

MINUTES
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
ZOOM CONFERENCE
April 14, 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; Chad Spencer; Gretchen Bandy; Kassie Celsor; Carrie West; Michael Carter; Deanna York; Randall Curry; Rebecca Stone; Robin Amonett; Ron Wilson; Roxana Robinson; T.J. Shockley-Hunt; and Treva Shirley.

Visitors Present

Regina Jackson; DaRhonda Hawthorne; Jon Sowards; Dr. Kim Myers; Aaron Poynter; Lyndsey Brown; Jessica Calvert; Khalid Qazi; Brian Becker; Leslie Witty; Judge Tim Flener; Frank Garabato; Jana Shell; Bill Sandell; Matt Bacon; Anthony Terlizzi; Kim Rice; Mayor Mike Hughes; Amanda Pedigo; Ana Sancristoful; 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. Jon recognized our new board members and gave an overview of the meeting. Today's meeting would focus on strategic goal #1 and how we are trying to support employers in the midst of the workforce participation challenges. Jon introduced Ana Sancristoful as the New American Workforce Navigator. Ana will be assisting the New Americans with job preparation and placement assistance. He also shared that Amanda Pedigo has recently be appointed as Career Team's National Director of Special Initiatives.

Appoint Board Chair

Robin Amonett, chair of the Nomination Committee, stated that at the February Board meeting Treva Shirley was appointed the Interim Board Chair until such time as a nomination and selection process could take place to appoint a new Board Chair. During and following the February 10th Board meeting, the Nomination Committee solicited volunteers to serve as Board Chair. On March 3rd, the Nomination Committee met to consider one volunteer: Treva Shirley. Treva was unanimously endorsed by the Nomination Committee. Since being endorsed by the Nomination

Committee, Robin asked to make a motion for the Board to approve Treva Shirley as Board Chair through the remainder of her term.

Motion by: A motion was made by Chris Boggs, seconded TJ Shockley-Hunt, to appoint Treva Shirley as the SCWDB Board Chair for the remainder of her term as presented. **Motion carried.**

Welcome and Approval of Minutes February 10, 2022 Minutes

Motion by: Treva welcomed and thanked the Board. A motion was then made by Mayor Randall Curry, seconded by Kassie Celsor, to approve the February 10, 2022 meeting minutes as presented. **Motion carried.**

Executive Committee Update from March 10th, 22nd & 30th, 2022

Treva Shirley stated that during the month of March the Executive Committee met three separate times, primarily to work through Jon Sowards' first Annual Evaluation. During these meetings the following topics were covered:

- Update on Fiscal Agent Request for Proposal process which Jon will cover later in this meeting.
- Jon presented the Executive Committee with two options for contracting an External Auditor to independently review the compliance and stewardship of federal funds. The Executive Committee authorized the President/CEO to request at least 2 proposals and enter into noncompetitive negotiation with a CPA firm, subject to final approval of the Board or Executive Committee.
- Jon provided the Executive Committee several operational updates, to include the results of the Nomination Committee, hiring of the New American Employment Navigator, Wage/Fringe Survey results, Compliance Monitoring and external funding for a full-time person at Fort Campbell.
- Per a request and contract amendment by the Kentucky Education and Workforce Development Cabinet, the Executive Committee approved the Board to act as a conduit for payment of a Statewide Career EDGE on a month-to-month basis through June.
- The Executive Committee conducted Jon's annual evaluation. After a thorough review, we found that Jon has done an outstanding job in his first year as President/CEO. He has displayed creativity and resourcefulness when leading through challenges. His overall performance rating was a "Met Expectations". The Executive Committee authorized a 3% pay raise.

Appoint Governance Committee Chair

Treva Shirley shared that Rebecca Stone, President & CEO with Service One Credit Union, has graciously volunteered to serve as the Chair of the Governance Committee. The Governance Committee's primary role is to review/recommend updates to existing policies and/or consider new policies. By virtue of Chairing the

Governance Committee, Rebecca would also join the Executive Committee. Treva asked the Board to move to nominate Rebecca to serve in this role.

