

**BLUEGRASS WORKFORCE INVESTMENT BOARD**  
**Executive Committee**  
**May 24, 2011**  
**BGADD**  
**Lexington, Kentucky**

<b>Members Present</b>		<b>Staff Present</b>
Bushnell, James	Manuel, Mark	Bradlee Burtner
Lindeman, Barry	Smith, Daryl	Jennifer Compton
		Lori Ewing
		Erica Lupson
		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 April 2011:</p> <ol style="list-style-type: none"> <li>1. April 19<sup>th</sup> minutes</li> <li>2. Financial Report (removed)</li> <li>3. Staff Reports</li> </ol> <p>Item #2 on the consent agenda was removed by Chairman Smith to discuss in further detail.</p>	<p>Motion was made by James Bushnell with a second by Mark Manuel to approve the items 1 and 3 listed on the consent agenda.            Motion passed.</p>

Financial Report

Jennifer Compton explained that the financial report that was sent out to the members was incorrect and had been changed. A revised financial report was distributed.

Mrs. Compton explained the format of the financial report. The Youth, Adult and Dislocated Worker grants are listed at the top of the page. These are the formula funds received by the state for each grant. The report includes the total allocation, total expenditures, balance, percentage obligated and total obligation. The first column indicates the total allocation of funds for each grant. The second column shows the total expenditures to date, and the last column on the right indicates the percentage of obligation with the total obligation listed directly under that. We are required to have at least 80% obligated by June 30<sup>th</sup>.

The Youth obligation is 109% with \$1,140,502.09 obligated. This figure includes the total expenditures to date, as well as the funds that are already obligated. Adult is 78% obligated with \$929,104.83 obligated, and Dislocated Worker is 92% obligated with \$2,289,215.68 obligated. The overall total obligation is 93%.

Trade funds (funds received for people that have lost their job due to foreign trade) and all other funds listed on the financial report include the total allocation, expenditures to date and balance. The percentage obligated is listed as "N/A" because we are not required to have a certain

	<p>percentage obligated by June 30<sup>th</sup>.  The “Special” funds are listed next. These are special categories where we applied for grants and received the funding. The NEG OJT (National Emergency Grant for On the Job Training), The Multiple Company NEG (National Emergency Grant for people laid off from Jackson Plastics, Verizon and Kmart), and HIRE (Helping Individuals Ready for Employment).</p> <p>Local RR (Rapid Response), CW RR (Case Worker Rapid Response), RR (Rapid Response) these are funds allocated specifically for the rapid response servers offered to employers that notify us that they are going to be doing a layoff that will affect “x” number of people. We will go to the employees of the company and speak with them about the services that we can assist them with. CW RR and RR have zero balance left. These funds have been completely exhausted; they remain on the report since the grant period hasn’t expired. After discussion, the members present agreed that these funds with zero balance should remain on the financial report through the fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). This will allow the board to see the expenditures for the current fiscal year. There is no need to keep them on the report for the next fiscal year after the funds have been spent. These special line items with zero balance will be removed each year on July 1<sup>st</sup>.</p> <p>At the bottom, the incentive funds are listed with the total allocation, total expenditures to date and balance.</p>	
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Mark Manuel questioned the obligation amounts for the grants listed that still have a balance. Lori Ewing explained that there is some obligations out for NEG OJT, Multiple Company NEG and HIRE and she could list these out if needed. Currently they are listed as N/A since we do not have to have a total percentage of those funds allocated by a specific date. It was agreed that the total obligation amounts would be included on future financial reports. It will not include the percentage of obligation, but will give a total obligation for each grant.

FY 2011 Formula Funds Rescission

Jennifer Compton distributed additional materials including the FY 2011 Formula Funds Rescission. Due to the budget that was passed, cuts were made for several grants. This page shows the net changes of the Bluegrass Region allocations for 2011 fiscal year for each grant. Adult had a net change of \$1,508.68, Dislocated Worker had a net change of \$2,333.32 and these have already been recaptured.

Planning Figures

Jennifer Compton explained that the planning figures for the Bluegrass are listed. The first table shows the original 2010 and 2011 allocations. It is broken down into Adult, Dislocated Worker and Youth allocations that were received for July 2010 and October 2010 for each grant category. The second table shows the projected amounts based on the budget for the July 2011 and October 2011 allocations. The third box shows the amount of reduction between the two

tables.

The total reduction of each grant is listed below:

- Adult \$100,406.40
- Dislocated Worker \$160,601.06
- Youth – disregard youth numbers on this sheet (an additional sheet was distributed that included the most accurate youth numbers to date); The final allocation for Youth which is different than the planning figures is \$1.1 million. The state normally withholds 15% of the allocated funds for discretionary funds. Clarification determined that the state was only allowed to hold 5% of allocation for the youth funds so the other 10% was redistributed. This resulted in an increase to our youth funds.

Below are the overall differences for each grant based on ALL funds received, not just the July and October allocations).

- Adult – 31% decrease
- Dislocated Worker – 42% decrease
- Youth – 10% increase

We have positioned ourselves well for the decrease in funding. Last fall we stopped enrolling new participants into training. We currently have 38 Adults in training with 17 of those expected to graduate in December 2011. We have 180 dislocated workers in training with 88 expected to graduate in December 2011. We have 19 youth in training

with 7 expected to graduate in December. This puts us in a situation where we will still be able to accommodate those participants enrolled in training even with the decrease in funding.

