



**Eastern Kentucky Workforce Innovation Board (EKWIB)
Meeting Minutes
December 14, 2017**

Attendees:

EKWIB Members

Betsy Clemons – Kristen Collins
Brent Sturgill
Carla Bishnoi – Gretta Fields
Derek Lewis
Fran Feltner
Howard Blackburn
Janet Slayden
Jason Slone
Keith Gabbard
Kevin Chesnut
Mike Caudill
Paul Dole
Ronald Hart
Sonya Bergman – Amy Gabbard
Tracey Smith
Vince Minix

EKCEP Staff

Trish Adams
Bridget Back
Jennifer Bergman
Erin Blanton
Michael Cornett
Owen Grise
Ian Mooers
Sharon Poff
Jeff Whitehead
Travis Winkler

Guests

Andrea Morgan Begley
Paul Green
Donna McClure
Melissa Miller
Shane Baker
Trina Allen

Minutes

The Eastern Kentucky Workforce Innovation Board (EKWIB) held its quarterly meeting on December 14, 2017 in the boardroom at the Kentucky Career Center--JobSight, Hazard, Kentucky.

Howard Blackburn, EKWIB's Chair called the meeting to order. Howard Blackburn asked for the roll call. Roll call resulted in 16 members being in attendance.

Howard Blackburn asked for a motion to approve the minutes of the September 2017 EKWIB meeting, which had previously been distributed to the members. Janet Slayden made a motion to approve the minutes as distributed. The motion was seconded by Tracey Smith. All voted in favor, none opposed.

Senate Bill Requirements and Corresponding Recommendations

Jeff Whitehead, EKCEP Executive Director, informed the board that one of the topics of today's meeting was to review some of the requirements of Senate Bill 1. This bill requires the local WIB's provide the KWIB and the Department of Education with recommendations for certifications, licensures and credentials coming out of high school. We are submitting our recommendations by December 30, 2017. The recommendations will be reviewed by the KWIB, consider by the Department of Education, and our schools will be incentivized to graduate students with these certifications.

Jeff Whitehead asked the board to review the information included in the board packets pertaining to this topic. We are identifying certifications, licensures, or credentials to students coming out of high school. We are asking for recommendations from employers and WIB members.

Jeff Whitehead introduced Paul Green, Kentucky Valley Educational Cooperative. Paul Green works with postsecondary education.

Mike Caudill, stated he would like to see "Certified Coding Associate" added to the Certification Listing. Mike stated Certified Coding Associate is coding related to medical billing. Jeff Whitehead stated he was familiar with the CCA through HEMI. We are currently working on providing medical coding training that can lead to the CCS, which is one step above CCA. CCA allows people to work in clinics and doctor offices. CCS is more toward hospital settings and working remotely. Jeff Whitehead told Mike Caudill we would add his suggestion to our recommendations. Howard Blackburn asked when this program would take effect. Jeff Whitehead stated it would be effective for the school year beginning in the fall of 2018.

Jeff Whitehead asked Vince Minix, to elaborate on the details of a "track certificate". Vince Minix stated a track certificate is a streamline into the apprenticeship.

Vince Minix asked if we had any interest in solar installing. Jeff Whitehead responded we have not had very much interest in that subject. Vince Minix said he saw more of a demand in the future for solar.

Jeff Whitehead began the discussion on Drone Operator or Unmanned Aviation Certifications. Nationally, the demand is very high. Paul Green, KVEC, wanted to thank the EKCEP WIB for taking leadership in aligning schools with industry. Paul Green stated a group from Eastern Kentucky has formed an organization called USA Drone Port. The purpose of the organization is to develop a testing research site in Eastern Kentucky to expand the drone industry in this region. This organization has submitted an application to have a large area in Knott, Perry, and Breathitt County as a testing area. If the application is approved, it could lead to opportunities for many companies to come to this region to test drones.

Jeff Whitehead discussed health industry certifications. Fran Feltner stated many health departments, clinics, and community wellness programs have job opportunities for health care certifications. Fran said it also teaches individuals to be healthy besides the job opportunities.

Jeff Whitehead said the certified nurse assistant and SRNA were gateway certifications to becoming a LPN or RN or several other medical field positions. Mike Caudill said his facility does not utilize Certified Nursing Assistants due to various regulatory requirements. Fran Feltner, stated nursing homes utilize Certified Nursing Assistants. Mike Caudill said Certified Medical Assistant should be ranked "high" instead of medium. He said his facility utilize CMA and they also utilize CMA's for outreach workers.

