

**Cumberlands Workforce Development Board
Meeting Minutes
April 20, 2021**

The Cumberlands Workforce Development Board met via zoom (video conferencing) on April 20, 2021 the Lake Cumberland Area Development office in Russell Springs, due to Covid-19. Chairman Sam Brown called the meeting to order.

Ms. Beverly Grimes called the roll. There were twenty (20) of the twenty-seven (27) members present via zoom, thus constituting a quorum of the board. Fifteen (15) members present were Business and Workforce representatives which meets the requirement of 51% of members present be a combination of Business and Workforce representatives.

All members were e-mailed copies of the minutes from February 16th, 2021 meeting. Questions/corrections were asked for; there being none, motion was made by Janet Slayden to approve the minutes as presented, seconded by Brad Hall. Motion carried.

Mr. Sam Brown made the following nomination to the One-Stop Committee; Ms. Alicia Polston representing Lake Cumberland Community Action Agency. Motion was made by Mike Buckles to ratify the One-Stop Committee as presented, seconded by Vickie Wells. Motion carried.

Ms. Marsha Wells requested the Cumberlands WDB allow the use of funds for Summer School for 6 credit hours, in the amount of \$179 per hour in-class for total of \$1,074 or \$199 per hour on-line class for total of \$1,194. Last year we served 35 Adults, 5 Dislocated Workers and 14 Youth, spending a total of \$40,213.24. Ms. Wells thought there would be around 30 participants. Motion was made by Scott Pierce to approve the use of funds for Summer School participants at 6 credit hours in the amount of \$179 per hour in-class or \$199 per hour for on-line classes, seconded by Daryl Hammond. Motion carried.

Ms. Marsha Wells presented the Cumberlands WIOA BC Skills Support Policy. This policy is for WIOA eligible participants taking the BC Skills training that will be receiving an Individual Training Account (ITA). They are requesting \$100 in support. The amount may only be used towards 6 months subscription to Canva Pro, Udemy courses, and/or business cards that will enhance their employability and job retention. Motion was made Brad Hall to approve the Cumberlands WIOA BC Skills Support Policy as presented, seconded by Scott Pierce. Motion carried.

Ms. Marsha Wells requested a change to the NDWG Cumberlands Workforce Development Area Humanitarian Aid Worksite Agreement for Temporary Employment. This Agreement is entered into for the purpose of providing humanitarian assistance for individuals who have been impacted by COVID-19 Disaster. This Agreement remains in effect through March 31, 2022. They are requesting that the rate of pay be increased up to \$15 per hour upon approval of WIOA Program Manager in instance of employer higher

wage for said position, and potential permanent employment. Motion was made by Scott Pierce to approve the Agreement as presented, seconded by Vickie Wells. Motion carried.

Ms. Myra Wilson requested a change to the Incumbent Worker Training Policy. Training priority will be targeted toward companies in an in-demand sector on the state, regional, or local level whose proposed training results in a significant upgrade in employee skills or contributes to a layoff avoidance strategy. At the present time the maximum reimbursement is \$10,000. The request is to raise the reimbursement to \$15,000. Motion was made by Brad Hall to approve the increase maximum reimbursement to \$15,000 for the Incumbent Worker Policy, seconded by Jeff Vanhook. Motion carried.

Ms. Vickie Wells gave an update for the Budget and Finance Committee. The Budget for WIOA Programs for PY'20 is \$3,904,887.50. The expenditures from 7/1/20 to 4/09/21 is \$2,031,639.57 leaving 52.03%. Vickie Wells put her report from the Budget and Finance Committee in the form of a motion. Motion carried.

The board was given the Cumberland Workforce Development Board Conflict of Interest Policy for their review. The purpose of the Conflict of Interest Policy is to protect the interest of the Cumberland Workforce Development Board (CWDB) as a public body charged with the oversight of federal and/or state funds, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, staff member, or director or might result in a possible excess benefit transaction. Motion was made by Scott Pierce to approve the Conflict of Interest Policy as presented, seconded by Mike Buckles. Motion carried.

Ms. Myra Wilson asked for approval for the Fall Web Development class. At the 10/20/21 meeting the Board approved the ITA amount from \$3,750 per participant to \$5,000 per participant for the BC Skills Coding Academy. We are asking that the ITA Policy now say that as long as we have this class the ITA amount will remain at \$5,000.00, if funds are available. We are wanting to do another coding class in August. There are two additional Workforce Boards that have joined this endeavor, Northern Kentucky & Bluegrass. We will have 50 participants between the four Workforce Boards. It has provided a pipeline to employers, so we are having some conversations with them & have been working with Justin Browning who is over the Web Development to do adjustments to the curriculum that employers are recommending. This would be added to the curriculum for the fall semester. Motion was made by Janet Slayden to approve the ITA amount to remain at \$5,000 for the BC Skills Coding Academy, if funds are available, seconded by Connie Schnell. Motion carried.