Motion by: A motion by Robin Amonett, seconded by Deanna York, to appoint Rebecca Stone as Governance Committee Chair and also to the Executive Committee, as presented. **Motion carried.**

WIOA Direct Service Provider Contract Renewal

Jon Sowards stated that last year the Board went through a Request for Proposal process to renew the WIOA Direct Services contract. The RFP and Contract were written 'For the period July 1, 2021 through June 30, 2022 (With an annual renewal option for up to four additional years). The Board is requested today to authorize the renewal of the Career Team contract for the one-year period of July 1, 2022 to June 30, 2023. Jon shared two years' worth of Compliance/Audit results. With regards to DWI state monitoring, PY19 results were excellent, which speaks to the quality of service delivery and compliance with DOL regulations and policies. In terms of PY20 performance (July 1, 2020 to June 30, 2021), Career Team funded training for 80 participants, plus subsidized 21 participants to participate in internships and/or OJTs under the WIOA contract.

Additionally, Career Team have serviced 70 individuals under the National Dislocated Worker Grant (Covid Grant). 41 trained, 29 subsidized internships, nearly \$470K spent with economic impact of approximately \$650K. Jon asked that the Board approve a one-year extension of the Career Team WIOA Direct Services Contract. Treva Shirley requested to see a six-month performance review of the contract next year to be presented at the February Board meeting each year. Treva asked the Board for a motion to approve the WIOA Direct Service Provider Contract for the period of July 1, 2022 through June 30, 2023 with a six month performance review at each February Board meeting yearly.

Motion by: A motion by Beverly Tobin Ford, seconded by Rebecca Stone, to approve the WIOA Direct Service Provider contract for the period of July 1, 2022 through June 30, 2023 with a six month performance review at each February Board meeting yearly, as presented. **Motion carried.**

Update on Fiscal Agent Services Contract

Jon Sowards updated that National Able Network was selected as the SCWDB Fiscal Agent in 2018 through a competitive bid process. The original contract was for July 1, 2018-June 30, 2019 with option to renew for 2 one-year periods (2019-20 & 2020-21). January 2021, the KY Education and Workforce Development Cabinet granted a waiver to extend expiring Fiscal Agent Service contracts for one-year through June 30, 2022. The RFP for Fiscal Agent Services was released on March 1 and the proposal deadline is April 15. Next CLEO Judge Buchanon, plus 3 LEOs and the SCWDB Treasurer will form a Selection Committee to review, score and select

the winning proposal. The contract will be July 1, 2022 to June 30, 2023, with option to renew for 2 one-year periods.

Contract for External Annual Audit

Jon Sowards stated that on March 10, the SCWDB Executive Committee authorized the President/CEO "to request proposals and enter into noncompetitive negotiation with a CPA firm, subject to final approval of the Board or Executive Committee as presented". SCWDB requested proposals Montgomery & Webb CPAs and MCM CPAs to "audit the financial statements for the governmental activities and each major fund of the SCWDB". April 12th was the due date for proposal and no response from Montgomery & Webb CPAs and MCM CPAs did submit a proposal for \$22,000 per year for two year (2022 and 2023). MCM has conducted the external audit since 2018 and they are familiar with the organization. Last two years their services were \$19,000. Jon asks that the Board formally approve MCM CPAs to act as the external auditors for the next two years.

Motion by: A motion by TJ Shockley-Hunt, seconded by Robin Amonett, to approve MCM CPAs to act as the external auditor for the next two years, as presented. **Motion carried.**

Financial Report

Khalid Qazi presented the financial update through March 2022. Khalid explained that the revenue and expense summary is for the 9th 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 \$1,941,494, and actual revenues are \$1,983,466 that leaves a favorable variance of \$41,971.

