

Cumberlands Workforce Development Board
Meeting Minutes
August 18, 2020

The Cumberlands Workforce Development Board met via zoom (video conferencing) on August 18, 2020 at the Lake Cumberland Area Development office in Russell Springs, due to Covid-19. Chairman Sam Brown called the meeting to order.

Ms. Jean Wilson called the roll. There were twenty-four (24) of the twenty-seven (27) 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 the June 16, 2020 meeting. Questions/corrections were asked for; there being none, motion was made by Scott Pierce to approve the minutes as presented, seconded by Wendell Emerson. Motion carried.

Mr. Sam Brown welcomed two new members to the Board. Angela Cowan representing Adair County. She is employed at Morgan Smith Industries, LLC as an Assistant Program Manager. Rhonda Thomas representing Casey County. She is employed at Neat Companies as the Director of Administration.

Mr. Aaron Poynter gave an update on Re-Entry & Transformational programs. Mr. Poynter now is serving twenty-three counties. He provided a June and July update. His intakes were for only the Cumberlands Area. In June, he had 25 intakes and was showing an increase in housing needs. In July, he had 33 intakes with a spike in need for housing & food. As far as moving forward with partnerships, all the County Attorneys in the Region have been contacted. Our newest partner is Green County, which we will be moving forward with referrals. Mr. Poynter spoke at a Leadership Kentucky Conference to leaders in our region and in the Eastern Kentucky part of the State. He developed a lot of partnerships and resources such as; Kentucky Dairy Development Council, USDA Food Commodities. He did take over the South Central Region and this is beneficial because it extends his reach. Local churches have been really receptive and wanting to come on board. He has secured a partnership with United Way in the Cumberlands Region. He is actively working in Russell, Adair, Cumberland, McCreary, Casey, Green, Clinton and Wayne. In moving forward first he moved to an on-line form for a smooth efficient intake starting on 8/1/20 incorporating Career Edge. He wants to move anyone that he is in contact with from a job to a long term career job. The Resource Packets are being reformatted with new information. They want to make it a one-stop shop to make it as user friendly as possible. There have been 115 individuals served in our region from 3/2/20-7/31/20. 50.49% increase in referrals in June/July vs. March/April/May.

Success story was Codey Smith from McCreary County. Was served by WIOA Career Manger Tammy Walker. She helped him get a job and to overcome many obstacles in his life including being homeless and on drugs. Over the course of several years, Codey has settled down with a wife and kids, and full time permanent employment. He is grateful for Tammy and the WIOA program for the patience and kindness shown to him.

Ms. Marsha Wells presented a WIOA Request for Additional Monies for Eric Riley Pegram. He is enrolled in Elizabethtown Community and Technical College in Industrial Maintenance. He is requesting to continue his second year. The reason being he fell under the 2.0 threshold that we have in our agreement. His reason was due to COVID 19, he had to take classes online and does not do well with that learning method. Motion was made by Daryl Hammond to fund the Fall Semester, but see what his grades are before they fund the Spring Semester and make sure they are sufficient, seconded by Scott Pierce. Motion carried.

Ms. Marsha Wells presented a WIOA Request for Additional Monies for Jensen Pierce. Ms. Pierce needs one semester to complete her nursing degree at Eastern Kentucky. She has a 3.51. GPA. The reason for the request is while she attended Somerset Community getting her Associate Degree, she was given incorrect information from her advisor about transferring to Eastern Kentucky University to obtain her nursing degree. Due to the incorrect information, it put her behind a semester with no way to catch up. The nursing program is set up as specific semesters and there is no way of trying to catch up or get ahead, you must take the classes how they were set up. She is requesting \$1,132.00. Motion was made Vickie Wells to fund the \$1,132.00 to complete training for Jensen Pierce, seconded by Scott Pierce. Motion carried.

