

**MINUTES OF THE  
LINCOLN TRAIL WORKFORCE DEVELOPMENT  
BOARD  
June 18, 2024**

The Lincoln Trail Workforce Development Board (LTWDB) held a hybrid meeting on Tuesday, June 18, 2024 at 9:00 am ET.

Trish Niles, Chair, called the meeting to order once it was determined a quorum was present.

Ms. Niles introduced Jana Martin-Reed, Career Development Office (CDO) Regional Program Manager for Lincoln Trail and KentuckianaWorks. Ms. Martin-Reed replaced Monica Collins, who accepted a new position with CDO.

**ACTION ITEMS**

**Minutes – March 19, 2024 LTWDB Meeting Minutes**

After review of the March 19, 2024 minutes, Jim Rachlin made a motion to approve the minutes as presented, Scott Lusk seconded; motion carried.

**Consideration of Slate of Officers**

Stan Carton reported the nominating committee met on May 2, 2024 to identify a slate of Officers beginning July 1, 2024 as well as address membership renewals and vacancies.

Mr. Carton indicated the committee agreed the current slate of Officers was working well and, based on the LTWDB by-laws, all would be eligible to serve another term. Mr. Carton stated the recommendation of the committee was to keep the current Officers for another term. In addition, committee members provided potential candidates to fill the two business and one labor/community-based organization vacancies.

Scott Lusk made a motion to accept the Nominating committee's recommendation to keep the current slate of Officers for the term beginning July 1, 2024. Jerry Dubree seconded; motion carried.

Chair – Trish Niles  
First Vice-Chair – Lance Blanford  
Second Vice-Chair – Jim Rachlin  
Secretary/Treasurer – Chris Cottrell

## **Consideration to Revise By-Laws – Dissolution of WEED Committee**

Jackie Masterson informed the members that the LTWDB by-laws would need to be revised to reflect the dissolution of the WEED committee, which was approved at the March 19, 2024 board meeting. In addition, there were some minor typos and State department name changes that would need to be revised.

Patricia Krausman made a motion to revise the LTWDB by-laws to reflect the dissolution of the WEED committee and correct minor typos and name changes. Julie Brown seconded; motion carried.

## **Consideration to Revise Youth Incentive Policy**

Julie Brown indicated the Youth committee agreed, at its quarterly meeting in April, to recommend revising the Youth Incentive policy to include an additional incentive benchmark. The benchmark would apply to youth who were determined basic skills deficient, defined as scoring below 8.9 in reading and/or math on a pre-test of the Test of Adult Basic Education (TABE), and who increased their score by one educational functioning level on the TABE post-test. The incentive amount would be \$50.00.

Patricia Krausman made a motion to revise the Youth Incentive policy to include the additional benchmark, as presented. Jennifer Nolan seconded; motion carried.

## **Consideration of WIOA FY 25 Budget**

Patricia Krausman presented the proposed FY 25 budget, which was included in the meeting packet. Ms. Krausman indicated it was the first budget that included an allocation from the General Assembly of \$180,000.00 to serve non WIOA eligible youth. The budget also included a five percent increase for the One Stop Operator and Direct Services Provider contracts. Funds were also set aside for early layoffs at Akebono, which was scheduled to close in December 2025.

Julie Brown made a motion to accept the FY 25 WIOA budget, as presented. Daniel Carney seconded; motion carried.

## **Consideration of Executive Committee, on behalf of the LTWDB, to Approve Funding from General Assembly and the PY 24 MOU/IFA**

Beth Roberts provided an update on the funds recently approved by the General Assembly for local workforce areas to serve non-WIOA eligible youth. Ms. Roberts indicated the funds had not yet been received but KentuckianaWorks would be serving as the fiscal agent and would be distributing the funds to the local Workforce Boards. Due to this occurring prior to the September LTWDB meeting, Ms. Roberts requested that the LTWDB Executive committee be given approval to act on the board's behalf at the August meeting to accept the funds. In addition, Ms. Roberts asked for the approval of the One Stop system Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA) to be included for approval by the Executive committee.

Scott Lusk made a motion to allow the LTWDB Executive committee to act on the board's behalf at the August meeting to accept the General assembly youth funds and approve the One Stop system MOU/IFA. Jim Rachlin seconded; motion carried.

## **DISCUSSION/UPDATE ITEMS**

### **Committee Updates**

**Funding Committee** – Patricia Krausman reported the funding committee met on May 21, 2024 and reviewed and discussed the Fiscal Year 25 draft budget. An update was also given regarding the current year position of the financials. Ms. Krausman indicated the program was on track to expend all expiring grants.

**Individuals with Disabilities Committee** – Stan Carton reported the committee met on April 24, 2024. There was discussion regarding the electronic customer sign-in process and concern expressed whether the reasonable accommodations put in place were adequate. Follow-up will be conducted with the One Stop Operator to determine the best solution. There were no additional updates on the ADA compliance status of affiliate sites. Office of Vocational Rehabilitation was contacted to provide disability awareness related training to Kentucky Career Center-Lincoln Trail staff.

**Youth Committee** – Julie Brown reported the committee met on April 16, 2024 and heard updates from Heartland Communications Consultants and Career Team. A new initiative was being piloted in Hardin County called Project Opportunity, with the goal of connecting graduating seniors and out of school youth with quality work-based learning opportunities. If the pilot goes well the initiative will be expanded throughout the rest of the region. Career Team reported enrollment of thirty-five youth since July 1, 2023. Youth budget obligations and expenditures were reviewed. Work experience expenditures were exceeding the twenty percent requirement. The steady increase in youth enrollments appeared to be moving budget expenditures in the right direction.

