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GREEN RIVER WORKFORCE DEVELOPMENT BOARD

August 2, 2017

M-I-N-U-T-E-S

The Green River Workforce Development Board (Workforce Board) met on Wednesday, August 2, 2017, at 12:30 p.m., at the Green River Area Development District (GRADD) office in Owensboro, Kentucky. It was determined both required quorums were present with the following members in attendance:

MEMBERS PRESENT

Pam Cox
John Bruce
Eddie Embry
Michelle Ramacciotti
Wendy Woehler
Gina Triplett-Johnston
Tamara Clark
Chad Mills

Mickey Dunbar
Aimee Newberry
Mike Baker
Mary Steely
Jason Cole
Kris Williams
Julie Wischer
Jeff Jones

MEMBERS ABSENT

Aaron Buck
Tish Correa-Osborne
*William Mounts

*Karen Cecil
*Kim Humphrey


GUESTS AND STAFF PRESENT

Andy Hightower, Kentucky Education & Workforce Development Cabinet
Al Mattingly, Jr., Daviess County Judge/Executive
Cindy Fiorella, Owensboro Community and Technical College (OCTC)
Lindsey Kafer, OCTC
Helen Mountjoy, Greater Owensboro Economic Development Corporation
Pamala Wilson, Kentucky Community & Technical College System (KCTCS)

*Excused Absence

Jack McCaslin, *Chairman* ■ Steve Austin, *Vice Chairman* ■ Kelly Thurman, *Secretary* ■ David Johnston, *Treasurer* ■ Jiten Shah, *Executive Director*

SISTER REGION:

 Olomoucký kraj
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Don Howerton, Kentucky Adult Education
Karen Dueker, Office of Employment & Training (OET)
Susan Jackson, Western Kentucky Education Cabinet – Adult Education
Deborah Gray, LG&E – KU Energy
Nyra Sayers, Earle C. Clements Job Corps
Whitney Risley, KYDLE
Lindsay Jenkins, Union County First
Jiten Shah, Executive Director, GRADD
Jodi Rafferty, Associate Director for Workforce Development, GRADD
Debra James, Associate Director of Finance & Administration, GRADD
Michelle Drake, Workforce Business and Training Administrator, GRADD
Jill Gray, Workforce Development Administrator, GRADD
Kim Shannon, Workforce Career Counselor, GRADD
Paula Snyder, Workforce Development Manager, GRADD
Beth Goetz, Accounting Clerk, GRADD
Peggy Willis, Support Services Technician, GRADD

I. CALL TO ORDER

Vice Chairperson Pam Cox called the meeting to order at 12:30 p.m., and welcomed Andy Hightower, Senior Policy Advisor, Kentucky Education & Workforce Development Cabinet.

II. MINUTES

Vice Chairperson Cox presented the minutes of the May 3, 2017, Green River Workforce Development Board meeting for approval.

A motion was made by Kris Williams and seconded by Julie Wischer to approve the minutes of the May 3, 2017, Green River Workforce Development Board meeting. A vote was taken and the motion carried.

III. GUEST SPEAKER

Vice Chairperson Cox introduced special guest Andy Hightower. Mr. Hightower gave a presentation on the Workforce in Kentucky and what steps can be taken to better align the programs available.

Kentucky Helping to Engage and Achieve Long Term Health (HEALTH) is a new program where services will be implemented over the next several months that will bring clients into Kentucky Career Centers. The Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) (SNAP E&T) will be moved from the Department for Community Based Services (DCBS) into Workforce Development and will be designed to allow clients to utilize the programs Kentucky Career Centers have to offer and to participate in the workforce. Additionally, Kentucky HEALTH, which is Community Engagement for required Medicaid recipients, will be offered in the coming months.

The goals of SNAP E&T and Medicaid Community Engagement programs are:

- To revise the programs and the system of support to enable, encourage, and provide resources to those who are able to work (community engagement);
- Integrate services through Kentucky Career Centers so all services will be available in one location; and
- Continue to utilize local facilitation and direction.

SNAP E&T will be the first element moved and the Commonwealth of Kentucky (State) will submit a plan in August 2017. The IT design, a support and training provider will be procured, policy details will be finalized, and capacity assessment is scheduled for September-November 2017.