Expenses: Total budgeted annualized expenses are \$2,593,301, YTD budgeted expenses are \$2,023,458, and YTD actual expenses are \$1,983,466 that leaves a favorable variance of \$39,992. 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 \$20,633 each.

Motion by: A motion was made by Mayor Randall Curry 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.*
 - Talent Tuesday. Leslie Witty shared that that during the Workforce Summits last fall, employers asked the SCWDB to sponsor more hiring events. To date there have been 3 events with 18 employers. The event has been named "Talent Tuesday" and the goal is to take the hiring even to each county, one county per month.

- Heroes Make America. Jon Sowards stated that #8 and #9 Heroes Make America tour have occurred. March 11th the group toured Logan County and on April 1, Warren County.
- Strategic Goal 2 Assessment. *Align and integrate education to provide career pathways for P-12 youth, post-secondary students and adult job seekers.*
 - Allen County-Scottsville High School Career Exploration. Matt Bacon shared that on March 8 the SCWDB led the Allen County Scottsville HS Career Exploration Day. The event had 48 employers, 1200 students and collateral progress. On April 27th, a follow-on hiring event will occur with 25 employers that have placement immediately. Matt also attended the Monroe County HS College and Career Fair on March 31 and the Glasgow HS College and Career Fair on April 13. SCWDB supported the April 29 Barren County HS Senior Hiring Event, and the BGISD, Warren Co Schools, Edmonson CO HS and Franklin Simpson HS Hiring Event on May 16.
 - Heavy Equipment Sciences Pathway. Brian Becker and Matt Bacon shared that the Heavy Equipment Steering Committee formed June 2021 with 8 employers, SKYCTC, WKU, Warren Co Schools & ATC, BGISD and BG Chamber. 6 pieces of heavy equipment, 10 acres of land, co-funding of HS instructor have all been committed. SCWDB offered to pursue grant funding for simulators and was awarded \$392K to purchase 4 heavy equipment simulators. Surveys were sent receiving 4,061 student responses. 644 students and 42 parents indicated an interest in participating in Heavy Equipment training.
- Goal 3 Assessment. *Increase regional workforce participation by creating opportunities, incenting workforce participation, and removing barriers to employment.*
 - Workforce Participation Working Group. Jon Sowards and Brian Becker presented that Warren County Judge Executive convened this group in December 2021 that meets every 3 weeks. Attended by BG City Manager, two school superintendents, SKYCTC, WKU, BG Convention & Visitor Bureau, BG Area Chamber of Commerce, Crow South. The goal is to develop solutions and coordinate activities to increase local workforce participation and import new talent into the region. The 3 impacts are: Targeted Workforce Participation Survey, Talent Supply Dashboard, and Fort Campbell KY Career Navigator. Brian shared data information on jobs and reasons employees don't want to return to work. Jon stated that the Fort Campbell KY Career Navigator FTE is co-funded by the Bowling Green and Warren County Fiscal County. It is a 1-year full-time/temporary position with the option to renew annually.

The primary role of this position is to connect transitioning Service Members and Military Spouses to quality employment and training opportunities in SCKY, particularly in Bowling Green/Warren County. Approximately 5k Service members leave the military from Ft. Campbell each year. The KY Career Liaison will work inside the Fort Campbell Army Transition Assistance Program office. An offer has been extended, accepted and start date of 4/25.

- 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.*
 - Compliance Monitoring Update. Jon Sowards stated that the Department of Workforce Investment auditing PY 20, started March 2022. Very interactive process to date. State will publish initial results, board will have opportunity to resolve/contest issues before final report. Department of Workforce Investment auditing National Dislocated Worker (Covid) Grant for financial and operational compliance. Started February 2022. Department of Workforce Investment has published initial results. Career Team addressing five technical issues; no significant concerns so far.

Final Questions/Discussion

Public Comment

<<there were no public comments>>

The next Board meeting will take place on June 9, 2022 (Hybrid format). Location to be determined.

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

Approved: Treva G. Shirley
Date: 6/9/22