

**AGENDA**  
**South Central WDB Board Meeting**  
**July 20, 2017**  
**8:30a – 10:00a**

**Location:** Bowling Green Area Chamber of Commerce, Community Room, 1<sup>st</sup> Floor

- I. Welcome and Approve of June 22, 2017 Minutes**  
(Ron Sowell)
- II. Chairs Report (Ron)**
- III. Search Committee Report (Terri)**  
[Motion to go into closed session for discussions which might lead to the appointment of an individual employee pursuant to KRS 61.810(1)(f).]
- IV. System Building Activities (Information and Discussion)**
  - Expanding Access through Affiliate and Satellite Sites (Update)
  - Development of the Memorandum of Understanding (Information and Update)
  - Recruitment and Training Initiatives Underway (Update)
    - Follow up on SOKY Jobs presentation
    - Focus on transitioning veterans, New Americans
  - Staff Capacity Building (Update)
    - Training on Cultural Competency
    - Training on Career Coaching
- V. WDB Oversight Reports (Information, Discussion, and Action)**
  - One-Stop Operator Report (Information)  
(Lori and Angela)
  - Fiscal Agent Report (Action)  
(Erin)
  - Approve ResCare Monitoring Response on Part B – Fiscal (Action)  
(Lori)
  - WDB Meeting Schedule through December (Action)  
(Ron)
  - Conflict of Interest (Discussion and Action)  
(Ron and Lori)
    - Signing the Conflict of Interest Statement
    - Board Training
      - Board Ethical Responsibilities (August)
      - Overview of WIOA (September)
- VI. Committee Reports (Updates and Action)**  
(Committee Chairs)
  - Youth Committee (Update)

**VII. Knowledge Development (Discussion)**

- Industry Alliances and Targeted Sectors (Lori and Meredith)

**Schedule through 2017**

To be held from 8:30 to 10 at the Chamber each month unless otherwise notified.

- August 17
- Sept 19
- October 19
- November 16
- December 14

**MINUTES**  
**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD**  
**BOWLING GREEN AREA CHAMBER OF COMMERCE**  
**BOWLING GREEN, KENTUCKY**  
**July 20, 2017**

**Time & Place of Meeting**

The South Central Workforce Development Board meeting was held at 8:30 a.m. at the Bowling Green Area Chamber of Commerce, 710 College Street, Bowling Green, Kentucky.

**Members Present**

Ron Sowell; Benny Lile; Craig Browning; Dana Russell; Don Howerton; Dr. James McCaslin; Jason Cole; Larry Jagggers; Patrick Ross; Mayor Randall Curry; Ron Sowell; Teresa Montgomery; Terri Wiethorn; T.J. Shockley-Hunt; Vickie Wade; Gretchen Bandy; and Wayne Goodrum.

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

**Approval of Minutes**

**Motion by:** A motion was made by Dr. James McCaslin, seconded by Vickie Wade, to approve the June 22, 2017 meeting minutes as presented. **Motion carried.**

**Search Committee Report**

**Motion by:** A motion was made by Craig Browning, seconded by Mayor Randall Curry, to go into closed session for discussions which might lead to the appointment of an individual employee pursuant to KRS 61.810(1)(f). **Motion carried.**

**Motion by:** A motion was made by Mayor Randall Curry, seconded by Dr. James McCaslin, to return to open session. **Motion carried.**

**Motion by:** A motion was made by Terri Wiethorn, seconded by Wayne Goodrum, to offer the position of President/CEO to Robert Boone under the terms and conditions presented in closed session. **Motion carried.**

**Chair's Report**

Ron Sowell announced that Larry Glass had resigned from the Board and that a replacement from Barren County would be needed.

Ron Sowell announced that Werkshop Branding had been selected from three proposals to develop a custom website with an anticipated completion

date of 100 days. Lori Strumpf, the Interim President, requested that three to four Board members serve as advisors for the development of the website.

Ron Sowell reported that the OneStop Operator contract with ResCare Workforce Services will expire in June 2018. A request for proposals will be developed in the fall of 2017 to allow for ample time for responses from all interested parties.

Ron Sowell advised the Board about current events in Washington, D.C. potentially impacting workforce programs. A summary of House Subcommittee proposed cuts was circulated.

### **System Building Activities**

Lori Strumpf presented a report regarding the following activities:

- Expanding Access through Affiliate and Satellite Sites.
  - Lori Strumpf advised that she had received great response and interest regarding expanding access to services through affiliate and satellite sites. Presently, entities in Warren, Metcalfe, Allen, Simpson, and Logan counties have expressed interest in serving as either an affiliate or satellite site. The ultimate goal is to have a site in each county.
- Development of the Memorandum of Understanding
  - Lori Strumpf advised that WIOA requires a memorandum of understanding among the Board, the Local Elected Officials, and the mandatory partners. Two meetings have occurred to ascertain what the groups want to accomplish. The participants are working on how to align services. The most difficult aspect of the process will be the requirement that the parties negotiate funds and resources.
- Recruitment and Training Initiatives Underway.
  - Transitioning Army Veterans. The Bowling Green Area Chamber of Commerce has been representing the region on a weekly basis over the last several months at the small job fair at Fort Campbell. ResCare will begin going to the small job fair, and the Chamber will continue to recruit businesses to go.
  - International Center. The Board is making progress in establishing a relationship with the International Center. Previous feedback had been that the Career Center was not

beneficial to this group. The Career Center is working hard to improve services it can offer this group.

