



Think Progress. Think Tomorrow. Think GRADD.

GREEN RIVER WORKFORCE DEVELOPMENT BOARD

November 6, 2019

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

The Green River Workforce Development Board (Board) held its regular meeting on Wednesday, November 6, 2019, at 12:30 p.m., at the Green River Area Development District (GRADD) office in Owensboro, Kentucky. It was determined that both required quorums were present with the following members in attendance:

MEMBERS PRESENT

Kim Humphrey
Pam Cox
Will Mounts
Mike Baker
Karen Cecil
Jason Cole (Proxy Mae Parrish)
Tamara Clark
Aimee Newberry

Mickey Dunbar
Mike VanWinkle
Jason Warren
Mary Steely
Rains Evans
Jennifer Carman
Lindsey Durbin

MEMBERS ABSENT

*Jeff Jones
*Eddie Embry

*Dan Douglas
*Bruce Eblen

GUESTS AND STAFF PRESENT

Elizabeth Hack, Department of Workforce Investment
Christina Dawson, Eastern Kentucky Concentrated Employment Program
Melissa Quillen, Eastern Kentucky Concentrated Employment Program
Nyra Syers, Earle C. Clements Job Corps
Matthew Bartlett, ResCare Workforce Services
Cindy Fiorella, Owensboro Community & Technical College (OCTC)
Candance Brake, Greater Owensboro Chamber of Commerce

*Excused Absence

David Johnston, Chairman ■ Brad Schneider, Vice Chairman ■ Al Mattingly, Jr., Secretary ■ Steve Henry, Treasurer ■ Jiten Shah, Executive Director

Elizabeth Griffith, Greater Owensboro Economic Development Corporation
Melissa Coker, Union County First
Steve Wedding, Office of Vocational Rehabilitation
Lindsey Kafer, OCTC - Adult Education
Susan Jackson, Western Kentucky Education Cooperative
Jodi Rafferty, Associate Director for Workforce Development, GRADD
Michelle Drake, Workforce Business and Training Administrator, GRADD
Jill Gray, Workforce Development Administrator, GRADD
Paula Snyder, Workforce Development Manager, GRADD

I. CALL TO ORDER

Chairperson Karen Cecil called the meeting to order at 12:30 p.m., and welcomed everyone. She informed the members that in the absence of Jason Cole, a motion was needed to allow Mae Parrish as a proxy.

A motion was made by Will Mounts and seconded by Aimee Newberry to approve Mae Parrish as the proxy for Jason Cole. A vote was taken and the motion carried.

II. SECRETARY'S REPORT

Kim Humphrey presented the minutes of the August 7, 2019, meeting of the Green River Workforce Development Board for approval.

A motion was made by Mickey Dunbar and seconded by Will Mounts to approve the minutes of the August 7, 2019, Green River Workforce Development Board meeting. A vote was taken and the motion carried.

III. FINANCIAL REPORT

Treasurer Mickey Dunbar presented the quarterly financial report. There were no questions or concerns.

A motion was made by Will Mounts and seconded by Aimee Newberry to approve the quarterly financial report. A vote was taken and the motion carried.

IV. GUEST SPEAKER

Chairperson Cecil introduced Christina Dawson, Job Entry & Retention Support Specialist with the Eastern Kentucky Concentrated Employment Program (EKCEP). Ms. Dawson gave an overview of the Strategic Initiative for Transformational Employment to assist in addressing the opioid crisis. Ms. Dawson explained the goal of the initiative. She shared statistics and data regarding the effects of opioid abuse and how they impact the workplace. She is currently case managing individuals at Owensboro Regional Recovery. She will begin outreach to assist employers in dealing with this issue that currently exists and roles that

employers can play in the re-entry process, since the first thing someone needs who has completed rehabilitation is a job. She made the board aware of an Employer Forum that will be held on November 22, 2019, in Henderson. The event is sponsored by the Kentucky Chamber Workforce Center.

V. STRATEGIC PLANNING

Chairperson Cecil addressed the board stating that the Department of Workforce Investment has highly recommended that each local workforce board conduct strategic planning. The planning will assist in identifying workforce issues and how we can employ a strategy, along with action steps. She shared that the board was awarded \$80,000 to solicit a consultant/individual to assist with strategic planning. A Request for Proposals was issued on October 4, 2019; as a result, there were two (2) proposals submitted for consideration. She reminded the board that these were included in the meeting materials sent prior to the meeting. Ms. Cecil informed the board of the executive committee meeting held earlier to review, discuss, and evaluate the proposals and they are recommending to enter into an agreement with Thomas P. Miller and Associates (TPMA) to assist with strategic planning. She asked for comments or questions. Mike Baker asked for the reasons the executive committee selected TPMA. She stated that their process and gathering of information was more in line with what is needed and desired. Chairperson Cecil went through the proposed timeline submitted by TPMA. Lindsay Durbin inquired if the cost included in the TPMA proposal was a fixed cost. Jodi Rafferty stated that she did think it was, but that she would confirm with TPMA.

