

**South Central WDB Board Meeting  
December 14, 2017  
8:30a – 10:00a**

**Location:** Daymar College, 2421 Industrial Drive, Bowling Green, KY

- I. Welcome and Approval of November 16, 2017 Minutes (Action) (Ron)**
- II. Board Chair's Report (Ron)**
- III. Board Director's Report (Robert)**
- IV. Introduction: Rick Schad, Director Division of Workforce and Employment Services and Darlene Bussell, WIOA Liaison (Robert)**
- V. Introduction: Hilton Isable, ResCare Project Director (Tera)**
- VI. SCKY Foundation for Workforce Development Updates (Lori)**
- VII. Governance Committee Update from December 5, 2017 (Craig)**

Information Only: 1. Eligible Training Provider List: Changed approval process to state Office of Employment and Training (OET) as opposed to the workforce development board.

2. Eligibility for Adults/Dislocated Workers Policy: Added language regarding TRADE funds on page 2.

3. Individual Training Account Policy: Added language regarding TRADE funds on pages 1 and 3.

- VIII. Consent Agenda (Action) (Ron and Craig)**
  - **Expense Reimbursement Policy**
  - **Procurement Policy**
  - **HR and Compensation Policy**
- IX. SCKY Foundation for Workforce Development Employment Agreement (Discussion and Action) (Ron and Lori)**
- X. December Open Jobs Report (Information) (Robert)**
- XI. System Building Activities (Updates)**
  - **Expanding Access through Affiliate and Satellite Sites (Update) (Lori)**
  - **One-Stop and Affiliate Site Certification Process (Presentation) (Lori)**
  - **Partner Team Progress (Update) (Lori)**

- XII. WDB Oversight Reports (Information, Discussion, and Action)**
- One-Stop Operator Report (Information) (Tera and Hilton)
  - Fiscal Agent Report for October (Erin)
- XIII. ResCare Budget Modification Request (Discussion and Action) (Robert)**
- XIV. Opening, Wage, and Fringe Study Recommendation (Discussion and Action) (Robert)**
- XV. Workforce Development Board 2018 Dates/Locations (Discussion and Action) (Ron and Robert)**
- XVI. Adjournment**

**Proposed 2018 Workforce Development Board Meeting Dates/Times/Locations**

8:30 to 10:00 a.m.

- January 18: Franklin-Simpson Campus of SKYCTC
- February 15: T.J. Sampson Community Hospital, Glasgow
- March 15: Bowling Green Area Chamber of Commerce
- April 19: Old Kentucky Repertory Theatre, Horse Cave
- May 17: Glasgow Health Campus of SKYCTC, Glasgow
- June 21: KATI Campus of SKYCTC, Bowling Green

**MINUTES**  
**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD**  
**DAYMAR COLLEGE**  
**BOWLING GREEN, KENTUCKY**  
**December 14, 2017**

**Time & Place of Meeting**

The South Central Workforce Development Board meeting was held at 8:30 a.m. at Daymar College, 2421 Industrial Drive, Bowling Green, Kentucky.

**Members Present**

Benny Lile; John Conrad; Craig Browning; Dr. James B. McCaslin; Eileen Coleman; Gretchen Bandy; Jason Cole; Ron Sowell; Teresa Montgomery; Terri Wiethorn; T.J. Shockley-Hunt; Wayne Goodrum; and Lakeesha Tisdale.

**Visitors Present**

Regina Jackson; Erin Ballou; Hilton Isable; Tera West; Bowling Green Mayor Bruce Wilkerson; Warren County Judge Executive Michael Buchanon; Rick Schad; and Darlene Bussell.

Ron Sowell recognized a quorum, called the meeting to order, and welcomed everyone, including Bowling Green Mayor Bruce Wilkerson and Warren County Judge Executive Michael Buchanon.

**Approval of Minutes**

**Motion by:** A motion was made by Dr. James McCaslin, seconded by Eileen Coleman, to approve the November 16, 2017 meeting minutes as presented.

**Motion carried.**

**Board Chair's Report**

Ron Sowell announced that Larry Jagers had submitted his resignation due to retirement and that the Chief LEO had been notified to begin the replacement process, which must occur within 90 days.

