

**Cumberlands Workforce Development Board
Meeting Minutes
June 15, 2021**

The Cumberlands Workforce Development Board met via zoom (video conferencing) on June 15, 2021 at 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-five (25) of the twenty-nine (29) members present via zoom, thus constituting a quorum of the board. Eighteen (18) 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 April 20th, 2021 meeting. Questions/corrections were asked for; there being none, motion was made by Brad Hall to approve the minutes as presented, seconded by Alesa Johnson. Motion carried.

Mr. Sam Brown introduced our new members; Jeff Sams-Cumberland Co., Jay Shofner-Green Co., Shawn Cruse-Pulaski Co., Joyce Leone-Russell Co., Michael S. Carter-Career Development Office and Kevin Shearer-County Attorney.

Mr. Sam Brown made the following nominations to the following committee's; Executive Committee-Joyce Leone & Shawn Cruse, Youth Committee-John Kinnett & Carla Turner, Disability Committee-Deana Wilson-Kimble, One-Stop Committee-Lisa Gosser & Michael S. Carter, Budget & Finance Committee-Jeff Shofner, Stephen Fletcher & Christin Matney, Strategic Planning Committee-Jeff Sams. Motion was made by Scott Pierce to ratify the appointments to the various committees as presented, seconded by Kevin Shearer. 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 6/4/21 is \$2,684,431.08 which is 68.75% of the budget spent. This budget included Paycheck Protection Program (PPP) & COVID-19 Dislocated Worker NEG funds. Vickie Wells put her report from the Budget and Finance Committee in the form of a motion, seconded by Scott Pierce. Motion carried.

Ms. Vickie Wells recommends the Budget for PY' 21 for the Budget and Finance Committee. The total budget is \$3,570,241.20. This budget does not include any PPP funds or Trade funds. Vickie Wells put the recommendation in the form of a motion, seconded by Mike Buckles. Motion carried.

Since the Kentucky Career Center-Somerset opened on April 15th they have had 1,272 appointments. They are coming from all over the State. They are still able to make an appointment at any location so when the area they live in fills up, they look at every other area. We really appreciate the staff and all they have done during this very difficult

time. All of the affiliate sites are now re-opened with the exception of Campbellsville and Russell Springs. We will be going back to in-person board meetings as of August.

Direct Service Provider- there is an amendment clause in the original contract between the Cumberland Workforce Development Board (CWDB) and the Lake Cumberland Area Development District (LCADD). The amendment is to continue Direct Service Provider for Program Year '21, beginning July 1, 2021 thru June 30, 2022 in the amount of \$1,454,100.18. Motion was made by Scott Pierce to retain the Lake Cumberland Area Development District as Direct Service Provider for all WIOA Direct Services in the amount of \$1,454,100.18 & follow CWDB's Conflict of Interest and Firewall Policies, seconded by Janet Slayden. Motion carried.

One-Stop Operator-The Lake Cumberland Area Development District was awarded the contract. Motion was made by Vickie Wells to continue the agreement between the LCADD and the CWDB pursuant to procurement for a One-Stop Operator, satisfactory performance, follow CWDB's Conflict of Interest and Firewall Policies, seconded by Rhonda Thomas. Motion carried.

For the past four years Lincoln Trail Area Development District (LTADD) has contract with the CWDB for Board Staff. They are no longer going to provide this service. This service is now called Administrative Staff. CWDB Staff is in the process of working with South Central Workforce Development Board (SCWDB) to see if they could provide this service. Motion was made by Scott Pierce to allow SCWDB to provide the Administrative Staff services if all the details can be agreed upon, seconded by Brett Traver. Motion carried.

The board was presented a Memorandum of Understanding (MOU) between the CWDB and the Russell County Detention Center. This will allow us to go into the jail and provide career services for inmates as they are ninety (90) days of release, hopefully connecting them with businesses and resources so they will have a job when they are released. Motion was made by Brad Hall to approve this MOU as presented, seconded by Kevin Shearer. Motion carried.

