

BLUEGRASS WORKFORCE INVESTMENT BOARD

February 15, 2011

Embassy Suites

Lexington, Kentucky

Members Present		Staff/ Guests Present
Bushnell, James	Manuel, Mark	Lori Collins
Denham, Todd	Miles, Stan	Jennifer Compton
Devers, Jeanne	Murrell, Brandon	Diane Dearinger
Dyer, Ruth	Smith, Daryl	Tayna Fogle
Estes, Charlotte	Stockton, Beonca	Erica Lupson
Honchell, Larry	Sullivan, BJ	Crystal Saunders
Hoskinson, Buddy	Vater, Tami	Chris Turley
Huguelet, Guy	Walker, Lynette	
Isola, Amy	Wilkins, Kevin	
Lindeman, Barry	Wilson, John	
Lyons, Ken		

Call to Order	<p>Chairman Wilkins called the meeting to order. He began the meeting with each member introducing themselves.</p> <p>Mr. Wilkins explained that there would be a second meeting immediately following this meeting after the election of the officers.</p>	
Review of the Minutes	<p>Chairman Wilkins explained that the December meeting did not have a quorum and therefore no minutes were completed. A summary of the meeting discussion and the</p>	

	<p>presentation by the Kentucky Workforce Investment Board was distributed.</p> <p>Chairman Wilkins presented the minutes from the January Executive Committee Hearing. Mr. Wilkins explained to the Board that the hearing involved Mr. Benjamin Gabbard, a participant in the WIA program that had been dropped from training.</p>	<p>Motion was made by Jeanne Devers with a second from James Bushnell to accept the minutes as presented. Motion passed.</p>
Financial Report	<p>Mark Manuel, Treasurer, presented the financial reports for December and January.</p> <p>Mr. Manuel went over the December FY11 expenditures and obligations. He then moved on to the FY12 expenditures with Adult being 47% obligated, Dislocated Workers 80% obligated, Youth 94% obligated for an overall obligation of 72%.</p> <p>Mr. Manuel then went over the January FY12 expenditures with Adult being 50% obligated, Dislocated Workers 83% obligated, Youth 101% obligated, for an overall obligation of 76%.</p>	<p>Motion was made by Buddy Hoskinson with a second from James Bushnell to accept the review of the December financial report. Motion passed.</p> <p>Motion was made by Buddy Hoskinson with a second from James Bushnell to accept the review of the January financial report. Motion passed.</p>
Staff Reports	<p>Jennifer Compton went over the staff report for December.</p> <p><u>Career Centers</u> A total of 1,598 customers were served throughout the</p>	

	<p>Career Centers. The Danville location installed Security Cameras throughout the building. The Georgetown location will be extending its resource room to make room for more claimants. The Frankfort One-Stop location OET Staff and WIA Staff are working closely together to create a successful partnership which will create more referrals to the Career Track Program and successful job matches for veterans. The Lexington Career Center had 22 people attend WIA Orientation. They held one Introduction to Word and Introduction to Excel class due to a number of requests to learn these programs. The Richmond location has seen an increase in the number of job postings over the previous month. The Winchester location Veteran's Affairs Representative is working on an Employer Outreach Plan to assist in establishing a standard operational procedure to be used when working with employers.</p> <p><u>Rapid Responses</u> Two Rapid Response sessions were held in December and assisted a total of 30 employees from ELAN Home Systems of Fayette County and Phillips Lighting of Boyle County.</p> <p>One Rapid Response session was held in January for the employees of the Lexington Herald Leader in Fayette County.</p> <p><u>Helping Individuals Ready for Employment (HIRE)</u> The HIRE internship focused on recent graduated of the healthcare industry. We have two new internships started</p>	
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	<p>at Telford Terrace and Strauss Family Clinic. One internship has ended at Bluegrass Surgical Group and resulted in permanent fulltime employment for the participant.</p> <p><u>National Emergency Grant (NEG)</u> WIA Staff are currently on a waiting list for training until additional funding is received. We did receive a NEG for funding which included employer specific layoffs. This included the companies of Jackson Plastics in Nicholasville, Verizon in Lexington and Kmart in Danville. Staff is working with participants that were previously employed with these employers to determine if they need training.</p> <p><u>Business Services</u> The Business Service Staff entered 98 new job orders and assisted 65 participants through the follow-up process. One new On-the-Job Training (OJT) was developed with 3M in Cynthiana.</p> <p>Nine companies are currently utilizing the application screening with 853 applications reviewed and 756 referrals made. Four companies are utilizing the computer assessment with 165 applications.</p> <p>In the month of January, job fairs were held for Pacific Pulmonary, Tokico, and All Team Staffing. Staff is working with 2 new companies considering relocated to the Lexington area for expansion.</p>	
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	<p><u>Re-Entry Program</u> During the month of January there were 65 active participants, with 58 individuals enrolled in Steppin' to a New Beat program, and 28 individuals gained employment.</p> <p><u>Youth</u> The Youth staff have been preparing for the upcoming Youth Competition on March 18th at Bluegrass Community & Technical College (Cooper Campus). Staff has been seeking donations from businesses and meeting with clients to review the competition and how it operates. An awards dinner for the participants is going to be held on March 19th at Embassy Suites.</p>	
Old Business	<p><u>November Minutes</u> Chairman Wilkins presented the minutes from the November meeting.</p> <p><u>November Financial Report</u> Mark Manuel, Treasurer, presented the financial report for November.</p> <p>Mr. Manuel went over the November FY12 expenditures with Adult being 40% obligated, Dislocated Workers 67% obligated, Youth 84% obligated for an overall obligation of 62%.</p>	<p>Motion was made by Mark Manuel with a second from Jeanne Devers to accept the minutes as presented. Motion passed.</p> <p>Motion was made by Daryl Smith with a second from James Bushnell to accept the review of the November financial report. Motion passed.</p>
New Business	<p><u>Nominations for Officers</u> Chairman Wilkins presented the 2011 slate of officers that is recommended: Chair – Daryl Smith, Vice Chair – Barry</p>	