Jeff Whitehead said under the Financial Literacy Certification (CFL), we felt student attaining financial certifications may have doors open for them and they might be better prepared to succeed with post-secondary training in that field. Ronald Hart said from a banking perspective he would agree. He stated entry level employees who had attained this certification would have a "step up" as other opportunities within the banking industry open up.

Jeff Whitehead discussed coding. SWIFT is part of the Apple University available for kids K through post-secondary. Jeff discussed the different coding "languages". We recommend they introduce this curriculum into our schools.

Jeff Whitehead also discussed two other certifications, Certified Coding Associate and Keyboarding. Howard Blackburn stated he thought keyboarding is a necessary skill.

Howard Blackburn asked for a motion to accept and forward the recommendations, with the changes, to the KWIB. Ronald Hart made the motion. Vince Minix seconded the motion. All voted in favor, none opposed.

Adult Education Request for Proposal Review

Owen Grise, Deputy Director EKCEP, stated one of the items this workforce board is tasked with, is to coordinate activities with education and training providers. In reference to Adult Education and Literacy, there are a few specific tasks the WIB is expected to handle. We are to coordinate with adult education and review applications submitted by training providers who want to be selected to provide adult education activities in our local area. The WIB should review and determine if applications are consent with the local area plan and make recommendations to the state administrative agency. This board will select a committee to review the applications and made recommendations. The Chair of each local workforce board has been asked to design a simple point of contact and to select the committee to review the applications. Each person on the committee will be asked to sign and return a nondisclosure and conflict of interest statement.

Owen Grise asked, with permission from the board chair, for volunteers to participate as committee members. Vince Minix, Ronald Hart, and Sonya Bergman (Proxy-Amy Gabbard), volunteered to participate on the committee. After today's meeting, Owen will provide the three committee members the necessary paperwork to sign.

Ky Health, SNAP, and EKCEP Responsibilities

Jeff Whitehead referenced the MOA that will need to be signed between the Department of Workforce Investment and EKCEP to fulfill our responsibility in the Ky Health for changes in the workforce system. A copy of the Summary of Memorandum of Agreement was included in the meeting packets.

Jeff Whitehead briefly discussed the changes and the timeline under the MOA.

Howard Blackburn, asked for a motion. Paul Dole made the motion to sign the contract. The motion was seconded by Keith Gabbard. All voted in favor, none opposed.

TechHire and Teleworks Update

Michael Cornett, EKCEP's Director of Agency Expansion & Public Relations, began the discussion pertaining to TechHire by referencing the TechHire documents included in the meeting packet.

On EKCEP's website we have issued a RFP soliciting a partner to assist us in developing and implement a variety of Information Technology training and technical assistance. The deadline is January 6, 2018.

Derek Lewis, asked how it was going to be marketed. Michal said we are not yet, that is part of the result of selecting the right partner. Owen Grise said as the partner comes onboard and assist in refining the product we will have a more polished message to market.

Michael Cornett discussed the Teleworks USA handout. Owen Grise added Michael Cornett and the Teleworks staff do a great job. Owen also wanted to point out the \$27,000,000 in wages is an annual wage number.

Michael Cornett also discussed the CNN video filmed in Booneville. Some Teleworks staff members were included in the news story. Jeff Whitehead said we would provide a link to the story for all board members.

Discussion: Business/Employer Outreach, Engagement, and Recognition

Jeff Whitehead referenced the EKCEP Employer Engagement handout provided in the meeting packets. EKCEP is engaged on some level with approximately 400 employers in our area. Jeff stated he thought it would be beneficial to recognize and celebrate industry businesses, employers, and partners in our region. Jeff stated we have the ability and the talent to do a monthly or weekly pod cast.

Howard Blackburn asked for a motion to accept Jeff Whitehead's idea of a pod cast. Keith Gabbard made the motion to accept. The motion was seconded by Tracey Smith. All voted in favor, none opposed.

Funding Categories, Performance, and Faces of Success

Jeff Whitehead referenced the "funding charts" that were included in the meeting packet. The charts reflect the monies spent and total participants served by each funding stream.

Jeff Whitehead asked everyone to look at the last handout provided in the meeting packet. This handout was some of the faces of the Addiction Recovery Care graduation.

Two videos were shown, one video was EKCEP's year-end video and the other was a Paths2Promise video.

Call for Adjournment

Howard Blackburn asked for a motion to adjourn. Janet Slayden made the motion to adjourn. The meeting was adjourned.