The board was presented a Memorandum of Understanding (MOU) between the CWDB and the Pulaski County Detention Center. This will allow us to go into the jail and provide career services for inmates as they are ninety (90) days of release, hopefully connecting them with businesses and resources so they will have a job when they are released. Motion was made by Virginia Dial to approve this MOU as presented, seconded by Brett Traver. Motion carried.

The board was presented a Memorandum of Understanding (MOU) between the CWDB and the Wayne County Detention Center. This will allow us to go into the jail and provide career services for inmates as they are ninety (90) days of release, hopefully connecting them with businesses and resources so they will have a job when they are released. Motion was made by Scott Piece to approve this MOU as presented, seconded by Vickie Wells. Motion carried.

The board was given a copy of the Cumberland Workforce Development Area (CWDA) By-Laws. There were several additions for their consideration;

- The board membership would go from twenty-seven members to twenty-nine members with these being added in the Other Category.
- The composition of the board would be made up of five categories instead of four.
- There can be representation in the Other Category.
- The person elected for such office shall serve until the next election. Term limit for each officer shall be two years and no more than two consecutive terms.
- The CWDB or committee member must recuse themselves from any meeting, including but limited to a CWDB or committee meeting, where there is discussion pertaining to the contract, subcontract, purchase order, grant and/or sub-grant. A full recusal is necessary, the member must leave the room during discussion and vote, if any, and will not be counted toward a quorum of the CWDB or committee. The conflict of interest disclosure made during CWDB or committee meetings shall be documented in the meeting minutes.
- Each member of the CWDB will be required to sign a Disclosure of Conflict(s) of Interest form and Code of Conduct form.
- These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by the CWDB at any regular or special meeting, provided a review copy of any/all proposed alterations and amendments are e-mailed at least seven days prior to the meeting to all who are entitled to the notice.
- As the Fiscal Agent, the Lake Cumberland Area Development District Executive Director, approves P.O. over \$500.

Out of Area and Private Vehicle Travel:

- Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business. CFR 200.474 states, "Such costs may be charged on an actual cost basis, on a per diem or mileage basis, in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-Federal entity's non-federally-funded activities and in accordance with non-Federal entity's written travel reimbursement policies." Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy.
- The Travel Policy of the CWDB is in accord with the Super Circular A-CFR-200 travel regulations. This Board will pay actual room rates, except that

room rates for conferences shall not exceed the rates of conference hotel and cannot exceed high-rate geographic areas. Employee meal expenses will be paid on per diem basis according to the rates determined by 200 KAR 2:006. Board members, in carrying out Council business, shall be reimbursed monthly provided the following conditions are met:

- A) Expenses must be itemized and properly identified on travel expenses vouchers, supported by receipts, except for meals which will be paid per 200 KAR 2:006.
 - B) Trip reports are completed and submitted to the authorized District authority.
 - C) All expense vouchers must be approved for payment by the Department Director and Executive Director or designee.
- For air travel, persons who use commercial carriers on official business must use less than "first class" accommodations unless the carrier offers only "first class" or other space is not available. Under justifiable circumstances and for expediency, the Executive Director may authorize other travel means including charter aircraft, rental car, etc. For travel over extended distances, the cheaper mode of transportation will be reimbursed (airplane vs. auto).
 - The use of private vehicle for Board travel shall be approved in advance by the Executive Director or their designee.
 - The mileage compensation for Board Members using private vehicles shall not exceed the amount per mile as authorized by state authority. The allowance will be computed on a mileage basis through the use of MapQuest. Any substantial deviation from distances shown on the voucher from the standard highway mileage guide will be explained. "In town" travel will not be reimbursed unless previously authorized by the Executive Director or their designee.
 - An advance of funds may be granted to a traveler in an amount to cover reimbursable travel expenses, provided all previous advances have been liquidated. Advances will be granted for out-of-state travel only, and the amount of the advance may not exceed the amount of the traveler's reimbursable expenses. A properly completed expense voucher shall be completed and submitted. All advances will be taken from those allowable expenses charged.
 - This policy has been reviewed and addresses the concern of federal and state officials and the necessity of fiscal accountability.
 - Subject to budgetary limitation, Board members will be reimbursed for allowable expenses, for travel, as aforementioned, provided the following conditions have been satisfied:
 - A) In order to be eligible for Travel Reimbursement the individual must have attended at least 75% of the meetings in the past 12 months or since their appointment.

