



**Eastern Kentucky Concentrated Employment Program, Inc. Board of Directors
Meeting Minutes
March 12, 2019**

Attendees

EKCEP BOD's Members

Tim Bingham
Polly Arnold
Mark McKenzie (Proxy-Carolyn Tackett)
John E. Pennington
Shane Gabbard
Jamie Brunk
Dan Mosely (Proxy-Colby Goss)
Connie Barnes (Proxy – Becky Miller)
Tim Bobrowski (Proxy – Beth Spencer)
Rick King (Proxy – Abby Little)
Terry Adams
Walter Nixon
Chuck Caudill

EKCEP Staff

Trish Adams
Jennifer Bergman
Travis Winkler
Jeff Whitehead
Sharon Poff
Owen Grise
Tonya Collins
Vanessa Collier
Joyce Wilcox

Guests

Wanda Thacker
Charlene Engle
Mike Buckles
Amber Teverbaugh

Minutes

The Eastern Kentucky CEP Board of Directors held its quarterly meeting on March 12, 2019 in the boardroom at the Kentucky Career Center--JobSight, Hazard, Kentucky.

John E. Pennington, Chairman of the EKCEP BOD's called the meeting to order. John E. Pennington asked for the roll call. Roll call resulted in 13 members being in attendance. John E. Pennington informed the board we did have a quorum.

John E. Pennington asked for a motion to approve the minutes of the December 2018 EKCEP board meeting, which had previously been distributed to the members. Walter Nixon made a motion to approve the minutes as distributed. The motion was seconded by Jamie Brunk. All voted in favor, none opposed.

John E. Pennington welcomed Charlene Fugate, Director of Skills U for Hazard Community and Technical College. Charlene discussed some of the activities Skills U are currently working on, such as working with Probation and Parole and the Department for Community Based Services. Charlene also stated Skills U is in the process of working with four of the Appalachian Regional Hospitals to provide GED services to entry level employees.

The BOD's meeting continued according to the agenda. Each attendee received a "board packet" containing informational handouts prior to the call-to-order.

Reports

Jeff Whitehead, EKCEP Executive Director, began the meeting by discussing various reports that were included in the board packets. Jeff Whitehead discussed a "snapshot" of the most current financial, participant, and employer reports.

Joyce Wilcox, EKCEP Industry Liaison, shared with the group the role of the Business Services Teams and some of the projects and employers we are currently working with.

Joyce Wilcox also discussed Talent Pipeline Management. Jeff Whitehead explained that Talent Pipeline Management basically brings sectors of employers together to collect real-time data in reference to their employment needs via surveys.

Joyce Wilcox also informed the group of the "Essential Workplace Ethics Program" for K-12 students beginning in the 2019-2020 school year. Jeff Whitehead stated that State Law requires school boards teach essential skills in their curriculum. EKCEP will develop an employer survey asking for suggestions or recommendations pertaining to essential skills. We are asking all board members to please complete the survey.

Grants

Jeff Whitehead discussed several grant request. The Community Impact Grant is \$1.7 million; Coal Grant request is \$2.2 million; and The Opioid Grant request is \$1.4 million. In connection to the Opioid Grant, the Cabinet for Family and Children is also providing \$803,000 to provide job development and success coaching within the Career Centers across the state of Kentucky.

Kentucky Career Center JobSight Certification Report

Jennifer Bergman, EKCEP's JobSight Services Director, presented the letter from the review team finalizing the certification process for the KCC JobSight locations in Hazard and Pikeville. The final approval will be voted on at the Workforce Innovation Board meeting on March 14, 2019.

Audit Presentation and Acceptance

Scott Scouten, auditor with Neal, Scouten & McConnell provided an overview of EKCEP's June 30, 2018 Financial and Compliance Audit – preliminary draft. Chuck Caudill made a motion to approve the audit as presented. The motion was seconded by Tim Bingham. All voted in favor, none opposed.

Nomination of Workforce Innovation Board Members

Trish Adams, EKCEP's Industry Liaison informed the board of two vacant WIB member positions. The WIB will need to replace Tim Wireman and Denise Thomas. Roger McGinnis was the first nominee. John E. Pennington asked for a motion to approve Roger McGinnis as a member of EKCEP's WIB. Tim Bingham made the motion. The motion was seconded by Jamie Brunk. All voted in favor, none opposed. The second person nominated was Chuck Sexton. John E. Pennington asked for a motion to approve Chuck Sexton as a member of EKCEP's WIB. Shane Gabbard made the motion. The motion was seconded by Walter Nixon. All voted in favor, none opposed.

Program Year 2019 Procurement (July 1, 2019-June 30, 2020)

Jeff Whitehead informed the group that EKCEP will be able to rollover, with slight modifications, the adult and dislocated contracts with the service providers we currently have in place. Youth services will be procured this year.

Other

Jeff Whitehead made mention of a handout that was included in the board packet listing some of the "2019 Important Workforce Dates".

Meeting Adjourned

John E. Pennington asked if there was any other business. With no other business, the meeting was adjourned.