Shirlene Taylor, Lisa Gosser, Karen Miller, Barbara Campbell, Jenny Hughes, Amy Leach, Jennifer Burton, Cassie Bertram, Kim Gibson, Larry Hatfield, Martina Hadley & Sandy Birkholz.

All members were e-mailed copies of the minutes from the December 11, 2018 meeting. Questions/corrections were asked for; there being none, motion was made by Sam Brown to approve the minutes as presented, seconded by Brent Traver. Motion carried.

Mr. Daryl Hammond gave an update on the status of the Workforce Director Position. The Selection Committee, which consists of Darryl Hammond, Wendell Emerson, Sam Brown, Virginia Dial, Mike Buckles, Monica Shuffett and Sherry Johnson-Workforce Director for Lincoln Trail Area Development District met Tuesday, February 12, 2019. They reviewed the applications from a very good group of applicants. From this group they chose the ones that would be interviewed on February 26, 2019. They are hoping to have a new Workforce Director in place by March.

Mr. Kirby Stephens with Kinetic Strategic Design (KSD) gave an update on the web-site.

- They have been in the process of interviewing success stories for; Amanda Saam (Owensboro Community College Instructor), Eric Harris (Somerset Community College Instructor), Michael Crawford (SKRECC Lineman) & Molly Morgan (Pre-Med Student at the University of Kentucky). They will be interviewing Lisa Branscum (Nursing student at Somerset Community College. They are putting together short videos/testimonials. He showed a video of Molly Morgan that will be used on You Tube and Facebook outreach.
- They have added two (2) surveys to the web-site; Employer Satisfaction Survey and Customer Satisfaction Survey to the main menu.
- They are adding new stories to the News & Event section. He encouraged everyone to let him know directly (Kirby@ksdweb.com) or contact the Business

Service Representatives about any events you would like added, so he can keep the web-site up to date.

- They are testing a new component, the Asset Map. They will be sharing that with staff within the next couple of weeks. It's a resource list that has both a map view and list view of all thirteen (13) counties.
- Mr. Sam Brown mentioned an OSY Paid Work Experience participant that had worked three (3) service enrollments at the Monticello Physical Therapy and has now been accepted into the Physical Therapy program at WKU that would make a good success story.

The board had been informed in January that Ms. Alane Mills was resigning as Workforce Director. Mr. Darryl McGaha was named as Interim Workforce Director. Mr. McGaha gave an update on the Strategic Plan. He is the Chairman of the ADD Directors Workforce Committee and he has been attending the meetings in Frankfort. The Strategic Plan needs to be the board's priority.

- Goal 1- Action Step- Identify current number of certificates and credentials. Outcomes- if you look on KYSTATS it shows that there are 36,502 in the Cumberland Workforce Area have a total of 50,727 certifications. We can use this as a baseline and hopefully as we go forward every two (2) months we can look at the KYSTATS information to see if that increases, we will be watching that and if we can we will use that as our source to track the certifications.

Action Step- To create an Asset Map of training providers, partners (public and private), and labor market data. Outcomes- KSD is working to get this on the web-site and will bring it back to the board at the April meeting.

Action Step- Develop relationships with providers - Required Actions- Providers modify offerings based on needs and trends. Outcomes- Board will be making recommendations for the CTE Certifications that are offered at the Area Technology Centers.

- Goal 2 - Action Step - Partner with State Chamber of Commerce on Talent Pipeline Management (TPM) activities. Outcomes- Ms. Shirlene Taylor is our TPM Champion; she has attended the TPM classes. She will be working with anyone that needs help through TPM.

Action Step - Create Marketing/Outreach Campaign - Required Actions- Target High Reward Businesses. This is ongoing so the date will be given later.

Action Step - Develop Sector Partnerships. Outcomes- There was an Employer Resource Fair that was held at the Pulaski County Library on January 23rd. They had agencies come in and share what they had to offer to the employers. There was really good feedback from the employers that attended.

Action Step - Identify specific employers. Staff contacted employers for verification and updated company information. They have a Manufacturing Sector Partnership Meeting scheduled, with Healthcare and Transportation to be in the near future.

- Goal 3 - Action Step - Compile Region Specific Workforce Participation Data. Outcome - We received a Dashboard from the State. The dashboards are being pulled from KEE Suites. Salesforce is tied to KEE Suites; this is where all the business contacts are pulled from. On the dashboard it showed our region as having a 50.1% Participation Rate, which is not good. We will set this as our baseline.

