

MINUTES
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
GREEN RIVER COLLEGE AND CAREER ACADEMY
MUNFORDVILLE, KENTUCKY
OCTOBER 3, 2019

Time & Place of Meeting

The South Central Workforce Development Board meeting was held at 8:30 a.m. at the Green River College and Career Academy, 1014 S. Dixie HWY, Munfordville, Kentucky.

Members Present

Dr. Benny Lile; Anna Larson; Beverly Tobin-Ford; Bob Biltz; Chris Boggs; Gretchen Bandy; Dr. James McCaslin; Kassie Celsor; Melissa Mudd; Patrick Ross; Randall Curry; Ron Sowell; T.J. Shockley-Hunt; and Treva Shirley.

Visitors Present

Regina Jackson; Dr. Robert Boone; DaRhonda Hawthorne; Leslie Witty; Bobbi Steelman; Meredith Hester; Khalid Qazi; Bill Waltrip; Sharyl Markham; Myra Wilson; Jon Sowards; Brittanie Dawson; Kim Rice; Leslie Hudson; Mary Beth Sallee; Diana Jarboe; Virginia Davis; James Moore; Chad Spencer; Mark Lord; Amanda Pedigo; Nathan Smith; Debbie Fowler; Greg Cecil; Judge Joe Choate; Cary Barrett; Shane Butler; Whitney Choate; and Dr. Kim Myers.

Ron Sowell recognized a quorum, called the meeting to order, and welcomed everyone. Special welcome and introductions were given to Hart County Judge Joe Choate; Hart County Chamber of Commerce Director, Virginia Davis; Hart County Mayor Randall Curry; Mark Lord, District Director with Congressman Brett Guthrie; Hart County Superintendent Nathan Smith; Associate Superintendent Debbie Fowler; and Hart County High School Principal Greg Cecil.

Approval of Minutes for August 1, 2019

Motion by: A motion was made by Pat Ross, seconded by T.J. Shockley-Hunt, to approve the August 1, 2019 meeting minutes as presented. **Motion carried.**

President/CEO Report

Robert Boone went over the new agenda layout. Agenda is still working around the strategic work highlighting specific programs within that strategic approach. This will allow us to show the work done with these strategic goals and better engagement with our partners. Time is also allowed after each strategic goal to allow for discussion that will be led by Jon Sowards and Bill Waltrip.

Board Chair Report

Ron Sowell announced that an email poll will be sent soon to all Board members to select our board schedule for 2020. We will consider the schedules of Judge Executives for 2020. The Executive Committee will approve the 2020 schedule at the November Executive Committee Meeting. Stan Hill, the Office of Career Development representative on the Board for the Commonwealth has retired since the last meeting. The Cabinet for Education and Workforce is hiring a Regional Director to replace Stan and it is anticipated that person will be appointed to the Board prior to the December meeting.

Executive Committee Update

Ron Sowell advised that the Executive Committee met on September 5 to complete the annual review of Dr. Robert Boone, CEO/President and the board found that Dr. Boone exceeds expectations in all categories and voted to implement a salary adjustment retroactive to his hire date of August 1.

- **Approval of Workforce Board Staff Vehicle Lease.** Robert Boone asked the Board to consider that the board enter into an agreement to lease a company vehicle. Comparing approximately 2 years of data, leasing a car would have a cost savings of around \$3,000 annually. The Executive Committee approved on September 5 to post for sealed bids for a leased vehicle. The best price was for a 2019 Honda Civic with Gary Force Honda for \$247 per month for 3 years. Recommendation from Dr. Boone to enter into a lease agreement with Gary Force Honda.
Motion by: A motion was made by Beverly Tobin-Ford, seconded by Gretchen Bandy, for Robert Boone to enter into a 3-year lease agreement with Gary Force Honda for a 2019 Honda Civic. **Motion carried.**
- **Approval of Regional Innovation Plan.** Robert Boone advised that the South Central Workforce Development Board (SCWDB) has been partnering with the Lake Cumberland Workforce Development Area (CDWA) to become regional partners, referred to as the South Region. The goal is to accomplish a large interregional approach to Workforce Development and in scale it will be a 23-county area. The Executive Committee met on September 5 and approved the plan. The next step is to submit this plan to the Kentucky Department of Workforce Investment.
Motion by: A motion was made by Dr. James McCaslin, seconded by Gretchen Bandy, for Robert Boone to submit the Regional Innovation

Plan to the Kentucky Department of Workforce Investment. **Motion carried.**

Financial Report

Khalid Qazi, with National Able, presented the financial report dated September 30, 2019. All funds from last year were fully utilized. Khalid has prepared the board draft audit for FY19.

Motion by: A motion was made by Melissa Mudd, seconded by Dr. Benny Lile, to approve the financial report as presented. **Motion carried.**

Addition Funding

Robert Boone advised that we have requested additional funds in the form of state grants. Two grants were approved. The first one is the Post-Secondary Liaison Grant in the amount of \$85,000. This grant works with college students who are not WIOA eligible, to enter the workforce. This grant will be working with our post secondary partners. The second grant is an Additional Youth Funding Request in the amount of \$70,000. Approximately 6 months ago, \$40,000 was cut from the funding. This request is to make up for those funds.