	<p>Lindeman, Treasurer – Mark Manuel, Secretary – Lynette Walker.</p> <p>Chairman Wilkins then opened the floor for nominations.</p> <p>Chairman Wilkins reviewed the slate of officers that was presented.</p>	<p>Motion was made by James Bushnell with a second from Charlotte Estes to seize nominations from the floor. Motion passed.</p> <p>Motion was made by James Bushnell with a second from Buddy Hoskinson to accept the slate of officers as presented and elect the officers for 2011. Motion passed.</p>
Adjournment	Chairman Wilkins was presented an award for his excellent service throughout his term. With no further business to discuss the meeting was adjourned by Chairman Wilkins.	

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Call to Order	<p>Chairman Smith called the meeting to order.</p> <p><u>Consent Agenda</u> Chairman Smith presented a one page document explaining how a consent agenda is used, and that this would allow the board to approve all the items together without discussion or individual motions for each item.</p> <p>In order to start using the consent agenda the Board should first adopt a rule of order allowing for the consent agenda</p>	<p>Motion was made by James Bushnell with a second from</p>

	<p>process. The rule would read: “A consent agenda may be presented by the chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the chair.”</p>	<p>Mark Manuel to adopt the rule as stated. Motion passed.</p>
<p>New Business</p>	<p><u>Orientation Handbook</u> Chairman Smith went over the orientation handbook. The bios of the Board Members and the Photo Release Forms were discussed and this information will be listed on our website at www.ckycareers.com.</p> <p>He then did a power point presentation of the Orientation Guide. This outlined the role of the Board, responsibility of each Board member, and an overview of the Central Kentucky Career Centers. One of the major roles is to engage in strategic planning to meet the employment and training needs of local business and industries. The strategic plan includes both a strategic and an operational component.</p> <p>The following key steps were identified:</p> <ul style="list-style-type: none"> • Set the local mission, goals and objectives • Assess the skill needs and expectations of employers and local officials • Assess the past, present and future development of job seekers • Analyze regional and local labor markets 	

- Analyze the influences of state and federal law as factors that affect the needs of employers and residents
- Identify the gaps between the skill needs and the workforce development capacity to address those needs
- Identify performance indicators and measurements to gauge progress and judge success.

Chairman Smith then went over the Bylaws, Organizational Chart, 2010 Annual Report, Comprehensive Economic Development Strategy, Schedule of Meetings, and Kentucky Workforce investment Board Strategic Plan.

As mentioned in the Bylaws, we have the following Committees: Executive Committee (made up of the officers and committee chairs), Youth Council, Program Committee and One-Stop Committee. Each member of the Board should serve on at least one of these committees.

Strategic Planning

We are working on finding a facilitator to assist us with the strategic planning process. We are going to be holding community forums starting in April to see what feedback we can get regarding the current workforce situation in each area. We will then have 2 planning processes in May and June to be able to finalize our strategic plan by July 1st. We are the drivers of the economic prosperity in our Region. We have an opportunity to make a difference.

	<p><u>Grant Opportunities</u> Jennifer Compton went over the current grant opportunities</p> <p><u>Community College & Career Training Grant with Bluegrass Community & Technical College as a partner</u></p> <ul style="list-style-type: none"> - Focuses on expanding education or career training programs that can be completed within 2 years - Suited for workers eligible under the Trade Adjusted Assistance for Workers Program. - \$2.5 to \$5 million for individual institution or \$2.5 to \$20 million for a consortium - Due April 21st - Does not require a match <p><u>Multi-State Mentoring & Initiative</u></p> <ul style="list-style-type: none"> - Focuses on implementing mentoring programs to reduce juvenile delinquency and gang activity, as well as reduce school dropout rate and improve academic performance - \$3 million for 3 year period - Due February 28th - Does not require a match <p><u>Reentry of Ex-offender Adult Program</u></p> <ul style="list-style-type: none"> - To help ensure successful transition to the community - \$1 million (10 grants awarded) - Due March 17th - Does not require a match 	
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	<u>Second Change Technology Grant</u> <ul style="list-style-type: none">- For adults and juveniles- to help ensure that transition made from being incarcerated to the community will be successful- will assist with technology training prior to release- \$750,000 (5 grants awarded)- Due March 3rd- Does not require a match	
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