

South Central WDB Board Meeting
October 19, 2017
8:30a – 10:00a

Location: Bowling Green Area Chamber of Commerce, Community Room, 1st Floor

- I. Welcome and Approve of August 17, 2017 and September 19, 2017 Minutes**
(Ron)
- II. Executive Committee Update from October 16, 2017** (Ron)
- III. October Open Jobs Report** (Robert)
- IV. System Building Activities (Update, Discussion, and Action)**
 - Expanding Access through Affiliate and Satellite Sites (Update) (Lori)
 - Partner Team Progress (Update) (Lori)
 - iDashboards Demo (Discussion and Action) (Dr. J and Jason)
 - Recruitment and Training Initiatives Underway (Update)
 - Expungement Fair (T.J.)
 - Focus on transitioning veterans (Robert)
 - Focus on transitioning the international workforce (Adam Hammons)
 - Focus on workforce database follow-up and non-GED/High School Diploma list (Robert)
 - Medicaid Waiver MOA (Discussion and Action) (Robert)
 - RFP for Opening, Wage, and Fringe Study (Discussion and Action) (Robert)
- V. WDB Oversight Reports (Information, Discussion, and Action)**
 - One-Stop Operator Report (Information) (Angela)
 - Fiscal Agent Report for August and September (Action) (Erin)
- VI. Committee Reports (Updates and Action)**
(Committee Chairs)
- VII. 10-Minute Board Training**
 - “Disability Employment Awareness” (Jason Cole)
- VIII. Adjournment**

Schedule through 2017

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

- November 16
- December 14

MINUTES
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
BOWLING GREEN AREA CHAMBER OF COMMERCE
BOWLING GREEN, KENTUCKY
October 19, 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

Benny Lile; Beverly Tobin-Ford; Chris Boggs; Dana Russell; Don Howerton; Dr. James B. McCaslin; Eileen Coleman; Erica Spillman; Gretchen Bandy; Jason Cole; Patrick Ross; Randall Curry; Ron Sowell; Teresa Montgomery; Terri Wiethorn; and T.J. Shockley-Hunt.

Visitors Present

Regina Jackson; Jeff Meisel; Meredith Rozanski; Kim Myers; Don Sergent; Erin Ballou; Donald Walbert; Hilton Isable; Adam Hammons; Angela Blackburn; Tera West; Vonda Jennings; Penny Poteet; Mandy Hatcher; Sharyl Markham; Michael Hale; and Kim Rice.

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 Patrick Ross, to approve the August 17, 2017 and September 19, 2017 meeting minutes as presented. **Motion carried.**

Work Ready Program in Barren County

County Judge Executive Michael Hale discussed the work ready program in Barren County. The program has been highly successful.

October Open Jobs Report

Robert Boone, the Executive Director, advised that there are currently 5,295 jobs open in the 10-county region. In five years, this number is expected to reach 22,586 due to growth and replacement demand. The number is projected to be 45,899 in 10 years. These numbers underscore the importance of the work of the Board and the importance of having a strategic plan.

System Building Activities

- Expanding Access Through Affiliate and Satellite Sites
 - Lori Strumpf, with Strumpf & Associates, reported on the creation of more access points in the region. There are currently six committed partner affiliates, three in Logan County, one in Allen County, one in Butler County, and one in Hart County. These sites will ultimately need to be certified which will be completed next year once the requirements are finalized. Lori Strumpf is making site visits to be sure that each site has signed a memorandum of understanding with the Board, that computer equipment is in the right places, and that appropriate signage has been posted. She is also working on non-traditional sites such as libraries and a food bank. Non-traditional sites often reach individuals who might not visit a traditional location.

- Partner Team Progress
 - Lori Strumpf reported that the partners are meeting monthly and currently have four work groups, the information analysis work group, the certification and quality standards work group, the business solutions work group, and the access points work group. Lori Strumpf is facilitating the development of a memorandum of agreement with the mandatory and non-mandatory partners which is required by the WIOA. The agreement will contain a resource sharing provision and will need to be approved by the Board.

- iDashboards
 - Robert Boone arranged for a demonstration of iDashboards on October 12, 2017, and Jason Cole and Dr. James McCaslin attended. Both gave favorable reports about the system. Robert Boone advised that the system will give the Board control over its data. He explained that the cost is \$25,290 over a two-year period for 15 licenses for partners. The partner share will be \$480. Dr. James McCaslin also expressed the need to obtain information from the State's system.

