

Cumberlands Workforce Development Board
Meeting Minutes
April 17, 2018

The Cumberlands Workforce Development Board met on April 17, 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. Fourteen (14) 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, Tony Meeks, Brentley Bault, Shirlene Taylor, Karen Miller, Marsha Wells, Barb Campbell, Lisa Gosser, Amy Leach, Michelle Whitis, Jenny Hughes, LaQuita Goodin, Jennifer Burton, Charlotte Smith and Sandy Birkholz.

All members were e-mailed copies of the minutes from the February 20, 2018 meeting. Questions/corrections were asked for; there being none, motion was made by Janet Slayden to approve the minutes as presented, seconded by Brent Sturgill. Motion carried.

Ms. Crystal Bell, Professional Service Implementation Consultant for WIN Learning gave a presentation on WIN Learning. The State has a contract with WIN Learning for all the Adult Learners in the State of Kentucky for the next eight (8) years they are providing a curriculum and credentials that any adult in Kentucky can earn. The contract they have is for Adult Education Centers & Career Center Staff across the State to offer this courseware and the credentials that go along with it. They offer the Kentucky Career Readiness Certificate, which gives people the basic skills needed to be successful in a career; this is your basic math, reading and language art skills. This certification can also help our community in obtaining the Work Ready Community certification if you have people that have obtained this certificate. They also offer the Kentucky Essential Skills Certificate, which focuses on essential soft skills, such as problem solving, goal setting, decision-making, and self-direction which plays a role in a successful workplace.

Mr. Kirby Stephens, with Kinetic Strategic Design was awarded the Marketing & Outreach Services to help with the implementation of the Strategic Plan. Mr. Stephens gave a presentation on the re-design of our web-site. They will have the finished product to present at the June 19, 2018 Board meeting.

At our February meeting the Board authorized 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. The bid was awarded to SOKY Jobs. Ms. Cristina Dawson, Founder/COO of SOKY Jobs gave a presentation to the Board. They will be targeting three sectors; Manufacturing, Healthcare and Information Technology. They will be having quarterly meetings with each sector. They will have an organized meeting once a month for the next year. This will be a way to sit down and build these relationships and work to build lines of communication. They have a web-site called sokyjobs.com. They have created a digital platform where two things can happen; people can search for jobs and employers can advertise their jobs, this will be free to employers.

Ms. Jenny Hughes introduced Ms. Dena Clements. She shared her success story with the Board. Ms. Clements lives in Campbellsville, is a Registered Nurse and works for Campbellsville University. She wanted to be a nurse many years ago, but got married, had a baby, and living with her in-laws, it just didn't work out at the time. She was in a job that she didn't like; it was not paying the bills, and felt like she was being called to do something different. She heard about the WIA program and went to inquire about the nursing program at Campbellsville University. She could not actually start receiving any assistance from WIA until she was accepted into the nursing program, so she applied and was accepted into the nursing program the next semester. She didn't realize how much she was going to need the extra funds, because of the demands of the nursing program and her family; she had no time for a paying job. Because of the WIA program, she didn't have the burden of so much debt. She received her Associate's Degree in Nursing and was able to start working. She obtained her Bachelor's Degree in 2014 graduated last month with her Master's Degree in Nursing and now teaches Nursing students at Campbellsville University.

Ms. Vickie Wells, Chairman gave an update for the Budget & Finance Committee. The Budget for WIOA Programs for PY'17 is \$4,626,117.00. We have expended 62.69% thru April 6, 2018. We have one (1) new Line Item, Statewide Reserve Funds (SWR) in the amount of \$123,976.00. This is the Business Driven Innovation and Impact Funds. Motion was made by Sam Brown to accept the Budget & Finance Committee Report as presented, seconded by Scott Pierce. Motion carried.

Ms. Marsha Wells, WIOA Program Manager has three participants that their employers are requesting an additional 200 hours of work experience;

- Sydney Johnson works at the KCC in Campbellsville. She is a great asset in helping the customers at the KCC. The KCC continues to serve approximately 500 customers monthly and with the new SNAP E&T program these numbers will continue to grow.
- Divine Oludi is working at Taylor County Chiropractic and Rehabilitation. Since Divine has advanced medical health provider career ambitions this is an excellent opportunity for her to expand her skills.

