

AGENDA
South Central WDB Board Meeting
September 21, 2018
8:30a – 10:00a

Location: Logan County Career and Technical Center, 2400 Bowling Green Rd, Russellville, KY

- I. Welcome, Introduction of New Board Members and Guests, and Approval of July 19, 2018 Minutes (Action) (Ron Sowell)**
- II. Salary, Fringe, and Opening Study Presentation (Sharon Younger, Younger Associates)**
- III. Board Vote on Nominations for Workforce Board Chair, Vice-Chair, Secretary, and Treasurer (Pat Ross)**
 - Nominations from the floor
- IV. President/CEO Report (Robert Boone)**
- V. Introduction of Jon Sowards as Vice President of Operations and Special Projects (Robert Boone and Jon Sowards)**
- VI. Board Chair Report (Ron Sowell)**
- VII. Update on Executive Committee Meetings, July 25, 2018 and August 28, 2018 (Ron Sowell)**
- VIII. Update on the Business Solutions Team's Inaugural Workforce Summit (Kim Myers)**
- IX. Policy and Legislative Committee Presentation (Lori Strumpf)**
 - Approve Policy Framework (Action)
 - Appoint Policy and Legislative Committee (Ron Sowell) (Action)
- X. Affiliate Site and Customer Service Updates (Lori Strumpf)**
- XI. Board Oversight**
 - **WIOA Title I Report (Bobbi Steelman, Career Team)**
 - **WIOA Title II Report (Anna Larson, Skills U, Adult Education)**
 - **WIOA Title III Report (Gina Johnston, OET)**
 - **WIOA Title IV Report (Jason Cole, OVR)**
 - **Financial Report (Khalid Qazi, National Able) (Action)**

XII. Results of Board Vote for Workforce Board Chair, Vice-Chair, Secretary, and Treasurer Positions (Pat Ross)

XIII. Consent Agenda (Ron) (Action)

- Appointment of T.J. Shockley-Hunt as Chair of the Youth Council
- Appointment of Chloe Muller as Member of the Youth Council (Term Ending: July 30, 2020)
- Appointment of Vice Chair to Executive Committee
- Appointment of Treasurer to Finance Committee

XIV. Adjournment

Upcoming Board Meetings

8:30 to 10:00 a.m.

- November 15: Barren County Career and Technical Center

MINUTES
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
LOGAN COUNTY CAREER AND TECHNICAL CENTER
RUSSELLVILLE, KENTUCKY
September 21, 2018

Time & Place of Meeting

The South Central Workforce Development Board meeting was held at 8:30 a.m. at the Logan County Career and Technical Center, 2400 Bowling Green Road, Russellville, Kentucky.

Members Present

Benny Lile; John Conrad; Chris Boggs; Craig Browning; Anna Larson; Bob Biltz; Dr. James B. McCaslin; Eileen Coleman; Rodney Rogers; Gretchen Bandy; Jason Cole; Kassie Celsor; Patrick Ross; Ron Sowell; Terri Wiethorn; Jack Bowers; T.J. Shockley-Hunt; Joey Traughber; and Gina Johnston.

Visitors Present

Regina Jackson; Bobbi Steelman; Anthony Terlizzi; Amanda Pedigo; Kim Myers; Mandy Hatcher; Don Howerton; Meredith Rozanski; Jamie Spears; Khalid Qazi; Tom Harned; and Lori Stumpf.

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

Ron Sowell introduced the five new Board members, Bob Biltz, Anna Larson, Treva Shirley, Gina Johnston, and Kassie Celsor.

Approval of Minutes

Motion by: A motion was made by Patrick Ross, seconded by Benny Lile, to approve the July 19, 2018 meeting minutes as presented. **Motion carried.**

Salary, Fringe, and Opening Study Presentation

Sharon Younger, with Younger Associates, presented the completed survey. The survey provides information regarding the experiences of employers concerning hiring and retaining employees across the 10-county region. The survey response rate was 7.2% with responses from all 10 counties and from all six industry types. Key findings include the following:

- 20% of employers are using temporary employees.
- Manufacturing is operating differently than all other industry types. In this sector, 36% of employers are using temporary employees, the turnover rate on an annual basis is 10%, and the absenteeism rate is 21%.

- A large percentage of employers provided raises in 2017 and 2018, but wages overall in the region are low compared to other rural areas.
- In regard to benefits, more employers are moving toward paid time off as part of their compensation package. Most employers are offering profit sharing plans, and 60% are offering health insurance benefits. Employers have experienced a 17% increase in costs for health insurance on average.
- With the tightening labor market, all sectors are relying on referrals with an increased use of social media by manufacturing. However, there is a very low utilization of career centers.
- 52% of employers indicated that they have jobs available right after high school, and 46.7% of employers indicated that they have positions available for employees with gaps in their employment history. Approximately one-third of employers have internships, and there is an interest by those employers who do not to establish them.

Board Vote on Nominations for Workforce Board Chair, Vice Chair, Secretary, and Treasurer

Patrick Ross, the Chair of the Nominating Committee, advised that the committee had received the following nominations for officer positions: Ron Sowell for Chair; Chris Boggs for Vice Chair; Gretchen Bandy for Secretary; and Joey Traugber for Treasurer. No other nominations were received from the floor.

Motion by: A motion was made by Patrick Ross, seconded by Craig Browning, to approve the nominating slate. **Motion carried.**

A secret ballot was given to each board member. The process for voting was explained, and the completed ballots were gathered for tallying.

President/CEO Report

Robert Boone reported on the following initiatives:

- He and Lori Strumpf have been working on a single point of contact for employer services that will include a customized solution and delivery system.
- He has been advising regarding projects for Western Kentucky University concerning applied learning for graduate school.
- He reported that the Learn and Earn Scholarship Program will transition to KenovaWorks and will be rebranded and expanded. Currently, the program is bringing \$70,000 in funding to the community. Within a year, the goal is to increase the amount to \$200,000. The increase in funding will allow the Board to work more closely with college students and recent graduates.

