

**MINUTES**  
**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD**  
**ZOOM CONFERENCE**  
**October 13, 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; Gretchen Bandy; John Bunnell; Kassie Celsor; Randall Curry; Rebecca Stone; Robert Akin; Robin Amonett; Roxana Robinson; T.J. Shockley-Hunt; and Tori Murley.

**Visitors Present**

Khalid Qazi; DaRhonda Hawthorne; Jon Sowards; Dr. Kim Myers; Aaron Poynter; Jessica Calvert; Brian Becker; Jana Shell; Michael Dailey; Ana Sancristoful; Laura Torres; Regina Jackson; Bill Sandell; Ben Dennison; Scott Lindsey; Judge Tim Flener; Judge Wil Cannon; Vernetta Douglas; Scott Lindsey; Matt Bacon; and Jake Brown.

Gretchen Bandy 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 #4 which is the goal that focuses on internal practices.

**Approval of Minutes August 11, 2022 Minutes**

**Motion by:** A motion was then made by TJ Shockley-Hunt, seconded by Kassie Celsor, to approve the August 11, 2022 meeting minutes as presented. **Motion carried.**

**Executive Committee Update from September 8, 2022**

Gretchen Bandy stated that the Executive Committee met on September 8th and covered the following:

- General Updates. Jon provided the Executive Committee general updates regarding the Kentucky Career Center Certification process, the MCM CPA External audit and the effort to revamp the SCWDB Employee Evaluation process.

- PY20 State Comprehensive Monitoring Review. At the meeting time, the review was nearly complete. Now that the review is complete, Jon will cover the results of the state's review in the meeting today.
- SCWDB Internal Monitoring for PY21. This covered the time period of July 2021 thru June 2022. In late June, two Board staff members randomly selected 30 case files to review, plus conducted participant and staff interviews to gauge strengths and weaknesses of our WIOA services. The internal Monitoring team did find a systemic issue with reimbursing participants for Supportive Service expenses. This matter was addressed with the Career Team CFO and has been fixed. The Internal Monitoring team also found that Career Team needed to locally strengthen their quality control procedures. This too has been addressed by the Career Team Executive Director.
- The fourth agenda item was an overview of the plan to provide each of our ten counties a detailed Workforce Update. The presentation provides an overview of the workforce system, how the Workforce Board supports job seekers and employers and demonstrates spending details and staff hours invested in each county.
- The Executive Committee received an update on the Workforce Participation Task Force Concept. Specifically, the audience was informed that the Workforce Participation Lead job was posted on August 16<sup>th</sup> and closed on September 2<sup>nd</sup>. Jon conveyed that there were 3 entities coming together to fund this new position and that there remained several loose ends to tie-up to solidify the funding and employer of record.

### **Results of State Comprehensive Monitoring Review**

The purpose of the monitoring review is to analyze information regarding the programs and grants operated by South Central LWDB in order to:

- Determine if the programs are meeting their goals and objectives;
- Assess whether the programs are operating in accordance with federal, state, and local requirements, and
- Identify promising practices

The audit started in February 2022, reviewing financial records and case management practices for the period of July 1, 2020-June 30, 2021. The final report was issued to SCWDB and Board Chair on August 22<sup>nd</sup>.

Program monitoring findings of violation of case notes policy and questioned eligibility were both resolved. There were two observations of incomplete registration in KEE Suite and case notes with conflict information.

Financial monitoring finding was a past due monthly reporting in WORKS system that has been resolved and one observation of state travel reimbursement not followed resulting in a \$2.62 overpayment.

## **MCM CPA External Audit Results**

Ben Dennison representing MCM CPAs stated the South Central Workforce Development Board (SCWDB) was issued a clean, unmodified opinion on the financial statements, highest level given. No changes needed to be made from management to any financial document that was prepared. Statement of Net Position showed that the prepaid went down due to a payment made to the Career Team. Grants receivable and accounts payable increased due to the timing of receipts of federal funds. Program revenue is based on federal funding received and that decreased as less funding was received.

No new footnote changes, same as last year exception for current year amounts. No new accounting policies adopted.

Notes to Financial Statements, Note E – Contingencies, Risks, and Uncertainties - Group Concentration Risk is related to the type of funding received since it is 99.9% federal funding. Operating Leases (Note G) shows future rent payments over next 3 years. All 3 buildings leases expire in 2022.

Schedule of Expenditure of Federal Awards shows all federal expenses by program. Adult increased \$200,000, Youth decreased \$500,000 and Dislocated Worker decreased \$600,000, which was a decreased total approximately \$900,000 from 2020. Notes to Schedule of Expenditure of Federal Awards had no changes. A new note, Note E- Cares Funding requires the amount of CARES related funding to be disclosed. The SCWDB received \$172,000 in CARES funding.

Financial statements were in compliance and no instances of noncompliance found in the testing. The organization complied in all material respects with each of its major federal programs for the year ended June 30, 2021.

Schedule of Findings and Questioned Costs all show the auditors issued an unmodified, no risks, no findings or noncompliance on any matters. No Financial Statement Findings or Uniform Guidance Findings.

Staff was timely and responsive. No changes in accounting policies for the year or changes made to those policies during the year. No determined risks of fraud, illegal acts or noncompliance for FY2021. MCM has complied with all relevant ethics requirements regarding independence.

TJ Shockley Hunt, Audit Chair, stated that the audit committee met on September 29<sup>th</sup> and was present with the full audit report. The audit committee voted to endorse the audit results and barring any questions today, recommends that the board vote to approve the Audit FY Ending June 30, 2021 as presented.