Ron Sowell additionally announced that the Executive Committee would be meeting on December 18, 2017 at 8:30 a.m. and the SCKY Foundation would be meeting immediately thereafter. These meetings will take place at the Bowling Green Area Chamber of Commerce, and all are welcome to attend.

**Board Director's Report**

Robert Boone announced that a great deal of activity had been occurring and that he had selected two categories from his performance review to discuss. The first is change agent/leadership. He indicated he had been working with ResCare/OET to dramatically increase referrals. New strategies have resulted

in an increase in system referrals from an average of 4.5 prior to August 1, 2017 to a consistent range of 40-70 per week. He also reported that he had been collaborating with system partners to determine through-put and had a recent meeting with them to finalize cycle times, number of weekly completers who are work ready, and how those individuals are placed/referred into employment. He indicated he is also internalizing the processes for monthly Career Connection events. The last event in Bowling Green had 84 job seekers, and the last event in Glasgow had 31 job seekers. Additionally, the last international job fair had 60 job seekers. He also reported he has been involved in the hiring of the new ResCare Project Director, Hilton Isable, and is working to finalize the Board's website presence, branding, and marketing. He additionally indicated he has been collaborating with Ron Sowell and Lori Strumpf to activate the SCKY Foundation and has been working with staff to have a regular and anticipated presence in each of the 10 counties.

Robert Boone additionally reported regarding the second category from his performance review which is growth/sustainability. With the activation of the SCKY Foundation, he indicated it is time to begin a private fundraising campaign to diversify the Board's WIOA funding. The timing is good currently because of the positive weekly media coverage the Board has been receiving. He also stated he has obtained an extension from the State through December 31, 2018 on \$20,000 that was awarded before he was hired and set to expire soon. He also shared he has been collaborating with Lori Strumpf on a State grant proposal for \$394,000 to build a robust Youth work-based learning program. Finally, he has been working with ResCare on budget forecasting to increase Youth program participation and a partnership to establish a CDL program with SKYCTC.

### **Introduction of Rick Schad and Darlene Bussell**

Robert Boone introduced Rick Schad, the Director for the Division of Workforce and Employment Services, and Darlene Bussell, the WIOA liaison. They made brief presentations and offered their assistance to the Board.

### **Introduction of Hilton Isable**

Robert Boone introduced Hilton Isable, the newly appointed ResCare Project Director.

### **SCKY Foundation for Workforce Development Updates**

Lori Strumpf with Strumpf Associates advised she had been tasked by the Board to set up an operational structure for the Board to have employees and to continue to grow and be a model for the rest of the State. She advised that because the Board's agreement with the Bowling Green Area Chamber of Commerce to serve as the employer of record for the CEO position was set to expire on December 31, 2017, she had been working on the logistics of having

the SCKY Foundation serve as the employer of record. She reported the infrastructure for doing so is well underway.

### **Governance Committee Update**

Craig Browning, the Chair of the Governance Committee, reported the Governance Committee met on December 5, 2017 and approved minor adjustments to the WIOA Eligible Training Providers Policy (No. 2016-14), the WIOA Adult and Dislocated Worker Eligibility Policy (No. 2016-08), and the Individual Training Accounts Policy (No. 2016-06) to update them in terms of accuracy. Because the intent of the policies has not changed, there is no need for Board approval.

### **Consent Agenda**

Craig Browning, the Chair of the Governance Committee, advised that when the Governance Committee met on December 5, 2017, the committee also discussed three policies for possible recommendation to the Board for approval. At this time, Robert Boone exited the meeting because the policies apply to his position. The policies are Expense Reimbursement Policy (No. 2017-16), Human Resources and Compensation Policy (No. F2017-3), and Procurement Policy (No. 2017-15). The Governance Committee is recommending that the Board only approve the Expense Reimbursement Policy and the Human Resources and Compensation Policy at this time as additional revisions are necessary regarding the Procurement Policy.

**Motion by:** A motion was made by Craig Browning, seconded by Wayne Goodrum, to approve the Expense Reimbursement Policy and the Human Resources and Compensation Policy as presented. **Motion carried.**

Robert Boone returned to the meeting room.