B) No expenses shall be reimbursed to persons other than Board Members except designees who shall have attended at least two-thirds of the preceding meetings or persons specified by the Board of Directors.

C) In the event funds are insufficient to reimburse all those eligible for out-of-state travel, the following priorities shall be followed: Board Chairperson; Vice Chairperson; members of the Executive Committee; Committee Chairperson; one person per county, to be determined on a basis of attendance at Board Meetings.

D) It shall be the policy of the Workforce Investment Board, concerning in-state conference, and out-of-state conference travel, that when an individual requests a slot or slots to attend specific conferences, and the District has made arrangements and expended funds based on the individual's request, that if cancellation occurs for any reason other than a medical emergency, the individual canceling will be required to reimburse the District for any and all funds expended that the District cannot recover from airlines, hotels and conference sponsors.

Motion was made by Scott Pierce to approve the additions to the CWDA By-Laws as presented, seconded by Rhonda Thomas. Motion carried.

The Nominating Committee made the following recommendations for a new slate of officers to serve from July 1, 2021 to June 30, 2023; Sam Brown-Chairman, Wendell Emerson-Vice-Chairman and Vickie Wells-Secretary/Treasurer. Motion was made by Scott Pierce to accept the recommendation as presented, seconded by Brett Traver. Motion carried.

The Board was presented a change to the CWDA On-the-Job Training (OJT) Policy; "For employees hired by an employer through a temp agency, an OJT cannot begin until the employee has become an employee of said employer. Maximum duration of time from beginning employment through temp agency for employer to hire and use an OJT is 90 days." Motion was made by Jeff Sams to approve the OJT Policy with the proposed change, seconded by Rhonda Thomas. Motion carried.

The Board was given a copy of the CWDB Firewall Policy for review. The purpose of this policy is to provide guidance for the commitment of the CWDB to have the highest level of system integrity and the appropriate oversight of the Workforce Innovation and Opportunity Act (WIOA) and comply with federal, state and local laws and regulations. The purpose of this policy is to establish a "firewall" in the event of a conflict of interest. Motion was made by Vickie Wells to approve the CWDB Firewall Policy as presented, seconded by Janet Slayden. Motion carried.

The Local Plan was sent to the CWDB Members on April 12th for review. It was then put out for Public Comment Period from May 1st – May 30th. There was no comments made. It was submitted to the KY Education and Workforce Development Cabinet (KYEWD) for review on April 30th. The KYEWD will send back any recommended changes to staff. Motion was made by Scott Pierce to approve the Local Plan with any changes from the KYEWD, seconded by Jeff Sams. Motion carried.

The Regional Plan was sent to the CWDB Members on April 12th for review. It was then put out for Public Comment Period from May 1st – May 30th. There was no comments made. It was submitted to the KYEWDC for review on April 30th. The KYEWDC will send back any recommended changes to staff. Motion was made by Mike Buckles to approve the Regional Plan with any changes from the KYEWDC, seconded by Rhonda Thomas. Motion carried.

The board was presented an addendum to continue the agreement between Kinetic Strategic Design and the CWDB, Inc. (September 1, 2021 thru August 31, 2022) in the amount of \$1,500.00 monthly for website maintenance, \$1,300.00 monthly for Social Media postings/interactions for a total of \$2,800.00 monthly. Motion was made by Brett Traver to approve the addendum as presented, seconded by Alesa Johnson. Motion carried.

Ms. Myra Wilson gave the Director's Update.

- The Success Story was from Kevin Bell. Kevin is a husband and a father of three. At the age of forty-one he found himself at a crossroad. Unemployed for nearly three years, getting back into the workforce proved challenging. He decided to take a chance and learn web development. He started off knowing nothing, but he was taken through every step of building a good knowledge basis for the field he was going into. He is now a proud employee and is working on a project for 5th Dimension Strategies. He spoke very highly of the Web Development Program. It has brought hope to him and his family. To be able to get such a high tech job in this rural area is amazing. He is looking forward to the future and will keep in touch. He thanked the BC Coding Academy and the CWDB. You can find out more about this program by going to commonwealthcoders.com.
- The Cumberland and South Central region funded twenty-eight participants this past spring with a 100% graduation rate. Within three weeks of completing the program, sixteen were employed, six are continuing their education at a post-secondary institution and six are actively job seeking and interviewing.