- Alisha Shepherd is working at the Commonwealth Attorney's office in Russell County. She has been a big asset to them thus far and has learned much in regards to KY Laws, working with others in an office setting and other soft skills.

There was some discussion on the intent of the employers after these 200 hours are completed. Would there be a possibility of full-time employment? For any future requests of additional Work Experience hours Ms. Wells will let the Board know the intent of the employer. Motion was made by Steve Sanders to approve the additional 200 hours of paid work experience for; Sydney Johnson, Divine Oludi and Alisha Shepherd, seconded by Sam Brown. Motion carried.

Ms. Marsha Wells requested two (2) policy adjustments;

- As per federal guidelines the post-secondary universities are no longer permitted to give out the book cost information. Any information we receive must come from the WIOA participant's availability on the student's direct account online. However, we need a policy and formula in place that we can use to determine the participant's unmet need. We are requesting the following change to the Cumberland's WIOA Book Allowance Policy to Determine Unmet Need- This policy is for WIOA eligible participants that will be receiving an ITA for training. Cumberland's will allow the amount of \$50.00 per credit hour to be included in the expense section of the Cumberland's Unmet Need form when calculating expenses against all financial aid types to determine the WIOA participant's unmet need. This dollar amount is to be used only when calculating the unmet need for a participant. The actual allotted amount will not be used to purchase books as current WIOA policy is for funds to be applied to tuition only. Motion was made by Scott Pierce to approve the policy adjustment to the Cumberland's WIOA Book Allowance Policy to Determine Unmet Need as presented, seconded by Brett Traver. Motion carried.
- As a part of WIOA Career Services assessments are mandated. The Career Manager may use a recent TABE test assessment to determine their reading and math grade levels. The TABE results are used to determine the customer's need of services. The Career Manager may use a recent TABE test assessment that has been administered within 6 months prior to the enrollment date. Recently KY Adult Education revised the validity of their TABE assessments from 6 months to 1 year. Since the majority of our customers are referred to the local Adult Education center for the TABE test, the Cumberland's would like to request to change our policy that the validity of the TABE test assessment from 6 months to 1 year. Motion was made by Brent Traver to approve the validity of the TABE test from 6 months to 1 year, seconded by Janet Slayden. Motion carried.

Ms. Marsha Wells has one participant request. Alison Stephens was in the WIA Program from 9/2/14-9/26/14 for the LPN program at Tennessee College of Applied Technology in Oneida/Huntsville. She withdrew from the program because she was a young, new mother and wasn't expecting the program to be as time consuming and

demanding as it was. WIA's only expense was \$171.00 for books; she withdrew in time so we were not charged for her tuition. She has worked the whole time as a CNA. She has been accepted back into the LPN program at Tennessee College of Applied Technology. She feels she is more prepared to take on the task now and has family support to assist for her children. Motion was made by Scott Pierce that eligibility determination will be made new, however we will deduct the \$171 book charges from her current unmet need, seconded by Mike Buckles. Motion carried.

Ms. Marsha Wells asked the Board for approval to allow participants to attend Summer School if needed. A maximum of 6 credit hours would be allowable for Summer School training at a cost of \$170.00 per credit hour in class or \$190.00 per credit hour for on-line classes. Motion was made by Mike Buckles to approve Summer School tuition not to exceed \$1,020 for in class and \$1,140 for on-line, seconded by Brent Sturgill. Motion carried.

Ms. Karen Miller, One-Stop Operator presented the Memorandum of Understanding (MOU) & Infrastructure Funding Agreement (IFA) for board approval. The MOU is an agreement between all partners mandated or not and the Cumberland Workforce Development Board. It provides the duties of the board and the services that each one of the partners provides. The IFA is the cost associated with each partner that is housed within the Career Center. Motion was made by Mike Buckles to approve the MOU & IFA as presented, seconded by Richard Foley. Motion carried.

Ms. Karen Miller, One-Stop Operator made a request to the board to close the Somerset Career Center from 1:30 p.m. until 4:30 p.m. the 3rd Thursday of each month for the purpose of staff training. Ms. Miller attended a couple of workshops at the SETA Conference and learned most all Career Centers close every month at a scheduled time to allow for staff training. She has spoken with the Regional Managers of each agency and they are in favor of this idea and feel it is definitely needed. The board was given a list of some of the training topics that need to be addressed. Motion was made by Sam Brown to allow the Kentucky Career Center- Somerset to close the 3rd Thursday of each month from 1:30 p.m. – 4:30 p.m. for the purpose of staff training, seconded by Larry King. Motion carried.

