

**AGENDA**  
**South Central WDB Board Meeting**  
**September 19, 2017**  
**8:30a – 9:30a**

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

**I. Welcome and Approve of August 17, 2017 Minutes (Ron)**

**II. System Building Activities (Information and Discussion)**

- Self-Sufficiency Wage Research (Information) (Debbie Hills, United Way of Southern Kentucky)
- Best Practices Site Research (Information) (Dr. J, Angela, Robert)
- New One-Stop Center (Information) (Lori)
- Expanding Access through Affiliate and Satellite Sites (Update) (Lori)
- iDashboards (Update) (Robert)
- Accounting Services (Update) (Robert)
- Recruitment and Training Initiatives Underway (Update)
  - Expungement Fair (T.J. and Lori)
  - Focus on transitioning veterans (Robert)
  - Focus on transitioning the international workforce (Robert)
  - Focus on workforce database follow-up and non-GED/High School Diploma list (Robert)
- Medicaid Waiver MOA (Discussion and Action) (Robert)
- System Opening, Wage, and Fringe RFP (Discussion and Action) (Robert)

**III. WDB Oversight Reports (Information, Discussion, and Action)**

- One-Stop Operator Report (Information) (Angela)
- Fiscal Agent Report (Action) (Erin)

**IV. Committee Reports (Updates and Action)**  
(Committee Chairs)

**Schedule through 2017**

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

- October 19
- November 16
- December 14

**MINUTES**  
**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD**  
**BOWLING GREEN AREA CHAMBER OF COMMERCE**  
**BOWLING GREEN, KENTUCKY**  
**September 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; Craig Browning; Dana Russell; Dr. James McCaslin; Erica Spillman; Jason Cole; Patrick Ross; Ron Sowell; and T.J. Shockley-Hunt.

**Visitors Present**

Regina Jackson; Brooke Justice; Brian Becker; Erin Ballou; Don Sergent; Tera West; Dr. Kim Myers; and Angela Blackburn.

Ron Sowell declared the absence of a quorum noting that no motions or voting would occur. The meeting convened with reports only.

Ron Sowell welcomed new Board member Erica Spillman with Visibly You replacing Larry Glass and reported that Vickie Wade had notified him of her resignation effective September 30, 2017 as a result of her change in employment.

**System Building Activities**

- Self-Sufficiency Wage Research
  - Debbie Hills, the Executive Director for United Way of Southern Kentucky, advised that United Way of Southern Kentucky had completed an 18-month period of research over the 10-county area regarding self-sustaining wages. She reported that approximately 5,000 surveys were conducted. The research informs that many families are struggling within the 10-county area. For this area, a self-sustaining living wage is approximately \$14 per hour, meaning that the minimum wage threshold is insufficient. The average monthly cost of living is \$4,935 for an annual total of \$59,220. Lori Strumpf, with Strumpf & Associates, and Craig Browning commented that the Board by policy has not set the definition of self-sufficiency above minimum wage but that the Board could determine that it should do so based on current research.

- Best Practices Site Research
  - Dr. James McCaslin, Robert Boone, the Executive Director, and Angela Blackburn, with ResCare Workforce Services, recently visited the operations of a workforce development board in Virginia and were favorably impressed. This organization has developed over a period of 16 years to where our Board aspires to be. The group visited affiliate sites, and while every location had its own culture, there were common signs and every staff member knew every other staff member across locations. The group was also impressed with the flow of processes and the cohesiveness of all partners working together. They enjoyed seeing the interaction within the centers and will be able to utilize information that they gathered as our Board moves forward.
  
- New OneStop Center
  - Lori Strumpf reported that with the support of local officials and the Bowling Green Area Chamber of Commerce, the Board will be able to build a new OneStop Center. The partners are meeting monthly and have discussed space planning and other components. The target launch date for the new OneStop Center is June 2019. Lori Strumpf recommended that the Board be the leaseholder with the understanding that doing so entails some risk for the Board because the Board will have expenses associated with this role. Lori Strumpf additionally advised that the Board will need to support the partners as they are encouraged to move all or some of their staff to the new center as co-locating in some fashion will be important.
  
- Expanding Access Through Affiliate Satellite Sites
  - Lori Strumpf reported that she had received commitments from three organizations in Logan County to act as satellite or partner affiliate locations. The Logan County Library has committed to serve as a satellite location, and the Logan County Good Samaritan and Logan County Adult Education have committed to act as partner affiliates. Lori Strumpf has made visits to other counties regarding their willingness to serve in one of these capacities and will continue to pursue additional locations. She provided a spreadsheet containing the organizations she is contacting.
  
- iDashboards
  - At the August 17, 2017 Board meeting, the Board tabled any action related to the purchase of customized data software until additional information could be gathered. Robert Boone advised

that he would arrange for an iDashboards demonstration in which Board members would be invited to participate. He then suggested that the matter be referred to the Executive Committee for decision.

- Ron Sowell reminded the Board that the Executive Committee can take action to address matters between Board meetings in order to avoid delay and report any action taken to the Board at its next meeting. Should an issue arise with any action taken by the Executive Committee, the Board can choose to review the matter and take counteraction. Executive Committee meetings are public and Board members are both invited and encouraged to attend.
- Accounting Services
  - Robert Boone indicated that after the Board gave him authority to obtain three bids related to accounting services, he has determined after further consideration that he will continue to review draw requests and other financial information for the time being.
- Recruitment and Training Initiatives Underway
  - Focus on Transitioning Veterans. Robert Boone reported that he and ResCare would be going to Fort Campbell to market our region. He advised that approximately 400 soldiers are released each month and that approximately 2,000 attend Fort Campbell's job fair activities.
  - Focus on Transitioning the International Workforce. Robert Boone advised that the first international job fair was held on August 31, 2017 with three employers and 49 attendees. Six of the attendees were placed in jobs. The next international job fair will be on October 31, 2017. Additionally, the City of Bowling Green received a grant for an international research project in which the Board wrote a letter of support.
  - Focus on Workforce Database Follow-up and Non-GED/High School Diploma List. Robert Boone reported that ResCare Workforce Services' staff members will complete calls to individuals within the region who do not have a GED to make them aware of services and opportunities.
  - Expungement Fair. Lori Strumpf reported that two activities are underway in regard to the expungement fair the Board is supporting. An information workshop will be held on September

26, 2017 to prescreen candidates for the actual expungement fair on October 25, 2017.

- Medicare MOA. Robert Boone reported that he only recently received the proposed agreement from the State and advised that this item should be moved to the October 2017 agenda for further consideration.
- System Opening, Wage, and Fringe RFP
  - Robert Boone reported that a study is needed in regard to job tracking and referral, wages, and fringe benefits. While certain information is available through JobsEQ, additional data will help the Board determine if anomalies exist in the JobsEQ data and will enable both employers and job seekers to have current information concerning wages and fringe benefits. The recommended study will target six sectors and will assist the Board in recruiting and retaining talent. Robert Boone suggested that the Executive Committee consider issuing an RFP for this project prior to the next Board meeting.

#### **WDB Oversight Reports**

- OneStop Operator Report
  - Angela Blackburn, with ResCare Workforce Services, shared the goal tracker report dated August 2017. The report reflects expected goals and actual performance. She also provided August 2017 outcomes for the various sectors. She further elaborated on the work being done to contact individuals without GEDs. There are 1,884 individuals on the list. ResCare hopes to have this project completed within a week.
- Fiscal Agent Report
  - Erin Ballou, with the City of Bowling Green, presented the financial report dated August 31, 2017. The current balance with pending draws is \$3,296,888.

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

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

Date: 10-19-17 \_\_\_\_\_