Mr. McGaha gave the board some additional information;

- Total Employers Engaged - 12.20%
- Employers-Repeat Customers - 4.20%
- Current Unemployment Rate – 6.10%

Mr. McGaha is going to create a Research Analysis for the whole Cumberland Workforce Area in the near future. He gave the Board a sample of some of the information that will be included.

Ms. Shirlene Taylor informed the Board that any business members that are in attendance at our Board meeting can be added to Salesforce as part of the Strategic Plan. They can go back six (6) months and pick that up so this would also increase the numbers.

Mr. Daryl Hammond did a recap on the SNAP & Kentucky HEALTH contract. The Executive Committee has previously recommended Thomas P. Miller & Associates be named as the Facilitator to Coordinate Procurement of a Direct Service Provide specific to Kentucky HEALTH for \$9,000. Several workforce boards had already elected not to provide services for SNAP and had not signed the initial contract with the Department of Workforce Investment (DWI) to provide SNAP services. This in part led leadership within DWI to make an announcement regarding the statewide Request for Proposal (RFP) as implementation of Kentucky HEALTH could be challenging and need to be consistent across the state. DWI elected to issue a statewide RFP to procure for SNAP and Kentucky HEALTH services. Due to the state's decision to issue a statewide RFP we were able to exit out of the contract with Thomas P. Miller and Associates in the amount of \$962.50.

Ms. Melody Haynes informed the Board that we have not seen the Statewide RFP. Kentucky HEALTH is still scheduled to go live on April 1st, with the Community Engagement piece going live no sooner than June 1st. Whatever they do will have to be expedited very quickly to bring partners or whoever is on board to provide these

services. Staff has not received an additional update. They did announce that there would be no additional SNAP money. This initiated a letter being sent to DWI on behalf of the Cumberland Workforce Development Board ending the current contract for SNAP effective February 9th.

Ms. Vickie Wells, Chairman of the Budget & Finance Committee gave an update for the Budget & Finance Committee. The Budget for WIOA Programs for PY'18 is \$4,388,859.50. We have expended 51.53% thru February 1, 2019. The Board was given a breakdown of WIOA Expenditures by Grant Number and a breakdown that comes from the Area Development District software for WIOA Admin., which includes Board Support, Direct Services and One-Stop Operator. The budgeted amount of funds received this year from SNAP E&T and Medicaid and the total amounts expended are revised in this budget. Motion was made by Wendell Emerson to approve the revised budget to reflect the additional monies and disbursement of SNAP E&T and Medicaid and the update as presented, seconded by Mike Buckles. Motion carried.

Ms. Karen Miller, One-Stop Operator gave an update on the re-certification of the Monticello/Wayne County Career Center. They have the Monticello/Wayne County Career Center ready for the review team. She is asking for the board to approve to have the Monticello County Career Center re-certified, she also has a recommendation of the review team: Jerisia Lamons- Director of Career Services in Elizabethtown at KCTCS, Carter Dyson- One-Stop Operator for Lincoln Trail and Holly Neal Communications Director. When they come to review the centers they would like to do two (2) centers a day since they are affiliate sites. They had the Clinton County Career Center ready for re-certification but since then they had moved locations so that application will have to be re-done. One thing that they are up against is that Carol Weber with the Office of Vocational Rehabilitation has been the one that does the ADA reviews. She is no longer doing these and as of this time they have not told Ms. Miller who will be doing these reviews. Ms. Miller has the paperwork and application ready for Casey Career Center and Clinton Career Center but the ADA reviews have to be completed before she can send them to the review team. Ms. Miller is asking permission to go ahead and review the Monticello County Career Center which is ready and when the new ADA Coordinator is in place, will you allow the Executive Committee to approve for her to do the Casey & Clinton Career Centers re-certifications instead of having to wait until the April Board meeting. If the Board would allow the Executive Committee to approve any sites that she gets completed this would speed up the process because they are on a very tight schedule. After some discussion motion was made by Sam Brown to proceed with the re-certification of the Monticello Career Center, approve recommendations for the review team and for the Board to give Ms. Miller the approval to go ahead with reviews/certifications-once the ADA review is completed for all remaining sites due to the tight schedule, seconded by Steven Sanders. Motion carried.