Ms. Marsha Wells presented the Cumberlands Policy for Books and Supplies for consideration. This is a policy that they are hoping to put in place. Eligible WIOA participants who have received training with tuition paid by another source may use WIOA funds to cover the cost of books and documented required supplies. WIOA reimbursement per semester will be set at \$1,000. Over the last couple of years there have been more resources such as the Work Ready Scholarships available to these students. We are seeing less funds requested for the ITA-tuition part of it. In the past, we have only funded tuition and more students are asking for help with books and supplies. There is an increase for funding for tuition from other sources. Motion was made by Mike Buckles to approval the Cumberlands Policy for Books and Supplies as presented, seconded by Brett Traver. Motion carried.

Ms. Vickie Wells gave an update for the Budget and Finance Committee. The Budget for WIOA Programs for PY'19 is \$4,259,578.11. The expenditures from 7/1/19 to 6/30/20 is \$4,011.033.99 leaving 94.17% expended. Under the Dislocated Career Services

the expenditures are quite a bit higher than normal, the reason being that 9 career managers helped support Unemployment Insurance during this time. They charged their time to Dislocated Worker. The question was asked "how much money will be carried over that doesn't have to be expended by June 30, 2021?" The Deputy Secretary waived the 80% Obligation Rate which didn't make any difference to us because we met it anyway. It also said that any funds that were two year monies at the end of the second year you could carry it into the third, but we had none of that either. It's first year money going into the second year. We have spent the biggest portion of what we had in out-of-school youth. We have about \$400,000.00 to \$500,000.00 in funds which would carry us with the funds we got in July until the funds we get in October, but usually it's the first of December before we get them. Motion was made by Wendell Emerson to approve the Budget and Finance Committee Report as presented, seconded by Scott Pierce. Motion carried.

Mr. Darryl McGaha gave an update on the Career Centers. He spoke about Somerset Career Center first. He has had some conversations with Mr. Wayne Williams, with Facilities Management. He told Mr. McGaha that the number one priority was to get the move in Somerset done. Facilities has to do a certain amount of work, then they pass their work to real properties. At that point real properties does their work. They are looking at two buildings. They will set a time to review the 2 locations and then one of the buildings will be chosen. Unemployment Insurance is now under the Department of Labor. The Career Development Office has been moved to the Department of Labor. Mr. Williams is now under the Department of Labor. Mr. Williams is not sure what will happen since he has been moved. Mr. Buddy Hoskinson has been moved to Executive Director of Unemployment Insurance. Mr. McGaha doesn't know if Mr. Hoskinson will be over the part that Mr. Williams was over. We will still be working with this but since the moving of all the Departments it may take longer than we hoped for. They have asked what is going to be needed when all our offices re-open. Some of the offices want take much but some will need plexiglass and a few other things. Our main concern is not to refurbish Somerset Career Center and move later. They are waiting on the people in the Labor Cabinet to make that decision. The properties that they are looking at for the Somerset Career Center are the old Rite-Aid building & the other building is across the road from the Mall. It's a very nice building and larger than the Rite-Aid building.

Ms. Myra Wilson gave an update on the National Dislocated Worker Grant. It was written for the Cumberland and South Central regions. The total grant was \$1.5 million. The Cumberland portion was \$625,000, however, we have only received \$379,000 on the grant at this time. They have hired an Economic Recovery Coordinator for the 2 regions.

Ms. Wilson wants to be very transparent. The committee was made up of 6 people. Ms. Wilson had a family member that applied so she did not participate in the interview process. The offer was made on August 12th and accepted by Ms. Lyndsey Brown. Ms. Brown has a MBA with an emphasis on Human Resources and she will begin working with

