



Think Progress. Think Tomorrow. Think GRADD.
GREEN RIVER WORKFORCE DEVELOPMENT BOARD

February 1, 2017

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

The Green River Workforce Development Board (Workforce Board) met on Wednesday, February 1, 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 members as listed:

MEMBERS PRESENT

Pam Cox
Kim Humphrey
Tim Hess
Mickey Dunbar
Mike Baker
Mary Steely
John Bruce
Jason Cole (rep. by Steve Wedding)

Eddie Embry
Aimee Newberry
Jeff Jones
William Mounts
Michelle Ramacciotti
Wendy Woehler
Karen Dueker
Kris Williams

MEMBERS ABSENT

Aaron Buck
Chad Mills
Scott Jagoe

*Karen Cecil
*Tish Correa-Osborne

GUESTS AND STAFF PRESENT

Al Mattingly, Jr., Daviess County Judge/Executive
Kelly Thurman, McLean County Judge/Executive
Suzanne Miles, Congressman Brett Guthrie
Mark Lord, Congressman Brett Guthrie
Don Howerton, KY Adult Education
Pam Wilson, Henderson County Adult Education
Susan Jackson, Western KY Adult Education – Webster County

*Excused Absence

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

SISTER REGION:

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Cindy Fiorella, Owensboro Community and Technical College (OCTC)
David Randolph, Ohio County Career Center
Matthew Bartlett, Office of Employment and Training
Chase Vincent, Ohio County Economic Development Alliance
Jodi Rafferty, Associate Director for Workforce Development, GRADD
Debra James, Associate Director of Finance and Administration, GRADD
Michelle Drake, Workforce Business and Training Administrator, GRADD
Jill Gray, Workforce Development Administrator, GRADD
Whitney Risley, Workforce Business Liaison, GRADD
Alisha Smith, Workforce Career Counselor, GRADD
Paula Snyder, Workforce Development Manager, GRADD
Kim Shannon, Workforce Career Counselor, 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 everyone. She noted Jason Cole submitted a request for a proxy and the Workforce Board must approve the proxy prior to business being conducted.

A motion was made by Kim Humphrey and seconded by Mickey Dunbar to approve Steve Wedding as proxy for Jason Cole. A vote was taken and the motion carried.

II. MINUTES

Secretary Tim Hess congratulated William Mounts and OCTC for being recognized as Education and Workforce Development Program of the Year award winners by the Greater Owensboro Chamber of Commerce for their work with GO-FAME and GO-CAREERS.

Mr. Hess presented the minutes of the August 3, 2016, Green River Workforce Development Board meeting, and the minutes of the August 15, 2016, October 11, 2016, December 5, 2016, and January 10, 2017, Green River Workforce Development Board Executive Committee (Executive Committee) meetings for approval.

He questioned if three items from the October 11, 2016, Executive Committee meeting had been addressed. Jodi Rafferty explained she is in the process of contacting a replacement for Mark Chumbler. Aaron Buck requested to remain on the Workforce Board and assured Ms. Rafferty he would take an active part in the meetings. The last item was the expired terms of current members which will be addressed later in the meeting.

A motion was made by Kris Williams and seconded by William Mounts to approve the minutes of the August 3, 2016, Green River Workforce Development Board meeting, and the minutes of the August 15, 2016, October 11, 2016, December 5, 2016, and January 10, 2017, Green River Workforce Development Board Executive Committee meetings. A vote was taken and the motion carried.

III. BUDGET UPDATE

Treasurer Mickey Dunbar presented the Workforce Innovation & Opportunity Act (WIOA) Financial Report for July 1, 2016 – December 31, 2016. Jodi Rafferty explained the only category that is not fully obligated is dislocated worker, and that a request to transfer funds from dislocated worker to adult will be made because there are several individuals currently on the waiting list. She clarified that the trade allocation is used only for trade participants and has little flexibility, incentive allocation is based on performance, and rapid response allocations are used for staff expenses related to rapid response activities. Debra James explained carryover funds are used to fund expenses and tuition until the October allocation is received.

IV. STANDING COMMITTEES UPDATES

Kim Humphrey reported she and Jeff Jones held an Outreach meeting on January 24, 2017, in Union County, and employers, human resource managers, and plant managers were invited to attend. There were 33 attendees, including a representative of the Earl C. Clements Job Corps, Whitney Risley speaking on the services of GRADD, Donna Crooks speaking on Kyndle Fame, and Karen Ducker sharing updated information on the career centers. Jeff Jones mentioned a meeting of this kind would be held in each of the other six GRADD counties.

