

**MINUTES
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
ZOOM CONFERENCE
AUGUST 13, 2020**

Time & Place of Meeting

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

Members Present

Anna Larson; Beverly Tobin-Ford; Bob Biltz; Chris Boggs; Gretchen Bandy; Joey Traugher; John Conrad; Kassie Celsor; Melissa Mudd; 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; Bill Waltrip; Jon Sowards; James Moore; Dr. Kim Myers; Amanda Pedigo; Matt Bacon; Chad Spencer; Khalid Qazi; Meredith Hester; Brian Becker; Myra Wilson; Aaron Poynter; Judge Wil Cannon; Lorie Crowe; Kim Rice; Ra Polk; Bionca Wilson; Chloe Muller; and Amy Settles.

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

Approval of Minutes for March 3, 2020

Motion by: A motion was made by Treva Shirley, seconded by Beverly Tobin-Ford, to approve the March 3, 2020 meeting minutes as presented. **Motion carried.**

President/CEO Report

Robert Boone shared that unemployment insurance (UI) moved out of the career centers several years back. Later this month, UI will move from the Cabinet of Education and Workforce Development to the Labor Cabinet along with the Career Development Office (CDO). Robert advised that the state is not able to contribute to the co-location build-out for the proposed One-Stop Career Center on Nashville Road due to lower expected revenues due to Covid-19. Robert has suggested that build-out costs may be lessened by phasing in co-location by starting with CDO and Career Team but not immediately bring Adult Education and the Office of Vocational Rehabilitation. Ron Sowell asked Judge Cannon to make an ask of the LEO's to help in the co-location process. Robert has been asked by the Cabinet of Education and Workforce Development to work on a replacement for Focus (Monster, Career Builder).

Robert has submitted a proposal to replace Focus with Career Edge and a virtual hiring event software.

Board Chair Report

Ron Sowell introduced new board members. Rebecca Stone, President/CEO, Service One Credit Union replacing Craig Browning. Ron Wilson, Senior Director, Philanthropy, Western Kentucky University replacing Dr. James McCaslin. Toby McGinnis, CEO/Cross Check Quality Inspection replacing Jennifer Dotson. Board members that renewed their terms Treva Shirley, Kassie Celsor, Beverly Tobin-Ford, Bob Biltz and John Conrad.

KY Career Edge Update

Robert Boone advised that we had been using Career Edge as a virtual career services platform for 2 years to connect job seekers to employers remotely. This remote platform covers 18 modules. Robert started working with the Kentucky Cabinet of Education and Workforce Development in November 2019 on the benefits of a LMS for Kentucky. The pandemic in March expedited the need for a virtual way to connect job seekers and employers. State decided in April to fund all 120 counties in Kentucky for Career Edge and has already been used by over 3500 new users since April.

Open Jobs Report

Jon Sowards shared the open jobs report for the South Central Kentucky area. The report is pulled from JobsEQ to provide a detailed analysis of current open jobs and labor market conditions targeted at the employers. This report focuses on the 10-county region. Jon will set-up meetings with the board members that are interested in a deep dive into this report.

One Stop Operator Contract Renewal

Robert Boone stated it was time for the renewal of the One-Stop Operator contract. Bill Waltrip has fulfilled this role for the past year. Recommendation to keep the funding level at \$74,947 (same as last year) and renew contract with the Career Team One Stop Operator through June 30, 2021. Regina Jackson has reviewed contract and approved.

Motion by: A motion was made by Beverly Tobin Ford, seconded by T.J. Shockley Hunt, to approve the One Stop Operator Contract Renewal through June 30, 2021 as presented. **Motion carried.**

Budget Modification for Direct Services Contract

Robert Boone advised that the contract with Career Team is to deliver youth, dislocated worker, and adult services under WIOA and runs through June 30, 2021. Additional funding has been received in the form of a national

emergency grant to assist with Covid-19 related recovery efforts. Career Team budget last year was \$1,346,146. Our workforce region is set to receive \$780,000 for dislocated worker programming under the NEG Grant. Most of these funds will be used to fund training for those impacted by the pandemic. Robert recommends modifying the Career Team budget in the current contract to reflect the additional funds bringing the amount to \$2,009,051. Regina Jackson has reviewed contract and approved.

Motion by: A motion was made by Melissa Mudd, seconded by Anna Larson, to approve the Budget Modification for Direct Services Contract through June 30, 2021 as presented. **Motion carried.**

Financial Report

Khalid Qazi, National Able, gave the financial report for fiscal year ending 2020. He is currently working on the audit for the next 30-60 days. FY20 \$3.7 spent in revenue. No deficiencies have been determined. For the 2nd consecutive year, all funds were used, and no money was left on the table. Draft audit should be presented at next board meeting.