the two regions on August 31st. The Economic Recovery Coordinator position is a one year temporary position. The position will assist in identifying individuals who are affected by COVID layoffs or closures, particularly in retail and hospitality sectors in the two regions. This person will help find people in these sectors and refer them to the Career Managers so they can either get training, what they need to get a different type job or help place them in a position. Part of the other funding will be used for web development. Ms. Wilson and Mr. McGaha met with Mr. Justin Browning from Barren County Area Technical Center and they are going to use \$170,000 to support this class (Web Development Coding Cohort) that will begin in April 2021 at the Campbellsville Career Center at this point. There will be 20 to 25 students in the class, those students will be selected through a hiring criteria, and there is 4 steps to the process. We are not the only people that will be involved in this process. They are trying to find the funding for computers because they will have homework to do after class hours. South Central is offering this class from January through March. The base salary for these positions are \$68,462.

Mr. Darryl McGaha presented a Dislocated Worker National Emergency Grant (DWNEG) OJT Contract & Policy. The DWNEG ends June 30, 2021. We have 10 months to spend this money. They created a new OJT contract and Policy for the DWNEG. The main change was that we increase the amount that we paid for a normal OJT, which is \$2,000 to \$3,000 for the DWNEG. We want to make sure that we spend the money and not have to send it back. Motion was made by Scott Pierce to approve the DWNEG OJT Contract and Policy as presented, seconded by Mike Buckles. Motion carried.

Mr. Darryl McGaha presented and CWDA Humanitarian Aid Worksite Agreement for Temporary Employment. In the Training Employment Guidance Letter (TEGL) that was sent down for these funds it talked about the Humanitarian Aid Worksite Agreements for Temporary Employment. We are looking at this as something similar to the out-of-school paid work experience. They are proposing to raise the CDWA Humanitarian Aid Worksite Agreement to \$10.00 per hour. We want to make sure that we can spend the funds. Motion was made by Larry King to approve the CDWA Humanitarian Aid Worksite Agreement for Temporary Employment as presented, seconded by Mike Buckles. Motion carried.

Mr. Robert Boone, from South Central Workforce Board spoke to the Board about Career Edge. The Cumberland has used Career Edge to help job seekers prepare for employment. Career Edge is a web based platform where job seekers can learn a variety of skills to prepare for employment, including how to prep for an interview, they can actually use a simulator to do an interview with the software, prepare a resume & find employment. All those topics are covered in the platform. It's geared toward sustaining employment. It not just a matter of getting a job it's the matter of keeping the job and advancing in the job. With technology like this we can serve a lot more people. This is not a replacement for case managers just a supplement. The Cumberland as of Monday had 303 new users in Career Edge Platforms which is one of the highest rates in the State.

The staff is doing a phenomenal job. We have unlimited licenses. There are a lot of high schools, Kentucky Chamber, all 10 Workforce Boards and the Department of Corrections using it.

Ms. Myra Wilson informed the Board that with the help of our Business Service Team and KSD we are having our first virtual Job Fair on August 20th from 10:00-2:00 ET, it's on our web-site, Facebook, social media, please share this. We have 20 employers signed-up for this, our goal is to drive applicants to this. We will be sending out reminders to our partners today and tomorrow. If there are employers that would like to join, there are links where this can be done. We are also hosting a Drive Thru Job Fair on August 20th at our Campbellsville location. There are 6 employers participating in this.

We have done a lot of updating to our web-site in the past couple of months. We have enhanced it, added more forms for our job seekers and employers.

Ms. Myra Wilson informed the Board that they have applied for a grant for the mobile drug testing unit, they applied for this last year but was not awarded. Some work was done on it, got support letters, budget was reduced, and then the Grant Application was re-submitted.

Mr. Sam Brown informed the Board that Trifecta Houseboats in Wayne County is willing to hire up to 40 people, they need framers. They have sales out to June of next year. Mr. Brett Traver informed the Board that there is a lot of hiring in the region. Highlands Diversified Services over in London need 100 people.

Motion was made by Scott Pierce to adjourn, seconded by Wendell Emerson. Motion carried.

Sam Brown, Chairman

Virginia Dial, Secretary/Treasurer