- SOKY Jobs Presentation. During the June 2017 Board meeting, Senator Mike Wilson and Christina Dawson of SOKY Jobs presented an unsolicited approach regarding how to assist the Board to advance jobs through social media. The consensus of the Board was that the new President/CEO should talk with them regarding their proposal. Ron Sowell indicated he would advise them that the Board would place the new President/CEO in touch with them. If the Board decides to pursue this route, a request for proposals would be required to give all interested entities an opportunity to express interest and make a proposal.
- Staff Capacity Building
  - Training on Cultural Competency. Lori Strumpf advised that she would be providing an additional cultural competency training to Career Center staff and other partners, with a date to be set and announced.
  - Training on Career Coaching. Lori Strumpf advised that she had been training Career Center staff on how to be career coaches rather than case managers. The staff is making a concerted effort to be friendly to everyone, and all staff members will be career coaches.

### **WDB Oversight Reports**

- OneStop Operator Report
  - Angela Blackburn, with ResCare Workforce Services, provided a written report containing information regarding the number of participants served in June 2017 and outcomes for the various sectors. She also presented a planned service levels report comparing actual service to the number of expected participants. The planned number of participants is based on the current budget. Ron Sowell requested that the chart be modified to show past performance as well for comparison. Finally, Angela Blackburn advised that a master calendar will be sent on a monthly basis. If she is notified of an event by the 21st of the month, it will be placed on the calendar.
- Fiscal Agent Report.
  - Erin Ballou, with the City of Bowling Green, presented the monthly financial report dated July 10, 2017. The report indicates that the balance with the new budget and pending draws is \$3,524,771. She further advised that based on

projections from ResCare, the Board will not lose any funding other than the KCC GO grant which was discussed previously.

**Motion by:** A motion was made by Gretchen Bandy, seconded by Vickie Wade, to approve the monthly financial report as presented. **Motion carried.**

- Approve ResCare Monitoring Response on Part B-Fiscal
  - During the June 2017 Board meeting, Jeff Meisel, with the City of Bowling Green, advised that ResCare had provided all required additional information concerning the fiscal side of the audit related to the annual monitoring of service providers and that he believed the monitoring activity of ResCare could now be closed. Lori Strumpf indicated that approval was needed to approve the recommendation of the City of Bowling Green to accept the fiscal performance program review as satisfactory.

**Motion by:** A motion was made by Wayne Goodrum, seconded by Vickie Wade, to approve the recommendation of the City of Bowling Green to accept the approval of the fiscal performance of ResCare Workforce Services as satisfactory. **Motion carried.**

- **WDB Meeting Schedule through December 2017**
  - Ron Sowell advised that a meeting schedule was necessary in order to avoid the necessity of calling special meetings each month.

**Motion by:** A motion was made by Wayne Goodrum, seconded by Mayor Randall Curry, to approve the following meeting schedule for the remainder of 2017. **Motion carried.**

- August 17
- September 19
- October 19
- November 16
- December 14
  
- **Conflict of Interest**
  - Signing the Conflict of Interest Statement. Ron Sowell advised that the conflict of interest policy requires each Board member to sign a conflict of interest disclosure form annually. Forms were previously provided electronically and copies were offered during the meeting.

- Board Training. Lori Strumpf advised that Board ethical responsibility training will be offered in August 2017 and an overview of WIOA will be offered in September 2017.

**Committee Reports**

- Youth Council Committee. Dana Russell, the Youth Council Chair, reported that the Youth Council met on June 20, 2017 and is pursuing two initiatives, a youth leadership program for out-of-school young adults, and a GAP and Opportunity Analysis that will be utilized to produce an asset map.

**Knowledge Development**

- Industry Alliances and Targeted Sectors. Lori Strumpf reported that six industry sectors have been targeted by the WDB based on criteria pertaining to high wage, high growth, or high demand. The presentation focused on how the WDB is moving forward on using the targeted industries in policy development and service delivery. These target industries sectors have been integrated into WDB policies, we are creating a structure and strategy for industry to communicate workforce needs in real time, and creating structure and strategy for industry to become the collective voice on all issues that matter to them.

With no other business to discuss, a motion was made by Mayor Randall Curry, seconded by Wayne Goodrum, to adjourn the meeting. **Motion carried.**

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

Date: 8-17-17 \_\_\_\_\_