

MINUTES
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
ZOOM CONFERENCE
August 11, 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; Chris Boggs; Gretchen Bandy; Chad Spencer; John Bunnell; Kassie Celsor; Michael Carter; Rebecca Stone; Robert Akin; Robin Amonett; Ron Wilson; Roxana Robinson; T.J. Shockley-Hunt; and Treva Shirley.

Visitors Present

Khalid Qazi; DaRhonda Hawthorne; Jon Sowards; Dr. Kim Myers; Aaron Poynter; Jessica Calvert; Brian Becker; Leslie Witty; Frank Garabato; Jana Shell; Matt Bacon; Michael Dailey; Ana Sancristoful; Laura Torres; Morgan Summer; Mayor Mike Hughes; Regina Jackson; Anthony Terlizzi; Bill Sandell; 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 #3 which is the goal that focuses on assisting job seekers. Jon will also update on Workforce Participation and the continuing issues with labor shortages.

Approval of Minutes June 9, 2022 Minutes

Motion by: A motion was then made by Beverly Tobin Ford, seconded by Kassie Celsor, to approve the June 9, 2022 meeting minutes as presented. **Motion carried.**

Executive Committee Update from July 14, 2022

Treva Shirley stated that the Executive Committee met on July 14th and covered the following:

- General Updates. Jon provided the Executive Committee general updates about the Career Team Executive Director role, the MCM CPA External audit and the State Comprehensive Compliance Monitoring.
- PY22 Budget Planning. Jon shared with the Executive Committee an update on the planning budget and funding allocations for PY22. Goal is to provide a PY22 budget for LEO and Board approval by end of summer.

- Update on Reentry Grant. At the June Board meeting, Jon informed the Board that we only received \$69K of the \$112K requested for the two Reentry positions. After a series of calls with the Workforce Development Cabinet, we were awarded the full \$112K, allowing us to retain both Aaron and Jana for the through June 2023.
- OSO Contract Renewal. The Executive Committee approved a motion to renew the One Stop Operator contract for one-year at \$80,000.
- Revamp of KCC Customer Service process. Jon gave the Executive Committee overview of efforts underway to improve customer service processes in the Kentucky Career Centers.
- Kentucky Career Center Certification. Jon provided the Executive Committee a brief update on the Kentucky Career Center process, which is a requirement that takes place every three years. The next agenda item will go over the results of the certification in detail.
- Workforce Participation Task Force Concept. Lastly, Jon provided the Executive Committee on an informal Working Group that had been formed to identify solutions to the ongoing labor shortages in the region.
 - The Workforce Participation Working Group, as it is called, meets once every three weeks to review data and explore innovative ideas.
 - In April, there was a suggestion to evolve this from a part-time effort to a full-time task force model.
 - WKU, the City of Bowling Green and Warren County offered to contribute towards funding a Full Time Position, under the supervision of the SCWDB.
 - Jon asked for permission to contribute \$20K towards the positions as well, but after deliberation, the Executive Committee decided it needed more time to consider this request and asked Jon to ensure that all Locally Elected Officials were made aware of this new position and offered an opportunity to contribute towards it.

Kentucky Career Center Certification

Jon Sowards stated that the Kentucky Career Centers must be certified every three years as a WIOA requirement to be eligible to receive infrastructure funding. The SCWDB President/CEO formed a 4-person review team. This team consisted of Kenzie Jessup (Business/Employer Services Rep) TJ Shockley-Hunt (SCWDB member), Heath Ray (Community Partner) and Carter Dyson (LWDB member). The Review Team conducted on-site review on August 9th. The team reviewed physical and program accessibility, effectiveness, and continuous improvements in the following areas: Center Management, Business/Employer Services, Job Seeker Services, and Strategic Planning/Innovation.

TJ Shockley-Hunt updated that there were no significant findings or issues; the review and functionality of the KCC went very well. The team suggested the following:

- Center Management: The reviewer suggested that a sign-in log be implemented for partners providing services in the center.
- Business/Employer Services: The reviewer made a technical recommendation about the certification checklist.
- Job Seeker Services: The reviewer noted a need for staff training to better use the language line.
- Strategic Planning/Innovation: The reviewer suggests adding the words "at minimum: to goals outlined in the Strategic Goals section.

