



Program Oversight Committee Meeting Minutes

November 9, 2023

9:00 a.m. – 10:30 a.m.

via Google Meet

- Members Present:** Mike Hesketh, Christine Tarquinio, Jenny Lampton, Leslie Martin, Patricia Williams, Andi Pollard
- Staff:** Michael Gritton, Alicia Pardo, Chris Locke, Angella Wilson, Bailey Preston, Lada Gasparac, Evelyn Woock, Patrick Garvey, Aleece Smith, Jaime Disney, Darrius Brooks, Dana Moorner, Brian Luerman, Bryan Griffin, Regina Phillips, Sarah Ehresman
- Contractors/Guests:** Kimberly Boyd-Lane, Yvonne Jones, Renee Walters, Eric Hicks, Ashley Janicki, Sara Dodeci, Rodney Cross, Martha Stephenson, Yvonne Jones, Ray Mansfield

Welcome and Greeting– *Mike Hesketh*

Chairman Hesketh was delighted to welcome the Program Oversight Committee, staff, and guests to the meeting.

Vote Needed: Review & Approve Minutes from September Meeting 2023 Minutes – *Mike Hesketh*

A motion to approve the September minutes was made by Christine Tarquinio and seconded by Patricia Williams. The motion passed without opposition.

Vote Needed: Review and Approve \$15,000 Contract with Shelby County Schools for FY24 – *Michael Gritton*

Michael stated that he had a discussion with Chairman Hesketh that morning and was advised to table the agreement with Shelby County until the January Program Oversight Committee meeting due to some adjustments that need to be made.

Vote Needed: Review and Approve \$60,000 Contract with Louisville Metro Department for Economic Development – *Michael Gritton*

Michael stated that KentuckianaWorks agreed beginning in FY15 to pay for 75% of the yearly cost of a workforce development specialist on the team at Louisville Metro Government's Economic Development arm and the other 25% of the costs are covered by Louisville Metro. Beginning in FY22, Louisville Forward (now the Department for Economic Development) adjusted its share of this position to 40% of the total. Michael stated that this meant that KentuckianaWorks had agreed to pay for 60% of the yearly cost.

KentuckianaWorks receives a quarterly report from the Department for Economic Development on the activities of this position. Based on the strong working relationship this position has enabled between the primary economic development arm for the region and the federally-funded workforce programs, KentuckianaWorks recommended renewing this agreement for another fiscal year. A motion was made by Patricia Williams and seconded by Andi Pollard. The motion was approved without opposition.

Vote Needed: Review and Approve Contract with Launchpad for Software Licenses for FY24 – *Bryan Griffin*



Bryan stated that last year, the board approved the purchase of Launchpad licenses in addition to \$18,000 for development costs. KentuckianaWorks sought approval to purchase 41 licenses for the Launchpad case management system for \$82,000, with the requested option to acquire up to five more licenses for up to \$10,000 during the program year if KentuckianaWorks secures additional grant funding. The total cost is not to exceed \$92,000. Bryan pointed out that the system stores data for all the programs outside of the Workforce Innovation and Opportunity Act (WIOA) such as Code Kentucky, Reimage, OSHN (Office of Safe and Healthy Neighborhoods), EmPower UP, Center for Employment Opportunities, and the Youth Homelessness Demonstration Program.

A motion was made by Caitlin Blair and seconded by Jenny Lampton. The motion was approved without opposition.

Vote Needed: Review and Approve Contract with Pluralsight for Licenses to Software Development Training Materials – *Brian Luerman*

Brian stated that Code Louisville and Code Kentucky (collectively: Code: You) have been using the vendor Pluralsight LLC since 2021 to provide the bulk of its online access to training material. It was procured as a sole source contract due to the special nature of the product that met the programs' needs.

This contract grants over 1,100 reusable licenses, which are given to participants as they complete intro courses during the pre-work, are used as a primary source of training while they complete their pathway, and they can retain for a time after completion of training so they may continue their learning. In the past year, 29,500 hours of content have been watched, at an average of 15 hours per person.

KentuckianaWorks sought approval to renew the contract with Pluralsight LLC to provide licenses and content for Code Louisville and Code Kentucky at a cost not to exceed \$75,000 total for both programs through June 2024. A motion was made by Christine Tarquinio and seconded by Andi Pollard. The motion was approved without opposition.

Vote Needed: Review and Approve Contract with WorkBay for Software that Powers SummerWorks and KentuckianaEARNs – *Regina Phillips*

Regina Phillips requested approval to renew our contract with Workbay, the technology provider behind KentuckianaEARNs.com, for an amount not to exceed \$163,050.00 effective December 15th, 2023 to December 14th, 2024. She gave a summary of the platform and how it is a critical tool in helping build an integrated and comprehensive youth talent development system. Regina also spoke about the highlights and progress, listed in the memo, in the third year of the contract with Workbay. She mentioned that they are pushing a data privacy agreement between Jefferson County Public Schools and KentuckianaWorks to the Board of Education on November 14, 2023.