Approval of Grant Services/Grant Writing Retainer with bluegreen Research Institute in the Amount of \$10,000, subject to review and approval of a written contract by the workforce board President/CEO

Robert Boone stated that the South Central Workforce Development Board (SCWDB) is at capacity with the WIOA resources as far as staffing capabilities, staffing limits and the programming that is being offered in the 10 county region. Robert recommends a more active approach to finding funds and federal/state grants. Robert requests that the board earmark \$10,000 for the grant writing service/grant writing retainer with Bluegreen Research Institute for the workforce board.

Motion by: A motion was made by Pat Ross, seconded by Beverly Tobin-Ford, to retain Bluegreen Research Institute, \$10,000 for grant services/grant writing retainer. **Motion carried.**

Strategic Goals

- Strategic Goal 1. Actively engage employers and stakeholders to drive innovative workforce solutions across the region.
 - Business Solutions Team Chapters. Dr. Boone explained that the Business Solutions Team (BST) would take a county by county chapter approach. This would allow each county to have a BST chapter made up of local leadership, local supportive services, and

local businesses. This effort is geared more to our businesses as a single point of contact. Per Salesforce, in FY 2017 we served 743 employers. In FY 2018 that increased to 1731 businesses served. Robert announced the two new Business Services Team Leads with the Career TEAM James Moore and Chad Spencer. They will serve the 10-county region for these chapters.

- Apprenticeship Pilot. Robert Boone shared that South Central had been approached about interest in an apprenticeship program. This would be an expansion of the WEX program except for apprenticeships. We would serve as a staffing concept for apprenticeships and better serve our region in terms of business engagement, with an apprenticeship model. Will share next steps as more details to the business plan are developed.
 - 2nd Annual Workforce Summit. Dr. Kim Myers advised that the 2nd Annual Workforce Summit would be held October 24th at the National Corvette Museum from 8:00 am -2:00 pm. To date 192 individuals have registered and 34 businesses.
 - Trade Outreach Assistance. Amanda Pedigo, Career TEAM, shared that they are currently working with Haram and Fruit of the Loom providing workshops, NCRR testing and job fairs. The job fair had 125 attendees and 19 employers with over 30 being hired to date.
- Strategic Goal 2. Align and integrate education to provide career pathways for P-12 youth, post-secondary students and adult job seekers.
 - SKYCTC/SCWDB CDL Program Announcement in Hart County. Dr. Kim Myers shared that on September 30 the 1st cohort CDL classes began. All nine participants were funded though WIOA. Full cohort already for November.
 - High School Career Coach Engagement. Jon Sowards discussed that superintendent luncheons were held during June and July to better engage within the school system. These meetings found that better engagement was needed with career coaches in the schools. Bobbi Steelman with Career TEAM has been working with the career coaches in all 10 counties on how they can use their services. Working on better ways to share job data with students and parents. Data will be given to the schools to be shared vis newsletters etc.
 - KYhirED Scholarship Awards. Leslie Witty shared that summer 2019, 5 students worked for Service One Credit Union. Each of those students was awarded a \$1500 scholarship. \$7,500 for

scholarships and \$1,500 to the nonprofit organization for materials and programming.

- Strategic Goal 3. Increase regional workforce participation by creating opportunities, incenting workforce participation, and removing barriers to employment.
 - Re-entry Initiatives. Bobbi Steelman, Career TEAM, advised that they have approximately 55 individuals participating in the innovative program in Simpson, Hart, Barren, Butler and Warren County. This is a work release program for eligible state inmates. This program allows those deemed ready to work to obtain employment while still incarcerated.
 - Soft Skills Training for Housing Authority Participants. Amanda Pedigo, Career TEAM, shared that they partnered with the Housing Authority to complete a soft skills training. This helped address barriers to employment to their customers.
 - Military Veteran and Family Recruiting Efforts. Jon Sowards explained the upcoming events with VETTE Vision. VETTE Vision is the official branding effort to attract military service and family members. October 12 will host a breakfast and tailgating prior to WKU vs USMA game. This will be a social engagement to connect Army senior leadership with senior leaders from the community. October 18 will be the Heroes for Hire event. This will include one-hour tours of various Bowling Green manufacturing companies.
- Strategic Goal 4. Maintain viability of the SCWDB's financial growth, quality delivery system and return on investment (ROI) for job seekers and employers.
 - Update on Co-Location of Services. Robert Boone shared that there are two Career Center locations one in Bowling Green and the other in Glasgow. Goodwill will co-locate in the Glasgow office. The co-location in Bowling Green is moving forward, slow process. Determination is being made by the finance cabinet with the state about OVR, number of staff to be moved.
 - Fund Diversification. Robert Boone stated that he was going to focus more on diversifying funds, fundraising and competitively bidding on contracts. Jon Sowards would be handling the programmatic pieces while Bill Waltrip would handle system operations as the One-Stop Operator.
 - Local Strategic Plan Revision. Jon Sowards advised that notice was received last week that revisions were needed to the Local

Strategic Plan. Have 90 days to complete the revisions and return to the state by December 30, 2019.

The December meeting will take place on December 5, 2019 at the South Central Workforce Development Board in Bowling Green.

With no other business to discuss, the meeting was adjourned.

Approved: Jay Traylor
Date: 12/5/19