Mr. Brad Hall gave an update from the Youth Committee meetings that were held on 3/5/21 & 4/20/21. It was suggested that we have some kind of Advisory group of kids. Matt Bacon presented some great statistics on Pathways at the March meeting. We are going to do some work with KYSTATS. We had a good presentation from Chris Goodin, Workforce Development Coordinator from the Taylor County Schools. He shared some the things he is doing to serve his kids. They talked about the WIOA Out-of-School Youth (OSY) Work Experience program. There was a discussion on the length of time it takes for

the OSY Work Experience to get their first paycheck, which is a month. It was asked if there was a way to shorten this. Staff will research this and get back to the committee at the next meeting.

Mr. Darryl McGaha informed the Board that he would be retiring effective August 1, 2021. He gave a report on WIOA Performance Measures PY'21. We have also done a good job at meeting our performance standards, which are negotiated with the State. We have to wait until a participant exits before they are picked up in performance. An OSY Work Experience could exit but it could be a couple of months before they exit and that kicks in the quarters for performance. The pages that were shared with the Board show performance that is a year in the past. Even with the new system that we are using Kee Suites. There are a lot of people that we cannot exit out due to a faulty system. If these participants could exit it would enhance our performance measures. For this year, there are twelve performance measures that we are held to. Of those first two quarters of the twelve there have been four that we have not met or exceeded. We received a letter stating that no workforce area would be held accountable for their performance measures for PY' 21. We are working to make sure that all of our performance measures are met, when we become accountable for those measures we will be in good shape. Scott Pierce informed the Board that the Cumberland has lead the State in performance measures for many years. If we don't stay on top of the performance measures there could be serious financial issues we could face.

Mr. Darryl McGaha spoke to the Board about the KCC-Somerset Re-opening Update. They are seeing in-person Unemployment Insurance people in Somerset, which started on the May 15th. This is being done at twelve locations across the State, for a period of time to see how things go. They may expand locations if the twelve goes good. The first day they had ninety-eight appointments, seventy-four showed up and twenty-four no shows. They are keeping a schedule that is two weeks out as a day is done they will schedule another. They can go to the KCC-Somerset and register for an appointment or they can register on-line at kcc.ky.gov. Fraud is still a huge problem and taking up a lot of their time. If anyone knows of someone that has received a fraudulent claim they can go to kcc.ky.gov there is a place that you can report that and it will be taken care of.

Ms. Connie Schnell reported when they went live there was a glitch in the system and it was booking appointments every fifteen minutes and it was supposed to be every thirty minutes, the problem was fixed very quickly. They are very happy to get staff back in the Somerset office in a safe manner. The Unemployment Insurance staff in Frankfort are manning the 502-564-2900 line for resetting Pin Numbers and getting the people registered. There is a new process to prevent fraud. When a person gets a check that they didn't file they need to send that back to the address with a note stating that they never filed for unemployment, it's very important that they send them back in a timely manner. She thanked the partners for their help as well.

Mr. Scott Pierce wanted to follow-up on a couple of things. Unemployment Insurance was dismantled and the whole process was changed. A year ago in March a number of people had to be brought back in, approximately sixty had to be retrained, and

then we had the pandemic. There have been issues that are almost unsustainable because of the issues that happened at the Bluegrass ADD. There are certain groups of people that don't like Area Development District's or Workforce Boards nor want them to function in the Commonwealth. Darryl McGaha informed the Board that there were four people that went and spoke to some folks in the Governor's Office. The latest version of this policy would take everything that the Area Development District's does away. They would not be able to do anything with WIOA. The County Judges in our thirteen counties are liable for all these funds, the \$3.9 million in our budget. We have to write an Interlocal Agreement, which the County Judges have to agree upon, that yes they take responsibility for this money. If they take everything away from the Area Development District's especially the Fiscal Agent part, not only WIOA, but millions of other dollars. He said that in good conscience as the Executive Director of the Lake Cumberland Area Development District tell those Judges that they need to sign the Interlocal Agreement, it would be just the opposite, and they don't need to sign the document, because they don't know who their Fiscal Agent is going to be.

Ms. Shirlene Taylor gave an update on the Unified Regional Core Business Services Team. They have been working diligently with employers to help them find employees. Due to the pandemic our counterpart in Frankfort, Bill Sandell pulled a report for Darryl and we had 542 contacts with our employers. They have been working with Wal-Mart DC in London every other week they have a Hiring Event and they do them different times of the day so they can try to get more people. There were people that accepted jobs but then they don't show up. They told her how to report those people that got a job but didn't show up. Shirlene informed the Board that she would be retiring June 1, 2021. Michelle Whitis will be taking Shirlene's position.