Ms. Alane Mills gave an update on contract renewals for Direct Service Provider, One-Stop Operator & contract with Lincoln Trail Area Development District (LTADD) for board staff. In our Direct Service Provider contract, we need to consider the inclusion of the Medicaid Waiver services. The Memorandum of Agreement between The Commonwealth of Kentucky, Education and Workforce Development Cabinet, Department of Workforce Investment and the KY Local Workforce Development Boards to establish an agreement for setup and implementation of Medicaid Community Engagement services is being revised. Our options are to amend the existing Direct Service Provider Contract or issue a new Request for Proposal (RFP) for the Medicaid Waiver services. Motion was made by Scott Pierce for staff to come back to the

Cumberlands Workforce Development Board at their June meeting with the Direct Service Provider contract that includes an amendment for the Medicaid Waiver Services, seconded by Sam Brown. Motion carried. There should not be any significant changes in the contract for the One-Stop Operator or Board Support. All of the contracts will be presented at the June board meeting for consideration.

Mr. Darryl McGaha is working with KACo on a contract for Workmen's Compensation for our Youth Work Experience program.

In the past we have worked with, "Where Opportunity Knox" for our veteran services. They have chosen not to submit another proposal for the upcoming year.

Ms. Melody Haynes was unable to attend this meeting due to a Change Agent meeting she had to attend in Frankfort. She has provided the Board with a handout updating the SNAP E & T, Medicaid Wavier and Trade programs.

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 Cumberlands Unified Regional Core Business Service Team Meeting will be part of these minutes.

Ms. Alane Mills gave the Board a handout that listed all of the extra funds we have received. Entrepreneurial Studies Programs, Paid Work Experience & Training is the \$400,000 of youth money. We have completed the selection process for the Entrepreneurial Studies Programs. We have ten (10) school districts that are participating. The Tech Connect in the Cumberlands was a mini grant that was put out by the State. We received this grant in the amount of \$123,976.00 to invest in technology upgrades throughout our service area. We have purchased twenty-five (25) video conferencing systems that we hope to have distributed through our thirteen (13) counties, in various locations available to any of our clients whether those be employers or job seekers. There will be an application process for these systems. If you know of a host site for one of these systems please let Alane know so she can get them an application. We will have forty-eight (48) laptops that will be able to travel; we are investing in data so we will have the capacity to have Wi-Fi and internet connection wherever they go. We have twenty-six (26) OSHA approved headsets with speaker systems. They can be used for training purposes in noisy places, plant tours, etc. Ms. Darlene Bussell, WIOA Liaison with the Office of Employment and Training informed the Board that they have some extra funds available. She informed the Board that Alane was the only Workforce Director that had sent in a request on her own accord that will be tied to the Tech Connect Grant. She has requested another \$37,500.00.

We had requested an additional \$100,000.00 to help with the implementation of the Strategic Plan. Currently we have obligated \$19,500.00 for the Strategic Marketing and Outreach Services. Kinetic Strategic Design showed the Board some additional

marketing ideas in their presentation, but these are not covered in their current contract. Staff will get three (3) bids for each additional marketing service. Motion was made by Brent Traver to approve spending up to \$25,000.00 of Strategic Plan Implementation funds for marketing goods and services and to allow the Executive Committee to review the bids for additional marketing services and make the final decision, seconded by Janet Slayden.

Ms. Alane Mills is looking for Board members that would be interested in helping with Board Development.

The Chairman asked Mr. Ray Leathers, Private Sector Liaison for Kentucky Education and Workforce Development Cabinet for comments. Hal Heiner resigned as Secretary of the Education & Workforce Development Cabinet. He was appointed to the Kentucky Board of Education. Don Parkinson, who is currently the Secretary of Tourism, will be moving over as the Interim Secretary of the Education & Workforce Development Cabinet. The Governor is still focused on workforce development. Mr. Leathers wanted to speak with the Board Leadership about how we can leverage the Board's Strategic Plan and MOU to help make our Board stronger.

Motion was made by Brent Traver to adjourn, seconded by Sam Brown.

Daryl Hammond, Chairman

Vickie Wells, Secretary/Treasurer