

Cumberlands Workforce Development Board
Meeting Minutes
June 19, 2018

The Cumberlands Workforce Development Board met on June 19, 2018 at the Lake Cumberland Area Development office in Russell Springs. Chairman Daryl Hammond called the meeting to order.

Ms. Beverly Grimes called the roll. There were nineteen (19) of the twenty-seven (27) members present, thus constituting a quorum of the board. Fifteen (15) 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, Nick Hazel, Jean Wilson, Tony Meeks, Brentley Bault, Shirlene Taylor, Karen Miller, Marsha Wells, Barb Campbell, Lisa Gosser, Amy Leach, Michelle Whitis, Jenny Hughes, LaQuita Goodin, Larry Hatfield, Jennifer Burton, Kristine McCollum and Sandy Birkholz.

All members were e-mailed copies of the minutes from the April 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 Brent Sturgill. Motion carried.

Mr. Kirby Stephens, with Kinetic Strategic Design presented the new web-site cumberlandsworkforce.com that will possibly go live on July 2nd. They are still in the process of getting video footage and coordinating still photography. They unlocked the web-site so the board members could follow on their laptops. They will be doing clean-up on the maps that are on the web-site at the present time. The value of keeping the web-site updated is important. At some time we may ask for outside assistance and come to the Board for a budget amount or a Request for Bid.

Ms. Alane Mills gave a recap of the Executive Committee Conference Call. At the last meeting the Board gave the Executive Committee permission to review bids for some additional marketing goods and services. Kirby Stephens and William Cox have been working on the videos, photography and all the pieces that will go into creating those marketing goods and services, by several different bidders. We are hoping to be able to roll some of the items out at the next board meeting.

Mr. Daryl Hammond appointed Steve Sanders & Sandra Painter to the Strategic Planning Committee. Mr. Daryl Hammond went through each of the committees with the Board. Motion was made by Larry King to ratify the committees as presented, seconded by Mike Buckles. Motion carried.

Ms. Vickie Wells, Chairman of the Budget & Finance Committee gave an update for the Budget & Finance Committee. The Budget for WIOA Programs for PY'17 is \$4,626,117.00. We have expended 80.63% thru June 8, 2018. We are within budget in most areas. We have four Budget Line Items that are over but funds can be pulled from other Budget Line Items to cover these. The Board was also given a breakdown of WIOA Expenditures by Grant Number. We are waiting on our allocations so we can start on the budget process for the next fiscal year. There was a question on the Out-of-School (OSY)-Work Experience expenditure being so low. Mr. Darryl McGaha explained to the Board that we received \$400,000 in extra funds this year for Entrepreneur- \$100,000.00, ITA's- \$150,000.00 and Work Experience- \$150,000.00. All the expenditures that would have been in the \$375,000.00 OSY-Work Experience Line is down in the \$150,000.00 Work Experience Line. We will be able to carry the funds left in the \$375,000.00 OSY-Work Experience Line into the next year. Motion was made by Sam Brown to accept the Budget & Finance Committee Report as presented, seconded by Darin DeShazor. Motion carried.

There has been an interest by one of the board members to increase the OSY Work Experience hours from two hundred (200) hours up to three hundred (300) hours. The projected number of OSY-Work Experience participants to begin by the end of the June is three hundred and twenty-five (325). This would be a big impact on our budget, if we expanded for all of our youth going from two (200) hours to three (300) hundred hours. We would have to serve fewer youth. It may seem like we have a lot of requests coming to you for additional hours, but when you think about the number of youth that we are serving it's a very small percentage for which we are requesting additional hours. Some of our participants are in Career Paths and the additional one (hundred) hours would be of great benefit. If an Employer wants to request additional hours they would send it to staff and it would brought to the Board for approval. Staff will analyze numbers and get back to the Board on the actual impact it would have on the number of participants we would be able to serve. They will also look at the participants that are already in specific Career Paths and see how we might need to alter our policy to be able to accommodate their needs with an additional one hundred (100) hours. At the present time we will continue to approve request on an individual basis as submitted by employers. There was some discussion on what should be done about requests for additional hours in between Board meetings. Motion was made by Scott Pierce to allow the Executive Committee to approve additional hours for OSY-Work Experience, seconded by Steve Sanders. Motion carried.

Ms. Marsha Wells, WIOA Program Manager presented five (5) requests for an additional two hundred (200) hours Paid Work Experience for OSY Participants, KY002325004, KY002328599, KY002208857, KY00232610, & KY001887871. The Board was given a summary of each of these requests from the employers. Motion was made by Sam Brown to approve the five (5) requests for an additional two hundred (200) hours, seconded by Larry King. Motion Carried. The Board was also a given a summary, formal request, schedule and transcripts of one (1) WIOA Dislocated Worker participant-

KY001658610 & one (1) WIOA OSY participant - KY002201428 that are requesting additional training funds. Each of them is requesting an additional semester to complete their degree in the amount of \$1,750.00. Motion was made by Scott Pierce to approve the requests as presented, seconded by Wendell Emerson. Motion carried.

