

**AGENDA**  
**South Central WDB Board Meeting**  
**July 19, 2018**  
**8:30a – 10:00a**

**Location:** SCKYCTC Franklin-Simpson Center, 175 Davis Dr. Franklin, KY

- I. Welcome, Introduction of New Board Members and Guests, and Approval of May 17, 2018 Minutes (Action) (Ron)**
- II. Board Chair's Report (Ron)**
  - Appointment of Chair of Nomination Committee
  - Appointment of member of Nomination Committee
  - Extend current officer terms through September (Action)
- III. President/CEO Report (Robert)**
- IV. Career Team Presentation (Chris)**
- V. Wage, Benefit, and Opening Survey Highlights (Robert)**
- VI. High School Career Pathways Initiative Update (Robert)**
- VII. Medicaid Community Engagement Update (Robert)**
- VIII. CDL Program Update (Robert and Dr. J)**
- IX. Policy and Legislative Committee Update (Lori)**
- X. Youth Council Updated on Leadership Program and Gap Analysis (Lori)**
- XI. iDashboards Job Referral/Placement Dashboard Demo (Robert)**
- XII. June 5, 2018 Governance Committee Update (Craig)**
- XIII. Consent Agenda (Discussion and Action)**
  - Media Policy
  - Selective Service Policy
  - Monitoring Sub-Recipient Policy
- XIV. System Building Activities (Updates) (Lori)**
  - Expanding Access through Affiliate and Satellite Sites
  - Customer Satisfaction Quarterly Report
  - Partner Team Progress
  - Business Solutions Team
  - New Center

- XV. WDB Oversight Reports (Information, Discussion, and Action)**
- Fiscal Agent Report (Information and Action) (Erin)

**XVI. Adjournment**

**Upcoming Board Meetings**

8:30 to 10:00 a.m.

- September 20: Logan County Career and Technical Center
- November 15: Location to be determined

**MINUTES**  
**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD**  
**SKYCTC FRANKLIN-SIMPSON CENTER**  
**FRANKLIN, KENTUCKY**  
**July 19, 2018**

**Time & Place of Meeting**

The South Central Workforce Development Board meeting was held at 8:30 a.m. at the SKYCTC Franklin-Simpson Center, 175 Davis Drive, Franklin, Kentucky.

**Members Present**

Benny Lile; Beverly Tobin-Ford; John Conrad; Chris Boggs; Craig Browning; Dr. James B. McCaslin; Gretchen Bandy; Patrick Ross; Ron Sowell; Teresa Montgomery; Jack Bowers; Joey Traughber; and Lekeesha Tisdale.

**Visitors Present**

Regina Jackson; Kim Rice; Ricky Wooten; Phil Neal; Leslie Hudson; Lori Stumpf; Erin Ballou; Anthony Terlizzi; Kim Myers; Jamie Spears; Meredith Rozanski; and Brian Becker.

Ron Sowell recognized a quorum, called the meeting to order, and welcomed everyone.

Ron Sowell introduced two new Board members, Joey Traughber, from Simpson County, and Jack Bowers, from Warren County. He also recognized Ray Leathers, the Commissioner for the Department of Workforce Development, and Darlene Bussell, the State WIOA liaison.

**Approval of Minutes**

**Motion by:** A motion was made by Dr. James McCaslin, seconded by Teresa Montgomery, to approve the May 17, 2018 meeting minutes as presented.

**Motion carried.**

**Board Chair Report**

- Appointment of Nomination Committee Chair
  - Ron Sowell indicated that a Chair was needed for the Nomination Committee.

**Motion by:** A motion was made by Craig Browning, seconded by Gretchen Bandy, to appoint Patrick Ross as the Chair of the Nomination Committee.

**Motion carried.**

- Appointment of Member of Nomination Committee

- Ron Sowell advised that a new member was needed for the Nomination Committee to serve with Patrick Ross and Teresa Montgomery.

**Motion by:** A motion was made by Patrick Ross, seconded by Benny Lile, to appoint Beverly Tobin-Ford as a member of the Nomination Committee.  
**Motion carried.**

- Extend current officer terms through September 2018.
  - Ron Sowell advised that the terms of the current officers needed to be extended through September 2018 to provide time for the Nomination Committee to make recommendations for new officers.

**Motion by:** A motion was made by Gretchen Bandy, seconded by Patrick Ross, to extend Ron Sowell's term as President and Terri Wiethorn's term as Secretary to September 30, 2018. **Motion carried.**

### **President/CEO Report**

Robert Boone reported that the Board remains committed to uninterrupted services despite the vendor transitions that have occurred. He recognized the assistance of OET and OVR and reported that the WDB had been involved in 17 hiring events since May 2018. He also advised that 270 individuals had been employed since January 2018. He reported that he had been interviewing for the Vice President of Operations position and that the Executive Committee would be meeting the preferred candidate at its next meeting. He also reported that the Board had been successful in obtaining a waiver to allow the Board to act as the one-stop operator. He has also been working with the new fiscal agent, National Able, and reported that that transition was going very smoothly. Additionally, he and others have spent hours working on files to ensure that Career Team has a smooth transition. He will report on other special projects at the September 2018 meeting.

