

MINUTES
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
ZOOM CONFERENCE
OCTOBER 8, 2020

Time & Place of Meeting

The South Central Workforce Development Board meeting was held at 8:30 a.m. via Microsoft Teams Conference.

Members Present

Anna Larson; Beverly Tobin-Ford; Bob Biltz; Chris Boggs; John Conrad; Kassie Celsor; Pat Ross; Rebecca Stone; Robin Amonett; Ron Sowell; Ron Wilson; Roxana Robinson; T.J. Shockley-Hunt; and Treva Shirley.

Visitors Present

Regina Jackson; Dr. Robert Boone; DaRhonda Hawthorne; Leslie Witty; Jon Sowards; Dr. Kim Myers; Amanda Pedigo; Matt Bacon; Chad Spencer; Khalid Qazi; Myra Wilson; Aaron Poynter; Judge Tim Flener; Judge Mason Barnes; Kim Rice; James McCaslin; Becky Hull; Anthony Terlizzi; Shannon Gottke; Lee Ann Watters; Ben Hayden; Lyndsey Brown; and Bruce Schulte.

Ron Sowell recognized a quorum, called the meeting to order, and welcomed everyone. Ron Sowell introduced guests Judge Mason Barnes and Becky Hull from the workforce board in Upper Cumberland area of Tennessee.

Approval of Minutes for August 13, 2020

Motion by: A motion was made by Beverly Tobin Ford, seconded by Pat Ross, to approve the August 13, 2020 meeting minutes as presented. **Motion carried.**

President/CEO Report

Robert Boone shared that in today's meeting we will discuss new ways we are serving customers during this challenging time with the COVID-19 pandemic. Examples of new ways of meeting customer needs range from an open-air hiring event at the Hot Rod Stadium along with a wider array of virtual services such as the Workforce Board Summit and Inside Jobs webinars. Moving to a different topic, Dr. Boone stated that the workforce board will no longer promote or recruit training or academic programs unless they are piloted by the workforce board. Will be promoting the KY Career Edge for the entire state and the Warren County Coding Academy. The rationale for this decision is to not limit the perception of customer choice and to not treat WIOA like a scholarship program, which it is not intended to be. Over the next three months, will focus on growing work-based learning opportunities.

Board Chair Report

Ron Sowell stated that Robert will be meeting with the Labor Secretary Larry Roberts soon to start focusing again on the colocation to Nashville Road. This project has been slowed due to the COVID-19 pandemic.

One-Stop Operator Announcement

Robert Boone advised that Bill Waltrip current One-Stop Operator, has announced his retirement. Bill will stay on as needed to transition the new OSO. The position will be posted by the Career Team.

Innovation Campus Introduction

Robert Boone announced Dr. Bruce Schulte a university distinguished professor and department head of Biology from 2009-2019 and currently serves as the Associate Vice President of Strategy Performance and Accountability at Western Kentucky University. Dr. Schulte has been providing assistance in strategic planning and continued development, implementation, assessment and accountability of initiatives and ongoing practices for the strategic plan. Dr. Schulte will be working closely with the SCWDB and Matt Bacon, Director of Post-Secondary for SCWDB to retrain and grow students to stay in the region. He invites other businesses that may benefit to work with WKU, to contact him.

ITA Limit Increase from \$3,000 to \$5,000 Per Participant

Robert Boone stated ITA, individual training account, is how we fund participants for training. The current policy limits ITA to \$3000 per person. In 2018 the board granted an extension for case by case funding up to \$4000 for CDL programming. Dr. Boone requests an extension up to \$5000 per participate to allow more robust training programs and extend work-based learning opportunities efforts. Warren County Coding Academy can cost \$4700 per student for 15 weeks training. Other programs like CDL cost more than \$3000 for the training. Becky Hull stated that Upper Cumberland's ITA limit is currently at \$5000.

Motion by: A motion was made by Pat Ross, seconded by John Conrad, to increase the ITA limit from \$3000 to \$5000 per participant as presented.

Motion carried.

Financial Report

Khalid Qazi, National Able, gave the financial report for September 30, 2020. Summary shows expense budget of \$3 million and \$300,000 used through September 2020. All funding from state was used for FY2020. Do not see any risk for over budgeting or leaving any funds for FY2021.

Motion by: A motion was made by Pat Ross, seconded by Treva Shirley, to approve the financial report as presented. **Motion carried.**

Audit Committee Report

T.J. Shockley-Hunt announced that the Audit Committee met on October 5, 2020 along with Ben Hayden and Lee Ann Watters from MCM,CPAs and Khalid Qazi from National Able. MCM presented a clean audit to the committee with no findings. The Audit Committee approved the audit as presented.

Presentation and Approval of Independent Fiscal Audit for FY ending June 30, 2020

Lee Ann Watters representing MCM CPAs stated the South Central Workforce Development Board (SCWDB) was issued an unmodified opinion on the financial statements, highest level given. Due to the Covid-19 restrictions, audit was conducted 100% remote with no issues. Staff was timely and responsive. One audit adjustment that was to be expected was to the disallowed costs. That was due to the disallowed costs being resolved and an adjustment made back to the board. No changes in accounting policies for the year. No disagreements with management or concerns of fraud.