**Motion by:** A motion was made by Randall Curry, seconded by Robin Amonett to approve the Audit FY Ending June 30, 2021 as presented. **Motion carried.**

## Financial Report

Khalid Qazi presented the financial update for the period end September 30, 2022, fiscal year starts in July and ends in June. Total budgeted annual revenues are \$2,087,043, YTD budget is \$521,761, and actual revenues are \$536,290 leaving a favorable variance of \$14,530.

**Expenses:** Total budgeted annualized expenses are \$2,216,717, YTD budgeted expenses are \$554,179, and YTD actual expenses are \$536,290 that leaves a favorable variance of \$17,889. 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 \$300,356 each.

**Motion by:** A motion was made by Beverly Tobin Ford 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 the services that have been provided such as Talent Tuesdays Strategy, hiring events at KY Career Center, employer visits and engagements, adding WIOA contracts and placements, workforce collective planning and NET Work Job and Education Fair.
- Strategic Goal 2 Assessment. *Align and integrate education to provide career pathways for P-12 youth, post-secondary students and adult job seekers.*
  - Brian Becker gave an update on the Job Fairs/Hiring Events Strategy which included Butler County CDL and Heavy Equipment Pathway Exploration, presentations to N.A. High School upperclassman, public training directory, Commonwealth Coders spring recruitment and expand EMT training opportunities.
- Goal 3 Assessment. *Increase regional workforce participation by creating opportunities, incenting workforce participation, and removing barriers to employment.*
  - Brian Becker updated on the Outreach and Recruitment efforts on Focus Population Programming including Putting Kentuckians First, increasing Wagner-Peyser enrollments and outcomes, resume workshops, Heroes Make America Tours and NET Work Job and Education Fair Planning.
  - NET Work (New American Job Fair) Ana Sancristoful shared that on November 17 at Holy Spirit Catholic Church a job fair will be held to spotlight New American job seekers who are actively seeking employment. The event will host up to 15 employers. Interpreters will be onsite.

- Putting Kentuckians First. Aaron Poynter shared about the Putting Kentuckians First program that allows reentry individuals a new start with free services and assistance to connect them to employment, recovery resources, education and training, career services, vocational rehabilitation, and court-ordered classes. This is a state endorsed program. This will start in Hart County with an anticipated start date of November 2022.
- 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.*
  - New Employee Evaluation format. Jon Sowards shared that at the July 14<sup>th</sup> Executive Committee meeting a decision was made to reevaluate the Employee Evaluation process. A workgroup was established and met three times. The new process ties evaluations to the budget and will align with the strategic goals based on job responsibilities.
  - Kentucky Career Center Customer Service. Vernetta Douglas shared the new process for job seekers. Vernetta gave an overview beginning with sign in to how the follow up and tracking of outcomes process.
  - Work with the KY Education and Labor Cabinet. Jon Sowards highlighted this item being the constant/steady engagement that takes place with the KY ELC.
    - Ford/Blue Oval project. SCWDB has been involved in multiple meetings hosted by the KY and TN Labor Cabinets to prepare for the Ford/Blue Oval project. Working with both companies to understand their needs and impact. With a projected need for 5K employees, this project is going to draw talent from South Central, particularly Hart, Barren and Edmonson counties.
    - SETA Conference and Presentations in Louisville. On August 30-31, multiple Board Staff attended the Southeast Employment and Training Association Fall Conference in Louisville, KY. Over the two days, the staff were able to attend multiple professional development forums. The Board was asked to showcase the work being done to support the New American and Reentry/Recovery populations to the 400+ attendees.
    - Readdressing use of NDWG-Tornado grant. \$1M DOL Grant was received to assist in Tornado recovery over a 2-year period. DOL's policy for use of this money is purposely vague. A number of technical questions and/or scenarios have come up lately from the 3 workforce areas using this money that has caused meeting with ELC and DOL to clarify policy.

- LinkedIn Talent Solutions. The KY ELC has contracted with LinkedIn to provide tools to assist job seekers.
  - The LinkedIn Career Page will be used to advertise and broadcast the career services offered and lead individuals to the KCCs.
  - LinkedIn Talent Insights is a labor market analytics tool for career advisors/workforce professionals. Real time data and insights to help drive employment outcomes.
  - LinkedIn Recruiter gives access to entire LI network.
  - LinkedIn Job Slots will advertise jobs for business partners.
- KY Career Edge Statewide Contract support (through December 2022). SCWDB acting as a pass-through agency for a statewide contract for KY Career Edge.
- MOU/IFA. Semi-annual requirement to enter into a local cost-sharing agreement with partners that use space in the Kentucky Career Center. The agreement consists of two parts: a Memo of Understanding and an Infrastructure Funding Agreement.

**Workforce Participation Update** Jon Sowards reminded that this is a new section to the Board Meeting format that is dedicated to Workforce Participation. With over 8,500 open jobs across the region and hearing from employers needs for talent daily, an informal workforce participation work group was formed in December that started diving into the issues. Multiple ideas and initiatives have taken root from these meetings. Jon shared that a new position has been created and funded by 3 agencies: WKU/UL, City of BG and Warren County. The Workforce Participation Lead offer was extended October 14<sup>th</sup>. WKU will be the Employer of Record. Position will report to SCWDB with a full-time focus on workforce participation data/trends. The goal will be to identify root causes of low regional workforce participation and develop solutions.

**Workforce Collective Concept** Brian Becker explained that this is a county-by-county series for addressing workforce participation in South Central Kentucky. With three ways that will focus on:

- Data is presented to each County Judge Executive
- Chamber-partnered events with employers
- County workforce participation taskforce

## **Final Questions/Discussion**

## **Public Comment**

**Public Comment**

<<there were no public comments>>

The next Board meeting will take place on December 8, 2022 (In-Person). Location to be determined.

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

Approved: Trevor J Shirley  
Date: 12/12/22