

Program Oversight Committee Meeting
Minutes
February 21, 2020
8:30 a.m. at the Kentucky Career Center, 600 W. Cedar, Louisville, KY

Members Present: Christy Ralston-*Chair*, Lisa Thompson, Jenny Lampton, Caitlin Blair, Mike Hesketh, Valorie Hughes, Patricia Williams,

Staff: Elizabeth Terhune, Cindy Read, Latricia Swope, Angella Wilson, Chris Locke, Rider Rodriguez, Patrick Garvey, Latricia Swope,

Observers: Kimberly Boyd-Lane, Renee Walters, Eric Hicks, Linda Witt, Philip Donahue, Angela Wells-Vereb, Jennifer Welch, Regan Wann, Marsha Berry

Welcome and Greeting: - *Christy Ralston*

Review and Approve Minutes of January 24, 2020 – Christy Ralston

Christy gave the group a moment to review the minutes and asked if there were any questions or motions to approve or deny. With there being no questions or additional comments, Jenny Lampton made a motion to accept the minutes and Valorie Hughes seconded the motion. Motion carried.

Staff Update: Procurement and contract renewal schedule for 2020 – *Cindy Read*

Cindy gave an overview of the 2020 KentuckianaWorks contract procurement and renewal schedule. Most contracts are for one year with four additional renewable terms (total of five years). Every five years, contracts need to be re-procured. We have one contract that will need to be re-procured and a total of 15 contracts that need to be renewed before July 1.

Staff Recommendation: Request to issue a Request for Proposal for the Regional WIOA Youth Program – *Cindy Read*

Cindy gave some background. The current contract held by Goodwill Industries of KY is in its fifth and final year. The contract serves the Regional Counties (Bullitt, Henry, Oldham, Shelby, Spencer and Trimble Counties). KentuckianaWorks requests approval to issue a Request for Proposals (RFP) for Young Adult Career Services in an amount not to exceed \$400,000.

Program services to be provided through the contract include:

- Outreach and recruitment to engage primarily youth ages 18-24 who are out-of-school (not attending high school or college) and experiencing a barrier to self-sufficiency.
- Provision of objective assessments and development of individualized career plans
- Ongoing coaching and case management
- Delivery of program elements through a combination of direct service activities or referrals to community partners
- Specific focus on creating work experience opportunities for participants, such as internships or job shadows
- Employer engagement to facilitate delivery of program elements mentioned above
- Mobile service delivery for participants unable to reach the two office locations
- Compliance with WIOA regulations and accurate record keeping in the state data system of record

KentuckianaWorks requests approval to issue the RFP in March of 2020 to procure a contract before the current contract ends on June 30, 2020. The current contractor may bid on the RFP. Valorie Hughes asked if the contract awarded with be for 1 or 5 years. Cindy answered that as with all of our contracts, with the exception of the One-Stop Operator, the award will be for 5 one-year renewable contracts. With there being no further questions Valorie Hughes moved to approve the request. Lisa Thompson seconded. The motion was carried.

Staff Recommendations for Contract Renewal: JCPS- Education Services for TANF – *Cindy Read*

The Power of Work program is funded through the Cabinet for Health and Family Services, Department of Community Based Services. KentuckianaWorks serves as the fiscal agent for the program. The contract renewal process has begun with CHFS and they have confirmed level funding for TANF program at \$1,273,000 for Fiscal Year 2021 (July 1, 2020 – June 30, 2021). KentuckianaWorks seeks approval to finalize a contract with JCPS Adult & Continuing Education in an amount not to exceed \$10,000 to provide education services to the Power of Work program from July 1, 2020 – June 30, 2021. The contract amount listed above may vary slightly based on budget negotiations with the Cabinet for Health & Family Services. Lisa Thompson moved to approve the action requested. Valorie Hughes seconded the motion. Motion carried.

Staff Recommendation for Contract Renewal: JCPS- WIOA/Metro Youth – *Cindy Read*

Jefferson County Public Schools, Division of Adult & Continuing Education (JCPS) is concluding its fourth year of a five-year contract cycle to operate the Kentucky Youth Career Center (KYCC) in Louisville. KYCC is supported by two sources of funding—the Workforce Innovation and Opportunity Act (WIOA) and Louisville Metro Government (LMG)—thus there are two contracts for this work. The KYCC Louisville offers services to disconnected youth ages 18-24. Please note that as in past years, we are facing an uncertain funding environment. The budget numbers presented for the contracts represent level funding and are not-to-exceed amounts. KentuckianaWorks seeks approval to renew the contracts with JCPS in an amount not to exceed \$350,000 (WIOA) and \$210,000 (LMG) for the July 1, 2020 – June 30, 2021 program year.

