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## **GREEN RIVER WORKFORCE DEVELOPMENT BOARD**

May 3, 2017

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

The Green River Workforce Development Board (Workforce Board) met on Wednesday, May 3, 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**

Karen Cecil  
Tim Hess  
Kim Humphrey  
Aimee Newberry  
William Mounts  
Michelle Ramacciotti  
Wendy Woehler  
Gina Triplett-Johnston  
Tamara Clark

Pam Cox  
Mickey Dunbar  
John Bruce  
Eddie Embry  
Mike Baker  
Mary Steely  
Jason Cole  
Kris Williams  
Julie Wischer

#### **MEMBERS ABSENT**

Aaron Buck  
\*Tish Correa-Osborne

\*Chad Mills  
\*Jeff Jones

#### **GUESTS AND STAFF PRESENT**

John Pallasch, Office of Employment and Training (OET)  
Al Mattingly, Jr., Daviess County Judge/Executive  
Jacqueline Robertson, Hancock County Adult Education  
Rob Southard, Kentucky Workforce Innovation Board (KWIB)  
Steve Wedding, Office of Vocational Rehabilitation  
Cindy Fiorella, Owensboro Community and Technical College (OCTC)  
Christi Midkiff, OCTC

#### **\*Excused Absence**

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

#### **SISTER REGION:**

  
www.kr-olomoucky.cz

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(270) 926-4433 ■ Fax (270) 684-0714 ■ www.GRADD.com ■ TDD Users: 1-800-648-6056  
Serving the Municipal and County Governments of Daviess ■ Hancock ■ Henderson ■ McLean ■ Ohio ■ Union ■ Webster



Helen Mountjoy, Greater Owensboro Economic Development Corporation  
David Powers, Western Kentucky University (WKU) - Owensboro  
Lauren Hagan, WKU - Owensboro  
Jiten Shah, Executive Director, GRADD  
Jodi Rafferty, Associate Director for Workforce Development, GRADD  
Michelle Drake, Workforce Business and Training Administrator, GRADD  
Jill Gray, Workforce Development Administrator, GRADD  
Alisha Smith, Workforce Career Counselor, GRADD  
Paula Snyder, Workforce Development Manager, GRADD  
Kim Shannon, Workforce Career Counselor, GRADD  
Beth Goetz, Accounting Clerk, GRADD  
Peggy Willis, Support Services Technician, GRADD

I. CALL TO ORDER

Chairperson Karen Cecil called the meeting to order at 12:30 p.m., and welcomed John Pallasch, Executive Director of the Office of Employment and Training.

II. MINUTES

Chairperson Cecil presented the minutes of the February 1, 2017, Green River Workforce Development Board meeting for approval.

A motion was made by Mickey Dunbar and seconded by Kris Williams to approve the minutes of the February 1, 2017, Green River Workforce Development Board meeting. 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 – March 31, 2017. He mentioned funds had been moved from dislocated worker to adult, but this move did not change the bottom line total figure.

IV. BOARD MEMBERSHIP

Chairperson Cecil welcomed three newly appointed members to the Workforce Board: Julie Wischer, Director of Hugh E. Sandefur Training Center, representing Workforce; Tamara Clark, Human Resources Manager for National Office Furniture, representing Business; and Gina Triplett-Johnston, Regional Program Manager for the State of Kentucky, OET, representing Government. In addition, Scott Jagoe has resigned from the Workforce Board.

V. STANDING COMMITTEES UPDATES

In the absence of Kim Humphrey, Mickey Dunbar spoke for the Outreach Committee and mentioned a joint chamber meeting is scheduled between the Cities of Providence and Sebree in Webster County on May 16, 2017, at the Ag Extension Office in Dixon. Stephen Henry, Webster County Judge/Executive, will be a guest speaker. All are welcome to attend.

Kris Williams spoke for the Youth Committee and reported the 2017 GRADD Youth Summit was held on March 8, 2017, at OCTC. Approximately 350 students from Daviess, Hancock, McLean, Union, Webster, and Ohio Counties attended the event. Students participated in a variety of topics including healthcare, decision-making, leadership and diversity to financial literacy, and preparing for college. Plans have already started for the 2018 GRADD Youth Summit.

#### VI. REORGANIZATION OF THE OFFICE OF EMPLOYMENT & TRAINING

Jodi Rafferty referred to a letter she received from Commissioner Beth Kuhn in response to a request that OET have a part-time staff member in Henderson, Ohio, and Hancock County Career Centers. One OET staff member from the Owensboro site would be present in Henderson on a part-time basis, with the schedule to be determined jointly by the regional manager and the Workforce Board. Ms. Rafferty stated she would contact the Kentucky Education and Workforce Development Cabinet (Cabinet) regarding the Ohio and Hancock County Career Centers, as they were not addressed in the letter, and she will be working with Gina Triplett-Johnston regarding locating staff in the Henderson County office.

