

South Central WDB Board Meeting
November 16, 2017
8:30a – 10:00a

Location: SKYCTC KATI Campus, Round Room, 1127 Morgantown Rd, Bowling Green
(Next to Wal-Mart)

- I. Welcome and Approval of October 19, 2017 Minutes (Ron)**
- II. Presentation: Christina Comer, Program Manager, Fort Campbell Corporate Fellowship Program (Robert)**
- III. Introduction: Ray Leathers, Private Sector Liaison, Kentucky Education and Workforce Development Cabinet (Robert)**
- IV. Executive Committee Update from November 13, 2017 (Ron)**
- V. November Open Jobs Report (Robert)**
- VI. System Building Activities (Update, Discussion, and Action)**
 - Expanding Access through Affiliate and Satellite Sites (Update) (Lori)
 - Partner Team Progress (Update) (Lori)
 - Recruitment and Training Initiatives Underway (Update)
 - October Expungement Fair (Robert)
 - Focus on transitioning veterans (Robert)
 - Focus on transitioning the international workforce (Robert)
 - SKYCTC CDL Program in Partnership with the workforce development board (Dr. J)
- VII. WDB Oversight Reports (Information, Discussion, and Action)**
 - One-Stop Operator Report (Information) (Tera)
 - Fiscal Agent Report for October (Tera) (Erin)
- VI. Committee Reports (Updates and Action)**
(Committee Chairs)
 - Youth Council (Dana)
 - Youth Leadership Program (Discussion and Action)
 - Youth Opportunity and Gap Analysis (Discussion and Action)
 - Youth Council Membership (Ron) (Discussion and Action)
 - Governance Committee Nominations (Ron) (Discussion and Action)
- VII. Adjournment**

Schedule through 2017

To be held from 8:30 to 10:00 at the Chamber each month unless otherwise notified.

- December 14

MINUTES
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
SKYCTC KATI CAMPUS
BOWLING GREEN, KENTUCKY
November 16, 2017

Time & Place of Meeting

The South Central Workforce Development Board meeting was held at 8:30 a.m. at the SKYCTC KATI Campus, 1127 Morgantown Road, Bowling Green, Kentucky.

Members Present

John Conrad; Craig Browning; Dana Russell; Don Howerton; Dr. James B. McCaslin; Eileen Coleman; Rodney Rogers; Gretchen Bandy; Jason Cole; Patrick Ross; Ron Sowell; Teresa Montgomery; Terri Wiethorn; Tim Smith; Wayne Goodrum; and Lakeesha Tisdale.

Visitors Present

Regina Jackson; Erin Ballou; Ray Leathers; Kim Myers; Sherri Forester; Don Sergent; Kim Rice; Brian Becker; Hilton Isable; and Tera West.

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

Ron Sowell additionally recognized three new Board members, LaKeesha Tisdale, John Conrad, and Rodney Rogers.

Presentation by Christina Coomer, Program Manager, Ft. Campbell Corporate Fellowship Program

Robert Boone introduced Christina Coomer who is the Program Manager for the Ft. Campbell Corporate Fellowship Program. She provided information concerning the Hiring Our Heroes Corporate Fellowship Program which provides recently transitioned veterans paid fellowships with management training in the civilian workforce. Interested veterans apply and are interviewed by participating companies. Upon selection, they are placed in management or a professional positions with host companies four days a week for up to 12 weeks. Ms. Coomer introduced Marc Quesenberry who is the West Kentucky Workforce Veterans Transition Liaison who spoke highly of the Hiring Our Heroes Program.

Approval of Minutes

Motion by: A motion was made by Patrick Ross, seconded by Wayne Goodrum, to approve the October 19, 2017 meeting minutes as presented.

Motion carried.

Introduction of Ray Leathers, Private Sector Liaison for the Education and Workforce Development Cabinet

Robert Boone introduced Ray Leathers, the Private Sector Liaison for the Education and Workforce Development Cabinet. Mr. Leathers greeted everyone and advised that he was favorably impressed with the activities of the Board. He advised that he is available to provide any needed assistance.

Executive Committee Update

Ron Sowell advised that the Executive Committee met on November 13, 2017 and approved the utilization of a consent agenda at Board meetings to group the routine, non-controversial items together for presentation and approval by the Board through a single motion. This process should allow more time to focus on substantive issues. The Executive Committee also approved entering into a contract with Werkshop Brands in the amount of \$7,200 for the development of a branding campaign/strategy after review of proposals received from the Board approved request for proposals. Lori Strumpf with Strumpf Associates, additionally provided the Executive Committee with an update on the Business Solutions Team. Finally, Ron Sowell announced that Lori Strumpf was working with him on the salary and benefits structure for Robert Boone's position and that payroll and benefits would be paid through the SCKY Foundation for Workforce Development, Inc., the Foundation the Board created, which has been determined to be the easiest way to structure employment compensation and benefits. The new arrangement with the Foundation will begin on January 1, 2018.

November Open Jobs Report

Robert Boone advised that there are currently 6,677 jobs open in the 10-county region, which is a 1,382 increase from October 2017. 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. These numbers continue to underscore the importance of well-implemented strategies.