TJ Shockley-Hunt requested that the Board certify the Kentucky Career Center in Bowling Green, KY as a Comprehensive One Stop Center for three years. If approved, the Board will notify the Kentucky Workforce Investment Board (KWIB) via a formal letter of this decision.

Motion by: A motion by Robin Amonett, seconded by Beverly Tobin Ford, to certify the Kentucky Career Center in Bowling Green, KY as a Comprehensive One Stop Center for three years, as presented. **Motion carried.**

Financial Report

Khalid Qazi presented the financial update for the end of the fiscal year, which runs July 1st and ends in June 30th. Khalid explained that the revenue and expense summary total budgeted annualized revenues are \$2,488,659, YTD budget is \$2,488,659, and actual revenues are \$3,615,213. This leaves a favorable variance of \$1,126,554.

Expenses: Total budgeted annualized expenses are \$2,593,301, YTD budgeted expenses are \$2,593,301, and YTD actual expenses are \$3,615,212 that leaves a favorable variance of \$1,021,911. 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 \$738,298 each.

Motion by: A motion was made by T.J. Shockley-Hunt and seconded by Robin Amonett, 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 current assessment of Strategic Goal 1. This included a discussion of 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.*
 - Brian provided current assessment of Strategic Goal 2. This included a discussion of recent Job Fairs/Hiring Events, Hart Co CDL Cohort, EV Battery plant planning, Commonwealth Coders Fall Recruitment, supporting Apprenticeship set-up and the Heavy Equipment Pathway
- Goal 3 Assessment. *Increase regional workforce participation by creating opportunities, incenting workforce participation, and removing barriers to employment.*
 - Brian provided current assessment of Strategic Goal 2. This included a discussion Outreach and Recruitment efforts, Focus Population programming, Workforce Participation Working Group & Development of Taskforce/FTE, Resume Workshops, collecting data on job seekers, and develop "Welcoming" criteria for employers.
 - Jon Sowards gave an update on the overall spending of WIOA funds by County. Last year Jon visited each County Judge Executive and gave an update on spending for participants by program and per each county. Jon will be scheduling those meetings in the upcoming months to give a Program Year 2021 update.
 - Ana Sancristoful gave an update on outreach to New Americans since March 2022. She has had 54 engagements with community groups and leaders. 175 individuals personally engaged and 105 positive employment outcomes. Ana shared her experience working with Sandar from Afghanistan. Sandar arrived in Bowling Green on December 10, the night of the tornado. He was given a business card of Ana's and she has been successfully working with him to earn a high school diploma by staying enrolled in high school. She then helped him in Career EDGE VIP Workshop to create a resume and secure a job at a company in Simpson County and he plans to continue to work there while finishing his high school degree.
 - Brian Becker gave an update to the Outreach to Reentry/Justice-Involved. There have been 103 individuals engaged through presentations, 199 individuals personally engaged and 25 positive employment outcomes.
- 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.*

- o Jon Sowards stated that the Board is still awaiting notification of Adult and Dislocated Worker actual allocation (the final 75%). Will build and present the budget to the LEOs for approval.
- o Memorandum of Agreement/Infrastructure Funding Agreement.
 - Reviewing square footage use in both KCCs; may be able to reduce rent
- o Fiscal and Programmatic Monitoring
 - State – expect minimal findings; submitted SCWDB response and supporting documentation. Anticipate a good final report.
 - External Financial Audit – MCM CPAs have completed two onsite visits; will finalize report early September. Results will be presented to Audit Committee in September and Board in October.
- o Workforce Participation Updates – Jon Sowards shared that this is an informal workforce group formed in December 2021 at the request of Judge Executive Mike Buchanan, that meets every 3 weeks. The goal is to identify solutions to extreme workforce shortages across the region. Some of the outcomes to date include a Fort Campbell KY Career Navigator (funded by BG & Warren Co), refined data collection in KCC, CVB Newsletter and magazine promotions, “Welcoming Workplace” certification initiative for New Americans, Veterans, 2nd Chance employers and funding commitment by WKU, City of BG, & Warren Co for 1 FTE (Workforce Participation Lead).

Final Questions/Discussion

Public Comment

<<there were no public comments>>

The next Board meeting will take place on October 13, 2022 (Hybrid format). Location to be determined.

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

Approved: 

Date: 10/13/2022