



**Eastern Kentucky Workforce Innovation Board (EKWIB)
Meeting Minutes
December 11, 2024
2:00 P.M.**

EKWIB Members

Bruce Carpenter
Travis Cox
Preston Jones
Keith Gabbard - Chair
Vince Minix
Mikeal Fannin
Tonia Prewitt
Tal Jones
Paul Dole
Brent Sturgill
Dennis Messer
Kevin Chesnut – Vice Chair
Jeff Johnson

EKCEP Staff

Rebecca Miller – Executive Director
Bridget Back
Tonya Collins
Cris Ritchie
Michele Whitlock
Sharon Poff
Travis Winkler
Jimmie Wilson
Dottie Nolan
Lisa Meade
Crissy Sexton
Melissa Williams
Bobbie Eldridge
Jennifer Breeze
Vanessa Collier
Kaytlin Hoskins
Christina Sowders
Jordan Phipps
Theresa Noble

Absent EKWIB Members

Raymond Banks
Kim Combs

Tracey Smith
Ben Collier

Jennifer Lindon Paul Patton
Lisa Fannin Amy Greene

Guests

Mike Fine
Jenni Hampton

Katie Houghlin
Allison Brown

Tawny Hogg
Brian Fields

Minutes

The Eastern Kentucky Workforce Innovation Board (EKWIB) held its quarterly meeting on December 11, 2024 at 2:00 p.m. Due to weather conditions the meeting was conducted via Zoom.

Welcome & Call to Order

EKWIB's Chair, Keith Gabbard called the meeting to order. All board members were reminded to have their cameras on during roll call and voting. Chair Gabbard also asked board members to state their name as they made 1st or 2nd motions. The roll call resulted in 13 WIB members being in attendance.

Approval of September 2024 EKWIB Minutes

Keith Gabbard asked for a motion to approve the September 11, 2024 EKWIB minutes. Bruce Carpenter made the motion to approve the minutes. Brent Sturgill seconded the motion. All voted in favor, none opposed. The motion carried.

Introduction of new EKWIB Members

Chairman Gabbard and Rebecca Miller introduced Lisa Fannin, Preston Jones, Amy Greene, and Mikeal Fannin as new members of the EKWIB.

Youth Committee

Rebecca Miller, EKCEP Executive Director asked all EKWIB members if they were interested in being a part of the Youth Committee. The following will be members of the Youth Committee: Dr. Jennifer Lindon, Paul Patton, Paul Dole, Dennis Messer, Rebecca Miller, and two Career Development Specialists from our Community Action Agencies.

HR Policy Update

Sharon Poff, EKCEP's HR Director, provided an update on the status of the EKCEP Employee Handbook revision. The updated handbook will be reviewed by the EKCEP BOD in the first quarter of 2025 and voted on for approval.

IT Policy

Travis Winker, EKCEP's IT Director, provided an update on the IT Policies. The EKCEP BOD approved the policy. A link to the new policies was provided in the board packets.

Conflict of Interest

Mike Fine discussed the annual conflict of interest. Michele Whitlock will provide copies of the conflict of interest disclosure questionnaire, conflict of interest statement and also a listing of all EKCEP vendors for each member to review and complete. Completed forms need to be returned to Michele Whitlock.

State Performance Measures

Rebecca Miller discussed the letter in the board packet from the State in reference to performance measures for PY24 and PY25.

Strategic Plan Meeting Update

Paul Dole discussed a strategic planning meeting he attended in Lexington, Ky. Paul Dole said he was expecting to receive an analysis/report and would share that with the board when he receives it. The hope is to get all workforce boards, across the state of Kentucky, going in the same direction.

Fund Development

Rebecca Miller discussed Fund Development. EKCEP BOD's approved EKCEP to start looking into a fund development campaign. You will receive a letter asking for donations, it is not the amount you give, it is about being able to say, "all board members contribute to the mission of EKCEP".

EKCEP Office Move

Rebecca Miller told the members that EKCEP BOD's approved to allow EKCEP to move their Hazard office location from its current building to another office building that is also located in Hazard, Ky.

Program Updates

Rebecca Miller introduced EKCEP staff who discussed the program updates:

- Bridget Back, EKCEP's Deputy Director, discussed the first quarter reports.
- Bridget Back provided an update on the FLOOD, STORM and H1B grants.
- Tonya Collins, EKCEP Director of Accounting provided an update on the first quarter finance for our WIOA funds. Tonya Collins also discussed the reduction in funding from the State in adult and dislocated worker funding.
- Michele Whitlock, EKCEP Internal Auditor, provided an EKCEP cyber-attack update.
- Jimmie Wilson, EKCEP Recovery and Re-Entry Director provided an update for the program.
- Cris Ritchie, EKCEP Communication Director, provided an update on current grants and upcoming grant applications.
- Travis Winkler provided a visual update of the new EKCEP website and board portal.
- Michele Whitlock provided an update on the Direct Services RFP timeline.

2025 Meeting Dates

Rebecca Miller discussed the 2025 board meeting dates and the location. Rebecca Miller told the members that beginning with our March 2025 meeting, tablets will be provided at the meeting instead of printing "board packets".

Rebecca Miller told the members there was a map provided in the board packet, of EKCEP's workforce service area. The map reflects that EKCEP WIB membership represents all 9 agencies and all 23 counties.

Adjournment

With no other business to discuss Keith Gabbard asked for a motion to adjourn. Brent Sturgill made the motion. Jeff Johnson seconded the motion. All voted in favor, none opposed. The motion carried.

The next meeting will be on March 12, 2025.