

Cumberlands Workforce Development Board
Meeting Minutes
February 20, 2018

The Cumberlands Workforce Development Board met on February 20, 2018 at the Lake Cumberland Area Development office in Russell Springs. Chairman Daryl Hammond called the meeting to order.

Ms. Jean Wilson called the roll. There were twenty-three (23) of the twenty-seven (27) members present, thus constituting a quorum of the board. Eighteen (18) 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. Lake Cumberland Area Development District Staff included; Darryl McGaha, Nick Hazel, Tony Meeks, Brentley Bault, Shirlene Taylor, Karen Miller, Marsha Wells, Melody Haynes, Lisa Gosser, Amy Leach, Michelle Whitis, Jenny Hughes, LaQuita Goodin, Kelly Phillips, Karen Miller, Tammy Walker, Nora Williams, Leslie Sandusky, Kim Gibson, Jennifer Burton, Charlotte Smith, Misty Dye and Sandy Birkholz.

Mr. Daryl Hammond recognized our new Chief Local Elected Official (CLEO), Casey County Judge Executive Randy Dial.

All members received copies of the minutes from the December 12, 2017 meeting. Questions/corrections were asked for; there being none, motion was made by Sam Brown to approve the minutes as presented, seconded by Steve Sanders. Motion carried.

Ms. Vickie Wells gave an update for the Budget & Finance Committee. The Budget for WIOA Program for PY'17 is \$4,502,141.00. We have expended 48.03% thru February 1, 2018. We have five (5) new Line Items. Ms. Alane Mills explained the new Line Items.

- We have \$400,000 in additional Youth Funds. These funds are restricted to be used for Out-of-School Youth. We have \$150,000 for Paid Work Experience, \$150,000 for Training and \$100,000 for a special project where we are trying to partner with area Chamber of Commerce, school districts and other kinds of groups to encourage Entrepreneurial Studies Programs, either creating of those programs or enhancement of existing programs. We will provide \$10,000 per program, for a maximum of 10 programs, for the purchase of curriculum, training and supportive services. (All funds must be expended by June 1, 2018)
- We were awarded \$100,000 for the Implementation of the Strategic Plan. (All funds must be expended by December 1, 2018)
- We were awarded \$20,000 to work specifically with creating our Next Generation Partnerships. (All funds must be expended by June 1, 2018)

Motion was made by Jana Bray to accept the Budget & Finance Committee Report as presented, seconded by Wendell Emerson. Motion carried.

Mr. Scott Pierce gave an update on the Youth Committee meeting. The Youth Committee had a Kentucky Center for Education Workforce Statistics (KCEWS) presentation given by Mr. Scott Secamiglio and Mr. Logan Rupard. It was very informative and maybe something the full Board would be interested in seeing sometime. KCEWS is the data warehouse of education and workforce data in Kentucky. They have everything from early childhood through postsecondary and workforce outcomes. Their web-site is KCEWS.KY.GOV.

Mr. Daryl Hammond gave an update from the Executive Committee meeting. At our December meeting the Board approved for the staff to issue the Invitation to Bid for the Marketing Services to help with the implementation of the Strategic Plan and the Executive Committee will review the bids and make the final decision. This was done via conference call on January 11, 2018, they selected Kinetic Strategic Design. Mr. Kirby Stephens with Kinetic Strategic Design will be implementing the Marketing Plan as part of our Strategic Plan. Mr. Stephens informed the Board that one of the primary things that they are working on is the re-development of our main communication tool, which is our web-site. They want to simplify the content and make it more user friendly. They have had some question and answer sessions with key staff members. The majority of the marketing will take place in traditional media and social media. There is a gap in how the public perceives the Kentucky Career Centers brand; we need to change this perception for the employers and job seekers. Our Brand Story is, "You are a team of experts dedicated to providing regional employers with qualified and skilled workforce and the people of the region with career job training and educational opportunities." The project will be completed by June 1, 2018.

Ms. Shirlene Taylor gave an update on the Unified Regional Core Business Service Team meeting. A copy of the meeting minutes from the February 15th, 2018 Cumberland Unified Regional Core Business Service Team Meeting will be part of these minutes.

