

**MINUTES**  
**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD**  
**SOUTHCENTRAL KENTUCKY COMMUNITY AND TECHNICAL COLLEGE**  
**BOWLING GREEN, KENTUCKY**  
**MARCH 3, 2020**

**Time & Place of Meeting**

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

**Members Present**

Anna Larson; Dr. Benny Lile; Beverly Tobin-Ford; Bob Biltz; Chris Boggs; Craig Browning; Eileen Coleman; Gretchen Bandy; Dr. James McCaslin; Joey Traughber; John Conrad; Kassie Celsor; Patrick Ross; Robin Amonett; Ron Sowell; T.J. Shockley-Hunt; and Treva Shirley.

**Visitors Present**

Regina Jackson; Dr. Robert Boone; DaRhonda Hawthorne; Leslie Witty; Jessica Calvert; Bill Waltrip; Jon Sowards; James Moore; Dr. Kim Myers; Amanda Pedigo; Matt Bacon; Chad Spencer; Laura Feckter; Mark Lord; Leannette Lopez; and Jason Herron.

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

**Approval of Minutes for December 5, 2019**

**Motion by:** A motion was made by Patrick Ross, seconded by John Conrad, to approve the December 5, 2019 meeting minutes as presented. **Motion carried.**

**President/CEO Report**

Robert Boone presented recent grant awards totaling close to \$1 million in additional revenue has enabled SCWDB to evaluate the organization and realign resources and grow programs. On January 9<sup>th</sup> the Executive Committee voted to allow the following positions:

- 2 positions created as Director of Apprenticeship Programming. James Moore and Chad Spencer from the Career TEAM were transferred to the SCWDB. Their role is to combine registered apprenticeship programming into the portfolio of business services. Chad covers the southern 5 counties and James covers the northern 5 counties. They will work on paid work experiences, incumbent worker trainings, dislocated worker responses, Work Ready Community expansions, hiring events and other employer facing services.

- 2 positions created as Court2Career Coordinator. Eliezer Mendez was transitioned from the Career TEAM contract to the SCWDB. The other Court2Career position will be employed in the Cumberland's Workforce Region as this grant was produced by both workforce teams. This program works with drug courts, child support offices, and other departments of the court system to bypass detention centers and locate employment for individuals who have committed certain offenses. This allows offenders to earn money for child support, fines, etc. by meeting a workforce need and not overcrowding jail system.
- 1 position created as Director of Post-Secondary Programming. Matt Bacon was hired for this role and will lead an effort titled Career270 which seeks to place current college students or recent graduates into employment opportunities in our region. He will also oversee the KYhirED Scholarship.
- 1 position created as Quality Assurance Coordinator. This position was not funded with new revenue. Jessica Calvert was transitioned from the Career TEAM to fill this role. Jessica will audit 30-40 files a month and confirm compliance with WIOA and other funding requirements. She will also lead one major internal monitoring event per year in preparation for the state's official monitoring. Additionally, she will lead professional development activities for case managers, and review all prospective enrollments for eligibility prior to any dollars being allocated.

Robert discussed workforce services realignment of staffing changes in the Career TEAM contract. The Executive Director position and the Operations Manager positions were combined, which will result in a position called Program Director of Career TEAM. This role will be filled by 1 FTE instead of 2, allowing more funds on participants and fewer funds on staffing. In addition to this change, the Cabinet for Education and Workforce Development (known as the Career Development Office) has sought flexibility in how Wagner-Peyser services are carried out. This staff reports to the Cabinet in Frankfort and have little direction by local workforce boards. The Cabinet has received approval to either expand existing WIOA Title I contracts (Career TEAM) or allow workforce boards to procure these services. It is likely that Wagner-Peyser services will directly report to workforce boards and all workforce board leaders in the state are in favor.

### **Board Chair Report**

Ron Sowell advised that the workforce board members needed to complete the annual conflict of interest disclosure.

Ron announced that the Nominating Committee will be meeting in April to nominate new board members and officers. Robert will contact members regarding June 30<sup>th</sup> expiring terms.

### **Audit Committee Update**

Robert Boone stated that the Audit Committee met on January 7 and approved the audit conducted by MCM, CPA's. SCWDB received a clean independent fiscal audit for fiscal year ending June 30, 2019. There are four classifications MCM uses for findings and suggestions. Business Point, Deficiency, Significant Deficiency and Material Weakness. SCWDB did not have Business Points, Significant Deficiencies or Material Weaknesses noted. MCM did note a deficiency due to private funds and federal funds were being kept in the same banking account. This has been resolved by opening a federal fund reimbursements account and one for private dollars.

Joey Traugher shared that the auditors were very complimentary with the staff.

**Motion by:** A motion was made by Dr. James McCaslin, seconded by Dr. Benny Lile, to approve the Independent Fiscal Audit FY Ending June 30, 2019.

**Motion carried.**

### **Equal Opportunity Monitoring Assessment on December 4, 2019**

Robert Boone advised that Leslie Witty, Equal Opportunity Officer, oversaw the audit on December 4<sup>th</sup>. We were issued a report of no substantial findings. One recommendation was an update in the current Grievance Procedure. This was completed prior to being given the letter of issue.

### **Programmatic and Financial Monitoring**

Robert Boone shared that the Programmatic and Financial Monitoring Audit was conducted on December 4<sup>th</sup> by the Cabinet of Education and Workforce Development. No major findings. There were a few minor observations noted.

