

MINUTES
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
ZOOM CONFERENCE
June 9, 2022

Time & Place of Meeting

The South Central Workforce Development Board meeting was held at 8:30 a.m. via Zoom Conference and in person at the John A. Conrad Conference Room, 2355 Nashville Road, Bowling Green.

Members Present

Beverly Tobin-Ford; Bob Biltz; Carol Elliott; Chris Boggs; Bethany Smith; Gretchen Bandy; John Eaton; Kassie Celsor; Michael Carter; Rebecca Stone; Ron Wilson; Roxana Robinson; T.J. Shockley-Hunt; and Treva Shirley.

Visitors Present

Elizabeth Robinson; Hope Hawkins; DaRhonda Hawthorne; Jon Sowards; Dr. Kim Myers; Aaron Poynter; Jessica Calvert; Khalid Qazi; Brian Becker; Leslie Witty; Frank Garabato; Jana Shell; Matt Bacon; Michael Dailey; Jasmine Bass; Myra Wilson; Amanda Pedigo; Ana Sancristoful; Okemia Williams; and Jake Brown.

Treva Shirley welcomed everyone to the meeting. She recognized a quorum and called the meeting to order.

President/CEO Opening Remarks

Jon Sowards welcomed everyone to the meeting. Today's meeting theme will focus on Strategic Goal #2 which will highlight our work supporting students, educators and employers.

Approval of Minutes April 14, 2022 Minutes

Motion by: A motion was then made by Beverly Tobin Ford, seconded by Kassie Celsor, to approve the April 14, 2022 meeting minutes as presented. **Motion carried.**

Executive Committee Update from May 12, 2022

Treva Shirley stated that the Executive Committee met on May 12th and covered the following:

- Approved the SCWDB's lease renewal for the Board's office space at 2355 Nashville Road. The original lease was signed in 2019 with an option to renew annually for 3 addition years (through May 2023) The terms of the Lease Agreement with WKU will remain the same: \$3,761.33 monthly (\$45,135.96 annually) at a rate of \$16 per sq ft.

- Approved conditional renewal of the One Stop Operator contract contingent on the cost being below \$80,000. The bid was received after the meeting exceeding the \$80K threshold. Jon Sowards will present the contract renewal for action in this meeting.
- Jon provided a series of general updates to the Executive Committee on the Board's newly hired staff that are focused on New Americans and Military Veterans & Spouses, the status of the Fiscal Service Agent Contract, an announcement regarding the departure of Amanda Pedigo from the Career Team Executive Director role, a timeline update for the Board's annual external audit and an update regarding Compliance Monitoring by the state.
- Executive Committee established performance goals for Jon Sowards (President/CEO of the organization). The performance goals were organized around six areas of responsibility and establish objective, measurable goals for his rating period of March 2022-February 2023.

Fiscal Management Contract Renewal

Jon Sowards stated that National Able Network was selected as the SCWDB Fiscal Agent in 2018. The SCWDB released the RFP for Fiscal Agent Services on March 1st. A Review Committee comprised of Judge Buchanon (Warren Co.), Judge Flener (Butler Co.) Judge Harper (Allen Co.) Judge Barnes (Simpson Co.) and the SCWDB Treasurer (Kassie Celso) met on April 27 to review bids. National Able was selected to continue as Fiscal Agent Service. National Able was awarded one-year contact that is renewable annually for up to 2 years and no change to the annual cost of the contract at \$90K.

One Stop Operator Contract Renewal

Jon Sowards stated that the role of the One Stop Operator is to coordinate service delivery and process management within the Kentucky Career Centers. Frank Garabato is the current OSO and oversees the daily operations and customer service in the KCC. Completing 2nd renewal option. Budget for June 1 2021 – June 30, 2022 total program cost was \$76,800. Proposed budget for June 1, 2022 – June 30, 2023 total program cost is \$85,000. Jon asked that the Board to approve the renewal of the OSO contact for one year at \$85,000 IF Frank chose to participate in a new 401K plan, or \$80K if Frank chose NOT to participate in the 401K.

Motion by: A motion by Beverly Tobin Ford, seconded by TJ Shockley-Hunt, to negotiate and approve the One Stop Operator contract for the period of June 1, 2022 through June 30, 2023 for \$85,000 or less, as presented. **Motion carried.**

Reentry MOA between Cumberlands Workforce Development Board and SCWDB

Jon Sowards shared that in late 2019 the SCWDB and Cumberlandds co-wrote a grant request for funding to hire a staff member focused on employment as an alternative to incarceration. A \$136K grant was awarded and Aaron Poynter was hired in March 2020 as the Director of Reentry Programming. SCWDB and CWDB subsequently signed a MOA that braided additional funding from a USA Cares Act grant. Spring 2021, both Boards pursued and were awarded another \$79K for Reentry efforts. The grant request specified that each Board contribute \$10k of WIOA funding. This allowed Aaron to continue in his role and hire an additional full-time Reentry Support staff. These positions were funded through June 30, 2022. In Spring 2022, both Boards collaborated to request \$112k for a third year of funding. The state awarded \$69K. This will only fund 1 x FTE. A new MOA has been drafted seeking agreement that each Workforce Board contribute \$14.5K in WIOA funding to fully fund 1 x FTE from July 1, 2022 to June 30, 2023. Jon request approval to enter into Memorandum of Agreement with Cumberlandds Workforce Development Board to co-fund 1 x FTE position for Reentry programming.