Mr. Alex Egnew with Outdoor Venture Corporation (OVC) spoke to the Board about training that is being offered by Somerset Community College (SCC). Being from McCreary County they have unique challenges being isolated & a rural area. 97% of their workforce is local. They have found out recently that a lot of their employees or perspective employees that have sewing experience are aging out of the workforce. Their workforce is getting younger and younger. That brought them to a place where they wanted to development an Orientation program for perspective employees. They have partnered with SCC Workforce Solutions to do that. They started their program in December of last year. It consists of a two week Orientation program, it's a paid Orientation for perspective employees. Sixteen hours each week, 8:30 to 12:30. Mondays consist of Workplace Professionalism Training, Tuesday-Thursday is for sewing curriculum; single needle, double needle, changing a bobbin, threading machines and tacking. When they come into employment with OVC they are not so overwhelmed by not knowing anything about sewing. Most of the applications they get now are people that don't have any sewing experience so the Orientation really helps the employee. They have put about forty people through the program. They have had to put a pause on that in April because of the Stimulus Money and Tax Returns it's been really hard to find potential employees. Do they come from SCC to your facility and teach them? They go to the SCC-McCreary Campus. They have a room where they have sewing machines set up and they can do the Workplace Professionalism Training in another classroom.

Ms. Alesa Johnson thanked the team at OVC, they have been a pleasure to work with. It's a great example of how industry and the Workforce Board, because Shirlene Taylor has been involved in this as well and the college have all come together to help OVC get the skilled employees they need. She shared some of the training that SCC has done over the last few years between the college, industry and the Workforce Board. The Workforce Board does an amazing job of helping people. The Incumbent Worker is one that the Board supports greatly and has been a tremendous impact to our region. She went back for the past few years and talked about the Customized Workforce Training Projects that SCC, CWDB & LCADD partnered together. They were; ABC Automotive-Laurel, Brown & Brown-Adair, BRUSS North America-Russell, Dr. Schneider-Russell, Hendrickson-Pulaski, Jones Plastics-Whitley, Outdoor Venture Corp-McCreary, Robinson Stave-Laurel, Tarter Farm and Ranch Equipment-Casey and Toyotetsu-Pulaski. They have done numerous projects with some of the companies on the list. It's a great way to help companies upscale their current employees. In companies things are getting more computerized, automated & robotics, things are becoming more complexed. Some of the training that they had done is; PLC's, robotics, hydraulics, motor controls, welding, sewing basics, workplace professionalism, insurance – pre-licensing prep course, safety training, computer training, soft skills, customer service etc. She wanted to let the Board know what their training dollars are doing and what the business liaisons are doing. The way it works is they use their TRAINS funding they have at KCTCS as well as Incumbent Worker funds to help offset the training cost. It's a huge cost saving for companies. It's very important that we support our existing companies as well as the new companies. She said a special thank you to Darryl & Shirlene for working with her over the past fifteen years. Darryl told the Board that with the action that was previously taken by increasing the Incumbent Worker Policy to \$15,000 reimbursement this is just a part of what Alesa was talking about.

Ms. Myra Wilson gave the Director's Update.

- We are currently being monitored virtually by the State. They will send at report when the monitoring is over, that will be shared with the Board.
- We received notification from the Labor Cabinet that we would be reimbursed for the funds that we have spent to support the UI dollars and everything that was occurring earlier last year. We send the certified letter back to the Cabinet. They said we would receive an MOU to sign, which we have not received at this time but once they receive this back there would be a transfer of funds.
- National Dislocated Worker Grant- Out of our twenty participant six have already secured employment. One is going to be continuing their education, computer science and two more have interviews this week. There are a couple of companies that are sitting up interviews this week.
- They are working with Heather Stevenson with Kentucky Rural Water. She approached Myra a couple of weeks ago and she wanted to focus on securing an apprenticeship for the Kentucky Rural Water operators. They had a successful placement in Lebanon KY, that was a justice involved individual. They are trying to set what the criteria would look like and what

can be on their background and be in this role to get an apprenticeship secured. Heather would like to see this happen in all the counties.

- We have been working with Goodwill to refer people into their Rise Program, which is integrating individuals successfully every day.
- We are in the process of securing an MOU with KYSTATS. They thought this could be done by the 1st of next month. KYSTATS will allow us to access information individually by student. It will identify pools of perspective employees by their skills and credentials, it shows the pathways enrolled and completed and certificates in progress and earned.
- The Board received a copy of our Local Plan. Our goals are exactly aligned with what the State sent out. That is how we wrote our plan and what we focused on and then we had our objectives. It has been sent out to all the partners for review. The Local Plan will be put out for a thirty day Public Review. The Regional Plan should be completed tomorrow. This will be sent out to the Board and partners for review. The Regional Plan will be put out for a thirty day Public Review.

Motion was made by Brad Hall to adjourn, seconded by Scott Pierce. Motion carried.

DocuSigned by:

Sam Brown

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Sam Brown, Chairman

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Virginia Dial

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Virginia Dial, Secretary/Treasurer