

MINUTES
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
ZOOM CONFERENCE
FEBRUARY 11, 2021

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; Gretchen Bandy; Joey Traugher; John Conrad; Kassie Celsor; Melissa Mudd; Randall Curry; Rebecca Stone; Ron Sowell; Ron Wilson; Roxana Robinson; T.J. Shockley-Hunt; Toby McGinnis; 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; Myra Wilson; Aaron Poynter; Shannon Gottke; Lyndsey Brown; Jessica Calvert; James Moore; Leah Krisher; Khalid Qazi and Brian Becker.

Ron Sowell recognized a quorum and called the meeting to order. Ron stated that there was an oversight on the agenda and that Financial Report had been left off. Ron asked for the board to make a motion to add agenda item IX-A Financial Report. A motion was made by Gretchen Bandy, seconded by Rebecca Stone to add IX-A Financial Report to the agenda.

Approval of Minutes for December 10, 2020

Motion by: A motion was made by Randall Curry, seconded by Treva Shirley, to approve the December 10, 2020 meeting minutes as presented. **Motion carried.**

President/CEO Report

Robert Boone stated that he would be transitioning from the SCWDB to Career Team on February 15, 2021. Robert will volunteer his time to work with the SCWDB for knowledge transfer and help with transitioning activities through June 2021.

Board Chair Report

Ron Sowell welcomed everyone to the meeting. He thanked Robert Boone for the leadership he has provided to workforce for the last 5 years.

Board Chair Recognition

Robert Boone presented Ron Sowell with a plaque honoring his retirement and for the leadership he has given to the SCWDB for the last 5 years.

Executive Committee Update from February 3rd

Ron Sowell shared that on February 3rd the Executive Committee met and discussed Robert's departure and a role that Robert will continue to assist with. Robert Boone and Jon Sowards recommended reclassifying the Executive Assistant position into the Office Manager and the committee approved. Ron then informed the Board that at the request of the Kentucky Education and Workforce Development Cabinet, a statewide contract for KY Career EDGE would funnel through the SCWDB, as it had in 2020. Ron emphasized the SCWDB is the conduit for the contract and that there are no financial impacts. The Executive Committee also approved a motion to hire an agency to assist in two upcoming RFP's; one for WIOA Title 1 Direct Services and the other for Fiscal Agent services. Lastly, the committee went into closed session and passed a recommendation of appointment of the new President/CEO.

Transition Discussion

Jon Sowards gave an overview of the major activities currently occurring with the SCWDB, which included Dr. Boone's transition and departure. Jon highlighted an ongoing state technical assistance monitoring, as well as overseeing current programs and financial spend down through the end of the Program Year in June. Jon emphasized the importance of closely monitoring all funding streams and performance marks. Board was notified February 1 that both local and regional strategic plans had to be updated and published by end of June. Jon again mentioned the need to RFP for WIOA Title I Direct Services and Fiscal Agent services. A VP of Operations search will need to be conducted early spring. Jon then gave a summary of the President/CEO transition plan which included notification of board, community/state key stakeholders and partners as well as preparing financial accounts, equipment turn in, knowledge transfer of existing grants and the transfer of special CEO projects.

Robert Boone shared that he would volunteer several hours at the SCWDB through June 2021 which will include sharing fiscal management and decision making techniques; assist CEO with development of National Emergency grants; assist with MOU to leverage scholarship funding; advise on trade, rapid response and other current statewide reserve programs and offer financial expertise to facilitate expenditure of programmatic funding.

Appointment of President/CEO

Ron Sowell stated that an interview was conducted in closed session by the Executive Committee on February 11 and approved Jon Sowards as President/CEO.

Motion by: A motion by TJ Shockley-Hunt, seconded by Randall Curry, to appoint Jon Sowards as the President/CEO of the Board with a salary of \$100,000 effective February 15, 2021 and to authorize the Executive Committee to engage a third party to conduct a compensation study for the position of President/CEO and for the Executive Committee to advise the Board of any recommendation regarding

the President/CEO's compensation and benefits following completion of the study.

Motion carried.

Release of Request for Proposal (RFP) for WIOA Title 1 Direct Services Contract

Jon Sowards stated that the current WIOA Title 1 Direct Services contract with Career Team, LLC is set to expire June 30, 2021. He asked the board to allow release of Request for Proposal (RFP) for WIOA Title 1 Direct Services. Approval will allow acquisition process, typically takes 3+ months to complete. Anticipate release in next 10 days.