### **Direct Services Provider - Career Team**

Kristin Howard, Executive Director for Career Team, provided an overview of year-to-date activities and enrollments for Adults, Dislocated Workers and Youth.

Since July 1, 2023, there had been a total of one-hundred enrollments across the three funding streams. Out of School Youth enrollments increased by over eight-hundred percent from Program Year 2023. Ms. Howard indicated there were currently twenty-two worksites available for youth work experience placement in high demand fields. An update on CareerEdge usage was also provided indicating an overall increase of over one-hundred sixty-six percent in the past year.

### **One Stop System Operator - Hightower/Strumpf**

Andy Hightower and Lori Strumpf provided an update on One Stop Operator activities, which included the following:

- Goals for the year included increasing access to services across the region and using technology to be more effective and efficient. As a result, an electronic sign-in system was recently implemented at every KCC-LT location and electronic customer comment cards have been in place for while.
- A brief overview of the jobseeker and employer customer satisfaction data from the third quarter of 2024 was provided. Overall satisfaction levels for both groups continued to be ninety-eight to one-hundred percent, respectively.
- Continued to expand access to KCC-LT services, which included the Fort Knox access point as well as an additional partner in Bardstown and plans for a presence in Breckinridge County.
- The High School Graduating Seniors Initiative continued this past year and all but two of the high schools in the region were visited covering 1,530 students.
- Provided usage data for the Premier Virtual Job Fair Platform.
- Continued to provide professional development training for all partners. A session on Case Management will be provided in September 2024 as well as a customer journey mapping exercise.
- Andy Hightower shared systemwide customer traffic data for the KCC-LT locations.

### **Outreach - Heartland Communications Consultants (HCC)**

Stephanie Apple provided an update on outreach efforts for the last quarter. HCC continued to promote the online job fairs with paid ads, flyers and social media posts. In addition, Premier Virtual initiated a new email campaign, at no cost to the LTWDB, which resulted in slightly higher registrations with an eighty percent participation rate.

Ms. Apple shared usage metrics, demographics and other data regarding the various social media platforms. Facebook, Instagram and LinkedIn all continued to gain new followers. New videos to promote awareness in high demand career paths were created in healthcare, construction and transportation and logistics.

### **Lincoln Trail Workforce Update**

Beth Roberts provided a year-end overview of workforce activities for Program Year 2023, which included the following highlights:

- Recognized the strategic partnerships over the past year, which included the Strategic WIOA Partners, Lincoln Trail Area Development District, ECTC, Addiction Recovery Center, South Central Workforce Board and the Childcare Study funding partners.
- Continued to expand access to services through KCC-LT locations in Bardstown and Fort Knox and future plans for Breckinridge County.
- Expanded Youth services to include Virtual Reality exploration in middle schools and work-based learning opportunities through programs such as Project Destiny and Project Opportunity.
- The Putting Kentuckians First program has made good progress and the Lincoln Trail region will be getting a dedicated navigator.
- Implemented participant supportive services and youth incentives.

- In the process of translating participant outreach materials for English as a Second Language (ESL) clients.
- Several diverse funding sources were received over the past year, including Statewide Reserve Funds for the Electric Vehicle Workforce Development Coordinator, the Revolving Loan Fund and General Assembly funding to serve non-WIOA eligible youth.
- Introduction of technology such as the Premier Virtual online job fair platform, Transfer Virtual Reality, electronic sign-in at Career Centers, Career Edge and the Unite Us partner referral system.
- Overview of LTWDB membership including expiring terms and replacements.
- Provided data highlights from the childcare study, workforce data, employer engagement and KCC-LT foot traffic. Will continue to collect and share data.
- Provided the LTWDB meeting schedule for the new program year.

### **Recognition of LTWDB Members**

Trish Niles thanked outgoing LTWDB members Dr. Juston Pate, Chris Reed and Julie Brown for their service on the board.

Ms. Niles also recognized the passing of Mo Miller, former Workforce Board Chair and member of the board from 2005-2018 and longtime supporter of workforce in the Lincoln Trail region.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

None

### **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned.

**LINCOLN TRAIL WORKFORCE DEVELOPMENT BOARD**  
**ATTENDANCE SHEET**  
**June 18, 2024**

**MEMBERS PRESENT**

Alan Biddle  
Julie Brown  
Daniel Carney  
Stan Carton  
Jerry Dubree  
Mike Embry  
Patricia Krausman  
Jennifer Lampton  
Scott Lusk  
Trish Niles  
Jennifer Nolan  
Jim Rachlin  
Jana Martin-Reed  
Chris Reed  
Davette Swiney

**MEMBERS ABSENT**

Joe Ashley\*  
Lance Blanford\*  
Chris Cottrell\*  
Mark Nelson  
Dr. Juston Pate\*  
Tom Renfrow  
Christa Shouse\*  
Sarah Smith\*

**STAFF**

Angela Crenshaw  
Anthony Hellmueller  
Jackie Masterson  
Beth Roberts

**GUESTS**

Stephanie Apple  
Jennifer Carman  
Andy Hightower  
Kristin Howard  
Bri Janes  
Lori Strumpf