Motion by: A motion was made by Dr. James McCaslin, seconded by Beverly Tobin-Ford, to purchase the iDashboards system for a period of two years at a cost of \$25,290 for 15 licenses. **Motion carried.**

- Recruitment and Training Initiatives Underway
 - Expungement Fair. T.J. Shockley-Hunt reported that the first expungement fair was held at the Warren County Justice Center on September 26, 2017 and was open to residents of all 10

counties. There were participants from eight of the 10 counties, with only Logan and Edmonson counties failing to have any participants. She reported that the event was very successful. One hundred and twenty individuals attended, and approximately 60 had criminal histories run. Twenty-eight individuals were deemed work ready. Nine of these individuals could pay for the record search, and the Board paid for the record search for 19. She reported that she had received very favorable feedback. The next expungement fair event is scheduled for October 25, 2017 which will be open to anyone who would like to attend.

- Focus on Transitioning Veterans. Donald Walbert, the ResCare Operational Manager, attended the last Ft. Campbell event in September 2017. He advised that 450 to 500 soldiers are transitioning monthly into the workforce. Board representatives are now going weekly to the minor job fairs, and the Board is registered to attend the major job fair in December 2017. At the last fair, 65 soldiers came by the booth, and 29 resumes were collected. As this initiative progresses, the Board would like to have soldiers and families visit the 10-county area to generate interest.
- Focus on Transitioning the International Workforce. Adam Hammons, a ResCare Case Manager, presented on the coordinated efforts to reach the international community. Statistically, the 10-county area has a higher percentage of international individuals than the rest of the State. Thirty international workers have been placed in jobs. The next international job fair will be on October 31, 2017 at Holy Spirit Catholic Church.
- Focus on Workforce Database Follow-up and Non-GED/High School Diploma List. Robert Boone reported that ResCare Workforce Services' staff members have been calling individuals within the region who do not have a GED to make them aware of services and opportunities. However, the lists of these individuals are outdated. Of the 1,851 individuals on a list, 1,100 could not be reached. Twenty-eight individuals who are looking for employment and want to earn a GED have been assisted.
- Medicare Waiver MOA. Robert Boone reported that the State has asked the Board to participate in a memorandum of agreement related to the workforce component contained in the state health program. The program is currently in the developmental phase,

and Robert Boone recommended that the Board participate. He additionally reported that the agreement as presented by the State does contain some concerns that he and the Board attorney are in the process of resolving. He recommended approval of the agreement contingent on the resolution of these concerns.

Motion by: A motion was made by Dr. Benny Lile, seconded by Mayor Randall Curry, to approve the memorandum of agreement between the Education and Workforce Development Cabinet and the Board contingent on final review and revision satisfactory to the Executive Director and Board attorney. **Motion carried.** T.J. Shockley-Hunt abstained.

- RFP for Opening, Wage, and Fringe Study
 - Robert Boone reported that a study in regard to job tracking and referral, wages, and fringe benefits would be in alignment with the Board's strategic initiative and would allow the Board to obtain better data of open jobs, wages, and fringe benefits for both employers and job seekers. Robert Boone recommended that the Board release an RFP for this project. The project will extend across the entire 10-county area.

Motion by: A motion was made by T.J. Shockley-Hunt, seconded by Eileen Coleman, to release a request for proposals for obtaining an opening, wage, and fringe benefits study. **Motion carried.**

WDB Oversight Reports

- OneStop Operator Report
 - Angela Blackburn, with ResCare Workforce Services, shared the goal tracker report dated September 2017. The report reflects expected goals and actual performance. She also provided September 2017 outcomes for the various sectors. Finally, she announced that she had submitted her resignation and that October 20, 2017 would be her last day with ResCare. She introduced Tera West, the Interim Director, and advised that her position had been posted.

Motion by: A motion was made by Beverly Tobin-Ford, seconded by Dana Russell, expressing the Board's gratitude for the efforts and hard work exhibited by Angela Blackburn during her employment with ResCare Workforce Services. **Motion carried.**

- Fiscal Agent Report

- o Erin Ballou, with the City of Bowling Green, presented the financial reports dated August 31, 2017 and October 9, 2017. The available balance as of October 9, 2017 is \$3,296,888. Erin Ballou also reported that the Education and Workforce Development Cabinet Medicare grant in the amount of \$20,000 will be added to the schedule as available revenue.

Motion by: A motion was made by Gretchen Bandy, seconded by Teresa Montgomery, to approve the monthly financial reports as presented. **Motion carried.**

Committee Reports

None.

10 Minute Board Training

- Disability Employment Awareness.
 - o Jason Cole reported that October is National Disability Awareness Month which started in 1945. Vocational rehabilitation assists individuals in overcoming disability issues in order to become employed. Across the state, Kentucky averages 3,800 successful assistance closures a year with 376 being in the 10-county area. Two thousand individuals are on a waiting list.

Schedule of Meetings

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

- November 16
- December 14

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

Approved:  _____

Date: 11-16-17 _____