The Workforce Development Boards partnered with local and out of region companies to provide paid internships to participants as well. The Justice Beat Talk Show, out of St. Louis, Missouri, hired two of the program's participants as interns, who work remotely for 16-weeks to update, maintain, and revise their web-site, social media pages, YouTube and other media channels.

5th Dimension Strategies out of Kansas hired three individuals who work remotely to maintain healthcare company websites. Some of the demographics of the coding cohort: the collaborative effort between the Workforce Boards brought an age range of 18-65. The 18 and 65 year old

are continuing their education and working in the IT field. Typically, the IT sector has a male-dominant population-we served a 50:50 ratio of males and females.

The news of the innovation collaboration between the boards and successful outcomes of the spring cohort spread throughout other workforce regions in the State of Kentucky. The Bluegrass and Northern Kentucky regions have joined together with the Cumberlands and South Central Workforce Boards to provide this training opportunity to individuals throughout their regions in the fall.

The four Workforce Development Boards have rebranded the program as "Commonwealth Coders" and are "powered by BC Skills Development Academy." The fall cohort will begin in August-there are 50 spots available among 48 counties. We are excited to see results state-wide by the end of the year. As of Monday, we had 40 from all boards that have applied and are going through the screening. Specifically for the Cumberlands, we have 9 individuals that are in process.

- Reentry Update-Statewide reserve grant awarded for workforce reentry \$79k-these funds will allow administrative support for Aaron Poynter. 37 individuals have filled out the intake form and 14 individuals have gained employment. We had our first placement with the City of Burnside Water District in partnership with Kentucky Rural Water (Heather Stevenson). The individual began on June 14th.
- Post-Secondary Update-We have submitted our MOU with KY Stats and it is currently making the rounds for review and signatures. The data we are requesting is at the individual student level and will allow us to see actual pathways that have occurred, which is not currently accessible through the KY Stats dashboard provides aggregate data, which provides the overall types of certificates earned or pathways completed, but does not allow for us to trace a direct path to dissect and/or duplicate.

The data we are requesting will be used to form more-granular and accurate information and be used to help enhance current pathways, identify the need for new pathways, find and improve pathway navigation efficiencies (reducing waste of time and funding), and most importantly, helping better align the prospective workforce to opportunities in the State through the utilization of these educational experiences.

This student level data will allow for forecasting the availability of prospective employees and the types of opportunities needed to retain them at a local and regional level.

At the University of the Cumberlands, through a product from the National Student Clearinghouse, we will start to see post-graduation activities data

this summer. This will help us identify employers with internship and degree-required opportunities and actual pathways to employment. We are also working through questions to add to their graduation application to help be more pro-active with gathering data and offering students assistance in advance of graduation. In addition at the University of the Cumberland, we are working through forming an MOU that will allow for current student information to help forecast the types of internships and employment opportunities needed to help retain the talent in our area. During the next year, the Board will continue to work with their enrollment management offices, such as the Registrar, Student Life offices such as Career Services, and their Alumni Association to streamline data gathering processes and resources. We will be working through all of our colleges and universities in our area. We have applied for State Wide Reserve dollars to continue this work. This project is to retain talent in the State.

- We have been focusing on Strategic Goal #1, there is work on Goal #2, #3 & #4. We will be sending out updates on things that are occurring as we are receiving more funding for different positions.
- We have enrolled 140 in Paid Work Experience (PWE) thru the Out-of-School Youth program and this will continue to grow. We have currently served 135 in the National Dislocated Worker Grant (NDWG) program between ITA's, OJT's & Paid Work Experience. Marsha Wells and her team have done a great job.

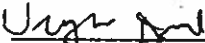
Motion was made by Scott Pierce to adjourn, seconded by Vickie Wells. Motion carried.

DocuSigned by:



Sam Brown, Chairman

DocuSigned by:



Virginia Dial, Secretary/Treasurer