

BLUEGRASS WORKFORCE INVESTMENT BOARD
Executive Committee
March 15, 2011
BGADD
Lexington, Kentucky

Members Present		Staff/ Guests Present
Bushnell, James	Smith, Daryl	Jennifer Compton
Lindeman, Barry	Stoltz, Lenny	Diane Dearing
Manuel, Mark	Vater, Tami	Erica Lupson
Miles, Stan	Walker, Lynette	Crystal Saunders
		Chris Turley

Call to Order	Chairman Smith called the meeting to order.	
Consent Agenda	<p>Chairman presented the Consent Agenda which included the following items for February 2011:</p> <ol style="list-style-type: none"> 1. February 15th minutes 2. Financial Report 3. Staff Reports 	<p>Motion was made by Mark Manuel with a second Tami Vater to approve the items listed on the consent agenda. Motion passed.</p>
New Business	<p><u>Independent Audit</u> Copies of the Independent Audit were given to each member. Lenny Stoltz went over the audit that was held which covered the financial period of July 1, 2009 through</p>	

	<p>June 30, 2010. Mr. Stoltz explained that the two main areas to focus on when reading an audit are the Management Discussion and Analysis section, and the Findings section.</p> <p>The Management & Analysis Section showed that there were 220 projects of the BGADD, with the Workforce Development representing the biggest program. Workforce Development had a significant increase and more than doubled its revenue for the fiscal year. Page 58 breaks down each project's expenses and revenue. Page 35 of the report said that the auditor was issuing an unqualified opinion, or no reason for concern. A qualified opinion means that the auditor found something concerning when doing the review.</p> <p>Mr. Stoltz explained that for more detailed information regarding the audit, they would need to look at the communication between auditors and board of directors. (Copies of this document were distributed to each member as well.)</p> <p><u>Committee Roles</u> The Staff Liaison of each committee gave a report on the members that have agreed to serve as the committee chairs and co chairs as well as the responsibilities for each committee.</p> <p><u>Program Committee</u> Erica Lupson, Staff Liaison, reported that Tami Vater will</p>	
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serve as the Chair, and Guy Huguelet as Co Chair. Additional members Devers from the BGWIB include Jeanne.

The Program Committee is responsible for the following:

- Provide oversight on programmatic issues
- Review performance measures and give recommendations as needed
- Review all funding requests submitted to WIB
- Make recommendations on local policies and policy changes
- Other duties as necessary

They will meet as needed, with their first meeting on Wednesday, April 13th at 9:00 to review the current policies.

Youth Council

Chris Turley, Staff Liaison, reported that James Bushnell will serve as the Chair, and Buddy Hoskinson as Co Chair. As required under the Workforce Investment Act, the Youth Council must also have representation from several different agencies including the following:

- **Member of Service Agency** – JaMarvin Barlow, Department of Juvenile Justice
- **Parents of Youth** – Mary Maggard, Manager Workforce Solutions Assessment & Testing Center, Bluegrass Community & Technical College

	<ul style="list-style-type: none">• Job Corps – Dwayne Sutton, OA/CTS State Coordinator • Past participant of program – Varah Barnett <p>Additional members from the BGWIB include Amy Isola, Barry Lindeman and BJ Sullivan.</p> <p>The Youth Council is responsible for the following:</p> <ul style="list-style-type: none">• Coordinate youth activities in local workforce investment area• Establish a request for proposal process (RFP) and review submitted proposals annually• Determine funding amount for proposals• Set policy regarding the youth program• Provide guidance to staff on implementation and coordination of the program• Other duties as necessary <p>They will meet the second Tuesday of every month at 9:30 with the next being held on April 12th at the Lexington Career Center.</p> <p><u>One Stop Committee</u> Lori Collins is the Staff Liaison for the One Stop Committee. In her absence Jennifer Compton gave the report. Stan Miles will serve as the Chair and Troy Roberts as Co Chair. The One Stop Committee is responsible for</p>	
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the following:

- Coordinate comprehensive one stop career center services with partnering agencies
- Monitor the efficiency and effectiveness of the one stop career centers and access points
- Conduct customer satisfaction surveys of one stop career center customers
- Develop and maintain operator agreements for the one stop career centers
- Work with staff and WIB to market services of the one stop career centers
- Other duties as necessary

Once the committee is complete they will have an initial face to face meeting with all other meetings being held as conference calls.

Youth Competition Judging

Jennifer Compton explained that the youth competition was going to be held at Bluegrass Community and Technical College on March 18th. On that day, the participants will be competing in different events including the Carpet Maze, Interview Process, Employment Application and Resume, Service Learning, Public Speaking and Decision Making. On Saturday, March 19th, an awards banquet and dinner will be held at Embassy Suites for the youth participants.

The participants had already submitted entries for the logo design, photography and scrapbook divisions which were displayed for the board members to judge. Jennifer

	<p>Compton explained the different divisions and age groups. The members in attendance will be judging the logo design, photography and scrapbook divisions of the competition directly following the meeting.</p> <p><u>Strategic Planning</u> Chairman Smith explained the importance of the strategic planning that the BGWIB will be doing over the next few months. With the drastically changing economy, the local strategic plan is the backbone for workforce development in our area.</p> <p>The Executive Committee voted on which Company to use for the facilitation process. After considering each proposal, Eastern Kentucky Facilitation Center will be used for the strategic planning process. Both Chairman Smith and Jennifer Compton will meet with ECU Facilitator on Thursday, March 17th to discuss the details.</p> <p>The plan is to start by having guided facilitation sessions, Community Forums, in each area to collect feedback from employers on the services we currently provide, as well as what services we should provide in the future. The Community forum will be marketed to the surrounding counties, and the people will be able to participate in 2 different options. They can attend the forum and express their opinions, or they can provide feedback through an online survey. Information from both will be compiled and distributed in May.</p>	
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	The Board will have 2 days of strategic planning in May. We will finalize and roll out a new strategic plan by July 1st.	
Adjournment	Chairman Smith reminded members to complete their judging for the Youth Competition before leaving. With no further business to discuss the meeting was adjourned by Chairman Smith.	A motion was made by Lynette Walker with a second by James Bushnell to adjourn meeting. Motion passed.