- He discussed five of the ongoing initiatives which are (1) out-of-region recruitment; (2) veterans; (3) new American job placement; (4) expungement navigation; and (5) secondary and post-secondary school transition.
- He provided an update regarding ResCare Workforce Services. Earlier in the year, he requested the State to conduct an audit. The State identified more than \$500,000 in questioned costs. Of that number, \$195,514 has been resolved. ResCare believes it can resolve an additional \$150,000. We currently anticipate that the total disallowed costs will amount to \$235,000 which the Board expects ResCare to pay. Most of the anticipated disallowed costs involve eligibility of customer issues. At present, the Board is holding back \$700,000 until the disallowed costs are resolved. Gretchen Bandy requested that the Board be apprised at each Board meeting how much the new direct service provider, Career Team, has expended and the percentage of files the Board has audited.
- He indicated he would be providing the State performance metrics the Board has negotiated with the State at the next Board meeting. Lori Strumpf will provide training regarding the new performance metrics. Career Team will also begin reporting out information on how the Board is meeting the performance metrics.

Introduction of Vice President of Operations and Special Projects

Robert Boone introduced Jon Sowards, the new Vice President of Operations and Special Projects.

Board Chair Report

Ron Sowell publicly thanked Kim Myers and the Business Solutions team for their efforts in successfully completing the first Workforce Summit.

Ron Sowell, Robert Boone, and Jon Sowards met with Secretary Derrick Ramsey earlier in the week, and he is challenging workforce boards to approach issues differently.

Update on the Business Solutions Team's Inaugural Workforce Summit

Kim Myers reported that 76 participants attended the Workforce Summit on September 20, 2018 with a cross-section of representatives. The goal of the summit was to receive input and compile information. The Business Solutions Team will provide a formal follow-up to all participants and work on a strategic action plan.

Update on Executive Committee Meetings

Ron Sowell advised that the Executive Committee had met on July 25, 2018 and August 28, 2018 and had approved two new Board positions, the Vice President of Operations and Special Projects and Executive Assistant. The Executive Committee also conducted Robert Boone's performance evaluation. The Executive Committee determined that Robert Boone exceeded expectations in every performance category and made an annual salary adjustment to reflect his positive performance.

Policy and Legislative Committee Presentation

- Lori Strumpf provided an overview of the written policy framework. This framework identifies principles and policy priorities to encourage the building of a comprehensive, high quality workforce investment system. The policy framework was developed from a work group comprised of Ron Sowell, Dr. James McCaslin, and Robert Boone.

Motion by: A motion was made by Dr. James McCaslin, seconded by Terri Wiethorn, to approve the policy framework as presented. **Motion carried.**

- Appoint Policy and Legislative Committee. Ron Sowell advised of the need to appoint an ad hoc Policy and Legislative Committee. The Board will formally appoint members to the committee at the November 15, 2018 meeting.

Affiliate Site and Customer Services Update

Lori Strumpf advised that Gretchen Bandy hosted an affiliate site event in Metcalfe County on September 20, 2018. Gretchen Bandy indicated that she invited 15 community representatives to attend, and seven attended the event. She stated that three community representatives made commitments to host a site, and the hope is to have three affiliate sites in a few weeks. Lori Strumpf additionally advised that Monroe County would like to pursue a similar event in Monroe County.

Board Oversight

- WIOA Title I Report
 - Bobbi Steelman, with Career Team, provided an executive summary of activities. On the job seekers side, services during the period July 1, 2018 through September 20, 2018 were provided to 31 adult dislocated workers, 66 youth, and 36 trade. On the business services side, 22 hiring events were held, with 24 employers attending and 461 job seekers attending. Recruitment strategies include free-screening events, mobile recruiting and weekly coaching career workshops. Career Team currently has two vacancies.

- WIOA Title II Report
 - Anna Larson with Kentucky Skills U Adult Education provided information regarding Kentucky Skills U. She indicated that 347,000 Kentucky residents do not have a high school diploma or GED. Kentucky Skills U serves this population.
- WIOA Title III Report
 - Gina Johnston, the Regional OET Program Manager for Western Kentucky, provided a general overview of OET. She indicated that OET provides employment-based services. Individuals who seek unemployment must utilize OET services.
- WIOA Title IV Report
 - Jason Cole, with OVR, provided information regarding the services provided by the eight vocational rehabilitation counselors in the region. The average caseload size is currently 193, and the number of consumers through August 30, 2018 is 1,544.

Financial Report

Khalid Qazi, with National Able, presented the financial reported dated August 31, 2018. The available balance as of this date is \$1,932,478.

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

Results of Board Vote for Workforce Board Chair, Vice Chair, Secretary, and Treasurer Positions

Patrick Ross reported that the ballots had been counted and that the following individuals were elected for a term beginning on October 1, 2018 and ending on June 30, 2019: Ron Sowell - Chair; Chris Boggs - Vice Chair; Gretchen Bandy - Secretary; and Joey Traugher - Treasurer.

Consent Agenda

Ron Sowell advised that the consent agenda consisted of the following appointments:

- Appointment of T.J. Shockley-Hunt as Chair of the Youth Council.
- Appointment of Chloe Muller as a member of the Youth Council (Term ending: July 30, 2020).
- Appointment of Chris Boggs as Vice Chair to the Executive Committee.
- Appointment of Joey Traugher as Treasurer to the Finance Committee.

Motion by: A motion was made by Gretchen Bandy, seconded by Jack Bowers, to approve all appointments on the consent agenda. **Motion carried.**