Michael Hesketh called the Committee's attention to the program highlights and challenges. He asked if a program isn't meeting their numbers, is that addressed in the contract negotiation process Cindy pointed out also in the program highlights and challenges there is already a plan in place to get those numbers back on track. Cindy assured the Committee that the current contractor has a good track record of meeting their program goals and we are confident with a new, more streamlined enrollment process and an additional staff member coming on board we are optimistic the program will meet its goal. Christy Ralston asked if there is an opportunity to bring this back before the POC before we vote. Cindy explained that due to the JCPS Board schedule, we have to move the contract forward prior to the next POC meeting. Cindy asked that the meeting minutes reflect we will have the JCPS folks present at 1 of the next 2 meetings as the contract is up June 30. With some additional discussion the Committee decided it was prepared to vote but would still like the JCPS folks to present. Lisa Thompson moved to approve the recommendation. Jenny Lampton seconded. Motion carried.

Staff Recommendation for Contract Renewal: JCPS – Reimage – *Elizabeth Terhune*

Reimage provides a second chance to youth and young adults who are involved with the justice system, helping to break the systemic cycle of violence and build stronger families and neighborhoods. The program's focus is to aid young adults ages 16 to 24 who are court-involved facing juvenile charges, adult misdemeanor charges, and limited felony charges. Jefferson County Public Schools Adult &

Continuing Education holds a contract with KentuckianaWorks to operate the Reimage program as a result of partnering on the original grant proposal in September 2015. JCPS provides program development and oversight of the case management team (Case Managers are currently employed by Ahead Human Resources). Louisville Metro Government is currently the sole funder of the program and has allocated \$500,000 for the past three years. KentuckianaWorks expects to receive an allocation of \$500,000 for Reimage from Louisville Metro Government for the program year July 1, 2020 – June 30, 2021; however, given the recent shortfall in the city budget and the negotiations underway, we may have to adjust according to the final budget outcome.

KentuckianaWorks seeks approval to renew the contract with Jefferson County Public Schools Adult & Continuing Education to continue the Reimage program for an amount not to exceed \$70,000. Michael Hesketh pointed out here again is a contract not currently meeting its numbers. Elizabeth told the group the program has been down 2 Case Managers since October 2019. As those positions are filled we are confident the numbers will start to increase and the goals will be met. There were no additional comments. Christy asked for a motion to approve or deny the recommendation. Caitlin Blair moved to approve the recommendation. Michael Hesketh seconded. Motion carried.

Staff Recommendation for Contract Renewal: JCPS – Reimage Federal Reentry Grant (Compass Rose) – Elizabeth Terhune

Jefferson County Public Schools Adult & Continuing Education holds a contract with KentuckianaWorks to operate the Reimage Federal Reentry Grant. Similar to Reimage, the Reimage Federal Reentry Grant provides a second chance to young adults who are involved with the justice system helping to break the systemic cycle of violence and build stronger families and neighborhoods. JCPS provides program development and oversight of the Career Pathway Team Lead and three Career Pathway Coaches (currently employed by Ahead Human Resources), and manages core services focused on training and workforce development - GED attainment, college placement, credential and certification attainment, apprenticeships, and job placement. For this programming, there is particular emphasis on occupational skills training in in-demand industries. KentuckianaWorks seeks approval to renew the contract with Jefferson County Public Schools Adult & Continuing Education to continue the Reimage Federal Reentry Grant (Compass Rose) programming for an amount not to exceed \$65,000. There were no questions. Valorie Hughes moved to approve the recommendation. Jenny Lampton seconded. Motion carried.

Staff Recommendation for Contract Renewal: JCPS – Youth Homelessness Demonstration Project – Elizabeth Terhune

Jefferson County Public Schools Adult & Continuing Education holds a contract with KentuckianaWorks to operate the Youth ShelterWorks program. JCPS provides program development and oversight of a case manager (currently employed by Ahead Human Resources) and manages core services focused to assist unaccompanied young adults on a path to self-sufficiency by providing work readiness skills, occupational skills training, career development, and paid internships. Services are provided at the Kentucky Youth Career Center (KYCC) and include intensive case management for participants in a supportive environment that offers wraparound services. The federal Department of Housing and Urban Development (HUD) is currently the sole funder of the program and has allocated \$200,000 for two years in order to operate the Youth ShelterWorks program. A percentage of time for the current director of the KYCC is paid for out of the HUD grant. KentuckianaWorks seeks approval to renew the contract with Jefferson County Public Schools Adult & Continuing Education to continue the Youth ShelterWorks programming for an amount not to exceed \$3,000. Lisa Thompson moved to approve the recommendation. Patricia Williams seconded. Motion carried.

Staff Recommendation: Allowable Costs, Food and Parking Policies – Cindy Read

As a steward of public funds, KentuckianaWorks follows all federal, state and local guidance on reasonable costs in operating our programs. However, we did not have a specific board policy in this area. Staff are recommending that we codify our practices into a board-approved policy.