### **SCKY Foundation for Workforce Development, Inc. Employment Services Agreement**

Ron Sowell advised that with the end of the Board's arrangement with the Bowling Green Area Chamber of Commerce to serve as the employer of record for the President/CEO position, it is necessary for the Board to make alternative arrangements. After much consideration, it has been determined that the best avenue is to have the SCKY Foundation serve as the employer of record. However, the Board will continue to have control over the employment of the President/CEO, and all direction will continue to come from the Board. In order to legally establish the formal relationship between the Board and the SCKY Foundation to act as the employer of record, Ron Sowell recommended approval of the Employment Services Agreement between the two entities.

**Motion by:** A motion was made by Teresa Montgomery, seconded by Gretchen Bandy, to approve the Employment Services Agreement between the Board and the SCKY Foundation for Workforce Development, Inc. as presented. **Motion carried.**

### **December Open Jobs Report**

Robert Boone advised that there are currently 6,441 jobs open in the 10-county region. In five years, this number is expected to reach 22,586 based on growth and replacement demand. The number is projected to be 45,899 in 10 years.

### **System Building Activities**

- Expanding Access Through Affiliate and Satellite Sites
  - Lori Strumpf announced that there are currently 11 committed partner affiliates and an additional affiliate will be added on December 15, 2017 in Simpson County. She has been conducting training and will be making a site visit to Edmonson County to encourage an affiliate site there. Open houses are being conducted in Butler County and Logan County.
  
- Partner Team Progress
  - The partner team is working on a comment card system that will allow a report on customer satisfaction. The business leadership team has also been trained on a contact management system which will be launched on January 2, 2018.
  
- One-Stop and Affiliate Site Certification Process
  - Lori Strumpf advised that the partner team has been working on a process for certifying one-stop and affiliate sites. The process must be approved by the Board. Lori Strumpf presented a power point containing the proposed process the partner team has developed. The process is based on the Malcolm Baldrige Performance Excellence Criteria with the ultimate goal of creating high performing organizations that are data driven and customer focused. The Board will have a month to study the proposal and will consider approval at the January 2018 meeting. T.J. Shockley-Hunt, Dr. James McCaslin, and Jason Cole are on the certification process team.

### **WDB Oversight Reports**

- One-Stop Operator Report
  - Tera West, with ResCare Workforce Services, advised that ResCare had seen more than 4,000 individuals during the contract year thus far. Over 3,000 applicants had been referred, and more

than 1,100 individuals had attended job fairs. Job placements amounted to 204 with 172 of those placements in six high demand industries. Twenty-five credentials have been earned.

- Fiscal Agent Report
  - Erin Ballou, with the City of Bowling Green, presented the financial report dated December 6, 2017. The available balance as of December 6, 2017 is \$2,934,250.

**Motion by:** A motion was made by Craig Browning, seconded by John Conrad, to approve the monthly financial report as presented. **Motion carried.**

### **ResCare Budget Modification Request**

Robert Boone advised that the ResCare budget was in need of modifications. He recommended that the Board transfer \$120,000 from Dislocated Worker Program funds to the Adult Program budget and that the Board carry over unused PY16-17 Adult Program funds to cover PY17-18 obligations in the amount of \$45,000. He further recommended that the Board transfer \$120,000 in funds set to expire June 30, 2018 to the Adult Program budget and that the Board transfer funds in the amount of \$50,000 set to expire June 30, 2018 to the Youth Program budget.

**Motion by:** A motion was made by Wayne Goodrum, seconded by Gretchen Bandy, to approve the ResCare Workforce Services' budget modification request as presented. **Motion carried.**

### **Opening, Wage and Fringe Study Recommendation**

Robert Boone advised that the Board had received three proposals in response to the request for proposals for the Opening, Wage and Fringe Study. He recommended Younger Associates as the best proposal in the amount of \$16,500. He advised that the sampling that will be taken will come from all 10 counties and that the final report be a public record.

**Motion by:** A motion was made by Gretchen Bandy, seconded by T.J. Shockley-Hunt, to contract with Younger Associates in the amount of \$16,500 for the Opening, Wage and Fringe Study. **Motion carried.**

### **Workforce Development Board 2018 Dates/Locations**

Ron Sowell advised he believed the Board could begin meeting every other month in 2018 and that the Executive Committee would meet during the months the Board was not meeting. Ron Sowell and Robert Boone will work together on a proposed meeting schedule for the 2018 Board meetings. The Board will next meet on January 18, 2018 at the Franklin-Simpson campus of SKYCTC.

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

Approved: 

Date: 3-15-18