Motion by: A motion by TJ Shockley Hunt, seconded by Beverly Tobin Ford, to enter into Memorandum of Agreement with the Cumberlandds Workforce Development Board to co-fund 1 x FTE position for Reentry programming, that SCWDB will contribute \$14.5K WIOA funds for period of July 1, 2022 through June 30, 2023, as presented. **Motion carried.**

Financial Report

Khalid Qazi presented the financial update through May 2022. Khalid explained that the revenue and expense summary is for the 11th month of the fiscal year, and the fiscal year starts in July and ends in June. Total budgeted annualized revenues are \$2,488,659, YTD budget is \$2,306,271, and actual revenues are \$2,887,160 that leaves a favorable variance of \$580,889.

Expenses: Total budgeted annualized expenses are \$2,593,301, YTD budgeted expenses are \$2,377,193, and YTD actual expenses are \$2,887,160 that leaves a favorable variance of \$509,967. Financial activities are on track at this point.

Statement of Financial Position: Statement of financial position is a balance sheet for other businesses. The total assets and liabilities are \$168,530 each.

Motion by: A motion was made by Bob Biltz and seconded by Kassie Celsor, to approve the financial report as presented. **Motion carried.**

Strategic Goals

- Strategic Goal 1 Assessment. *Actively engage employers and stakeholders to drive innovative workforce solutions across the region.*
 - Assessment. Brian Becker provided an Assessment of Strategic Goal #1. He discussed Talent Tuesdays, SKYCTC On Campus College2Career Events, Employer Participation at High School Workforce Events,

Employer Visits, 2nd Chance Hiring Webinar and the Workforce Participation Workgroup.

- Strategic Goal 2 Assessment. *Align and integrate education to provide career pathways for P-12 youth, post-secondary students and adult job seekers.*
 - Increase Career Exploration Opportunities:
 - High School Exploration Events & Job Fairs. Matt Bacon shared that 3 career exploration events, 3 hiring events, 122 employers brought onto high school campuses with 48 confirmed hires (more results coming), 42 visits to area high schools with 209 resumes completed and 199 students received interview assistance.
 - SKYCTC Hiring Events. Matt Bacon shared with SKYCTC providing the resources, 5 on-campus recruiting events were strategically planned by sector and held at the campus that matched that sector of the companies that participated. The event drew 167 students out to meet with 27 employers. Services provided to students included resume writing, job and internship searching, interview assistance and help making connections to regional employers. In total, 185 students were engaged with 21 confirmed hires.
 - Create Learning Opportunities:
 - Hart County CDL Cohort. Jasmine Bass shared that during spring of 2022, in coordination with SKYCTC, a CDL cohort was organized for students leaving Hart County High School at the end of the school year. As of date, 6 students from Hart County and 4 from Barren County are participating in the CDL cohort at the Hart County Fairgrounds.
 - Work Experience Participant Highlight. Matt Bacon shared a WEX experience of a young lady working to obtaining a bachelor's degree in Human Resources Management from WKU. She worked at Sumitomo during her WEX program. At the end of her WEX, Sumitomo has offered her a full-time position.
 - Increase Dual Credit and Credentialing Opportunities:
 - Heavy Equipment Sciences Pathway Update. Matt Bacon explained that during the fall of 2021, with the help of partner schools and regional employers in the construction sector, the third Commonwealth high school program will begin August 2022. In coordination with the BGACC, SKYCTC and WCPS and multiple employers, the Board secured grant funding of \$392k+ for the purchase of 4 heavy equipment simulators with will be used to train participants on the bulldozer and excavator. In addition to

the grant funding, classroom space at the WC ATC, up to 100 acres adjacent to the ATC in the KY Transpark and the actual heavy equipment to train, have all been secured.

- **Goal 3 Assessment.** *Increase regional workforce participation by creating opportunities, incenting workforce participation, and removing barriers to employment.*
 - **Assessment.** Jon Sowards introduced Michael Dailey who is located at Fort Campbell working with transitioning veterans and New Americans. Brian gave a brief overview of the recent efforts for Ana Sancristoful as the New American Navigator.
- **Strategic Goal 4 Assessment.** *Maintain viability of the SCWDB's financial growth, quality delivery system and return on investment (ROI) for job seekers and employers.*
 - **Staff Transitions and Continuity.** Jon Sowards shared that the board has 10 positions, 5 being WIOA funded and 5 granted funded. This year the re-entry grant was awarded at a lesser amount. Matt Bacon was in the Post Secondary Programming role but recently moved to the Director of the Kentucky Career Center. With this position being eliminated, Jon explained how that will continue to work with the Career Advisors and Business Services Team from the Career Team.
 - **Kentucky Career Center Certification.** Jon Sowards explained how WIOA requires that each local one-stop center (KCC) must be certified once every year years to be eligible to receive infrastructure funding. Ongoing staff preparation through June 21. The one stop operator will present consolidated certification documents to the Board President/CEO no later than June 29th. The Board President/CEO will form a 4-person review team 1 business rep (non-board member), 1 LWDB member from another LWDA, 1 community partner and 1 SCWDB member. Review team conducts on-site center review in late July with results being presented at the August Board meeting.

Final Questions/Discussion

Public Comment

<<there were no public comments>>

The next Board meeting will take place on August 11, 2022 (Hybrid format). Location to be determined.

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

Approved: Trewa J. Shipley
Date: 8/11/22