Ms. Marsha Wells gave an update on Adult & Youth Services. As of July 1, 2017 we have ninety-two (92) active youth, ninety-eight (98) from last year that are still active and about two hundred (200) that are in follow-up. The youth numbers will go up dramatically closer to graduation time. The Career Managers are in the high schools working with the Guidance Counselors to see which ones we could serve with short term training in our program. In the Adult program we have one hundred & eighty (180) active adults; twenty-eight (28) are in on-the job training (OJT) and twenty-six (26) active dislocated workers.

Participant Request:

- Jacqueline Asher is in the Respiratory Therapy program at Somerset Community College. We have paid \$5,836.00 over a period of four (4) semesters. She needs two (2) classes to complete her degree. WIOA additional monies requested to complete her training program would be \$1,031.00. Motion was made by Wendell Emerson to approve the additional funding request for Jacqueline Asher in the amount of \$1,031.00, seconded by Sam Brown. Motion carried.
- Howard Bagby lived in Green County and has been working with Adult Education to get his GED. He recently moved to Hodgenville. He has found a job with the stipulation that he gets his GED. We had contacted the Area Development District in that area they do not currently pay for GED testing. The request is for \$120.00 to help pay for his GED testing. Motion was made by Wendell Emerson to approve the \$120.00 fund request for Howard Bagby to help pay for his GED testing, seconded by Darin DeShazor. Motion carried.
- Natalie Warren is a youth participant and she has been working in the Campbellsville Career Center. At our October meeting we had approved her for an additional two hundred (200) hours of paid work experience. One of the other participants working at the Career Center has quit so there is one hundred and fifty (150) hours of paid work experience that has already been approved by the board that could be transferred to Natalie Warren. She is already trained and does a great job. Motion was made by Mike Buckles to approve the request for one hundred & fifty (150) hours of paid work experience be transferred to Natalie Warren, seconded by Brent Sturgill. Motion carried.

Ms. Melody Haynes gave an update on KY Health Medicaid Waiver. The 1115 KY Health Medicaid Waiver has been approved. Beginning in November weekly meetings took place with representatives from each local area. They were assigned to teams for the development of the new IT system. Beginning in December there was an additional team assigned for the Business flow process of the KEE Suite System. All of the staff completed their sessions at the end of January. This system will have several releases. Front line Career Center staff in the Cumberland, both WIOA and OET are scheduled for two (2) day training on Release 1. Beginning April 1st our counties go live with SNAP E & T, the task driven system will be operating in our area. Deloitte, the program developer will provide local area support on site once our counties go live.

As we move into the Medicaid part of the program, staff members from WIOA & OET have been selected to participate in Release 2 User Testing. So until the end of March, Workforce staff from across the state is scheduled weekly, on a rotating schedule for testing in Frankfort with the new updates for the next release. This system will also be tested by various entities, workforce staff, education cabinet IT staff, staff with the Office of Administrative Technology with CHFS, all users testing the system for bugs and defects.

As we move forward with the rollout for Release 2, members that are currently active on Medicaid clients have begun earning “MY REWARDS”. That system will go live with Medicaid in July but they will have earned rewards by doing certain things as: preventive services, child well care, etc. These rewards will go into their My Rewards account. This is what they are testing in Release 2. More development will continue with the upcoming Release 3. The full implementation of the Medicaid program will be in July 2018.

Ms. Karen Miller, One-Stop Operator informed the Board that the Memorandum of Understanding (MOU) is complete with the exception of some final work on the Infrastructure Funding Agreement (IFA). They were waiting on Office of Vocational Rehabilitation (OVR) & Office for the Blind (OFB) to get moved into the Kentucky Career Center-Somerset so they could complete the IFA. We have been waiting on the cost allocation figures from Frankfort, these were received. The MOU will be completed and ready for the Board to review at their April meeting.

With the Kentucky Career Center-Somerset being the HUB for the Cumberland Area and with the recent transition of OVR & OFB moving in, the need for cross training was suggested by Rick Schad, Director of Division of Workforce & Employment Services. He asked Alane Mills, Lisa Link and Karen Miller if they would take on the task of creating the training modules, which they agreed to do. They are asking each partner in our workforce area to provide them with their eligibility criteria, services they provide and up to date contact information for all thirteen (13) counties. Along with the partner training modules there are four (4) additional modules; The Welcome/Orientation, Proper Office Etiquette, Customer Service Skills and Good Case Management.