Chairperson Cecil reported the Local Elected Officials (LEOs) questioned if there were Workforce Boards in Kentucky that provided WIOA funds to pay for county employees in career centers. Jodi Rafferty polled her fellow directors and this does not occur in any other area.

#### VII. LOCAL AND REGIONAL PLANNING

Jodi Rafferty mentioned the local and regional plans are due by July 1, 2017. Staff is reviewing the transitional plan to ensure compliance with state guidelines and make appropriate revisions as needed. In addition, staff is working with the Workforce Board and the West Kentucky Workforce Board (WKWB) to prepare the regional plan. The Cabinet offered up to \$50,000 to regions interested in utilizing funds to facilitate the planning process. Ms. Rafferty and Sheila Clark, Workforce Director in West Kentucky, submitted a request for funding. All Workforce Board members are encouraged to attend a joint planning session between the Workforce Board and the WKWB on May 15, 2017, in Madisonville at the JobNet Career Center. There will be a second meeting on June 9, 2017, at the same location.

#### VIII. STATE POLICY ISSUANCE

Chairperson Cecil explained the Cabinet has issued two new policies and revised two others. She mentioned Policy 17-001 has an impact on the current operations of the Workforce Board as it prohibits an entity that serves as staff support to the Workforce Board from acting as the One-Stop Operator and/or the Direct Service Provider. The Cabinet held a conference call regarding these policies, and as a result, a Workforce Policy Stakeholder FAQ was issued, along with Workforce Functions Definitions.

Chairperson Cecil reported the Green River Workforce Development Board Executive Committee (Executive Committee) meeting minutes will be approved by the Executive Committee prior to being brought before the Workforce Board. The oral report mentioned the Executive Committee, through an agreement with the LEOs, decided GRADD would remain the Fiscal Agent/Local Grant Sub-recipient and maintain the staff to the board; therefore, a



competitive Request for Proposal (RFP) was issued on May 1, 2017, to procure a new One-Stop Operator and Direct Services Provider. Business Services will be pulled under the Workforce Board; GRADD will no longer be providing services at the Kentucky Career Center. It is noted in the RFP that special consideration will be given to existing staff based on the knowledge and expertise they possess.

IX. RFP – ONE-STOP OPERATOR AND DIRECT SERVICE PROVIDER

Chairperson Cecil noted the RFP could be found on the GRADD website at [www.gradd.com/RFP/](http://www.gradd.com/RFP/). A memorandum was mailed to over 350 potential bidders to solicit the RFP and included the information of where the RFP can be found, what services were requested, and that RFPs will only be accepted from entities that are able and willing to perform as both One-Stop Operator and Direct Services Provider. A review committee consisting of Al Mattingly, Karen Cecil, and Mickey Dunbar has been appointed to consider/review the RFPs. Workforce Board members were requested to complete the provided Conflict of Interest/Non-Disclosure Statement. It was noted, "Bidders are prohibited from contacting or discussing the RFP with members of the Workforce Board or LEOs. Such contact will result in disqualification of the bid." In addition, "any other communication will be considered unofficial and non-binding with the Workforce Board. Communication directed to other parties other than Jodi Rafferty may result in automatic disqualification." A Bidders Conference will be held on May 11, 2017, at 2:00 p.m., at the GRADD office. Letters of Intent to Bid must be received no later than May 15, 2017.

X. BOARD COMMENTS

None.

XI. OTHER BUSINESS

- A contract with Gibbs Die Casting (Gibbs) will offer online courses to update skills to 42 of their employees. The total cost is \$8,400 and Gibbs is required to provide a \$4,200 match;
- The State of Kentucky has applied for a Medicaid Waiver to provide Community Engagement. It is possible the Cabinet is interested in utilizing Workforce Boards across the state to administer the program. Additional information will be shared as it is received; and
- A special called meeting of the Workforce Board will be held Wednesday, June 7, 2017, at 10:30 a.m., at the GRADD office to vote on the selection of the One-Stop Operator and the Direct Service Provider, consider the Fiscal Year 2018 Budget, consider the revised Partnership Agreement, and other necessary agenda items. A quorum is necessary, and discussion will be limited to agenda items only.

XII. ADJOURNMENT

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

/pw