

**MINUTES  
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD  
ZOOM CONFERENCE  
JUNE 10, 2021**

**Time & Place of Meeting**

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

**Members Present**

Beverly Tobin-Ford; Bob Biltz; Gretchen Bandy; Joey Traughber; John Conrad; Kassie Celsor; Pat Ross; Rebecca Stone; Ron Wilson; Roxana Robinson; T.J. Shockley-Hunt; and Treva Shirley.

**Visitors Present**

Regina Jackson; DaRhonda Hawthorne; Jon Sowards; Dr. Kim Myers; Amanda Pedigo; Matt Bacon; Myra Wilson; Aaron Poynter; Shannon Gottke; Lyndsey Brown; Jessica Calvert; James Moore; Leah Krisher; Khalid Qazi; Brian Becker; Mike Carter; Doyle Shutt; Anthony Terlizzi; Susan Craft; Joda Johnson; Judge Wil Cannon; Jana Shell; and Heather Whelan.

John Conrad recognized a quorum and called the meeting to order.

**Approval of Minutes February 11, 2021**

**Motion by:** A motion was made by Pat Ross, seconded by Gretchen Bandy, to approve the February 11, 2021 meeting minutes as presented. **Motion carried.**

**Approval of Minutes April 8, 2021**

**Motion by:** A motion was made by Treva Shirley, seconded by Pat Ross, to approve the April 8, 2021 meeting minutes as presented. **Motion carried.**

**President/CEO Report**

Jon Sowards welcomed everyone. He welcomed guests Wil Cannon, Judge Executive for Edmonson County, Heather Whelan and Susan Craft, Heartland Communication; and Myra Wilson, Executive Director, Cumberland's Development Board. Jon shared that the focus of the meeting would be to highlight strategic goal #2-Education, along with our involvement in the SCKY Launch, Spring Web Development course and goals for mapping high school career pathways.

**Board Chair Report**

John Conrad welcomed everyone to the meeting. He thanked Joey Traughber for his time serving on the board. Joey will be leaving the board as of June 30, 2021.

**Executive Committee Update from May 13th**

John Conrad shared that on May 13th the Executive Committee met. Lori Strumpf with Strumpf & Associates presented the completed salary study for the CEO/President and Vice President roles. Her findings stated that a CEO in a nonprofit company would earn \$95K-\$150K. Jon when hired in as the CEO/President was given a starting salary based on the study from 3 years prior. The Executive Committee approved his annual salary be adjusted \$10K and retroactive to his start date. The committee also reviewed and approved the SCWDB lease at 2355 Nashville Rd for a 1-year renewal with the same terms and rate. The One-Stop Operator contract was also approved for a second year.

### **WIOA Title 1 Direct Services contract proposal**

John Conrad stated that in February 2021 the board approved Heartland Communication Consultants to manage the RFP process for WIOA Title 1 Direct Services on behalf of the board. Susan Craft, with Heartland Communication shared that the RFP started early spring 2021. The RFP was posted online and received no questions and only one bid was submitted. On May 27<sup>th</sup> Susan met with the Review Committee: John Conrad, Gretchen Bandy, Robin Amonett and Kassie Celsor along with Khalid Qazi. Note: Jon Sowards did not participate any Review Committee discussions and decisions. The bid from Career Team exceeded available funding for direct services. This bid included 3 additional staff persons but did not include business service activity. Anthony from Career Team joined the Review Committee and answered questions about the contract. Anthony stated he was willing to negotiate positions and funding. John Conrad advised that the Review Committee accept and approve the proposal from Career TEAM, LLC to provide WIOA Direct Services commencing on July 1, 2021 through June 20, 2022 with the ability to renew the contract annually for four additional years at the Board's discretion. Further recommendation included that the SCWDB President/CEO has the authority to negotiate the cost and other contractual terms and execute a contract on behalf of the Board with the following stipulations:

- If Career TEAM, LLC provides WIOA Direct Services to Youth, Adults and Dislocated Workers in the 10-county local workforce area, the award shall not to exceed **\$1,106,250** (the amount awarded last year) and will maintain the current level of staff. This allows adequate funding for the SCWDB, its staff and the Direct Service provider.
- If Career TEAM, LLC provides WIOA Direct Services to Youth, Adults and Dislocated Workers, as well as Business Services for businesses and employers in the 10-county local workforce area, the award shall not to exceed **\$1,190,750**. This allows adequate funding for the SCWDB, its staff and the Direct Service provider.

The Review Committee further recommends that Career TEAM maintain a goal of allocating 35.8% of funding to support ITA's, WEX and support services.

**Motion by:** A motion by Pat Ross, seconded by Beverly Tobin Ford, to approve the WIOA Title 1 Direct Services contract with Career TEAM, LLC, July 1, 2021 through June 30, 2022 with stipulations as stated, as presented. **Motion carried.**

### **Local and Regional Strategic Plan Update**

Jon Sowards stated that the Local and Regional Strategic Plan was reviewed with board members on April 20, 2021. It was then open for public comment May 1-30, 2021. The KY Education and Workforce Development Cabinet review started May 1. At the present, the State has not given any feedback. Will present to board at August meeting for approval of strategic plan.