Ms. Karen Miller presented an amendment to our Memorandum of Understanding (MOU). On May 3rd a group met with Commissioner Ray Leathers at the Somerset Career Center. The attachment is Critical Areas of Focus, which is in line with our MOU and Strategic Plan. It specifies who will help with each step. This came with a very high recommendation from Commissioner Leathers for the Cumberlandds to add this to their MOU. There were some additional partners added to the signature page. Motion was made by Wendell Emerson to accept the amendment to the MOU as presented seconded by Darin DeShazor. Motion carried.

Ms. Karen Miller the Cumberlandds One-Stop Operator sent a letter to Chairman Hammond for the Somerset Career Center. They are requesting support and acceptance to proceed with the application process for Kentucky Career Center One-Stop Certification. Motion was made by Mike Buckles for the board to support the certification process, seconded by Vickie Wells. Motion carried.

We have four (4) contracts that need to be reviewed for the new fiscal year. Mr. Darryl Hammond turned this over to Ms. Alane Mills to present to the board.

- Direct Service Provider- there is an amendment clause in the original contract between the Cumberlandds Workforce Development Board (CWDB) and the Lake Cumberland Area Development District (LCADD). The amendment is to continue Direct Service Provider for Program Year '18, beginning July 1, 2018 thru June 30, 2019 in the amount of \$1,386,206.22 pursuant to procurement for Direct Service Provider and expand the offerings to include the SNAP E&T and Medicaid Direct Services through Kentucky Health as part of our Direct Service Provider MOA in the amount of \$135,685.00. Motion was made by Sam Brown to accept the contract amendment for the Direct Service Provider in the total amount of \$1,521,891.22, seconded by Scott Pierce. Motion carried.
- Board Support- the CWDB has been contracting with Lincoln Trail Area Development District (LTADD) for Board Support. Motion was made by Wendell Emerson to approve the amendment to renew the contract for Board Support with LTADD from July 1, 2018 through June 30th, in the amount of \$189,000.00, seconded by Larry King. Motion carried.
- One-Stop Operator- We went through the procurement process last year for the One-Stop Operator. The Lake Cumberland Area Development District was awarded the contract. Motion was made by Lisa Link to approve the amendment to continue the One-Stop Operator (LCADD) contract for Program Year '18, beginning July 1, 2018 thru June 30, 2019 in the amount of \$66,000.00, seconded by Jana Bray. Motion carried.

- Fiscal Agent for SNAP E&T and Medicaid Waiver- the Lake Cumberland Area Development District (LADDD) is currently the Fiscal Agent. Motion was made by Vickie Wells to approve the amendment for the Fiscal Agent (LCADD) for SNAP E&T and Medicaid Waiver for Program Year '18, beginning July 1, 2018 thru June 30, 2019, seconded by Lisa Link. Motion carried.

Mr. Darryl McGaha gave an update on Workmen's Compensation. He has been working with the Kentucky Association of Counties (KACo). We have most of our insurance coverage with them. At the present time anyone that is in Work Experience is under the LCADD Workmen's Comp. KACo has accepted existing employer identification back when we did Work Now. Starting July 1st, 2018 the Cumberlands Workforce Development Board will have their own Workmen's Comp Policy to cover the Work Experience participants.

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

Ms. Melody Haynes gave an update on the SNAP E&T and Medicaid Wavier. We are currently live with SNAP E&T in all of our thirteen (13) counties. It has been a slow roll out; they have not had a large participation with customers coming in for services. It is voluntary if they use the Career Centers to meet their requirements. They are hoping to add some 50/50 contracted providers. She has been working with DCBS staff in Frankfort on a packet that she will likely be presenting to the board sometime this year to become 50/50 providers, which means our agency, community based service organization, community college or employer can provide services to SNAP eligible customers and can bill DCBS for 50% of eligible costs. As we move into Medicaid, we will go live in Russell & Taylor counties in November. Our other counties will go live in December. We are waiting on additional training as we move forward. If you have the opportunity, attend one of the Public Forums that are going on across the State. There will be one (1) at the Center for Rural Development sometime in October. You can find out other locations and information at <https://kentuckyhealth.ky.gov>. The Board was also given a handout, Kentucky Health Program Overview that has a lot of good information.

Ms. Shirlene Taylor gave an update on Business Services. They have been working in partnership with Marsha Wells to help get employers for the Work Experience program. They have been very busy with Job Fairs & Hiring Events. They have been in contact with two hundred and thirty-seven (237) employers in our area since our last board meeting. They are always reaching out to the employers trying to get their needs met.

Ms. Karen Miller gave an update on One-Stop Operator. On May 17th they had their first closed center staff meeting/training. They had an Emergency Plan Training,

which is an annual requirement by the state. They completed two (2) of the thirteen (13) new training modules required by OET, Customer Service and Office Etiquette. All OET & WIOA Staff along with one (1) OVR & OFB staff person and Karen completed the training module for Reception-Welcome and Orientation. All OET, WIOA staff and Karen have completed Finger Printing training. The next meeting will be June 21st. Lt. Randall Smith with the Somerset Police Department will provide Active Shooter training. They have been challenged by the State to increase our entered employment goal by 25% each quarter. This was discussed in their meeting.

