

**MINUTES OF THE
LINCOLN TRAIL WORKFORCE DEVELOPMENT
BOARD
Executive Committee
May 18, 2023**

The Lincoln Trail Workforce Development Board (LTWDB) Executive Committee met via Zoom on Wednesday, May 18, 2023 at 11:30 am ET.

MEMBERS PRESENT

Lance Blanford
Julie Brown
Trish Niles
Jim Rachlin

MEMBERS ABSENT

Stan Carton*
Chris Cottrell*

GUESTS

STAFF

Leslie Ashlock
Angela Crenshaw
Sherry Johnson
Jackie Masterson
Beth Roberts
Jim Skees

**Denotes excused absence*

A quorum was not present at the start of the meeting, therefore Trish Niles, Chair, began with the discussion/update items and followed with action items once quorum requirements had been met.

ACTION ITEMS

Consideration of Minutes – February 15, 2023

After review of the February 15, 2023 Executive Committee minutes, Julie Brown made a motion to approve the minutes as presented, Lance Blanford seconded; motion carried.

Bardstown Career Center – Adult Education space and costs

Sherry Johnson provided an update on the status of partners in the Bardstown Career Center. Ms. Johnson indicated, after the March LTWDB meeting, Bethany Haven approved and signed the Infrastructure Funding Agreement (IFA) and now occupied four offices in the center. Ms. Johnson stated, at the request of the One Stop Operator (OSO), LTWDB staff participated in a meeting with Adult Education on May 3, 2023 to discuss occupying space in the Career Center portion of the Bardstown facility. As a result of the discussion, the LTWDB was asked to pick up the balance of the costs that could not be paid by Adult Education.

Ms. Johnson stated WIOA Title I was the leaseholder and could not pay for space for a partner agency and that all partners must contribute their fair share based on proportion used and benefits received. Ms. Johnson indicated Adult Education was not paying rent costs but was paying \$400.00 toward cleaning costs and providing computers and IT services in-kind.

Beth Roberts provided additional information gathered from several visits to the Bardstown center over the past week. Ms. Roberts indicated Adult Education requested an office space in the Career Center section to be shared by the Adult Education Director and new Career and College Navigator. The current Adult Education space, which was rent free, would continue to be used for classrooms and testing. Ms. Roberts indicated there had been some misunderstanding and confusion regarding the determination of costs for Adult Education. Ms. Roberts discussed the issues with Andy Hightower and expressed concerns with the level of oversight by the OSO as well as the difficulty in identifying the IFA costs.

Ms. Johnson stated a meeting with all partners to discuss and establish the upcoming IFA, effective July 1, 2023, was scheduled for later in the day. Ms. Johnson indicated the OSO and WIOA Fiscal Officer were currently reconciling costs for January through March which would provide a more accurate fair share cost for partners. The original estimates were based on historical costs. Jim Rachlin asked if this process would be completed by the June LTWDB meeting so it could be communicated clearly and accurately. Ms. Crenshaw confirmed it would be completed for the LTWDB meeting. Mr. Rachlin suggested developing a process/standard operating procedure outlining the steps that would occur when partners moved in and out of office space at the Career Center to eliminate confusion. There was consensus of the committee to create a process/checklist for the IFA going forward. Sherry Johnson agreed to work with Beth Roberts to draft a document. Sherry Johnson explained that prior to 2017, the State's position was that no money would be exchanged between partners as a result of reconciliation. This approach changed with the current administration such that it was now required that a quarterly reconciliation occur and overpayments and underpayments be reimbursed or billed, accordingly. Lance Blanford stated he did not feel in-kind services should be included as part of the IFA. Ms. Johnson indicated an update on the IFA partner meeting would be shared with the LTWDB.

Funding Committee

- **Inventory Disposal**

Angela Crenshaw referred LTWDB members to page 26 of the meeting packet for a list of highlighted items and additional numbered items to be disposed of and removed from inventory, due to being broken or obsolete. Jim Rachlin made a motion to dispose of and remove the inventory items as identified and listed. Lance Blanford seconded; motion carried.

- **FY 24 Budgets – Career Team and Hightower Workforce Initiatives (HWI)**

Sherry Johnson provided the funding committee's recommendation regarding the FY 24 budgets for Career Team and HWI contracts. The proposed budget from Career Team included a five percent increase for an amount of \$883,800.00 and HWI requested a five percent increase at \$212,820.00. Due to not having next year's funding allocations, the funding committee recommended a three percent increase for both contractors for FY 24. This would result in \$847,690.00 for Career Team and \$204,902.00 for HWI. Jim Rachlin made a motion to approve FY 24 funding for Career Team at \$847,690.00 and HWI at \$204,902.00. Julie Brown seconded; motion carried.

Set Agenda for June Board Meeting

The following agenda items were agreed upon for the June LTWDB meeting:

- Contractor Reports
- Update on Workforce Crisis Taskforce – Lance Blanford
- Policy Updates/Revisions
- Approval of WIOA Budget
- Board Recertification (placeholder)

DISCUSSION/UPDATE ITEMS

Workforce Update

Sherry Johnson informed the committee that the transition to the new Workforce Director, Beth Roberts, was occurring quickly and going well. Ms. Johnson also provided an update on Blue Oval/SK activities and indicated they were beginning to post more jobs on their website. They also issued their first newsletter for Kentucky and Tennessee and Ms. Johnson agreed to forward to committee members. Ms. Roberts provided information on several local hiring events, including virtual job fairs which were occurring every two weeks. Ms. Roberts also stated there was a focus on youth with high school career fairs taking place to provide opportunities for graduating seniors.

Workforce Crisis Taskforce Update

Lance Blanford informed the committee that he, Jim Rachlin and Daniel Carney were working with Lincoln Trail Area Development District staff to set up a housing roundtable on May 24, 2023. Mr. Blanford indicated there would be a variety of planning and zoning officials and Local Elected officials in attendance. The meeting would focus on gathering information about local and regional issues facing planning and zoning, identifying untapped financial resources and defining what affordable housing looked like in the region.

UNFINISHED BUSINESS

Jim Rachlin asked the committee for feedback on hosting the annual workforce summit this year. There was discussion on what type of information should be shared or collected to generate interest. Mr. Rachlin indicated participation was not sustained from the last summit and expressed concern about how the momentum would be maintained once the event was over. Sherry Johnson suggested inviting Blue Oval/SK to be a participant to discuss their needs and challenges as well as other large employers in the area. Beth Roberts asked if a discussion would be beneficial as to why activity stalled last time. Ms. Johnson suggested Jim Rachlin, Lance Blanford and Beth Roberts meet to discuss how to proceed with the event. Ms. Johnson also suggested the LTWDB could consider modifying existing contracts with Heartland Communications Consultants or HWI to provide assistance with the summit.

NEW BUSINESS

Sherry Johnson indicated Myra Covault would be stepping down from the LTWDB due to no longer being employed by Baptist Health Hardin. This would leave the First Vice-Chair position vacant. Ms. Johnson indicated, in similar situations in the past, the LTWDB recommended current Officers move up one seat which would leave the Secretary/Treasurer position open. The committee members agreed on this approach and asked Ms. Johnson to send the LTWDB roster so they could identify a candidate for the Secretary/Treasurer position to be recommended at the June LTWDB meeting.

ADJOURNMENT

With no further business to discuss the meeting was adjourned.