

**South Central WDB Board Meeting
March 15, 2018
8:30a – 10:00a**

Location: Bowling Green Area Chamber of Commerce, 710 College St. First Floor

- I. Welcome and Approval of December 14, 2017 Minutes (Action) (Ron)**
- II. Board Chair's Report (Ron)**
- III. Board Director's Report (Robert)**
- IV. SCKY Foundation for Workforce Development Updates (Robert)**
- V. Resource Development Since 1/1/18 Update (Robert)**
 - \$15,000 in private investment
 - \$20,000 for high school career pathways initiative
 - \$74,500 for business impact CDL partnership with SKYCTC
 - \$228,939 for SCK Launch Expansion
 - \$30,000 **pending** for soft skills programming
- VI. CDL Partnership Update (Dr. J)**
- VII. Branding Update (Robert)**
- VIII. Website and Social Media Update (Robert)**
- IX. iDashboards Update (Robert)**
- X. Wage, Benefit, and Opening Survey Update (Robert)**
- XI. High School Career Pathways Initiative Update (Robert)**
- XII. RFP Process Update (Lori)**
 - Direct Services
 - One-Stop Operator
 - Fiscal Agent
- XIII. Governance Committee Update from January 11, 2018 (Craig and Robert)**

- XIV. Consent Agenda (Action) (Craig) (Ask if anyone would like to remove an item for discussion)**
- **Procurement Policy**
 - **Dislocated Worker WEX (Work Experience) Policy**
 - **Incumbent Worker Policy**
 - **Disposing of Federally Funded Assets Policy**
 - **Supportive Services Policy Update**
- XV. Audit Committee Update from January 17, 2018 (Craig and Robert)**
- XVI. Executive Committee Update from February 1, 2018 (Ron and Robert)**
- XVII. Youth Council Update from March 13, 2018 (Dana and Lori)**
- XVIII. System Building Activities (Updates)**
- **Expanding Access through Affiliate and Satellite Sites (Update) (Lori)**
 - **Partner Team Progress (Update) (Lori)**
- XIX. Policies for Center and Affiliate Site Certification (Lori) (Discussion and Action)**
- XX. Development of Legislative and Policy Task Force (Robert and Lori) (Discussion and Action)**
- XXI. WDB Oversight Reports (Information, Discussion, and Action)**
- **One-Stop Operator Report (Information) (Hilton)**
 - **Fiscal Agent Report (Erin)**
- XXII. Adjournment**

Upcoming Board Meetings

8:30 to 10:00 a.m.

- **May 17: Glasgow Health Campus of SKYCTC, Glasgow**
- **July 19: Franklin-Simpson Center of SKYCTC, Franklin**
- **September 20: Location to be determined**
- **November 15: Location to be determined**

MINUTES
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
BOWLING GREEN AREA CHAMBER OF COMMERCE
BOWLING GREEN, KENTUCKY
March 15, 2018

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

Benny Lile; Beverly Tobin-Ford; Chris Boggs; Don Howerton; Dr. James McCaslin; Eileen Coleman; Rodney Rogers; Jason Cole; Patrick Ross; Ron Sowell; Teresa Montgomery; T.J. Shockley-Hunt; Wayne Goodrum; and Lakeesha Tisdale.

Visitors Present

Regina Jackson; Wil Cannon; Don Sergent; Erin Ballou; Meredith Rozanski; Kim Myers; Kim Rice; Brittany Cain; R.A. Pok; Tera West; Hilton Isable; Brian Becker; Sharyl Markham; Penny Poteet; Mandy Rexroat; and David Burch.

Ron Sowell recognized a quorum, called the meeting to order, and welcomed everyone, including Edmonson County Judge Executive Wil Cannon.

Approval of Minutes

Dr. James McCaslin advised that the reference to Business Leadership Team under the heading "System Building Activities, Partner Team Progress" should be changed to Business Solutions Team.

Motion by: A motion was made by Dr. James McCaslin, seconded by Rodney Rogers, to approve the December 14, 2017 meeting minutes as amended.

Motion carried.

Board Chair's Report

Ron Sowell advised that he has observed that Robert Boone is very busy and that the Board is making tremendous progress.