Motion by: A motion was made by Gretchen Bandy, seconded by John Conrad, to approve the financial report as presented. **Motion carried.**

Approval of Workforce Board Officers and Committee Appointments

Robert Boone advised that the Nominating Committee held meetings on July 21, 2020 and July 28, 2020 and an officer slate was created for consideration for the Workforce Board. An email was sent to the board requesting any additional nominations. The nominating committee recommends to approve the slate of officers for term ending June 30, 2021 as presented on the agenda.

Chair, Ron Sowell through March 2021

Vice Chair (through March 2021, then serving as Chair for the remainder of the term): John Conrad

Secretary: Gretchen Bandy

Treasurer: Joey Traugher

Vice Chair (to take effect March 2021, through the remainder of the term): Treva Shirley.

Motion by: A motion was made by Chris Boggs, seconded by T.J. Shockley Hunt, to approve the Workforce Board Officers and Committee Appointments as presented. **Motion carried.**

Strategic Goals

- Strategic Goal 1. Actively engage employers and stakeholders to drive innovative workforce solutions across the region.
 - Employer Support Activities, March-July.

Chad Spencer shared that drive through hiring events have been held with Goodwill for ShopHQ. 48 candidates were hired. Later in the fall events will be held at the Bowling Green Ball Park for job seekers and employers. Will also start working with Game Changers of Bowling Green. James Moore stated that he is still working with the employees of LSC from Barren County that permanently closed their doors February 2020. Many employees are enrolled in training programs.
 - Workforce Summit Update. Leslie Witty shared that the SCWDB Workforce Summit will be held 100% virtually on October 20, 2020 due to Covid-19 concerns. This year the theme will be WorkforceSight.

- Strategic Goal 2. Align and integrate education to provide career pathways for P-12 youth, post-secondary students and adult job seekers.
 - Alignment of Training Programs for Fall 2020. Robert stated that prior to program year starting July 1, he met with training providers to map out short term trainings. Lower cost, less time commitments to help job seeker enter workforce quicker with the skills they need.
 - Setting Foundation for Post-Secondary Employment. Matt Bacon started this role beginning of March 2020. He works with building a foundation for post-secondary employment. He serves as recruiter for SKYCTC, WKU and Indiana Tech as an agent for students from preadmission to beyond graduation, serving as a scout for companies/HR personnel.
 - Warren County Coding Academy Launch. Robert shared that for the last 2 years we have partnered with BC Skills Development and most recently funded 8 WIOA eligible young adults to complete the computer coding design bootcamp. Careers in web design and coding have been increasing and even more post pandemic. Preparing for future growth in this area. NEG Grant for \$170,000 secured 35 students in a cohort to begin in January 2021. Interest survey been set and must be completed by December 2020.

- Strategic Goal 3. Increase regional workforce participation by creating opportunities, incenting workforce participation, and removing barriers to employment.
 - Fort Campbell Virtual Services (for Employers, Service Members and Families). Jon has installed a kiosk in Fort Campbell for transitioning members to reach out to the SCWDB for employment, relocation, schools and other information about our 10-county region. This begins a 5-step process to help the members to get ready for the job market. A TV screen was also installed that shows job openings in the region and they can scan their phone on the QR code to get more information.
 - Economic Recovery Coordinator Introduction and Position Overview. Rober stated that a NEG Grant in partnership with the Cumberland's for 1.5 million for both areas has been awarded. In this grant would fund a temporary 1-year position for a person to work with those who have lost jobs due to the Covid-19 pandemic. The primary responsibility will be to coordinate training and employment opportunities for hospitality and retail workers focusing on funding dislocated workers through short-term training programs and subsequent placement into high demand high wage job sectors. This position was approved at the last Executive Committee Meeting.
 - Webinar Development. The SCWDB has added webinars to their webpage. Get That Job! is targeted at high school students to help them with life skills, employment skills, internship skills to help navigate the world of work. Career270 is targeted at post-secondary students. It includes a series on How To Stand Out In A Difficult Job Market. Top 5 Reasons Why You Need KY Career Edge is a platform for life skills and employability skills. Women's Work is targeted at women entering or reentering the workforce.

- Strategic Goal 4. Maintain viability of the SCWDB's financial growth, quality delivery system and return on investment (ROI) for job seekers and employers.
 - Recent Grant Awards. \$6000 Workplace Literacy Grant from Dollar General Foundation, partnered with Kobe Aluminum and Warren County Adult Education Skills U to design an approach to train incumbent workers with limited English skills, set to begin in October. Logan Aluminum will also offer workplace literacy. Other grants that have been received; \$1.5 million that will be shared

with the Cumberland's from the NEG grant. SCWDB portion will be \$875,000.

- o Internal Monitoring and Financial Audit. Internal audit taking place now. Jessica audits 25 files per week. Financial audit is underway now and will be finalized in the fall.

The October meeting will take place on October 8, 2020 location to be determined closer to time due to Covid-19.

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

Approved: *Ernest Howell, Chairman*

Date: 10/08/2020