

Cumberlands Workforce Development Board
Meeting Minutes
August 21, 2018

The Cumberlands Workforce Development Board met on August 21, 2018 at the Lake Cumberland Area Development office in Russell Springs. Chairman Daryl Hammond called the meeting to order.

Mr. Daryl Hammond introduced three (3) new members; Stephen Frazier- Casey County Business Representative, Alex Egnew- McCreary County Business Representative and Joshua Pierce representing Office of Employment and Training.

Mr. Daryl Hammond recognized our guests from Frankfort; Douglas Beard- Special Assistant to Office of Employment and Training, and Darlene Bussell, WIOA Liaison with the Office of Employment and Training.

Ms. Beverly Grimes called the roll. There were twenty-one (21) of the twenty-seven (27) members present, thus constituting a quorum of the board. Seventeen (17) 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: Alane Mills & Beverly Grimes. Lake Cumberland Area Development District Staff included; Darryl McGaha, Shirlene Taylor, Melody Haynes, Karen Miller, Marsha Wells, Lisa Gosser, Amy Leach, Michelle Whitis, Jenny Hughes, LaQuita Goodin, Charlotte Smith, Larry Hatfield, Jennifer Burton, Kelly Phillips, Martina Hadley, Bill Roberts, and Sandy Birkholz.

All members were e-mailed copies of the minutes from the June 19, 2018 meeting. Questions/corrections were asked for; there being none, motion was made by Sam Brown to approve the minutes as presented, seconded by Janet Slayden. Motion carried.

Ms. Charlotte Smith gave some background on our guest, Ms. Amanda Saam. She went through the Industrial Maintenance Program at Somerset Community College (SCC) and graduated in 2015. She has expressed many times how grateful she was for WIOA services. When she came into the Career Center she had a lot of ambition, but just needed some help. Ms. Saam presented her success story to the board. She is currently thirty-eight (38) years old and a single mother. A few years ago she became divorced, and was trying to figure out what she was going to do with her life. She lost her home and car. She reached out and found so much support in her community. She inquired about services WIOA had to offer. She entered the Industrial Maintenance Program and was on the Dean's List. She has worked at Hitachi Automotive in Harrodsburg for three (3) years. She has recently accepted a teaching position at Owensboro Community College in their Advanced Manufacturing Division. She thanked the Board and staff for being a part of her support team.

Mr. Kirby Stephens, with Kinetic Strategic Design created videos for job seekers, employers and five (5) videos, which will be used in a feature segment, these will only last 10-30 seconds and will also be used in Social Media Development. Board members, staff, Business Service Teams, etc. can utilize these videos. The video for job seekers was presented to the board. They will all be available on the web-site cumberlandsworkforce.com in the near future.

The following members have been re-certified for another three (3) year term on the Cumberland Workforce Development Board. Wendell Emerson- Casey County, Justine Landrum- Green County, Karen Talbott- Clinton County, Sandra Painter- Laurel County, Deborah Burris- Taylor County, Samuel Brown- Wayne County, Mike Buckles- Workforce, Rebecca Wilson-Workforce, Alesa Johnson-Education & Training, Brett Traver-Government & Economic Development.

Mr. Daryl Hammond made the following committee appointments; Tina Cook to the Youth Committee, Alex Egnew to the Executive Committee and Stephen Frazier to the Strategic Planning Committee. Motion was made by Scott Pierce to ratify the Youth, Executive & Strategic Planning committee with the new appointments, seconded by Larry King. Motion carried.

Mr. Daryl Hammond gave the Budget & Finance Committee report. They met on August 13th to work on the Budget for WIOA Programs for PY '18. The Budget for WIOA Programs for PY '17 was \$4,626,117.00, Expenditures were \$4,420,080.60 and Percent of Budget Expended was 95.55%. The proposed Budget for WIOA Programs for PY '18 is \$4,351,811.72. The Budget & Finance Committee recommends that the full board considers this proposed Budget for WIOA Programs for PY'18. Motion was made by Wendell Emerson to approve the Budget as recommended, seconded by Brent Sturgill. Motion carried.

Mr. Scott Pierce gave an update and recommendation from the Youth Committee. Ms. Sarah Wilkins, Director of Adult Education and Workforce Training and Ms. Kathy Davis, Regional Education Consultant gave a presentation on KET. He encouraged everyone to go to their web-site KET.org to look at the opportunities that exist through KET.

In the past, we had several employers coming to the Board with Request for Extension of Work Experience Hours for their participants. The old policy was 200 hours at \$8.50 per hour. To eliminate this problem the Youth Committee is recommending a, "Policy for WIOA Out of School Youth Participants Enrolling into Paid Work Experience Service" which reads as follows;

Any Out of School Youth enrolling into Paid Work Experience will be limited to 300 total work hours at a rate of pay of \$8.00 per hour. This is limited to one (1) enrollment period for 300 hours with no extension of hours.

