

**MINUTES**  
**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD**  
**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD OFFICE**  
**BOWLING GREEN, KENTUCKY**  
**DECEMBER 5, 2019**

**Time & Place of Meeting**

The South Central Workforce Development Board meeting was held at 8:30 a.m. at the South Central Workforce Development Board, 2355 Nashville Road, Bowling Green, Kentucky.

**Members Present**

Anna Larson; Dr. Benny Lile; Beverly Tobin-Ford; Bob Biltz; Craig Browning; Eileen Coleman; Dr. James McCaslin; Joey Traughber; John Conrad; Kassie Celsor; Melissa Mudd; Patrick Ross; Randall Curry; Robin Amonett; Roxana Robinson; T.J. Shockley-Hunt; and Treva Shirley.

**Visitors Present**

Regina Jackson; Dr. Robert Boone; DaRhonda Hawthorne; Leslie Witty; Bobbi Steelman; Meredith Hester; Khalid Qazi; Bill Waltrip; Myra Wilson; Jon Sowards; James Moore; Judge Joe Choate; Dr. Kim Myers; Shannon Gottke; Andrew Tutko; Amanda Pedigo; Don Sergeant; Brian Becker; and Kim Rice.

Joey Traughber recognized a quorum, called the meeting to order, and welcomed everyone. Special welcome and introductions were given to Myra Wilson, Workforce Development Director, Cumberland's Workforce Board; Don Sergeant, Bowling Green Daily News; and Hart County Judge Joe Choate.

**Approval of Minutes for October 3, 2019**

**Motion by:** A motion was made by John Conrad, seconded by Randall Curry, to approve the October 3, 2019 meeting minutes as presented. **Motion carried.**

**President/CEO Report**

Robert Boone shared that 2019 was a solid year of growth and stabilization for the organization. In 2020, growth will continue as the organization moves deeper into serving the focus populations and into the goals outlined in the strategic and regional plans. One new program was highlighted: The SCWDB recently became the first registered apprenticeship intermediary in the state. The SCWDB, in partnership with the Eastern Kentucky Concentrated Employment Program (EKCEP), was recently awarded a grant for \$612,000 over two years to develop a comprehensive plan and infrastructure for growing registered apprenticeships across the state.

In addition to the focus on growth of registered apprenticeships, there will be other branded initiatives with planned launch in 2020 that will support the focus population within the strategic plan. An example of such an initiative is the Career 270: Business Professional Network, which will help increase number of college graduates entering the regional workforce.

### **Board Chair Report/Executive Committee Update**

Joey Traugher advised that the Executive Committee met on November 11<sup>th</sup> to discuss employee health plans, engagement in outside consulting activities, and to discuss dates/times for the 2020 board meetings. A committee was formed of Gretchen Bandy, Chris Boggs, and Joey Traugher to evaluate employee health plans. For employee consulting arrangements, it was decided that parameters would need to be put into place, including approval of consulting arrangements on a case-by-case basis by the board chair.

- **Approval of 2020 Workforce Board Employee Health Plan.** Jon Sowards stated that the SCWDB Workforce Board and employees are facing a 25% rate increase for health insurance. The dramatic increase prompted analysis of alternate health care options with the insurance broker and legal counsel. After meeting on November 7<sup>th</sup> with the Executive Committee, a special three-person committee was formed to continue to explore healthcare options. The recommendation is to move from the Anthem Comprehensive Plan to a United Health Care Health Savings Account (HSA) plan paired with Med Center Health's Near Site Clinic plan. This arrangement is projected to be a 6% decrease from the 2019 rate. The proposal calls for 100% employer paid health care premium with employees being responsible for their personal HSA contributions, above and beyond an initiative HSA contribution by the workforce board. The proposal call for the workforce board to fund a one-time \$1400/employee discretionary contribution into the HSA; hereafter, the Board will consider an annual discretionary contribution for the employees based on the rate quote for the upcoming year. Future employees will receive a one-time, pro-rated \$500 deposit into HSA.  
**Motion by:** A motion was made by Dr. James McCaslin, seconded by Randall Curry, to accept the 2020 SCWDB Health Care Plan with United Health Care Health Savings Account (HSA) plan paired with MCH Near Site Clinic plan along with the \$1400 contribution into the current employees' HSA. There will also be an annual discretionary contribution and future employees will receive a one-time, pro-rated \$500 deposit into the HSA. **Motion carried.**
- **Approval of Addendum 1 to Local Strategic Plan.** Jon Sowards shared that the SCWDB completed and signed the Local Strategic Plan July 2019. September 26, 2019 the state notified the SCWDB Chair and