### **Career Team Presentation**

Chris Kuselias with Career Team reported that their focus is on customer satisfaction and that their learning management system compliments the State system and provides real-time data for every customer. He advised that Career Team had been hiring staff and was almost fully staffed. He understands that the local challenge is 6,000 job openings and low unemployment. Career Team will be developing curriculum pipelines which should prove beneficial.

### **iDashboards Job Referrals/Placement Dashboard Demo**

iDashboards presented a demonstration of two new dashboards that will soon be available. The first is a referral dashboard. This dashboard will allow staff to see referral data in real-time. They will be able to track what is going on in the centers, how many applications have been received for an open job and other important referral information. The second dashboard is an electronic sign-in which will allow staff to track the number of visits by location and reasons for those visits.

### **Wage, Benefit, and Opening Survey Highlights**

Robert Boone reported that the wage, benefit and opening survey has been completed and the report is in draft form. The report will be finalized within the next week and the Bowling Green Area Chamber of Commerce will host a free event for the release of the report. Younger Associates will also attend the September 2018 Board meeting to provide a detailed presentation about the survey. Robert Boone would like to have the survey completed each year. The survey revealed that the WDB is not one of the top three choices for referrals when customers are seeking assistance, and he expressed that we need to become much higher in terms of being a preferred source. He has advised Career Team that our goal is to be among the top three by next year.

### **High School Career Pathways Initiative Update**

Robert Boone reported that the High School Career Pathways Initiative grant has allowed the Board to assist approximately 250 high school students in the area. They have learned how to create a resume, register in the State FOCUS system and have attended workshops. Robert Boone advised that the Board was able to provide more intensive services to 25 of these students who are all now employed full-time. This grant currently runs through December 2018 which will allow the WDB to work with additional high school students in the fall.

### **Medicaid Community Engagement Update**

Robert Boone reported that because of litigation, the State waiver regarding Medicaid Community Engagement has been put on hold. We were previously set to launch in October 2018. We will wait for further guidance from the State.

### **CDL Program Update**

Dr. James McCaslin and Dr. Kim Myers advised that the CDL program in Simpson County is operational and that 12 students can complete the training and obtain their CDL license every four weeks. The first 10 students have completed the program, and eight of the 10 have obtained full-time

employment. Three students are currently enrolled in the second cohort being offered. All 10 counties have been made aware of the program.

### **Governance Committee Update From June 5, 2018**

Craig Browning reported that the Governance Committee met on June 5, 2018 and considered the following three policies: (1) Media Policy; (2) Compliance with Selective Service Registration Requirements Policy; and (3) Sub-recipient Monitoring Policy. The Committee recommends these policies to the Board for approval. Craig Browning also reported that the Committee has approximately seven policies remaining to develop. These will also be brought to the Board for approval.

### **Consent Agenda**

**Motion by:** Based on the recommendation of Craig Browning, a motion was made by John Conrad, seconded by Patrick Ross, to approve the following three policies: (1) Media Policy; (2) Compliance with Selective Service Registration Requirements Policy; and (3) Sub-recipient Monitoring Policy as presented. **Motion carried.**

### **WDB Oversight Reports**

- Fiscal Agent Report
  - Erin Ballou, with the City of Bowling Green, presented the financial report dated July 3, 2018. The available balance as of this date is \$2,120,104, and no funds will be returned to the State.

**Motion by:** A motion was made by Gretchen Bandy, seconded by Beverly Tobin-Ford, to approve the monthly financial report as presented. **Motion carried.**

### **Policy and Legislative Committee Update**

Lori Strumpf, with Strumpf Associates, reported that the Policy and Legislative Task Force met on June 6, 2018 and began work on a proposed policy framework for consideration by the Board. Dr. James McCaslin, Ron Sowell, Robert Boone, and Lori Strumpf attended this meeting. Lori Strumpf is in the process of drafting the policy framework that will be presented to the Board for consideration at the September 2018 meeting.

### **Youth Council**

Lori Strumpf reported that the leadership initiative for young adults has been delayed until the fall of 2018 because of insufficient youth interest. The Board will be recruiting to increase interest in the program. The GAP analysis will be underway shortly.

**System Building Activities**

- Expanding Access Through Affiliate and Satellite Sites
  - The WDB currently has 15 affiliate sites and will be hosting a meeting in Metcalfe County with the assistance of Dr. Benny Lille and Gretchen Bandy in September 2018 to promote an affiliated site in that area.
  
- Customer Satisfaction Quarterly Report
  - The quarterly report has been provided to the Board, and it indicates fairly good feedback. Ninety-six comment cards were completed during the second quarter.
  
- Partner Team Progress
  - Lori Strumpf advised that the partner teams are meeting monthly and are working on having a common data connection.
  
- Business Solutions Team
  - The Business Solutions Team is meeting monthly and has held several hiring events since January 2018. The team will be hosting a workforce summit in September 2018.

**New Center**

Lori Strumpf has been negotiating with the owner of Stadium Park Plaza as a potential new Bowling Green office space and has sent a proposal to the State for consideration. If successful, this space will allow partners to co-locate and will provide a more aesthetic environment.

**Presentation by Commissioner Ray Leathers**

Ray Leathers, the Commissioner for the Department of Workforce Development, made a presentation to the Board.

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

Approved:  \_\_\_\_\_

Date: 9-21-18 \_\_\_\_\_