Board Director's Report

Robert Boone advised that it is a pleasure for him to serve in his role with the Board and the many partners. In his presentation, Robert Boone focused on two themes of activity, beginning with customer interaction. He reported that the Career Center is intentionally trying to provide more one-on-one customer service with a sales approach. The Career Center has a focus list, and these

individuals are being called to learn about the services they received and whether any further help can be provided.

The second theme of activity is the Board's oversight role. Robert Boone advised that partner meetings are ongoing as the partners continue to work on goals. One of the goals the partners have established is to have 137 weekly referrals of qualified individuals with the end goal to help people more fully. The plan is to present output by partner related to the 137 weekly referral goal beginning with the May Board meeting. Robert Boone also plans to present a monthly employer newsletter beginning in May 2018.

SCKY Foundation for Workforce Development Update

Robert Boone announced that the Foundation had its second meeting on December 18, 2017 and that he was formally hired as a Foundation employee. The purposes of the Foundation are private fundraising, grant writing, and a partnership for leveraged resources. The Foundation will meet on April 9, 2018 to engage in strategic planning, and Greg Coker will serve as the facilitator.

Resource Development Since 1/1/18 Update

Robert Boone reported that the Board had received the following resources since January 1, 2018:

- \$15,000 in private investment
- \$20,000 for high school career pathways initiative
- \$74,500 for business impact CDL partnership with SKYCTC
- \$228,939 for SCK Launch Expansion
- \$30,000 pending for soft skills programming

CDL Partnership Update

Dr. James McCaslin reported that significant progress had been made with the newly launched CDL program. SKYCTC has hired an instructor with 29 years of experience, and 20-30 students are waiting to begin the program. The City of Franklin is paying for the site engineer, and SKYCTC has possibly found four trucks that can be utilized.

Policies for Center and Affiliate Site Certification

Lori Strumpf with Strumpf Associates presented policies for center and affiliate site certification and advised that if approved, applications for full service centers will be due March 1, 2019 with approved certifications by July 1, 2019. Training will begin in April 2018.

Motion by: A motion was made by Wayne Goodrum, seconded by Teresa Montgomery, to approve the Policies for Certification as presented. **Motion carried with the following members abstaining: T.J. Shockley-Hunt; Dr. James McCaslin; Don Howerton; Lakeesha Tisdale; Jason Cole; and Beverly Tobin-Ford.**

Development of Legislative and Policy Task Force

Robert Boone advised that the Board will likely receive requests to take a position on proposed government workforce policies. The Board could choose to remain neutral or take a more systematic approach and take a stance. Robert Boone recommended that the Board create a policy and legislative task force which would operate as a committee and would develop policy framework and would serve the purpose of a source of information for legislators on workforce-related topics.

Motion by: A motion was made by Eileen Coleman, seconded by Rodney Rogers, to create a policy and legislative task force and to grant the Chairman authorization to appoint the task force members. **Motion carried with Beverly Tobin-Ford abstaining.**

WDB Oversight Reports

- One-Stop Operator Report
 - Hilton Isable, with ResCare Workforce Services, advised that there had been 8,318 visits to the two Career Centers since July 1, 2017 and that approximately 5,000 applicants had been referred. Since that same time, 283 individuals have been placed in jobs, and 149 individuals have been provided training. Hilton Isable reported that the Career Center is working on strategies to streamline information it receives from employers.
- Fiscal Agent Report
 - Erin Ballou, with the City of Bowling Green, presented the financial report dated March 6, 2018. The available balance as of March 6, 2018 is \$2,873,440. Erin Ballou advised that approximately \$680,000 needs to be spent or will expire on June 30, 2018, but in comparison, this number was over \$1,000,000 this time last year.

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

Branding Update

Robert Boone advised that the work with WerkShop Branding had resulted in a very good brand with a new logo. He introduced Kenova Works as the new Foundation's logo and advised that it would be presented to the Foundation Board on April 9, 2018. After discussion about involvement of the committee appointed to assist with this work and an offer by Robert Boone to take the work back to the committee, the Board decided to move forward.

Motion by: A motion was made by Beverly Tobin-Ford, seconded by Rodney Rogers, to approve the new branding images as presented. **Motion carried.**

Website and Social Media Update

Robert Boone reported that the websites for the Board and Kenova Works have been finalized and that the Career Center Facebook page has been redesigned. Kenova Works is also on Facebook.

iDashboards Update

Robert Boone reported that much has been accomplished toward launching iDashboards, and it will drive how the Board collects data. The Board can create as many dashboards as it believes is appropriate, and there will be dashboards for affiliate site activity, hiring events, the number of job openings, the number of referrals as well as others. The program will allow the Board to see trends over time for a variety of activities. We will begin utilizing it in full force in May 2018.