Ben Hayden representing MCM CPAs shared the net deficit from prior year to current year. Total assets only increased by approximately \$18,000 due to an increase in prepaids expenditures of approximately \$563,000 for the purchase of Career Edge. Total cost is \$760,000 and used amount as of June 30 is \$563,000. Grants receivable decreased \$531,000 due to Career Edge not being receiving timely last year. This year reporting has been on time. Total liabilities decreased by approximately \$827,000 due to forgiveness of disallowed cost of approximately \$280,000 and due to a decrease in accounts payable and accrued expenses.

Notes to Financial Statements, Grants Receivable (Note C) of \$141,906 at June 30, 2020 is comprised solely of Workforce Innovation and Opportunity Act Receivables. Note E – Contingencies, Risks, and Uncertainties added Covid -19 as it could result in economic impact. Note F – Recent Accounting Pronouncements was disclosed last year but the effective date was changed due to the COVID-19 pandemic to FY 2022. Note G – Deficit Fund Balance/Deficit Net Position is due to the \$280,000 disallowed cost from prior year, resolved in current year resulting in \$280,000 revenue.

Internal Control over Financial Reporting showed no determined risks, weaknesses, no reportable conditions related to internal control over financial reporting nor any compliance issues.

The Single Audit Opinion did not find any internal issues of internal control over compliance nor any issues of non-compliance with the compliance requirements applicable to the law, regulations, contracts, or federal grants.

Compliance on Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance. This is due to having federal awards over \$750,000 each year, there were no instances of control weakness over the grant compliance. Issuing unmodified opinion on compliance requirements of the federal grants. Clean audit.

Motion by: A motion was made by T.J.Shockley-Hunt, seconded by Pat Ross, to accept the South Central Workforce Development Board Independent Fiscal Audit for FY ending June 30,2020 as presented. **Motion carried.**

Strategic Goals

- Strategic Goal 1. Actively engage employers and stakeholders to drive innovative workforce solutions across the region.
 - Hiring Event at BG Hotrods Stadium. Chad Spencer shared that on November 19 the SCWDB will host an open-air job fair to be held at the Bowling Green Ball Park for job seekers and employers. This will be a covid-19 friendly event held from 9:00-4:00. The event will allow prescreening utilizing the KY Career Edge platform to get job seekers career ready prior to the event.
 - Workforce Summit Update. Leslie Witty shared that the SCWDB Workforce Summit will be on October 20, 2020. Registration will open this week.
 - Publication of Open Jobs Report. Jon Sowards stated that the first monthly Open Jobs Report was published in September and the next edition that will be covering the month of September, will be published by October 15.

- Strategic Goal 2. Align and integrate education to provide career pathways for P-12 youth, post-secondary students and adult job seekers.
 - Post-Secondary Employment Support Activities. Matt Bacon states the goal for post-secondary employment is to increase audience size, increase opportunity awareness and increase retention rate. To do this the students are starting retention activities earlier in their academic careers through Kentucky Students Success Coalition and Junior Achievement of SCKY.
 - Warren County Coding Academy Update. Robert Boone stated that coding and web base design is emerging for this region. The pilot

program received \$170,000 in grant funding for SCWDB and Cumberland regions, serving all 23 counties to begin this program. Lyndsey Brown was hired as the Economic Recovery Coordinator for several Covid-19 related initiatives. Lyndsey shared her recruitment strategies she has been using for this program.

- Strategic Goal 3. Increase regional workforce participation by creating opportunities, incenting workforce participation, and removing barriers to employment.
 - Inside Jobs Webcast. Leslie Witty shared that multiple episodes have previewed to date. This focuses on available jobs, with almost 1800 views. Leslie, James and Chad give you the inside track to current jobs in the region. This is a new way to reach audiences through media.
 - Court-to-Career Reentry Update. Jon Sowards introduced Aaron Poynter, the Re-entry Coordinator. Aaron shared that he has served 191 individuals to date. 67% currently gained employment back into the workforce, 32% needed additional resources.

- Strategic Goal 4. Maintain viability of the SCWDB's financial growth, quality delivery system and return on investment (ROI) for job seekers and employers.
 - Access Point Update. Leslie Witty shared that all 17 access point locations MOUs are signed, and all locations have received a laminated packet for staff and customers. Access points have a new touch free check in process. Participates will later receive a follow up asking for feedback about their visit.
 - Additional Grant Funding for Re-entry and Post-Secondary positions. Robert Boone stated that SCWDB and Cumberland Workforce Development Board have been leveraging resources. The Cumberland WDB included the SCWDB on a grant for re-entry efforts and SCWDB was able to request \$84,000 to be allocated to Post-Secondary efforts extending and expanding into all 23 counties. This has been approved.
 - Internal Monitoring. Jon Sowards explained that under WIOA, workforce boards are required to complete a yearly internal audit. This audit will take place October 21-22. This audit will look at compliance on case management and fiscal audit component. State audit will occur in January 2021.

The December meeting will take place on December 10, 2020 location to be determined closer to time due to Covid-19.

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

Approved: *Bernard B. Howell*

Date: 12.10.2020