Ms. Karen Miller gave a Renovation Update. The remodel of the Kentucky Career Center-Somerset is complete but since Ms. Miller is the One-Stop Operator it's her responsibility to keep the Board informed of any concerns. The building is fifty (50) years old and there are things that are not ADA compliant. They have been told because the building is so old that we are being “Grandfathered in”. The three (3) biggest ADA issues are: the bathrooms are not big enough to accommodate many of the wheelchairs; the elevator is not large enough for some wheelchairs to get in and turn around and the issue of becoming a Certified Comprehensive Career Center. Some other concerns are; they can no longer get parts for the ADA doors downstairs or the furnace because they are so old, telephones on both levels have constant issues, water fountain runs a steady stream 24/7, concrete has dropped about an inch and a half at the entry way in the back of the building causing a major stumbling problem, we have designated handicap parking in the front of the building at ground level, but OVR & OFB see clients who are not deemed handicapped, so they can't use this parking lot, but still have mobility issues. These people have to park in the back parking lot and walk around the building. Almost everyone works out of cubicles, which causes some privacy issues. There was an issue with mold in the building. During the remodeling, a major part of this was removed but there is still mold in the building.

The board wanted to know if these issues had been reported to Facilities in Frankfort, some of them have. The Federal Law says that you cannot spend money on new buildings. We pay rent for office space out of our budget. Mr. Darryl McGaha shared with the Board that four (4) or five (5) years ago the previous Judge Executive in Pulaski County started the process to build a new Career Center in Pulaski County. They visited the Finance Cabinet, which helped a great deal. They approved the building of a new career center and the location. They went out with a Request for Proposal (RFP) and there were two (2) bids submitted, one was successful with their bid. We were that close to have a new facility that would house the four (4) entities that we have now. After not hearing from anyone for a while, he contacted the Deputy Secretary of the Cabinet and was told that the project was dead.

The Board was given a copy of the Floor Plan that was approved years ago. They were also given a copy of the new Lease Agreement. Ms. Alane Mills brought to their attention some changes from last year's agreement to this year's agreement. It has increased by \$13,000.00 per year. We are supposedly using an additional one thousand seventy-five square feet of space. They have increased the rental rate from \$10.00 per square feet to \$12.10 per square feet. Ms. Mills wanted to know if the Board would be interested in developing a committee to investigate this further and to see how we could move forward in getting a new facility or leasing facility. Motion was made by Larry King to establish a committee to investigate and research the possibility of a new facility or new leasing facility, seconded by Janet Slayden. Motion carried. The members named to the Facilities Committee were: Scott Pierce, Lisa Link, Virginia Dial, Alesa Johnson and Robert Akin.

Ms. Alane Mills gave an update on the Strategic Plan. Kinetic Strategic Design was selected to implement the Strategic Marketing and Outreach Services. Another part of the Strategic Plan is Board Development. Kentucky Nonprofit Network is an agency that Ms. Mills was familiar with. She has gone through their Board Development before. This is something that we need to schedule for June or July. We don't have to use Kentucky Nonprofit Network, it's just a suggestion. We need to come up with a time that works for the majority of the Board. Another part of the Strategic Plan is Sector Partnerships. The \$20,000.00 we received for development of Next Generation Sector Partnerships will allow us to hire someone to help us with the direction and coordination of developing sector partnerships with three (3) of our identified sectors; Manufacturing, Healthcare and Information Technology. Ms. Mills would like to have permission from the Board to release the Invitation to Bid for Next Generation Sector Partnerships in the amount of \$19,500.00 and allow the Executive Committee to review the bids and make the final decision because we have a very limited time to spend these funds. Motion was made by Sam Brown to allow staff to issue the Invitation to Bid for the Next Generation Sector Partnerships in the amount of \$19,500.00 and allow the Executive Committee to review the bids and make the final decision, seconded by Janet Slayden. Motion carried.

The Chairman asked Mr. Ray Leathers, Private Sector Liaison for Kentucky Education and Workforce Development Cabinet for comments and he shared his vision toward Sector Partnerships.

Motion was made by Sam Brown to adjourn, seconded by Steve Sanders.

Daryl Hammond, Chairman

Vickie Wells, Secretary/Treasurer