

MINUTES OF THE LINCOLN TRAIL WORKFORCE DEVELOPMENT BOARD

Executive Committee

November 20, 2024

The Lincoln Trail Workforce Development Board (LTWDB) Executive Committee held a hybrid meeting on Wednesday, November 20, 2024 at 9:00 am ET.

MEMBERS PRESENT

Joe Ashley
Lance Blanford
Chris Cottrell
Sarah Smith

MEMBERS ABSENT

Stan Carton*
Jim Rachlin*

GUESTS

STAFF

Sam Haynes
Anthony Hellmueller
Jackie Masterson
Beth Roberts

**Denotes excused absence*

Lance Blanford, Chair, called the meeting to order after determining a quorum was present.

Mr. Blanford welcomed new Executive Committee members Joe Ashley and Sarah Smith.

ACTION ITEMS

Consideration of Minutes – August 21, 2024

After review of the August 21, 2024 Executive Committee minutes, Chris Cottrell made a motion to approve the minutes, as presented, Sarah Smith seconded; motion carried.

Set Agenda for December Workforce Development Board Meeting

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

- Presentation by Dr. Telly Sellars on Elizabethtown Community and Technical College's (ECTC) workforce development activities.
- LTWDB committee updates
- Strategic Partner updates

- Workforce Director update
- Update from Lance Blanford on State Workforce Board Chairs meeting
- Engaging LTWDB members in more discussion versus reporting only

Suggestions for future agenda items included: Daniel London, Executive Director, update on Lincoln Trail Area Development District (LTADD) activities; updates from regional employers, such as Blue Oval/SK and Nucor; updates from local training providers, such as ECTC, on trends in youth training.

Mr. Blanford indicated he and Ms. Roberts discussed the need to begin thinking about a strategic plan for the LTWDB and suggested the process start with the Executive committee. Mr. Blanford stated he would send an email to committee members, soon, to schedule a time to begin discussing the planning process. Ms. Roberts added the committee may want to consider the following items in their discussion: the need for a consultant in assisting with the development of the plan, when to involve the full LTWDB and the direction they would like to see the LTWDB take. One suggestion was to hold at least one mandatory, in-person LTWDB meeting each year.

DISCUSSION/UPDATE ITEMS

Committee Updates

Funding Committee

Chris Cottrell reported the committee met on October 22, 2024 and reviewed the first quarter financials. There were no over obligations in any of the funding streams and client direct training decreased five percent from prior first quarter. Overall fund utilization was twenty-eight percent and all expiring funds, including youth, were on track to be expended. An inventory check was recently conducted and asset disposal requests will be proposed at the January Funding committee meeting. Recent department changes and the addition of Sam Haynes to the fiscal team were discussed. The committee also reviewed pending layoffs at Venminder and Akebono and will discuss potential dislocated workers at the next committee meeting in January.

Individuals with Disabilities Committee

Jackie Masterson reported on behalf of committee chair, Stan Carton. The committee met on October 15, 2024. There were no additional updates on the ADA compliance status of affiliate sites and outstanding ADA issues would be addressed during the next certification period. The committee discussed a customer accessibility situation that occurred at the Bardstown Career Center location regarding an individual who was deaf and needed assistance with unemployment insurance. UI services are not provided at this location so the individual was connected with the Elizabethtown location and services were arranged. This brought to light the need to have a clear plan regarding resources when assistive services are needed. The One Stop Operator is working on a procedure to include resources that can be accessed in a variety of situations that may require accessible services. The next meeting will be held on January 21, 2025.

Youth Committee

Sarah Smith reported the committee met on October 15, 2024. Heartland Communications Consultants provided an update on youth outreach activities which included metrics showing an increase in visits to the youth page on the Kentucky Career Center-Lincoln Trail website, a video for manufacturing month to spotlight careers in the sector and a new flyer to promote youth services. Career Team emphasized continued focus on serving out of school youth over the past quarter. A brief overview of the Putting Young Kentuckians to Work program was provided. The two-year program was made possible through funding from the Kentucky General Assembly with the goal of placing non WIOA eligible youth in employment. Lincoln Trail's target is to serve thirty-five youth in the first year and thirty-five in the second year. An update on the youth budget was also provided. There were no issues or concerns regarding the budget at this time. The next meeting is scheduled for January 21, 2025 at 10:00 am.

Lincoln Trail Workforce Update

Beth Roberts shared the following information:

- Provided a brief update on WIOA Adult, Dislocated Worker and Youth activities, with twenty enrolled in training since the start of the fiscal year. The Putting Young Kentuckians to Work initiative was starting to take off, with two youth currently enrolled.
- Statewide Reserve funding was recently awarded for Cyber Security Training, which would allow Lincoln Trail to enroll five long-term unemployed females in training with The Kable Academy. This will tie in well with the Heels Together project, which is a partnership with ECTC, LTWDB and the Kentucky Career Center-Lincoln Trail to assist fifty women in reentering the workforce through a variety of workforce services.
- Upcoming layoffs include Venminder in December of this year and Akebono in December 2025.
- There were currently two active loans with the Revolving Loan Fund (RLF) and the potential for four additional loans.
- Procurement for a One Stop Operator will occur next year, with the Request for Proposal (RFP) to be released by February 1, 2025. Ms. Roberts emphasized the importance of receiving input from the Executive Committee and LTWDB to determine the need for any additions or revisions to current services. A project review committee will need to be selected and, in conjunction with the funding committee, will review proposals and make a recommendation to the LTWDB. Individuals interested in serving on the project review committee will be identified at the December LTWDB meeting.
- Local and regional plans are due to the Kentucky Workforce Innovation Board (KWIB) on April 30, 2025. Ms. Roberts was researching requirements and will follow-up with additional information.
- The Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA), with One Stop partners, is due May 30, 2024. The Funding

committee and Finance Officer, Sam Haynes, will work with the One Stop Operator on the IFA process. Ms. Roberts will provide additional information as it becomes available.

- Board certification is due on June 30, 2024, with no issues anticipated.
- There were no new updates on WIOA reauthorization.
- LTWDB staff continued to work on additional revenue sources to expand workforce services beyond WIOA funding.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

With no further business to discuss Sarah Smith made a motion to adjourn, Joe Ashley seconded; motion carried and meeting was adjourned.