Chief Local Elected Official by letter that specific information requirements were missing from the Local Strategic Plan. 90 days were given to address requirements and resubmit for a deadline of December 31, 2019. The plan was completed on November 21<sup>st</sup>, posted online for a two-week public comment period from 11/22-12/2 and a public forum was held on 12/2. No public feedback was received.

**Motion by:** A motion was made by Patrick Ross, seconded by Eileen Coleman, for approval of the Addendum 1 to Local Strategic Plan to submit to the state of Kentucky. **Motion carried.**

- **Approval of Regular Meeting Dates and Locations for Executive Committee and for the South Central Workforce Development Board.** Robert Boone shared that the meeting dates, times and locations have been proposed to the Executive Committee, SCWDB Chair, and the local Judge Executives. The Executive Committee did approve the dates, times and locations for 2020.

**Motion by:** A motion was made by Robin Amonett, seconded by Dr. James McCaslin for the approval of 2020 Executive Committee and the South Central Workforce Development Board meeting dates, times and locations. **Motion carried.**

### **Financial Report**

Khalid Qazi, with National Able, presented the financial report dated November 30, 2019. All funds from last year were fully utilized. There will be an Audit Committee meeting in January to go over the independent fiscal audit for FY Ending June 30, 2019. The fiscal audit shows no concerns.

**Motion by:** A motion was made by Dr. James McCaslin, 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.
  - 2<sup>nd</sup> Annual Workforce Summit. Leslie Witty shared that the 2<sup>nd</sup> Annual Workforce Summit was held on October 24, 2019 at the National Corvette Museum. The event was attended by 183 individuals, 30 groups represented the business community, 32 groups represented partners, and 15 individuals represented our school systems. The 3<sup>rd</sup> Annual Workforce Summit has been set for October 20, 2020 at the National Corvette Museum.
  - Trade Outreach Assistance. Jon Sowards gave an overview of the Trade Outreach Assistance that is offered through the Kentucky Career Center. In general, employees whose jobs moved over

seas due to free trade agreements might be eligible for re-training and supportive services.

- Career 270: Business and Professional Network & Post-Secondary Employment Liaison position. Robert Boone explained that the workforce board will be working to increase the number of recent college graduates entering our regional workforce. It was decided to brand this effort as Career 270 which will focus on local employment opportunities. Added staffing capacity will be needed to achieve this goal, therefore a grant was written to pilot the project. This grant was awarded for \$85,000 and will fund the project for approximately one year starting in January. The program is currently being developed.
- Strategic Goal 2. Align and integrate education to provide career pathways for P-12 youth, post-secondary students and adult job seekers.
  - BC Skills Support. Robert Boone shared that BC Skills is a computer programming and entrepreneurship program for high school students. Students learn HTML, CSS, JavaScript, and React programming languages. Partnership has been formed to assist in the placement of graduates into the workforce. WIOA earmarks 20% of Youth funds for work experience programming. BC Skills is a registered apprenticeship (work experience program), thus enabling WIOA funding for participants. Currently, there are 8 participants enrolled through WIOA in the BC Skills program.
  - Akebono Incumbent Worker Training Program. James Moore shared that Akebono in Glasgow has 40 employees to upskill utilizing the SCWDB Incumbent Worker process. Akebono plans to transition current line employees and train them for a supervisory role. The training will run from January to May 2020 and will consist of 14, 4-hour sessions to certified in supervisory management.
  - Career Edge Overview and Expansion. Robert Boone stated that along with the Career Team contract for WIOA direct services, the board purchased Career EDGE, which is a web-based workforce development curriculum that has been used about a year with over 1000 users. Robert scheduled a demo with deputy secretary, commissioner, and all 10 colleagues in October with a statewide grant for this software. Bobbi Steelman and Shannon Gottke provided the workforce board with a brief demo.

