



**Eastern Kentucky Workforce Innovation Board (EKWIB)
Meeting Minutes
September 14, 2023**

Attendees:

EKWIB Members

Vic Adams
Travis Cox
Tonia Prewitt
Sonya Bergman – Chair
Frances Feltner
Tracey Smith
Michael Lasslo
Frank Dawahare – Vice Chair
Paul Dole
Brent Sturgill
Meriwether Hall
Kevin Chesnut
Paul Patton
Teresa Blair
Rusty Justice
Kim Combs – Proxy Caleb Wise-Duty
Keith Gabbard
Colby Kirk
Paul Patton

EKCEP Staff

Rebecca Miller – Executive Director
Bridget Back
Tonya Collins
Cris Ritchie
Melissa Williams
Sharon Poff
Travis Winkler
Lisa Meade
Theresa Noble
Tesa Turner
Michele Whitlock

Guests

Rick Baker
Martina Roe
Mike Fine
Derek Collins

Beth Brinly
Mona Whitaker
Randall Tackett

Tess Russell
Robin Whitaker
Walt Nixon

Beth Spencer
Dylan Baker
Donna McClure

Minutes

The Eastern Kentucky Workforce Innovation Board (EKWIB) held its quarterly meeting on September 14, 2023 at 2:00 p.m. The hybrid meeting was held at 412 Roy Campbell Drive Hazard, Ky or via Zoom (if requested).

Welcome & Call to Order

EKWIB's Board Chair, Sonya Bergman called the meeting to order. Sonya Bergman thanked everyone who attended the Education/Training that was conducted just prior to the EKWIB meeting. The roll call resulted in 18 WIB members being in attendance.

Agenda Recommendation

Sonya Bergman asked for a recommendation to amend the agenda. Under section 9 of the EKWIB by laws – Committees. Sonya Bergman asked to add an Ad Hoc bylaws committee. Rusty Justice made the motion to allow the amendment to the agenda. Keith Gabbard seconded the motion. All voted in favor, none opposed. The motion carried.

Sonya Bergman asked for a motion to approve the June 8, 2023 EKWIB minutes. Frank Dawahare made the motion to approve the minutes. Tracey Smith seconded the motion. All voted in favor, none opposed. The motion carried.

EKWIB Certification

Rebecca Miller, EKCEP Executive Director discussed the recent Certification from the state for the EKWIB.

Board Training Portal

Michele Whitlock, EKCEP Internal Auditor discussed the Board Training Portal and the benefits that will be available to all EKWIB members.

EKCEP Information

- State Plan Meeting – Rebecca Miller discussed the October 10, 2023 meeting
- National Association of Parliamentarians – Rebecca Miller discussed Michelle Whitlock becoming certified
- Internal Auditor Practitioner – Rebecca Miller
- Quarterly State Monitoring Results – Bridget Back, EKCEP Deputy Director updated the EKWIB members on the State monitoring.
- Contractor Training and Tools – Bridget Back discussed Career Advisor training and Business Service training to be conducted in the upcoming months. Bridget Back also discussed the first registered apprenticeship signing next week.
- Support Letters – Cris Ritchie discussed the amount of support letters from EKCEP in support of EKCEP partners and businesses
- Teleworks USA – Rebecca Miller discussed the flyer that was included in the EKWIB packets. The contact information for each Teleworks Rep was included on the map.

- Business Services Reps – Rebecca Miller discussed the Business Services flyer that was included in the EKWIB packets. The contact information for each Business Service Rep. was included on the map.

Audit Committee RFP

Michelle Whitlock discussed the external auditors for this year’s EKCEP audit would be Caudill & Associates. Michelle Whitlock told the group the EKCEP BOD had approved this earlier today. Paul Patton made the motion to approve the audit selection as discussed. Vic Adams seconded the motion. All voted in favor, none opposed. The motion carried.

Financial Reports

Tonya Collins, EKCEP Director of Finance discussed the EKCEP Finance Report (Statement of Expenditures), Youth Funding Reduction, and the Storm Grant Funding.

Committees

Rebecca Miller discussed the Joint Finance Committee that was discussed in the EKWIB June 2023 meeting. Rebecca Miller discussed the design of the Committee and the timeline for its creation. Sonya Bergman discussed the Partnership Agreement between EKCEP BOD and EKWIB. Sonya Bergman said she wanted to review that agreement prior to a vote. Rusty Justice stated he thought the EKWIB should “table” these items until the members had an opportunity to have a clearer understand of each board’s roles and responsibilities. Paul Dole said he agreed that all committees be tabled at this time.

Mike Fine, EKCEP attorney, stated we would provide a copy of the EKCEP BOD and EKWIB Partnership Agreement to everyone. Mike Fine said the Partnership Agreement is meant for both boards to work together to approve actions. Sonya Bergman said each member needs a copy of the Partnership Agreement. Sonya Bergman stated the board needs clarification and understanding of the Partnership Agreement. Sonya Bergman said the by-laws committee needs to meet after the Partnership Agreement has been reviewed and discussed. Mike Fine told Sonya Bergman, that she, as Chair of the EKWIB could call a Special Called Meeting prior to the December 2023 meeting if she would like. Mike Fine said both documents site to specific provisions of the law.

Sonya Bergman asked for the minutes to reflect all Committee discussion be tabled until after the EKWIB’s Special Called Meeting to review the Partnership Agreement.

Approval of 2024 EKWIB Meeting Dates

Rebecca Miller stated the proposed 2024 meeting dates depart away from the dates referenced in the EKWIB by-laws. Rebecca Miller she would like to see the EKCEP BOD and EKWIB to meet on the same day, thus allowing members to attend each meeting. Sonya Bergman stated it was a great idea. Keith Gabbard made the motion to approve the 2024 meeting dates as presented. Vic Adams seconded the motion. All voted in favor, none opposed. The motion carried. Rebecca Miller reminded the board the December 2023 meeting date would not change.

Sonya Bergman opened the floor for questions:

- Dylan Baker with ARH asked questions pertaining to the healthcare employee shortages.
- Donna McClure, Mitch McConnell Field Representative, told the group that Haley Tipton will be her new assistant if anyone needs to contact her.

Adjournment

With no other business to discuss Keith Gabbard made a motion to adjourn. Vic Adams seconded the motion. All voted in favor, none opposed. The motion carried.