Ms. Alane Mills, Workforce Director gave an update on the grants that had to be expended by June 15th. These included;

- \$400,000.00 in youth funds; there has been approximately 370 youth enrolled in Paid Work Experience, training or On-the-Job Training. We have 11 (eleven) schools participating in the Entrepreneurial Studies Program.
- \$123,976.00 in Tech Connect funds- She informed the Board that we invested in 48 Laptops, which the Board is using today. There are cases for the laptops so they can be used for trainings, job fairs, etc. We have 25-Video Conference Systems; we have also invested in the Zoom Video Conferencing Platform. These will be going out into our communities. She would like the boards input on where these need to go. We want to help support training, economic development and support our businesses. We have webcams with headsets that will be going out into communities as well. We are hoping to work with some of the libraries to create some study areas. If you know of businesses that have to do trainings or tours in areas that are noisy we have invested in 26-of the OSHA approved Headsets, with speakers so they can communicate. We have I-pads for all of the board members, the Business Service Liaisons, and a couple other people to use out in the community. We have one thousand on-line Career Scopes; as long as staff has technology with them they can access the on-line Career Scope for working with clients.
- \$20,000.00 in Sector Partnership Development funds.

We have spent to date about \$20,000.00 of our \$100,000.00 Implementation Grant. We have obligated \$25,000 for other marketing and outreach materials. We still have some other projects that are tied to the Strategic Plan. The Board will be making further investments. This money has to be spent by December 31, 2018.

Ms. Alane Mills presented 2 (two) Bid Requests for Asset Map Development; 1) Development of an asset map (comprehensive directory) of services, service provider, current and projected demographics, employers and industries, support agencies and organizations. 2) The integration of the asset map (directory with our website, allowing for all information to be searchable by a variety of categories. In addition there are to be features that allows for self-referrals and self-editing of content by providers and a feature requesting feedback from customers with an auditor safe guard. Ms. Alane Mills

informed the Board that we have a partner that is willing to contribute \$2,000.00 to this project. Motion was made Larry King to authorize staff to go out with 2 (two) Request for Bids for the Asset Mapping as presented, with each Request for Bid being limited to \$19,999.99, seconded by Jana Bray. Motion carried.

Mr. Daryl Hammond asked where we were at on our additional Marketing Goods and Services. These were awarded to several different bidders. KSD is still working on the still photography, they are still shooting on the video project and the print materials are almost complete. There is an issue with the banners. We have still not gotten approval from all the partners at the State Level. WIOA and OET have given their approval to put the banners on the front of the Somerset Career Center, but Ms. Mills has not gotten a response from OVR or OFB. Mr. Brent Sturgill is going to try and get an answer for the Board. Mr. John Pallasch would like for each of the partners to pay their share, but the CWDB has money set aside for this project. If we get approval from the other partners it will still take a few weeks to complete the banner project because the brackets for the banners have to be custom made.

OTHER BUSINESS:

The Board was presented with a Contract between the Department of Workforce Investment and the Local Workforce Development Boards to participate in the Medicaid Community Engagement. Ms. Anna Larson informed the Board that the money is divided by the percent of Medicaid participants in each local area. Motion was made Sam Brown to approve the Medicaid Community Engagement Contract as presented, seconded by Larry King. Motion carried.

There was some discussion on the relocation of the Somerset Career Center, but there was not a lot of support from the State level. They were given reasons from a budget stand point as to why we couldn't relocate. There still is an interest; there are several challenges at the present location.

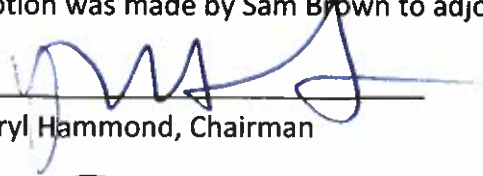
Ms. Alane Mills thanked all of the WIOA Staff, One-Stop Operator and Chris Ford for their hard work in all of the projects that are going on in our area at this time.

Ms. Alane Mills introduced Ms. Anna Larson, Director of Innovation and Partnerships and Ms. Christian Dawson, with SOKY Jobs. We contracted with SOKY Jobs for our Sector Partnership meetings. These meetings will be launched in July. We are partnering with the State Chamber on bringing the Talent Pipeline Management System to our communities for our business and industry.

The Board members were issued I-Pads, if they wanted one and they were asked to sign an I-Pad Use and Possession Agreement.

Mr. Darryl McGaha informed the Board that the Lake Cumberland Area Development District is writing an agreement with the Pulaski County Board of Education for Kristine McCollum who is part of their GEAR UP Program. They had lost some of their funding for the GEAR UP program but the Pulaski County Board of Education wants to keep it going. So now Kristine McCullum will be a half-time employee for the Pulaski County Board of Education and half-time employee for the Lake Cumberland Area Development District, as a WIOA Youth Career Manager in Pulaski County.

Motion was made by Sam Brown to adjourn, seconded by Larry King.



Daryl Hammond, Chairman



Vickie Wells, Secretary/Treasurer