- Program issue #1. KEE Suite program, which is the electronic file case management program was missing selective service documentation on two individuals. This has been challenged as non-issues as the information entered was correct.
- Program issue #2. 24 youth participants were under this issue. The Cabinet indicated that all participants should be TABE tested. TABE is a measure of basic skills deficiencies and is only one qualifier for WIOA funding. Staff looking at the high school records, did not test all 24 participants were basic skills deficient. This issue has been resolved with the Cabinet.
- Program issue #3. Staff keeping documentation in paper files and not uploaded to KEE Suites. The files have been uploaded, in addition to paper file. This has been satisfied.
- Programming Monitoring Observation #1. Supportive documentation missing in KEE Suite. Challenging this issue as documentation is in system and was overlooked.

- Financial Monitoring Observation #1. Budget line for travel and supportive service has been exceeded. Budget will be updated to reflect expenditure for that observation.
- Financial Monitoring Observation #2. Country of origin not listed on inventory list. All items purchased with federal dollars are tagged and classified with a receipt. Will add a column for country of origin to inventory list.

### **Financial Report**

Robert Boone gave the financial report supplied by National Able. Spending is on track. All expiring grants have been zeroed out by the end of the fiscal year. We are not spending next years funds which is allowable but not a best practice. All finances in a strong position.

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

### **Strategic Goals**

- Strategic Goal 1. Actively engage employers and stakeholders to drive innovative workforce solutions across the region.
  - LSC Rapid Response Overview. Robert Boone highlighted the LSC closure in Glasgow. Due to its size of 570 employees being affected the board is involved in the layoff. An additional \$160,000 in funds has been secured to be used for added staffing capacity to assist with the layoff and completing a proposal for Phase I of re-training funds in the amount of \$300,000 for LSC employees. If more funds are needed, a proposal will be built for Phase II.
  - January Employer Engagement Events. Chad Spencer talked about the employer engagement activities. There are two types of events, one being a career connection and targeted hiring events. In January they had 324 job seekers, 26 companies and 7 industry sectors represented totaling in 153 job offers and/or 2<sup>nd</sup> interviews. March 12<sup>th</sup> at Goodwill in Bowling Green and March 26<sup>th</sup> at the Glasgow Career Center are the next scheduled events.
  - Business Solutions Team Chapters. Robert Boone shared that the Business Solution is an employer focused group for a single point of contact. It was decided to make the BST more accessible by creating Business Solutions Team Chapters in each of our counties. Barren County was created in 2019. Other counties in process.

- Strategic Goal 2. Align and integrate education to provide career pathways for P-12 youth, post-secondary students and adult job seekers.
  - KYhirED update. Leslie Witty shared details of KYhirED. Since May 2019, \$19,500 has been received in donations from Service One and has awarded \$15,000 in scholarships to students.
  - 2<sup>nd</sup> Annual career10event. T.J. Shockley-Hunt, Chairman Youth Council stated that the 2<sup>nd</sup> annual career10event would be held on April 23. This is a 1-day event over all 10 counties. Businesses in our 10-county region are asked to mentor a young adult for the day. This allows youth a firsthand look into a possible career field and to get answers to specific questions they may have towards their future. Goal is to have all 10 counties represented with 10 young adults and 10 businesses from each county.
  - Director of Post-Secondary Programming/Career270 Introduction. Robert Boone introduced Matt Bacon as the Director of Post-Secondary Programming. Matt will have an office at WKU and SKYCTC. The goal is to connect college students and recent graduates to employment opportunities in our region using our branded program, Career270: Business and Professional Network.
  
- Strategic Goal 3. Increase regional workforce participation by creating opportunities, incenting workforce participation, and removing barriers to employment.
  - Virtus Precision Tube Military Recruiting efforts. Jon Sowards introduced Laura Feckter, Virtus Precision Tube in Franklin. Laura shared their success of hiring Veteran's. They have brought on interns and employees through job fairs, Fort Campbell programs and through referrals of the SCWDB.
  - Inaugural Women's Work Event. Leslie Witty shared a new upcoming event that will focus on the long-term unemployed women. Women's Work will be held on May 7<sup>th</sup> at the Club at Olde Stone. It will help women prepare resumes, work on interviewing skills and overall prepare them to get back into the workforce.
  - Building a Continuum for Success in Re-entry. Robert Boone stated that we have been provided several resources in re-entry such as the funding for Court2Career program. This program bypasses the detain center to work with drug courts and other parts of the justice system, to put people back to work. Phase I works with the Court2Career coordinator. Phase II is the pre-release where they work with the KCC and other partners to

prepare them the necessary steps to reenter the workforce. Phase III is the re-entry back into the workforce. Goodwill will be paying for the full expungement process in 2020.

- Opioid Transformational Roundtable. James Moore and Eliezer Mendez shared that they would host 3 mini summits called Transformational Roundtables. This brings awareness to the addiction to opioids, and the resources available to employers to help employees with the addiction.
- Strategic Goal 4. Maintain viability of the SCWDB's financial growth, quality delivery system and return on investment (ROI) for job seekers and employers.
  - Update on Co-Location of Services. Robert Boone met with WKU and the state leadership in Frankfort on February 5<sup>th</sup>. The state provided WKU with the final version of the floorplans which included the addition of 20 OVR staff members. This did cause more build out of the space than expected and WKU had to go through their funding and procure a construction estimate with an architect. Currently working with WKU for a better location sign.
  - "Presenting the SCWDB". Robert spoke at a state wide conference and was able to share our story. From a funding perspective, it is good to share that on a national level. Three events lined up to share this information; KY Chamber Workforce Summit, State KWIB Meeting, and Robert and Jon will present at the National Forum in Washington, D.C.

The April meeting will take place on April 9, 2020 at the Logan County Public Library in Russellville.

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

Approved: 

Date: 8-13-2020