The current WorkBay contract is paid for with SummerWorks and JCPS funding. The budget will not exceed \$163,050 for the fourth contract year. In addition to the platform's functionality, KentuckianaWorks has appreciated the WorkBay team's responsiveness and solution-focused approach since the beginning of our contract with them. It should also be noted that this platform has not gone offline once since its launch in 2021.

KentuckianaWorks requests approval to renew the contract with Workbay for an amount not to exceed

\$163,050. The contract is effective December 15, 2023, to December 14th, 2024. A motion was made by Christine Tarquinio and seconded by Patricia Williams. The motion was approved without opposition.

Vote Needed: Review and Approve Contract Amounts for Previously Authorized Contracts with Goodwill of Kentucky – Lada Gasparac

Lada stated that there are two new additional funding streams, as well as some carryover from additional funding streams unspent in FY 2023. The two additional funding streams were obtained for Youth ShelterWorks starting December 1, 2023, and obtained from the Louisville Metro Government to expand current services and to open a second location for The Spot. The memo that was given to the committee requests approval of multiple small increases to the amounts available for Goodwill’s Young Adult work through June 30, 2024, due to unspent funds from last year’s budget rolling over into this year’s budget. It also requests approval for two new contractual amounts based on two new funding streams that were received after June 2023.

KentuckianaWorks seeks approval for contract amount adjustments with Goodwill Industries of Kentucky (Goodwill) for the following programs and contracts due to carry-over:

- ❖ *Growth Opportunities (Go! Grant)* KentuckianaWorks seeks approval for the do not exceed contract amount adjustment with Goodwill Industries of Kentucky (Goodwill) for the programmatic management and administration of the Growth Opportunities grant to increase from \$175,000 to \$230,000.
- ❖ *Office of Safe and Healthy Neighborhoods Program (OSHN)* KentuckianaWorks seeks approval for the do not exceed contract amount adjustment with Goodwill Industries of Kentucky (Goodwill) for the programmatic management and administration of the OSHN grant to increase from \$280,000 to \$320,000.
- ❖ *Louisville Metro Government - Metro* KentuckianaWorks seeks approval for the do not exceed contract amount adjustment with Goodwill Industries of Kentucky (Goodwill) for the programmatic management and administration of the Metro funding to increase from \$240,500 to \$260,000.
- ❖ *Louisville Metro Government - Reimage* KentuckianaWorks seeks approval for the do not exceed contract amount adjustment with Goodwill Industries of Kentucky (Goodwill) for the programmatic management and administration of the Reimage program funding to increase from \$318,500 to \$340,000.
- ❖ *WIOA Regional Counties* KentuckianaWorks seeks approval for the do not exceed contract amount adjustment with Goodwill Industries of Kentucky (Goodwill) for the programmatic management and administration of the WIOA - Regional funding to increase from \$300,000 to \$330,000.

A motion was made by Caitlin Blair and seconded by Patricia Williams. The motion was approved without opposition.

Vote Needed: Review and Approve Contract Amounts for Youth Housing Demonstration Project (YHDP) and Louisville Metro Investment in Young Adult Work – Lada Gasparac

Lada talked about how KentuckianaWorks worked with other partners to secure a grant from the Federal Housing and Urban Development (HUD) in the past, and this year, the partnership was able to apply for additional funding that has been approved. The contract amount adjustment with Goodwill for the programmatic management and administration of the Youth ShelterWorks grant will increase from \$89,411 to \$175,000.

Lada spoke on the new funding stream through the Louisville Metro Government in the amount of \$1.85 million. \$500,000 will be going toward the buildout and furniture of the new location for young adult services (we are planning to move from the current location at 8th and Chestnut as soon as a new location can be secured). The remaining amount will increase the capacity to help young adults at the current location and to open a new location in the south Louisville area projected to open in March 2024. Lada pointed out that this amount is currently being tracked separately as a stand-alone funding stream, but will be merged with other Louisville Metro funding in the year 2024-2025.

KentuckianaWorks seeks approval to negotiate a contract with Goodwill Industries of Kentucky in an amount not to exceed \$1,500,000 total, targeted toward youth and young adults to provide services at the Spot(s) from November 1, 2023 - June 30, 2024. The exact contract amount may vary based on final determinations of our funding allocation for the 2023-2024 program year.

A motion was made by Jenny Lampton and seconded by Caitlin Blair. The motion was approved without opposition.

Executive Director’s Report – Michael Gritton

Michael started his report by announcing that Lada Gasparac, the Senior Program Director for young adult services, will be departing KentuckianaWorks at the end of 2023. She will be thanked formally before the Board of Directors next week. Michael expressed his gratitude for her work with young adults, and she will truly be missed.

Michael stated that he will be sending out a calendar invitation for the Board of Directors Meeting that will be held in Oldham County if the Committee and Partners are interested. He will also be organizing a meeting with the Chief Local Elected Officials from the six regional counties at the beginning of 2024. Sarah Ehresman provided a [link](#) in the chat of KentuckianaWorks’ latest Flow Diagram that shows where the funding is coming from and what programs the funding flows into.

Adjourn - Mike Hesketh

Chairman Hesketh thanked everyone for participating. The Program Oversight Committee will be meeting on Thursday, January 18, 2024 at 9 a.m. With there being no further discussion, the meeting was adjourned.