Wage, Benefit and Opening Survey Update

Robert Boone reported that the Opening, Wage and Fringe survey had been released to employers and that there has been a great response to this point. The survey has gone out through various media, and private employers have been encouraged to complete it. We are looking for information regarding openings, wages, and fringe benefits in the 10-county area.

System Building Activities

- Expanding Access Through Affiliate and Satellite Sites
 - Lori Strumpf reported that there are currently 14 affiliate sites and that two have recently been added in Edmonson County. The only counties currently without sites are Metcalfe and Monroe. Open houses have occurred in Hart and Simpson counties, and there will be open houses in April 2018 in Warren, Barren and Simpson counties. Since March 2, 2018, 193 individuals have visited affiliate sites.

- Partner Team Progress

- The partner team has developed a customer comment card which will allow data to be collected, and the Board will receive quarterly reports. The team is also getting ready to launch a business comment card to use after events. The business solutions team is launching a marketing campaign to solicit new businesses to become involved. This team is also providing a workplace literacy program at Pan Osten.

High School Career Pathways Initiative Update

Robert Boone reported that the High School Career Pathways Initiative grant has been extended for \$20,000 and he has hired Cordelia Witty to work as a part-time coordinator through December 2018. She is delivering presentations to high school students to build career pathways and to connect them to employment. The current push is toward May 2018 graduates, but the grant has been extended through December 2018. The goal is to offer these services to all high schools in the 10-county region, and the offer has been extended to all of them.

RFP Process Update

The request for proposals for direct services, one-stop operator, and fiscal agent have been released and have a March 23, 2018 deadline.

Governance Committee Update from January 11, 2018

Robert Boone reported that the Governance Committee met on January 11, 2018 and proposed that the following policies be approved: Support Services Policy (Policy No. 2016-13); Procurement Policy (Policy No. 2017-15); WIOA Adult, Dislocated Worker and Youth Work Experience (WEX) Policy (Policy No. 2017-18); Incumbent Working Training Policy (Policy No. 2017-19); and Asset Disposition Policy (Policy No. 2018-20). The Executive Committee approved all of these policies at its February 1, 2018 meeting.

Audit Committee Update from January 17, 2018

Robert Boone reported that Bobby Webb with Montgomery & Webb, CPAs, delivered the results of the audit FY ending June 30, 2017. The audit did not reveal any significant deficiencies or material weaknesses meaning that the Board had an unqualified, clean audit. However, the results of the auditing procedures disclosed certain instances of non-compliance findings consisting of eight material weaknesses with respect to eligibility compliance and program policy compliance. Robert Boone developed a corrective action response to address the deficiencies. The Executive Committee approved the audit at its February 1, 2018 meeting.

Executive Committee Update from February 1, 2018

Ron Sowell reported that the Executive Committee met on February 1, 2018. The committee approved the 2017 audit and approved the policies referenced under the Audit Committee Update. The Executive Committee also received an update on the results of the January 2018 comprehensive monitoring by the State, but the results are not yet finalized. The Executive Committee additionally approved the release of the Direct Services and One-Stop Operator RFP, and the Executive Committee authorized Ron Sowell to appoint a review team to review the proposals. The Executive Committee also assigned terms to the members of the Youth Council. Finally, the Executive Committee approved a 2018 professional services contract with Strumpf Associates for \$72,800 to complete the following tasks: (1) the Youth Leadership and Skills Gap Analysis approved by the Board in November 2017; (2) draft the RFPs for fiscal agent and direct services and one-stop operator and assist in the managing of the RFP review process; (3) launch center and affiliate site certification process; and (4) provide general support to the Board and CEO.

Youth Council Update from March 13, 2018

Lori Strumpf reported that the Youth Council has created a work plan for both the leadership initiative for young adults and the GAP analysis. The leadership initiative for young adults will begin in April 2018, and Lori Strumpf will be sending out a survey for the GAP analysis.

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

Approved:  _____

Date: 5-17-18 _____