With the exception of those having enrolled into training that aligns to the Paid Work Experience worksite as determined by the Program Manager. In such instance the participant would be allowed to have 2 enrollment periods with 300 hours. These periods should begin at the beginning of their first year of training and again at the beginning of their second year of training.

Mr. Scott Pierce puts this recommendation in the form of a motion, seconded by Mike Buckles. Motion carried.

Ms. Alane Mills gave an update of the Kentucky Workforce Innovation Board meeting.

- There was discussion about the Medicaid Waiver.
- The Kentucky Chamber presented and talked about the partnerships that they are developing as they move forward with their Talent Pipeline Management. We are partnering with the Chamber in our area. They are participating in our Sector Partnership Meetings.
- Josh Benton, Deputy Secretary presented the new Kentucky Center for Statistics that took the place of Kentucky Center for Education & Workforce Statistics (KCEWS). They have a new dashboard for people in our communities that are working on the Work Ready Community Certifications.
- There are four (4) committees and the board members are invited to participate in these KWIB committees; Employer Engagement, Education Attainment & Completion, Workforce Participation & Resource Alignment. The State would like to have local participation.
- The Workforce Participation & Resource Alignment Committee is focusing on reaching a population that typically is under served. That would include; people with disabilities, veterans, foster care and those with criminal background.

Request for Bids were issued for Asset Map Development, Asset Map Integration, Web-Site Maintenance and Board Development, which is part of our Strategic Plan. The Requests for Bids were advertised in the paper, posted on our web-site and we targeted over thirty (30) businesses and organizations. We received one (1) bid for Asset Map Development- Cumberland Policy Research Institute, LLC in the amount of \$4,987.50, one (1) bid for Asset Map Integration- SlagleSoft, LLC in the amount of \$4,100.00 and one (1) bid for Web-Site Maintenance-Kinetic Strategic Design in the amount of \$19,800.00. Ms. Alane Mills thinks that even though few bids were received we have quality bids. She would like to recommend to the Board that we accept the three (3) proposals presented. After some discussion, motion was made by Wendell Emerson to approve the Asset Map Development-Cumberland Policy Research Institute, LLC in the amount of \$4,987.50, Asset Map Integration-SlagleSoft, LLC in the

amount of \$4,100.00 and Web-Site Maintenance-Kinetic Strategic Design in the amount of \$19,800.00, seconded by Mike Buckles. Motion carried.

We received two (2) bids for Board Development, Heartland Communications Consultants in the amount of \$5,000.00 and Cumberlands Policy Research Institute, LLC in the amount of \$4,998.00. Based on how these proposals were written Ms. Alane Mills recommended Heartland Communication Consultants for Board Development, there proposal was more detailed. There will be 1- 4 hour session and 4- 1 hour sessions between now and the end of the year. We are hoping to accomplish clearer understand of WIOA Law and how it applies to the function of the Board. They will help develop clearer committee strategies and help us review policy. Motion was made by Janet Slayden to approve Board Development-Heartland Communications Consultants in the amount of \$5,000.00, seconded by Darin DeShazor. Motion carried.

Ms. Karen Miller presented the application for One-Stop Certification for the Somerset Career Center for submission approval, if approved; they have to name a three (3) person review team that will come to the center and review everything that has been collected, tour the center and determine if they are a Certified Comprehensive Center. Based on the criteria given to Ms. Miller by Ms. Holly Neal, Communications Director, for the Review Team, one person has to be outside of the Area Development District, Holly Neal, has volunteered to serve on the review team. The other two (2) people Ms. Miller recommended were; Alesa Johnson, Chief Officer of Workforce Solutions with KCTCS and Chari Bennett, Community Development Specialist with the Lake Cumberland Area Development District. Motion was made by Sam Brown to approve the submission of the One-Stop Certification for the Somerset Career Center and the Review Team consisting of Holly Neal, Alesa Johnson and Chari Bennett, seconded by Darin DeShazor. Motion carried.

Department Updates- The board was given complete reports from Marsha Wells, Melody Haynes and Shirlene Taylor. They were asked to give some highlights from their reports.

Ms. Marsha Wells gave an update on Paid Work Experience. Since the last board meeting the Executive Committee approved twenty-three (23) requests for additional hours in an amount of \$20,230.00. Of the youth served in the Paid Work Experience from 7/1/17-6/30/18, 83% entered Post-Secondary Education/Military and 34% entered employment, some participants did both. There are still thirty (30) participants that are working to finish their two hundred (200) hour placement.