Ms. Karen Miller informed the Board that in the re-certification application we have to have two forms of Customer Satisfaction Surveys. We have a paper survey that is available in the office and an employer and customer survey on our web-site.

Mr. Darryl McGaha presented a policy change to the Cumberland Policy for Books & Supplies. Our Policy currently states that there will be no money spent for books or supplies for new enrollees. Ms. Janet Slayden with Kentucky Skills U informed the Board that they pay for some misc. fees, etc. The Policy change would be, "An exception to this policy would apply for a participant receiving a Work Ready Kentucky scholarship covering tuition only and that participant does not receive PELL money, nor is a Skills U participant, and no other program funds were available, then that participant would be eligible up to \$500 for books and supplies." Motion was made by Scott Pierce to accept the policy amendment, seconded by Brent Sturgill. Motion carried.

Jenny Hughes, Career Manager from Campbellsville Career Center presented a WIOA additional monies request for a participant in ITA training at University of Kentucky in the Mechanical Engineering program. Participant is requesting two (2) additional semesters to finish his senior capstone design course, and two (2) of those classes must be taken a semester apart. The Board had some reservations with his current GPA however it is above the current Cumberland GPA minimum requirement. Motion was made by Sam Brown to award the request for \$1750 for the fall 2019 semester if after investigation the participant is not receiving any other additional funding. Any request for the additional 2nd semester will have to be brought back to the CWDB to review after completion of this first award monies, motion was seconded by Wendell Emerson. Motion carried.

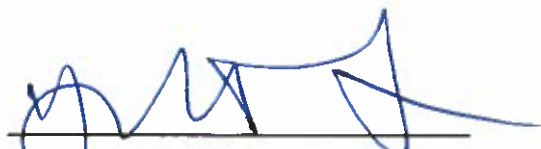
Mr. Darryl McGaha presented a CTE (Career & Technical Education) Certification List of the top thirty (30) that had been sent out prior to the CWDB meeting. Surveys were sent to board members with addresses that were in our area that had been rated on a scale of 1-3; 3 being the highest and 1 the lowest. Motion was made by Scott Pierce to approve the CTE certification survey results, seconded by Sam Brown. Motion carried.

Mr. Darryl McGaha and Shirlene Taylor gave a WIOA program update.

- Shirlene spoke about the talent pipeline and the 3 most in need sectors including Manufacturing, Healthcare, and Transportation. Transportation was picked up as a sector because of the overwhelming need for businesses to have good CDL drivers.
- Mr. McGaha mentioned that our current career managers are working in the schools preparing for those graduating from school and possible paid work experiences. Also mentioned we are looking for Lincoln Trail ADD to find Career Managers to work in the WIOA Youth program and find potential participants for their paid work experience service element.

- The previous Workforce Director, Alane Mills reported that she had requested additional funds in order to serve more youth in the paid work experience service.
- Mr. McGaha reported the results of the PY'18 Compliance Review. Jim Beyea, Lead Monitor, had interviewed the CWDB Chairman. Cumberland's responses will be reported on at the April board meeting.
- The Cabinet has reorganized and what was the Office of Employment and Training is now to be known as the Office of Career Development.
- The Office of Adult Education/Skills U had previously been in the Council for Post-Secondary Education but has since been moved into the Education Cabinet, retroactive December 16, 2018.
- We have written a proposal for our 13 counties with 19 high schools and submitted to the State in hopes to fund the WIN Curriculum Essential skills certification, Kentucky Essential Skills Certification (KESC) upon High school graduation. This proposal got the attention of the State and they responded in need of some additional information. Current discussions are happening with the Cabinet Secretary and Commissioner of Education and it is hopeful that the WIN curriculum will be supplied to all high schools in Kentucky at no cost. Adult Education and Workforce currently have a license and they are hoping to work within one of those contracts and it would be a major asset to the High schools, having one statewide certificate that would be consistent which would be the KESC.
- Beginning March 4, 2019, Monday-Wednesdays, the Office of Career Development will have a staff person in the Campbellsville Career Center. After the month of April, this will be reviewed to see if additional time might be needed as the Campbellsville office has the most traffic of all our Career Centers.
- Darryl Hammond, Chairman reminded board members that Beverly Grimes may be requesting some additional information for their travel reimbursements such as specific addresses.

Motion was made by Sam Brown to adjourn, seconded by Mike Buckles. Motion carried.



Darryl Hammond, Chairman



Vickie Wells, Secretary/Treasurer