A motion was made by Mary Steely and seconded by Will Mounts to approve Thomas P. Miller and Associates to provide assistance with strategic planning, as long as the proposed cost is a fixed cost. A vote was taken and the motion carried.

VI. LOCAL PLAN MODIFICATION

Chairperson Cecil explained that the Local Plan was submitted in June of this year as required. She went on to share the following: a letter dated September 25, 2019, from Secretary Derrick Ramsey was received indicating “deficiencies” in the local plan upon review by the Department of Workforce Investment. While there were a few deficiencies noted, the department pointed out that the plan created a solid foundation for the continued workforce activities in the area, a full description of how the required 14 youth elements are offered, strong entrepreneurial skills development, and the process of developing Individual Training Accounts. A promising practice that was highlighted was the Green River Outreach Plan and materials.

Chairperson Cecil informed the board that the deficiencies have been addressed in the Modified Local Plan. The modified plan was posted for public comment from October 25 – November 4, 2019. There were no comments received for consideration.

A motion was made by Will Mounts and seconded by Aimee Newberry to approve the Modified Local Plan, as submitted. A vote was taken and the motion carried.

VII. REGIONAL PLAN

Chairperson Cecil informed the members that the Regional Plan was due on September 30, 2019, and that a special called executive committee meeting was held on September 16, 2019, to consider the plan. Upon review, the executive committee approved the Regional Plan for submittal to the Department of Workforce Investment. She reminded the board that this was for the two-year update. Also, she stated that Green River, along with West Kentucky, make up the West Region and a regional planning meeting was held on August 13, 2019. Based on comments, updates were made to include the manufacturing of hemp and entrepreneurial efforts. Also, more current data was gathered and included in the plan. The updates were included with the local modified plan.

VIII. ELECTION OF OFFICERS

Chairperson Cecil stated that she appointed a nominating committee to consider the election of officers for 2020-2022. The members were Jeff Jones, Rains Evans, and Mickey Dunbar. In the absence of Jeff Jones, Kim Humphrey was appointed. She called on Kim Humphrey to present the nominations. Ms. Humphrey identified the slate of officers as follows: Karen Cecil, Chairperson; Mickey Dunbar, Vice Chairperson; Pam Cox, Secretary; and Rains Evans, Treasurer. She explained that due to the change of officers, it was necessary to recommend new members of the executive committee. She presented the following as executive committee members: Karen Cecil, Mickey Dunbar, Pam Cox, Rains Evans, Kim Humphrey, and Tamara Clark.

A motion was made by Will Mounts and seconded by Mike Baker to approve the slate of officers and executive committee members, as presented. A vote was taken and the motion carried.

IX. RESCARE WORKFORCE SERVICES QUARTERLY REVIEW

Chairperson Cecil informed the board that ResCare Workforce Services successfully achieved all set deliverables for Quarter 1 of Fiscal Year 2020.

X. RESCARE WORKFORCE SERVICES

Chairperson Cecil called on Matt Bartlett to provide an update. Mr. Bartlett shared information regarding the traffic flow of the Kentucky Career Center (KCC), services requested by customers, county outreach, an outreach plan for job seekers being drafted, and the customer satisfaction surveys received. He also provided information on the number of customers enrolled in training and the work being done with U.S. Bank employees who have been laid off. He encouraged the board to review the Resource Guide that had been created as it has been very helpful to the KCC.

XI. KENTUCKY CAREER CENTER PARTNER UPDATES

Chairperson Cecil called on Mae Parrish to present the update for the Office of Vocational Rehabilitation and Jennifer Carman to present the update for the Career Development

Office. Ms. Parrish provided year-to-date service totals. Ms. Carman provided information on job postings, referrals, and placements. She also provided information on the number of individuals taking the National Career Readiness Certificate.

XII. WORKFORCE UPDATES

Chairperson Cecil informed the board that twelve (12) of nineteen (19) members responded to the questionnaire that was sent out with the following questions: 1) As a member, what are your expectations of the Green River Workforce Development Board?; 2) What do you think is the one most pressing issue in workforce development? She proceeded to share the top responses to each question. In response to question one (1), members felt the board should be a champion for businesses, non-duplication of services, and entry or re-entry into the workforce. In response to question two (2), lack of work ethic, technical preparation/the disparity between employers and educators, and workforce participation rate. Chairperson Cecil stated that this information will be useful in the strategic planning process. She then called on Jodi Rafferty to share additional updates. Ms. Rafferty reported on job fairs held in the local area, along with the Rapid Response meeting. She also shared that an event was held at Metalsa for Manufacturing Day.

Jodi Rafferty shared with the board that the computers which are currently being used for workshops and assessments at the Kentucky Career Center – Green River will no longer be available after January 1, 2020. The computers are antiquated, will no longer be supported by Microsoft and, if used, will be in violation of the Health Insurance Portability and Accountability Act (HIPAA). The board expressed great concern and asked Ms. Rafferty to send a letter, on behalf of the board, to the Secretary of the Education and Workforce Development Cabinet.

XIII. ADJOURNMENT

With no further business to come before the board, the meeting was adjourned.

/jr