Ms. Melody Haynes gave an update on the SNAP E&T and Kentucky Health-Medicaid Wavier. There has been an increase of SNAP E&T customers since they started the program in April, because they have reached their 3rd bad month and their benefits had been cut-off.

Mr. Doug Beard with the Office of Employment and Training spoke to the Board about the Medicaid Wavier. They are keeping the local areas informed as news comes to them. The comment period for which the public was allowed to comment on the Medicaid Wavier ended August 18, 2018. The judge stated that the process by which the Health & Human Services had approved the wavier did not adequately take into account the impact it would have on low income families. It went back to Health & Human Services for re-approval. Kentucky did not have to submit anything new for that re-approval process. The re-approval takes into account not only comments submitted by the general public in that thirty (30) day comment period but it also takes into account any comments that were submitted during the original approval process. If the wavier is approved in the time that the State considers it should be, the roll-out period for the Medicaid Wavier would be early spring.

Trade staff is working with several affected workers from Trade Petitions. They have not had a Trade Petition recently in our local area. They had a small Rapid Response for a local company due to an explosion at a company that provides parts to them.

Ms. Shirlene Taylor gave an update on Business Services. They had a good meeting with Josh Benton, Deputy Secretary of Education and Workforce Development Cabinet. They had a Job Fair on Saturday, August 11th at the Center for Rural Development. They had thirty-eight (38) employers to attend and approximately two hundred (200) people came through the doors. There were some people hired, pending their drug test results. Ms. Sandy Birkholz has put together a Job Fair in Corbin on August 22, 2018 and one in Williamsburg on August 23, 2018, for PAE. They work daily with their employers. They are working with Resource Manufacturing, a new hiring agency that is hiring for TTAI.

Ms. Alane Mills, Workforce Director gave a report on several different items.


- We will have to do a Request for Proposal (RFP) for KY Health Direct Service Provider. This will depend on the time of rollout.
- The Board was given a copy of the State Negotiated Performance Rates. This is given to all the local Workforce Board to approve. This year we will not be held accountable for meeting these performance rates, but we will strive to meet these. Motion was made by Sam Brown to approve the State Negotiated Performance Rates for PY'18 and PY'19 as presented, seconded by Wendell Emerson. Motion carried.
- Ms. Mills has three (3) requests to Advertise for Bids and Pricing;
 - 1) We still have some signage on our plan that we need for the Career Centers. Ms. Mills would like to ask the Area Technology Centers for bids.

- 2) Another piece to moving forward with our Strategic Plan is Talent Attraction and Retention Services. We would like to contract with someone to help us develop some materials and a plan. She would like permission to put this out for bid.
- 3) She would like to get pricing on promotional gear, name tags, shirts, folders, portfolios, pens and notebooks, etc. for staff when attending Job Fairs, Hiring Events, etc.

Motion was made by Darin DeShazor to approve the three (3) requests as presented, seconded by Brent Sturgill. Motion carried.

- We are announcing the launch of Cumberlands Tech Connect- We will have a Lending Library, where people will be able to check out various pieces of equipment. We have video conferencing systems that we hope to place throughout our thirteen (13) counties. We are looking for organizations to be site host. The application for Video Conferencing System Site Host will be posted on our web-site cumberlandsworkforce.com. Brent Sturgill and Janet Slayden volunteered to review the applications for site hosts.
- Sector Partnerships- We have a contract with SOKY Jobs. There have been two (2) sector partnership meetings, Manufacturing & Healthcare. There will be one with Information Technology on September 12th. These are being held at the Pulaski County Public Library.
- The Board was given a calendar of events for the next six (6) months.
- Expungement Events- We have participated and helped orchestrate an expungement event in Somerset. There were approximately twenty-seven (27) people that attended. We are trying to reach those individuals that have criminal records that can be expunged or removed from their record, so they would be more employable. The next event will be in Casey County on September 20th at the Casey County Community and Education Center. They are asking employers that are felon friendly to set up at this event.
- Industry Certification Data Review- This will be coming to us very soon. Once we receive the data from KY Stats we will need to determine the accuracy and then submit our findings to KWIB and Career and Technical Education. They will compile a master list of certifications that our Career and Technical Education schools will be providing.
- Entrepreneurial Studies Programs (ESP) - There were eleven (11) programs in our thirteen county area that were funded. Nine (9) of the eleven (11) have been visited for the purpose of doing inventory and to clarify expectations.
- Virtual Career Counseling- There is one (1) station set up at the Somerset Career Center. We plan to sit up one at the Campbellsville & Russell Springs Career Centers. Clients can find the link on our web-site or call in and skype in where they are in a virtual meeting with a Career Counselor.

Motion was made by Sam Brown to adjourn, seconded by Scott Pierce.



Daryl Hammond, Chairman



Vickie Wells, Secretary/Treasurer