Cindy reminded the committee of the types of policies that might require POC/Board Review or Approval:

- 1) Has a major budget impact
- 2) Has a significant strategic impact
- 3) Has a major impact on how funds are spent on participants
- 4) Affects who can access KentuckianaWorks services
- 5) Represents a significant departure from past policy
- 6) Would require a waiver from the state or federal government

While it can be argued that the Allowable Costs policies will not create a major budget impact, they do represent an area of potential disallowed costs to the agency and hence should be reviewed by the POC and the board. Michael Hesketh asked if the 'Bad Debt' scenario were to happen, does that just get written off. Cindy answered that the short answer is no. KentuckianaWorks would have to reach out to the Mayor and the six County Judges and ask for a bailout. KentuckianaWorks has not had any disallowed costs to date. Michael asked for clarification on the outside work per KentuckianaWorks HR policies. Cindy gave our contractor contracts as an example. Michael noted that under the Fines, penalties, damages and other settlements section there are no (Allowable) examples. Cindy gave an ex-employee filing for unemployment as an example. KentuckianaWorks would not need to hire an independent law firm; instead, the County Attorney's office would handle those negotiations as part of our overall fee we pay to Louisville Metro Government. Lastly Michael Hesketh asked if we have an example of outreach as some outreach can appear to be advertising. How do you differentiate? Cindy answered that outreach is allowed when necessary to meet the requirements of KentuckianaWorks Federal Grants, for instance to recruit participants.

Cindy moved on to the Parking policy. After a summary of the policy, Christy Ralston told the Committee what has been presented is right along with other nonprofits. The group agreed this policy didn't need any additional discussion. KentuckianaWorks has always followed allowable cost policies of Louisville Metro Government, Commonwealth of Kentucky and federal awards, such as the Workforce Innovation and Opportunity Act. We are beginning the process of formalizing our adherence to such policies by adopting KentuckianaWorks-specific policies for Allowable Costs in general, Food policies and Parking policies. Christy Ralston asked if there was a motion to approve the recommendation for the Food policy. Michael Hesketh moved to approve. Lisa Thompson seconded. Motion carried. Christy asked if there was a motion to approve the Parking policy. Michael Hesketh moved to approve. Valorie Hughes seconded. Motion carried.

Staff Update: Individual Training Accounts progress - Angella Wilson

Angella introduced Angela Wells-Vereb, Project Director of ResCare Workforce Services. Angela provided a snapshot of the ITA progress. To date, 81 ITA applications have been submitted and 62 of those application have been approved. The trend line is on a positive trajectory. Weekly ITA Scholarship Orientations hosted at KMCC and outreach efforts have been making a positive impact. Two additional outreach events are scheduled before the end of February. Of the 62 applications that have been approved the estimated total need is \$302,935 of which \$245,050 is ITA and \$57,885 is supportive

services. Once all financial aid statements and enrollment documents are received, ITA and supportive service accounts are created (obligated). Obligations continue to be slower than expected. Staff continue to work through system issues to provide vouchers for training. There are still many opportunities for new ITA applicants to enroll and complete training. We are still optimistic that we will achieve the ITA enrollment and expenditure goals by 6/30/20.

Deputy Director's Report – Cindy Read

Cindy told the group Michael Gritton was in Frankfort today attending a state Workforce Development Board Directors meeting. There have been some changes to the Federal regulations that fund staff under the Wagner Peyser Act. There are approximately 7-8 Wagner Peyser employees located here at Cedar who are all state employees. Statewide there has been a significant drop in Wagner Peyser staff, down from roughly 200 to around 50. The State has been reducing the number of employees over the last few years. Under the new Federal regulation Wagner Peyser employees are no longer required to be state employees. The State is on board with allowing the Wagner Peyser staff to be hired by other entities. The funding could come to the Workforce Boards. We do not know how much that is just yet. The idea is that the funding that comes to KentuckianaWorks would be under the ResCare contractor and we would hire more staff as funding permits.

The State attempted to adopt a phone and electronic system to handle Unemployment Insurance (UI) claims. There were many complaints about the phone process and the phone system in general. As UI claims increase, so does the foot traffic into the only UI building in the area, here at Cedar. The current Wagner Peyser staff have been able to step in and assist with that process.

The State's case management database is KEE Suite, powered by Sales Force. Sales Force has recently come in to provide an analysis of the system and how it functions for our purposes. KEE Suite was initially built for the Medicaid Waiver, a program that is not moving forward. We are supposed to be receiving a report on their analysis by March 1. There will be discussion whether the system should be scratched or if there should be another attempt to fix it. There were so many complaints with the current system the Feds have now put a block on the contractor (Deloitte) to ban them from receiving any more State contracts for data systems. Michael Hesketh asked if we could make a KEE Suite update a regular agenda item. Cindy answered that Jaime Disney is our KEE Suite expert and Jaime can give an update as they become available.

Cindy reminded the group the Louisville Metro Youth Detention Center is now closed, saving the city millions of dollars. Shortly after the closing there was an article in the paper suggesting that the city did not have a strategy for disconnected youth. In an effort to improve the situation, Louisville Metro Government is budgeting \$1.5 million to develop a new vision for services to disconnected youth. KentuckianaWorks is involved in those conversations and hopes to receive additional funds to assist disconnected youth within our system.

KentuckianaWorks received funding through JPMorgan Chase Foundation to provide Vocational English as a Second Language services in Healthcare. Aleece Smith will oversee the project. We currently have 16 people from other countries enrolled. We are funding a position for one year through ResCare's One Stop Operator contract to assess and improve services for immigrants and refugees in our career system.

Meeting adjourned.