It is estimated there will be 475 Green River clients of SNAP E&T entering career centers for assistance. SNAP E&T seed funding (\$20,000-\$40,000) will be available November-December 2017. January-June 2018 funding will be based on the number of participants and will expand from seed funding. In addition, the number of participants can be limited based on available funding. July 2018 and forward, there will be a contract with the Cabinet for a set amount.

The responsibilities of the Local Workforce Board:

- Establish E&T Components and determine how they will be available;
- Verify if an individual is eligible for SNAP E&T benefits and is not receiving Temporary Assistance for Needy Families (TANF) benefits;
- An assessment of the client's needs prior to entering the program;
- Support services can include case management, early intervention, career counseling, participant reimbursements (transportation payment of \$25 per month), referrals to additional programs, and services;
- Monitoring and reporting participation;
- Administrating and tracking federal funds;
- Cost allocation;
- Invoicing for staff time;
- Record retention; and
- Partnership development.

Mr. Hightower stated the decision of the Workforce Board is to determine if a Request for Proposal (RFP) will be procured to provide the Community Engagement services or if the services will be included in the RFP for the One-Stop Operator/Direct Service Provider. If the Workforce Board feels it is outside their interest, the State will procure an entity to provide these services at the career centers. Most participants in the Medicaid program will not be affected by Kentucky HEALTH. A question and answer session followed.

A motion was made by Kris Williams and seconded by Jeff Jones for the Green River Workforce Development Board to accept the responsibility to move the SNAP E&T recipients requiring Community Based Engagement from the Department for Community Based Services into Workforce Development in the Kentucky Career Center. This will be managed by a provider that has been procured by the Green River Workforce Development Board through a Request for Proposal. A vote was taken and the motion carried.

A motion was made by Julie Wischer and seconded by Mickey Dunbar to accept the Consulting Agreement between the Commonwealth of Kentucky and the Green River Workforce Development Board for IT development. A vote was taken and the motion carried.

IV. LOCAL AND REGIONAL PLAN

Jodi Rafferty mentioned the local and regional plan was due on July 1, 2017. The local plan incorporates the regional aspect. No public comments were received.

A motion was made by Mickey Dunbar and seconded by Mike Baker to approve the Local and Regional Plan of the Green River Workforce Development Board, as presented. A vote was taken and the motion carried.

V. FISCAL YEAR BUDGET

Treasurer Mickey Dunbar presented the Workforce Innovation & Opportunity Act (WIOA) Financial Report and WIOA Budget for July 1, 2016 – June 30, 2017. He mentioned the FY 2017 April youth allocations had been received and will be used in FY 2018.

A motion was made by Michelle Ramacciotti and seconded Julie Wischer to approve the financial report of the Green River Workforce Development Board. A vote was taken and the motion carried.

A motion was made by Jeff Jones and seconded by Michelle Ramacciotti approve the financial budget of the Green River Workforce Development Board. A vote was taken and the motion carried.

VI. PARTNERSHIP AGREEMENT

Jodi Rafferty made note of the draft amended Partnership Agreement and mentioned the reason for the amendment was to ensure compliance with recent state policies that have been issued.

A motion was made by Mike Baker and seconded by Mickey Dunbar to approve the amended Partnership Agreement between the Green River Workforce Development Board and the Local Elected Officials. A vote was taken and the motion carried.

VII. ONE-STOP OPERATOR/DIRECT SERVICE PROVIDER

Jodi Rafferty mentioned there were three bids on the RFP issued in May 2017 for the One-Stop Operator/Direct Service Provider, but for various reasons the review committee rejected all. A new RFP for the One-Stop Operator was issued in June with no bids submitted. Guidance and technical assistance has been requested from John Pallasch, Executive Director of OET. After review and advisement by Mr. Pallasch, the new RFP will be published and it is anticipated the review committee will have a recommendation for the One-Stop Operator/Direct Service Provider at the November meeting.

VIII. BOARD COMMENTS

None.

IX. OTHER BUSINESS

- Jodi Rafferty referred to a list of West Region High-Demand Industry Sectors and Top Occupations that was prepared at the State level.
- Senate Bill 1 states each local Workforce Board shall annually compile a list of industry-recognized certifications, licensures, and credentials; rank them by demand; and provide the list to the Kentucky Workforce Innovation Board for approval. This list will be used as postsecondary readiness indicators in all school districts.
- Three layoffs include Bimbo Bakeries in July, K-Mart in September, and Engineer Plastics Components in October.

X. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

/pw