Motion by: A motion was made by Gretchen Band and seconded by Beverly Tobin Ford, to approve the release of a RFP for WIOA Title 1 Direct Services contract as presented. **Motion carried.**

RFP Update for Fiscal Agent Contract

Jon Sowards stated that the Fiscal Agent contract with National Able is set to expire June 30, 2021. Fiscal agent contracts are selected by the local elected officials. Dr. Boone, Chairman Ron Sowell and Jon Sowards met with the LEO's in quorum and the LEOs approved to release a RFP for Fiscal Agent services.

Financial Report

Khalid Qazi gave the financial update for period ending January 2021. South Central expense and revenue shows 1.2 million spent compared to a 3 million budget. With Covid-19, revenue spending is behind. All grants are meeting the expectations as of January 2021.

Motion by: A motion was made by Treva Shirley and seconded by Melissa Mudd, 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.
 - Preview 2021 Employer Service and Activities. James Moore shared that they are concentrating on job fairs for 2021 virtually and drive thru. These have been successful and are already scheduling future events. Chad Spencer talked about myworkforcefuture. This initiative will focus on helping employers develop customized work-based learning programs.
 - Open Jobs Report. Leslie Witty shared the open jobs report data. A decline in the number of jobs advertised from Oct to Dec (-1067) is attributed to the rise of Covid-19 cases and its impact on business operations. Of the 6,151 advertised jobs in December, 1,687 are PT jobs, 3,568 are below \$15/hour, approximately 922 are jobs outside our

region and 60% job ads do not identify an education requirement. The Open Jobs Report provides insight to the true numbers of jobs available in our area.

- Strategic Goal 2. Align and integrate education to provide career pathways for P-12 youth, post-secondary students and adult job seekers.
 - Preview 2021 Career Pathway Services and Activities. Matt Bacon first talked of the education database system. Working with KY Department of Education to develop new reports to show high school students' skills and certificates to know what sectors are available. The goal is to create a mobile dashboard for these reports. Secondary students will be offered onsite and virtual services for assistance with preparing job search materials and finding employment. Will work with Chamber of Commerce and KSSC to do a senior job fair in early May. Post-Secondary will continue offering onsite and virtual services and will have an Internship and Job Fair on April 1.

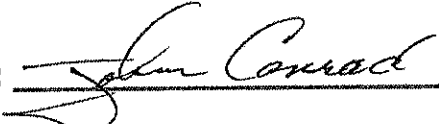
- Strategic Goal 3. Increase regional workforce participation by creating opportunities, incenting workforce participation, and removing barriers to employment.
 - Job Seeker Services and Activities. Aaron Poynter stated that he is expanding re-entry into region and expansion of kiosk sites in jails. There is strong support for inmate certification programs and Aaron will be work with jailers as they initiate these programs. Another strong re-entry initiative has been to assist inmates with obtaining identification; doing so removes an employment barrier many inmates face. Jon Sowards shared an update on transitioning military. Access point site has been established at Ft. Campbell. This includes a TV and kiosk that displays open jobs in our region. Would like to increase employer advertising of local employment opportunities. Will continue virtual engagement and resume in person regional tours when available.

- Strategic Goal 4. Maintain viability of the SCWDB's financial growth, quality delivery system and return on investment (ROI) for job seekers and employers.
 - Preview 2021 Financial Viability & Quality Delivery. Jon Sowards reviewed the compliance monitoring which consists of the State Technical Assistance Monitoring which is underway, MCM Independent Fiscal Audit and Internal Monitoring audit later this year as well as the monthly quality assurance reviews which are completed in house, approximately 25-30 case files per month. Fund diversification-Jon

shared that it has been a goal to diversify funding to serve a wider range of job seekers. WIOA is 99% of funding but has limitations on what type of job seekers can be assisted. Generating non-WIOA funds will allow the Board to serve other job seekers in need through the SCKY Foundation (consulting services and Ft. Campbell advertising). My workforce future will also generate revenue. For the Fiscal management discussion, Jon the continued monitoring WIOA, Trade and Rapid Response funding streams and as well as 4+ Federal/State grants.

The next Board meeting will take place on April 8, 2021. Location TBD.

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

Approved: 

Date: 6-11-21