- Strategic Goal 3. Increase regional workforce participation by creating opportunities, incenting workforce participation, and removing barriers to employment.
  - VETTE Vision Outreach Efforts. Jon Sowards shared that in October VETTE Vision held a VIP breakfast prior to the WKU/US Army football game. Later that day, the USO at Ft. Campbell brought in an RV for a tailgating event prior to the game. In October and November, a group was brought to Warren County to explore four industries and finished with a luncheon to explore the schools and family life options. In December, a similar event was executed in Simpson County.
  - Re-entry Initiatives. Bobbi Steelman representing Career TEAM, advised that they have partnered with Skills U to deliver re-entry programming. More specifically, Skills U administers the GED program and Career TEAM prepares and administers the National Career Readiness Certificate (NCRC). Career TEAM collaborates with detention centers weekly to lead NCRC classes and Adult Education-Skills U partners with detention centers to offer GED preparation. If eligible, inmates can receive up to 90 days from participation in this program. Recently, 14 GEDs were issued and 25 NCRCs.
  - New American/International-Focused Employment Assistance: Burmese/Karenni Population. Robert Boone advised that over the last couple of years work has been done on retaining our foreign-born population in our region. In September, Robert met with Bowling Green City Commissioner, Dana Beasley-Brown and developed a mini strategic plan and Career TEAM has been providing the operational support.
  - Expansion of Affiliate Site Services. Leslie Witty updated that board staff are planning to better engage affiliate sites by offering a greater amount of support as well as workforce development programming at most affiliate site locations. Leslie has been tasked with this affiliate site service expansion and will be working in early 2020 to develop a plan for execution.
  
- Strategic Goal 4. Maintain viability of the SCWDB's financial growth, quality delivery system and return on investment (ROI) for job seekers and employers.
  - Work Ready Community Assistance. James Moore, Career TEAM, advised that the goal is to have all of the 10-county region work

ready. Being work ready increases the economic growth potential for our region.

- Update on Co-Location of Services. Robert Boone advised that co-location is moving forward, but has been much slower than anticipated. With the changing administration in Frankfort and some staffing changes at WKU, meetings are being held again to finalize square footage needs for partners. It is expected that the next steps of this process will progress relatively quickly, including review of draft leases, once square footage needs are fully determined and once there is a cost estimate for any required build out of the space. Bill Waltrip was available to lead tours of the proposed space after the board meeting.
- Fund Diversification. Robert Boone stated that our region is expecting increasingly lower amounts of WIOA funding due to the economy in our region. In general terms, the lower the unemployment rate, the lower the WIOA allocation for a region. Such a formula makes fund diversification of vital importance to sustain and grow workforce development programming. Our workforce board has been successful in obtaining state-wide reserve dollars for special projects, and as a result, our income has grown by close to \$1 million dollars this year. It is important to seek other sources of revenue from other grant sources as well as through producing fee for service concepts.
- PY18 Monitoring. Robert Boone explained that there are four types of audits required by a workforce board: WIOA Programmatic Monitoring, WIOA Fiscal Monitoring, Independent Fiscal Audit, and an Equal Opportunity (EO) Audit. The WIOA Programmatic Monitoring and Independent Fiscal Audit are happening now. The WIOA Fiscal audit is almost complete. It will be presented to the audit committee on January 7, 2020. The audit will be on the agenda for the February workforce board meeting. The fiscal draft audit shows no concern. The EO Audit was completed yesterday. Leslie Witty leads this audit, and the board will be updated on the EO audit results during the February 2020 board meeting.

The February meeting will take place on February 13, 2019 at the Southcentral Kentucky Community and Technical College (KATI Campus) in Bowling Green.

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

Approved: *Ronald H. Jewell*

Date: *03/04/2020*

