

**MINUTES OF THE  
LINCOLN TRAIL WORKFORCE DEVELOPMENT  
BOARD  
Executive Committee  
November 18, 2020**

The Lincoln Trail Workforce Development Board (LTWDB) Executive Committee met via Zoom on Wednesday, November 18, 2020 at 11:30 am EST.

**MEMBERS PRESENT**

Lance Blanford  
Stan Carton  
Chris Cottrell  
Myra Covault  
Trish Niles  
Jim Rachlin  
Dean Schamore

**MEMBERS ABSENT**

**STAFF**

Carter Dyson  
Sherry L. Johnson  
Jackie Masterson  
Jim Skees

**GUESTS**

*\*Denotes excused absence*

Chairman Dean Schamore called the meeting to order after determining quorum requirements had been met.

**ACTION ITEMS**

**Consideration of Minutes – August 19, 2020**

After review of the August 19, 2020 Executive Committee minutes, Chris Cottrell made a motion to approve the minutes as presented, Myra Covault seconded; motion carried.

**Hours of Operation at Kentucky Career Centers**

Sherry Johnson provided information regarding discussions with the Labor Cabinet on hours of operation at the Kentucky Career Centers. In previous discussions, Secretary Roberts indicated the work schedule for Labor Cabinet employees was 8:00 a.m. to 4:30 p.m. Monday through Friday but understood that Career Centers across the State had varied hours. Ms. Johnson stated she discussed with Secretary Roberts the reason for the Board's decision on the hours of operation for the Kentucky Career Center-Lincoln Trail (KCC-LT) locations. The purpose of the adjusted hours was to allow currently employed individuals access to services at the KCC-LT before or after their work shift due to the

region being covered by two time zones. Ms. Johnson stated the Labor Cabinet indicated at the time they didn't want to change the hours but had received a call from a Labor Cabinet representative this morning who confirmed that Labor Cabinet employees would be sticking with their regular schedule. Ms. Johnson stated that would leave only two staff in the hub in Elizabethtown to work the alternate schedule of the KCC-LT which would cause confusion. Ms. Johnson indicated that, in order to be consistent, it was being recommended that the hours of operation for the KCC-LT be changed to 8:00 a.m. to 4:30 p.m. Monday through Friday. After some discussion, Stan Carton made a motion that when the KCC-LT reopens for in-person services the hours be changed to 8:00 a.m. to 4:30 p.m. Monday through Friday. Trish Niles seconded; motion carried.

### **Set Agenda for September 15<sup>th</sup> Board Meeting**

Committee members discussed the agenda for the December 15, 2020 LTWDB meeting and agreed on the following items:

- Discuss One Stop Operator Request for Proposal (RFP)
- Discuss RFP for new strategic plan and implementation
- Discuss Wagner Peyser services and how these will be provided as well as how to help employers fill jobs.

### **DISCUSSION ITEMS**

#### **Frankfort Update**

Sherry Johnson stated WIOA staff had been providing assistance with the Unemployment Insurance (UI) program since March 16, 2020 at the initial request of the Education and Workforce Development Cabinet (EWDC) and subsequently the Labor Cabinet. Ms. Johnson indicated Department of Labor recently conducted an audit of the UI program and one of the findings noted was the entities who provided UI assistance to the two cabinets should have been paid out of UI or CARES Act funds or some other funding source. Ms. Johnson stated that staff time was charged to WIOA funds because that's all that was available. EWDC sent a request last week to the local workforce areas asking them to submit all charges for UI services provided since March 16, 2020 by grant funding stream. Ms. Johnson indicated staff have ceased all UI assistance other than referring to the State website or phone number. The interim UI Director met with the ADD Directors last week and indicated there may be CARES Act funding to pay the costs. Ms. Johnson informed the committee that the WIOA Fiscal Officer was currently working on getting the information together but it may have an impact on the audit and on past program and current program year obligations and expenditures.

#### **Local Update**

Jackie Masterson informed committee members that a WARN had been received from Campbell Hausfeld in Leitchfield stating that the company would be closing after the first of the year, impacting eighty-two employees. Ms. Masterson indicated she had spoken to the Plant Manager about Rapid Response services and he was going to reach back out after the first of the year to discuss their needs.

Jim Skees stated that WIOA staff met with Business Services staff from KentuckianaWorks last week regarding workforce needs of Sazarac, which owns Barton Brands in Bardstown. KentuckianaWorks had been working with the company on other recruitment efforts and agreed to make the connection with the Lincoln Trail Business Services staff. The company plans to hire a dozen people a month over the next year for the Bardstown location. KentuckianaWorks will be setting up a meeting soon with all the parties to discuss the company's workforce needs.

Carter Dyson indicated the Business Services team was trying to determine how to help businesses with virtual job fairs and how to meet their needs during this time of remote services. Mr. Dyson also mentioned he was trying to keep everyone updated and informed in anticipation of reopening the Career Centers at some point.

Chairman Schamore asked if there was a comprehensive list of current job openings and number of those receiving UI benefits. Ms. Johnson indicated the EWDC provided a Jobs EQ report with all the current open positions in the Lincoln Trail region. Ms. Johnson stated it would be beneficial to obtain a list of current UI recipients and send a targeted email blast about job openings. Chairman Schamore said he would reach out to Secretary Roberts to see if this could be done.

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

None

#### **ADJOURNMENT**

With no further business to discuss Chris Cottrell made a motion to adjourn, Stan Carton seconded; meeting was adjourned.