System Building Activities

- Expanding Access Through Affiliate and Satellite Sites
 - Lori Strumpf announced that there are currently nine committed partner affiliates, up from six in October 2017. The three new sites are Barren County Adult Education, Simpson County Adult Education, and Warren County Adult Education. She has also made visits to Metcalfe County. The three counties that remain unrepresented are Monroe, Metcalfe and Edmonson. She has additionally provided training to the three sites in Logan County.

- Partner Team Progress

- Lori Strumpf advised that the partners had been meeting monthly over the last eight months with four key goals. These goals are to expand vision, integrate services, act as a center point of contact for business, and build a new center. She advised that the Business Solutions Group would be attending training the following day in Salesforce.
- Recruitment and Training Initiatives Underway
 - Expungement Fair. Robert Boone advised that 94 individuals attended the October 25, 2017 expungement fair. Eighty individuals were new to the event and 14 returned from the first expungement fair in September 2017. Of the attendees, 37 were deemed work ready. These individuals will now work with attorneys to complete the expungement process and obtain employment. Going forward, the Board will likely have two expungement fairs per year in the fall and in the spring.
 - Focus on Transitioning Veterans. Robert Boone advised that the Board continues to visit Ft. Campbell weekly to build contacts with transitioning veterans and that he is working on a program to transport interested veterans to the 10-county area to allow them to visit communities and realize all of the potential opportunities.
 - Focus on Transitioning the International Workforce. The Board is currently conducting a monthly workforce job fair targeted toward the international workforce. At the last event on October 31, 2017, 80 foreign-born individuals attended, and 15 were hired at the event. The next fair is scheduled for November 30, 2017 at Holy Spirit Catholic Church.
 - SKYCTC CDL Program. Dr. James McCaslin announced that SKYCTC is launching a CDL program in partnership with the Board. Currently, the closest places individuals can take the CDL class are Hopkinsville and Elizabethtown. With the launch of the new program, individuals can take the class in Franklin.

WDB Oversight Reports

- OneStop Operator Report
 - Tera West, with ResCare Workforce Services, advised that ResCare had seen nearly 3,000 individuals during the contract year thus far. Almost 2,000 individuals have applied for positions, and 250 employers are involved in some way. ResCare is on target in regard to financials.

- Fiscal Agent Report
 - Erin Ballou, with the City of Bowling Green, presented the financial report dated October 31, 2017. The available balance as of November 7, 2017 is \$3,159,549 with no November draws being reported.

Motion by: A motion was made by Tim Smith, seconded by Eileen Coleman, to approve the monthly financial report as presented. **Motion carried.**

Committee Reports

- Youth Council
 - Youth Leadership Program. Dana Russell, the Youth Council Chair, advised that the Youth Council has been meeting regularly over the past four months and has decided to focus on two initiatives. The first is a youth leadership program. This project aligns with the WIOA requirement for teaching leadership skills to youths as one of the 14 required program elements. The program will provide young adults who are at risk with an opportunity to learn leadership by becoming engaged in their communities. Participants will volunteer for the program, which requires a commitment of one full weekend at the beginning of each new class and one Saturday a month for one year. The estimated annual budget is \$35,000 to cover a facilitator, food for the meetings, transportation for young adults to come to the monthly meeting, transportation for a final trip, either to Lexington, Kentucky or Washington, D.C., and field trip costs.
 - Youth Opportunity and Gap Analysis. Dana Russell advised that the second Youth Council initiative is a mini-gap analysis and opportunity analysis to identify key program strategies and activities that engage young adults in youth and career development activities. Once identified, the analysis will survey the region for the availability of those strategies and activities through programs that deliver them. The steps of the analysis will include working with the Youth Council, stakeholders, and young adults to identify key programs, a survey of program providers, conducting focus groups with young adults, creating gap and opportunity analysis, conducting stakeholder and elected official town hall meetings to identify solutions to fill gaps, and producing a set of recommendations for moving forward. The estimated budget to complete the project is \$40,000 to hire an individual or firm to conduct the research, facilitate focus groups, facilitate town halls, and produce a report; to pay for

transportation and a stipend to youth who attend the focus groups; and to produce the survey online.

Motion by: A motion was made by Dana Russell, seconded by Wayne Goodrum, to allocate \$75,000 for a 12-month period to support the Youth Leadership Program and the Youth Opportunity and Gap Analysis as presented. **Motion carried.**

- o Youth Council Membership. Ron Sowell recommended that effective November 16, 2017, the following individuals be appointed to serve on the Youth Council: Dana Russell, Chair; T.J. Shockley-Hunt; Robert Boone; Kim Rice; Sierra West; Vonda Jennings; and Don Howerton.

Motion by: A motion was made by Craig Browning, seconded by Dr. James McCaslin, to approve the membership of the Youth Council as presented. **Motion carried.**

- Governance Committee. Ron Sowell recommended that effective November 16, 2017, the following individuals be appointed to serve on the Governance Committee: Craig Browning, Chair; Teresa Montgomery; and Patrick Ross.

Motion by: A motion was made by Dr. James McCaslin, seconded by Wayne Goodrum, to approve the membership of the Governance Committee as presented. **Motion carried.**

Schedule of Meetings

The following meeting has been scheduled through 2017 beginning at 8:30 a.m. at the Bowling Green Area Chamber of Commerce in Bowling Green:

- December 14

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

Approved:  _____

Date: 12.14.17 _____