



**Eastern Kentucky Concentrated Employment Program, Inc. Board of Directors
Meeting Minutes
March 13, 2018**

Attendees

EKCEP BOD's Members

Tim Bingham
Tom Gambrel
Polly Arnold
Roger T. Daniel (Proxy – AB Conley)
Shane Gabbard
Phyllis Lawson
Jamie Brunk
Luther Blanton (Proxy – Jill Blevins)
Connie Barnes
JM Hall (Proxy – Becky Miller)
Rick King
Tim Bobrowski (Proxy – Beth Spencer)
Marvin Gearhart
John E Pennington
Don Emmett

EKCEP Staff

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

Guests

David Carroll
Charlene Engle
Mike Howell
Abby Little
Donna Pace

Minutes

The Eastern Kentucky Board of Directors held its quarterly meeting on March 13, 2018 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 15 members being in attendance. John E. Pennington informed the board we did have a quorum.

John E. Pennington introduced Shane Gabbard to the board. Shane Gabbard is the County Judge Executive for Jackson County, he will be replacing Marie Raider who retired from the board.

John E. Pennington asked for a motion to approve the minutes of the December 2017 EKCEP board meeting, which had previously been distributed to the members. Connie Barnes made a motion to approve the minutes as distributed. The motion was seconded by Shane Gabbard. All voted in favor, none opposed.

The BOD's meeting continued according to the agenda.

Review of Funding Availability and Board Responsibilities

Jeff Whitehead, EKCEP Executive Director, began the meeting with a discussion pertaining to the funding and EKCEP board responsibilities. Jeff Whitehead and Owen Grise, EKCEP Deputy Director, specifically discussed the functions of the Workforce Investment Board versus the Eastern Kentucky Concentrated Employment Program Board. A handout reflecting "the functions of each board", "available funding" and a "summary of eligibility" for each program was provided to all attendees.

John E. Pennington asked if there were any questions pertaining to the topic discussed. There were no questions from the attendees.

Audit Report

Jeff Whitehead said Eastern Kentucky Concentrated Employment Program, Inc. had undergone a financial audit for year ending June 30, 2017. The results were "no findings". A complete copy of the preliminary draft of the audit was provided to the Audit Committee via email.

Jeff Whitehead explained the final step is for the board to approve the audit. John E. Pennington asked if anyone had any questions concerning the audit.

Rick King, Board Member EKCEP, asked for an explanation of page A-3 reflecting a negative "total net position". Tonya Collins, Assistant Financial Director for EKCEP, said it's due to the timing of the funds. The program year ends on June 30 but we do not receive the funds until July.

Jeff Whitehead stated we can have our auditor attend our next board meeting to present details of the audit. Rick King said, with his experience on “boards”, it has been very helpful to have an auditor walk-through, with your governing body the audit. Jeff will make arrangements to have our auditor attend the next board meeting.

John E. Pennington asked for a motion to approve the audit. Connie Barnes made the motion to approve the audit. Rick King seconded the motion. All voted in favor, none opposed.

WIB Member Nominations and Renewals

Trish Adams, EKCEP Industry Liaison, began the discussion of the WIB nominations. New nominations for WIB members are Mike Lasslo replacing Brad Hall and Tracy Osborne-Clay replacing Jamie Gaddis.

John E. Pennington asked for a motion to approve Mike Lasslo and Tracy Osborne-Clay to the WIB. Tim Bingham made the motion to approve the nominations. Connie Barnes seconded the motion. All voted in favor, none opposed.

Trish Adams stated we have four individuals who are up for WIB renewal. Vic Adams, Frank Dawahare, Ron Hart, and Brent Sturgill.

John E. Pennington asked for a motion to approve renewal of the four named individuals. Phyllis Lawson made the motion to approve the renewals. Jamie Brunk seconded the motion. All voted in favor, none opposed.

Kentucky Health Project Updates

Jeff Whitehead said this program is intended to assist people who receive benefits become more engaged in community activities. The workforce system is being looked upon as a major entity to assist people in getting the required community engagement. We will be tasked with two items: 1) working with people and helping them understand what is involved with going to work and 2) we will work with industry, business, organizations, and non-profits to provide opportunity for people to volunteer.

The timeline for implementation has been pushed back. It appears our area will be starting as one of the last ones to begin the updates. Jeff Whitehead asked the group to look at the handout provided in the WIB board packet. The handout includes a schedule of dates, times, and locations for interested persons to attend a Public Stakeholder Advisory Forum. Jeff Whitehead told the group if any board member is interested in attending one of the forums to let us know and we could assist with travel expenses.

Jeff Whitehead asked the attendees to review another handout included in the packet. This handout reflects the amount of money we are projected to receive to implement Kentucky Health. We are set to receive just over \$900,000 in our area, but this is not for training. This is

to be used for case management type of services. These figures do not include the Promise Zone counties.

Jeff Whitehead gave some examples of where people can work/volunteer in our communities. Tom Gambrel noted school districts require background checks. Most background checks take 6 weeks to receive a response and there is a cost involved. Jeff Whitehead said this process will take a lot of development.

Jeff Whitehead said the good news is, we have a good network with Community Action in our communities. Jeff Whitehead said one thing we need to be cautious of is we don't place people in employment until they are ready to be placed. We do not need to "burn bridges" with employers.

Workforce Activities and Opportunities by Community Action Counties

Jeff Whitehead asked the attendees to look at the "Program Performance" handout. The numbers are a snapshot of people served through February 2018. We have serviced approximately 10,000 people. Services include assisting with resumes, applying for jobs, and training for better jobs.

Jeff Whitehead asked the group, "What can we do more of"? Jeff said he wanted to invite each member to come to the meetings remembering they represent their local area. He asked each member to contact us if there is anything we need to be more aware of or concerns about the regions workforce.

John E. Pennington asked if anyone had a comment or concern. No response from the group.

Jeff Whitehead said he was excited about things happening in Pike County and the Big Sandy area specifically Silverliner, Enerblu, and Brady Industries.

John E. Pennington said he was hopeful, by the end of the year, we would recognize Marie Rader for her years of service on this board. Jeff Whitehead said absolutely.

Call for adjournment

Phyllis Lawson made a motion to adjourn the meeting. The meeting was adjourned.