Kris Williams mentioned the Youth Forum held by the Youth Standing Committee on September 8, 2016, was used as a platform to discuss planning and oversight of WIOA Youth Services. There were four volunteers representing secondary education, post-secondary education, and economic development. A second meeting of the Youth Standing Committee was held on December 7, 2016, with the discussion including what the topic would be and finding speakers for the 2017 GRADD Youth Summit, which is scheduled for March 8, 2017, at OCTC. Additional topics included work based learning opportunities and a financial literacy class.

V. CO-ENROLLMENT & PERFORMANCE

Jill Gray explained that co-enrollment was designed to allow partners to leverage resources, while providing a more comprehensive service delivery strategy that meets the needs of customers. She mentioned that beginning July 1, 2015, all adult and dislocated workers, who receive Kentucky Career Center services that are staff assisted, will be co-enrolled and counted in both WIOA and Wagner-Peyser performance measures. She presented the PY 2015 performance outcomes and the proposed rates for PY 2016 & PY 2017, and stated co-enrollment will have an unknown impact on performance outcomes. Additional guidance is expected on co-enrollment.

VI. INDIVIDUAL TRAINING ACCOUNTS (ITA)

Jodi Rafferty spoke of the revision to the ITA by the Executive Committee. Under the previous policy, up to \$5,000 per year was allowed to cover the cost of tuition, books, fees, etc., for an associate's degree, not to exceed three years and was effective for the spring 2017 semester. The terms of ITAs originated prior to the spring 2017 semester would remain throughout the enrollee's participation in the WIOA program. With some ITAs covering up to \$7,000, this increased the obligation rate to cover those individuals. Under the new policy, all enrollees are covered under the same maximum ITA amount per year to reimburse the actual

cost of tuition, books, fees, etc., required to complete the training program for an associate's degree, not to exceed three years. All awards are based on the availability of WIOA funds; therefore, it may be necessary to decrease the maximum value of the ITA.

VII. WORK EXPERIENCE POLICY

Jodi Rafferty explained that under WIOA, Work Experience and Internships are grouped into one category called Work Based Learning. The local area must spend 20 percent of the youth allocation on Work Based Learning opportunities. The Executive Committee has revised the policy to state that funds can be used to pay for up to 500 hours per fiscal year and participants are paid at least minimum wage, or the same starting wage anyone in the same entry level position would be paid.

A motion was made by Mike Baker and seconded by Tim Hess to approve the changes to the Work Experiences Policy as stated above. A vote was taken and the motion carried.

VIII. REQUEST FOR PROPOSAL (RFP) FOR WORKFORCE AREAS

Jodi Rafferty directed everyone to the RFP in the handout explaining the Education and Workforce Development Cabinet has received transition funding as well as final statewide reserve funding, and welcomes local workforce areas to apply for the funds to help support local and regional needs and priorities. There are three categories and all RFPs must be submitted prior to December 30, 2017, and funding must be expended by June 30, 2018. She mentioned two entities have approached her with ideas and she expects them to speak with the Executive Committee or Workforce Board about those ideas.

IX. REORGANIZATION OF THE OFFICE OF EMPLOYMENT & TRAINING

Jodi Rafferty mentioned the memorandum that was emailed to the Workforce Board regarding the reorganization of OET surmising that the Education and Workforce Development Cabinet (Cabinet) is reducing the number of local offices from 33 to 12. Because of the reorganization, the Cabinet will base full-time OET staff in area centers or "hubs," with one of these being the Owensboro Career Center. OET will no longer have full-time staff in the Henderson Career Center. The Cabinet had directed the Workforce Board to determine a plan on how services will be handled in the future. It is possible that "spokes," or locations in other areas where services are needed, will be used. The deadline for the reorganization is February 16, 2017.

The Workforce Board has been given the charge to determine what and where services are needed and submit a plan to the Cabinet on how this will be accomplished. Kris Williams mentioned Henderson Community College (HCC) currently provides space for Workforce staff to use on a part-time basis and volunteered, for a nominal charge, to collaborate with OET staff and act as a "spoke" center.