### **Approval of Workforce Board Officers**

Pat Ross announced the nominees for the Workforce Board Officers slate for period of July 1, 2021 to June 30, 2022 is as follows: Chair: John Conrad; Vice Chair: Treva Shirley; Secretary: Gretchen Bandy; and Treasurer: Kassie Celsor. Pat asked if anyone had any additional names for consideration. None were given.

**Motion by:** A motion was made by Pat Ross and seconded by Beverly Tobin Ford, to approve the nominees for the Workforce Board Officers slate for as presented. **Motion carried.**

### **Kentucky Career Center Reopening Update**

Leah Krisher, OSO for Career Team, shared that the Kentucky Career Center will open June 14<sup>th</sup> to the public. KCC will continue to serve community with UI claims. Onsite security will be increased. Since April 15<sup>th</sup>, 1400+ individuals have been assisted with in-person appointments and 750+ individuals have completed a "need a UI appointment form".

### **Financial Report**

Khalid Qazi gave the financial update for period ending May 31, 2021, noting that the fiscal year ends June 30<sup>th</sup>. As of May 31, \$2,862,754 of budget has been used. All money is expected to be used for WIOA funding with no anticipated risk of sending any funds back to state.

**Motion by:** A motion was made by Pat Ross and seconded by Gretchen Bandy, 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.
  - Spring Web Development Coding Academy class graduated. Facilitated employer led hiring events. Continued Insider Jobs Webcast and Monthly

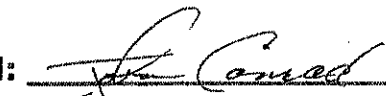
Open Jobs Report. Started targeted job advertisements and Featured Jobs page on the South Central Workforce Development Board's webpage. SWCDB plans to start a 2nd Web Development Coding Academy class in the fall.

- Strategic Goal 2. Align and integrate education to provide career pathways for P-12 youth, post-secondary students and adult job seekers.
  - SCK Launch Overview and Outcomes. Matt Bacon talked about his support to the Bowling Green Chamber's SCKY Launch virtual hiring event. The hiring event was held on May 7<sup>th</sup> resulting in 111 interviews, 23 employers present representing 7 industry sectors. The following county / city school systems participated: Allen, Edmonson, Warren and Bowling Green.
  - Spring Web Development Results. Lyndsey Brown shared that the SCWDB and Cumberland Development Boards partnered with BC Skills Development Academy, offering the web development coding class. This class had 28 participants that graduated in May with 15 already placed with employers, 6 continuing education and 7 actively seeking employment. Another class will be offered in the fall with 50 spots available between 48 counties.
  - Snapshot of Post-Secondary efforts. Matt Bacon had engaged 641 post-secondary students, assisted with 127 job searches, prepped 122 resumes, had 47 positive employment outcomes and 23 internships. Also, 66 alumni engaged with 22 assisted with job search and resumes with 16 positive employment outcomes.
  - Mapping High School Career Pathways. Brian Becker explained tracking of high school seniors graduating with certificates or licenses in industry sectors and the need inside our area. The SCWDBs goal is to identify career pathways (by county), number of current HS seniors that have completed a pathway (by county), and the credentials, certification or licenses attained. Knowing this information will allow to the Board to better align resources and opportunities to graduating students.
- Goal 3. Increase regional workforce participation by creating opportunities, incenting workforce participation, and removing barriers to employment.
  - A Fort Campbell Heroes Make America manufacturing tour is scheduled for late July 2021. USO Female Soldier Day Out event will be July 24-25. Support for Kobe Aluminum ESL class, assist BG Chamber "BG Works for Me", facilitate/support reentry program with MARC Center and Houchens Industries.

- Strategic Goal 4. Maintain viability of the SCWDB's financial growth, quality delivery system and return on investment (ROI) for job seekers and employers.
  - Interlocal Agreement Update. Once every 5 years the Interlocal Agreement must be reviewed and presented to each County Judge Executive at their fiscal court meeting. This agreement states that Local Elected Officials select and approve the fiscal agent for the workforce board, approves and selects board members, and LEOs and community remain liable for misuse of federal WIOA funds and the recovery of those funds. Jon Sowards is currently visiting each county fiscal court to discuss this agreement for approval.
  - Statewide Reserve Grant awarded for Workforce Reentry. Awarded a statewide reserve grant for workforce reentry in the amount of \$79K for one year. This will allow Aaron Poynter to continue his efforts and also the hiring of a Reentry Assistant along with funds from another source. Aaron currently covers all 23 counties in the SCWDB and LCADD region.
  - Funds Diversification. Jon Sowards has been working on diversifying funding to better serve job seekers in the region. Beginning projects are assisting on strategic plan development and through working with employers on recruitment and targeted marketing.

The next Board meeting will take place on August 12, 2021 (Hybrid format). In-person, Barren County Innovation Zone; 475 Trojan Trail, Glasgow, KY 42141. Virtual via Zoom.

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

Approved:   
Date: 8-12-21