



**EKCEP Board of Directors
Meeting Minutes
March 12, 2025
10:30 a.m.**

Attendees:

EKCEP BOD Members

Albey Brock – Vice Chair Proxy – Rob Lincks
Bishop Johnson - Proxy – Samuel Lawson
Mark McKenzie
Derek Jorge Campbell
Rodney Chrisman
Christine Gregory
Connie Barnes
Greg Motley
Carl Tolliver – Proxy Bonnie Conn
Gilbert Holland – Chair
Susan Dunaway
Steve Silcox
Phyllis Lawson– Proxy - Angie Elliot
Judy Roark – Proxy Stephanie Kitchen
Dan Mosley
Walter Nixon
Dean Hall – Proxy – Wanda Thacker
Krystal Chapman
Mike Howell
Luther Blanton
Jack Miniard – Proxy - Jessica Gross

EKCEP Staff

Rebecca Miller
Travis Winkler
Jordan Phipps
Sharon Poff
Tonya Collins
Bridget Back
Crissy Sexton
Cris Ritchie
Theresa Noble
Lisa Meade
Jimmie Wilson
Vanessa Collier
Kaytlin Hoskins

Absent BOD Members

Raymond Banks Tommy Harmon Steve Mays Becky Walker
Hubert Herald Terry Adams

Guests

Mike Fine	Brian Fields	Allison Brown	Jenni Hampton	Donna Pace
Victoria Green	JoAnn Nolan	Tawny Acker	Amber Teverbaugh	Valrey Esterling
Martina Roe	Jill Blevins	Larissa Gilreath	Greg Caudill	Monia Whitaker

Minutes

The Eastern Kentucky Board of Directors (EKCEP BOD) held its quarterly meeting on March 12, 2025 at 10:30 a.m. The hybrid meeting was held at 145 Citizens Lane Hazard, Ky or virtual via Zoom, if requested.

Welcome and Roll Call

EKCEP BOD 's Chair, Gilbert Holland called the meeting to order. All members were reminded to have their cameras on during the roll call and during voting. Mr. Holland also asked members to state their names as they make a 1st and 2nd motion. The roll call resulted in 21 BOD members being in attendance.

Minutes Approval

Gilbert Holland asked for a motion to approve the minutes of the December 11, 2024 meeting. Walter Nixon made the motion to approve. Connie Barnes seconded the motion. All voted in favor, none opposed. The motion carried.

Gilbert Holland discussed the minutes of an Executive Committee meeting that was conducted on January 13, 2025 in regards to approval of EKCEP staff salary structure. A copy of the minutes were provided to the full board. Gilbert Holland discussed the EKCEP BOD Audit Committee meeting on March 3, 2025 in reference to the draft single audit. A copy of the minutes were provided to the full board.

Approval of EKCEP Employee Handbook

Rebecca Miller, EKCEP's Executive Director, discussed the recently updated EKCEP Employee Handbook. Attached to the EKCEP BOD meeting agenda was a link to the draft handbook for all members to review prior to the meeting. Gilbert Holland asked for a motion to approve the EKCEP Employee Handbook. Connie Barnes made the motion to approve. Rodney Chrisman seconded the motion. All voted in favor, none opposed. The motion carried.

EKCEP Finance

Tonya Collins, EKCEP's Director of Accounting and Greg Caudill, Auditor discussed the 2023-2024 audit. Attached to the EKCEP BOD meeting agenda was a link to the draft 2023-2024 single audit report. Greg Caudill from Caudill and Associates provided an overview of the clean audit report. Gilbert Holland asked for a motion to approve the EKCEP 2023-2024 Audit. Connie Barnes made the motion to approve. Christine Gregory seconded the motion. All voted in favor, none opposed. The motion carried.

Tonya Collins discussed the Second Quarter Finance Reports. The report reflected the expenditures and budgets from July 2024 through December 31, 2024.

EKCEP Program Overview

- Bridget Back, EKCEP Deputy Director, discussed the second quarter performance reports. Business Services, Client Services, Employer Retention Services and Prosper

Appalachia were discussed. Bridget Back discussed the monitoring process by the State and Department of Labor and various grants.

- Cris Ritchie, EKCEP Communications Director, discussed the work of the Communications Department. Cris Ritchie discussed the marketing process EKCEP is currently utilizing. Cris Ritchie provided a grant update, reminded attendees to subscribe to the EKCEP monthly newsletter and discussed the EKCEP podcast. Cris Ritchie also told the group that EKCEP had nominated Congressman Hal Rogers for a Workforce Champion Award, and he was chosen to receive the award. Congressman Rogers will receive the award as part of National Advocacy Day in Washington, DC.
- Jimmie Wilson, EKCEP's Recovery and Reentry Director provided an update on EKCEP's Recovery and Reentry Department.
- Travis Winkler, EKCEP IT Director, discussed the EKCEP website and the board portal. A link to the website was included on the meeting agenda. Travis Winkler explained to each EKCEP BOD member they would need a "gmail account" to have access to the board portal. Travis Winkler told the members he was available if assistance was needed.
- Rebecca Miller informed the attendees of the following updates: NAWDP nominations and 2025 NAWDP Professional of the Year. Rebecca Miller discussed Kentucky's "In Demand Sectors". The State has adopted the following sectors: healthcare; manufacturing; construction; education; and professional, scientific and technical services. Rebecca Miller told the attendees we will be asking for the EKWIB to adopt these sectors for our Regional and Local Plan. Rebecca Miller discussed the MOU/IFA, One Stop Certification, Local and Regional Plan, and RFP.

Comments

Walter Nixon thanked EKCEP staff for all their hard work and dedication.

Adjournment

With no further business to discuss, Chair Holland asked for a motion to adjourn. Connie Barnes made the motion to adjourn. Walter Nixon seconded the motion. All voted in favor, none opposed. The motion carried.