Karen Dueker voiced her concern of OET staff availability for a "spoke" center, as there are three OET employees in the Owensboro Career Center. There was much discussion on the

availability of internet connection, as several of the services offered by OET staff are moving to on-line services with a call center to answer questions. Chase Vincent voiced the concern of direct contact with a call center employee and questioned if funds would be made available to purchase equipment and software to accomplish this. Jodi Rafferty responded that recent guidance from the Department of Labor (DOL) indicates a more interactive program is anticipated in the future.

Al Mattingly expressed his displeasure in Karen Dueker's concern that staff may be unavailable for the "spoke" location in Henderson. He explained a letter would be sent to the Cabinet from the Local Elected Officials expressing this concern. Jodi Rafferty clarified that what is required today was for the Workforce Board to establish what is needed in the GRADD area and present this plan to the Cabinet for their response. Ms. Dueker mentioned her goal for the future would be to supply a staff member to be located in the "spoke" location in HCC one to two days a week. Much discussion followed.

A motion was made by Kim Humphrey and seconded by Jeff Jones to recommend that the Office of Employment and Training in Owensboro provide a staff member one to two days a week at the Henderson Community College to serve Henderson, Webster, and Union County residents and to request additional resources of staff or funding to assist the "spoke" location. A vote was taken and the motion carried with Kris Williams abstaining.

X. ONE-STOP OPERATOR PROCUREMENT

Jodi Rafferty reviewed the Competitive Selection of the One-Stop Operators stating an operator must be selected by July 1, 2017. She is waiting on guidance from the state as to their input or limitations on the selections. It will be the responsibility of the Workforce Board to select the One-Stop Operator. She encouraged everyone to familiarize themselves with the guidance letter as it outlines what is expected from the One-Stop Operator. Based on additional guidance and the time restriction, there may be a special called meeting of the Workforce Board for discussion.

XI. MEMBER PLATFORM

The member platform was postponed to the May meeting.

XII. WORKFORCE TIDBIT

The workforce tidbit was postponed to the May meeting.

XIII. BOARD COMMENTS

Vice Chairperson Cox reported nine current members whose terms expired on December 31, 2016, have been contacted regarding their interest in continuing to serve on the Workforce Board. Mike Baker (3-year term), Jason Cole (3-year term), Karen Dueker (3-year

term), Tim Hess (3-year term), Aimee Newberry (3-year term), Mary Steely (3-year term), and Michelle Ramacciotti (1-year term) have all agreed to serve extended terms.

XIV. OTHER BUSINESS

A. Kentucky Future Skills Report

Jodi Rafferty spoke of the Kentucky Future Skills Report that was released by the Education and Workforce Development Cabinet and Kentucky Center of Education and Workforce Statistics. This is an interactive website on workforce supply, and contains labor market information. It will provide much needed feedback to policymakers, practitioners, the business community, and the public about the future of Kentucky's workforce. The Kentucky Center of Education will be visiting each local area to provide a demonstration and training.

B. Kentucky Chamber of Commerce

A Workforce Center has been created to address some of the workforce challenges. Beth Davisson has been selected to serve as Executive Director of the Kentucky Chamber Workforce Center. Due to a scheduling conflict, Ms. Davisson was unable to attend today's meeting but is interested in visiting in the future.

C. Manufacturing Month – October 2016

Several high school students were invited to Manufacturing Month. By coordinating with area manufacturing employers, the students were invited to visit a facility to learn more about manufacturing.

D. Scholarships for Coal Counties

Residents of 34 coal-producing counties in Kentucky can apply for the 2017-2018 Kentucky Coal County College Completing Scholarship that helps residents of the state's coal-producing counties complete a bachelor's degree. Daviess, Henderson, McLean, Ohio, Union, and Webster Counties are included in the 34 counties. Interested students may complete the application at www.kheaa.com before May 1, 2017. Scholarships are awarded on a first-come, first-served basis according to the date the FAFSA was submitted.

E. Student Recognition

Tyler Ashton, an OCTC student from McLean County, has been selected to take part in the 2017 NASA Community College Aerospace Scholar program. Mr. Ashton learned of this opportunity through the GO-FAME program and is currently receiving WIOA scholarship assistance. Mr. Ashton is only the second student from OCTC to be accepted into the NASA program.

F. Youth Summit 2017

The annual Youth Summit will be held on March 8, 2017, at Owensboro Community and Technical College.

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G. Next Meeting

The next meeting of the Workforce Development Board is scheduled for Wednesday, May 3, 2017, at the GRADD office. A list of the upcoming meetings for the next three years is included in your booklet.

XV. ADJOURNMENT

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

/pw