The next three pages distributed to the Board included specific financials for Adult Admin, Adult, Youth Admin, Youth, Dislocated Worker Admin, and Dislocated Worker grant funds. It gives a breakdown of the budget, expenses and balance for each category. Hopefully this will allow the Board to see where funds have been spent. With the Strategic Planning process underway, the Board will help set goals of the programming side of the funding and how those funds should be spent.

New Financial Management Product - Gazelle

Chairman Smith and Jennifer Compton attended a conference in Florida and talked with vendor about possibly purchasing a product called Gazelle, which will allow us to better manage ITA's (Individual Training Accounts) and keep track of our financials more efficiently. This product will also allow us to pull more specific information for the Board so that you can see exactly where the money is being spent. This product is specialized for the Workforce Investment Boards use and is set up to be paid for as a small percentage of the total formula funds allocated for each area. Based on last year's it would have cost us approximately \$25,000 to purchase the product. For this year including the decrease in funding it would be under \$20,000. Treasurer Mark Manuel questioned whether or not there would be a

	<p>cap on the total charges the company could charge us for the product each year. Since it is based on our allocations of formula funds if those funds increase drastically we could be paying a lot more for the product than in years where funding is little. Chairman Smith and Jennifer Compton will be attending another meeting with them and will inquire about a cap on the charges.</p>	
<p>Old Business</p>	<p><u>Strategic Planning</u>  Chairman Smith went over the strategic planning process that we have been doing over the past couple of months. We have held several community forums and surveys throughout the Bluegrass region. A summary of the forums and surveys has been compiled by the ECU Facilitation Center. Vice Chairman Lindeman brought up that he thought there was still a lack of identity, as well as lack of knowledge of the services we provide throughout the community network.</p> <p>Jennifer Compton introduced Bradlee Burtner, the new Business Services Manager. We have recently started a marketing campaign of which we have identified 572 employers to start with through the Economic Development. Three mailings will be going out starting in June which will include a different postcard for each one. Each postcard will</p>	

	<p>identify specific services that we offer to the employers at absolutely no charge to them. Hopefully this will create some face to face meetings with the employers so that we can market what we do. If contact hasn't been made following the second mailing, our Business Services Staff will be making phone calls to those employers to see what their needs are and how we can help them.</p> <p>We have reestablished our connection with the chambers and are having community events in each of the 17 counties. The first was held on May 16<sup>th</sup> and these events will last through June 30<sup>th</sup>. Employers and community partners are invited to attend. At these events we talk about the services that the Bluegrass Workforce Investment Board provides through the Central Kentucky Career Centers in an effort to make the connection between the two.</p> <p>The Kentucky Workforce Investment Board is working on an overall branding for Kentucky Workforce Boards.</p> <p>The first of our strategic planning session will be held on May 31<sup>st</sup> at the Embassy Suites. Following discussion it was determined to provide an overall summary of the top five to eight strengths, weaknesses, opportunities and threats. This will allow us to draft goal areas by the end of the meeting on the 31<sup>st</sup>. A report for each community can be posted on the website for further review.</p> <p>June 2<sup>nd</sup>, Chairman Smith and Jennifer Compton will be attending the Sector Strategies meeting in Louisville with</p>	
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	<p>several other stakeholders of our region. This meeting is hosted by the Kentucky Workforce Investment Board and will help each region identify the growing sectors in each region. This information along with the information received from the High Performing Workforce Board report, will be distributed for the members to review for the second strategic planning session on June 15<sup>th</sup> meeting.</p> <p>We are looking at rolling out our new strategic plan in July.</p>	
New Business	<p><u>Work Ready Communities Program</u></p> <p>Jennifer Compton went over the qualification criteria for a community to be considered a work ready community. The three hard measures include: High school graduation rate of at least 86.75%, Educational attainment of at least a two-year degree (25% of community), and Broadband availability of at least 90% of community.</p> <p>Of the Bluegrass Region we have 3 counties that can apply to be work ready communities: Boyle, Madison and Woodford. We have 5 counties that meet 2 of the 3 requirements; 5 counties that meet 1 of the 3 requirements; 4 counties that do not meet any of the criteria: Garrard, Lincoln, Nicholas and Estill. We will need to look at helping these communities become work ready communities and be able to meet these three hard requirements.</p> <p>The high school graduation rate can change every year and is based on the percentage provided by the state.</p> <p><u>Youth Council</u></p>	A motion was made by Mark

	<p>James Bushnell, Chairman of the Youth Council, gave a report on the May 10<sup>th</sup> meeting. At this meeting the council reviewed the youth competition and completed mock interviews for the Kentucky River Foothills in school (YIP) and out of school (TREK) youth programs.</p> <p>Generally each year a request for proposal (RFP) is sent out in March for the younger youth program contracts for the upcoming fiscal year. This allows time for each county to submit a proposal, receive training, and be able to start the program on July 1<sup>st</sup>. We typically receive our funding in April of each year, however this year we didn't and we were unsure of what that amount would be.</p> <p>The Council decided to do a continuation of funding proposal for each of the existing contractors. This allows each program to submit a proposal with specific guidelines on how the program will run. They also have to identify the goals they met and the goals they did not meet and explain how they will improve in those areas if their funding is continued. Specific numbers for each program are included in the Staff Report and prove that the programs in place are doing extremely well. Submissions are due to the Council by close of business on June 10<sup>th</sup>.</p> <p><u>New Website</u>  We have just started adding information to our new website <a href="http://www.bgwib.com">www.bgwib.com</a>. We are open to suggestions to improve the site and make it more user friendly. Under the community we have added in different links that will give you</p>	<p>Manuel with a second by Barry Lindeman to allow the Youth Council to review and approve the submissions. Motion passed.</p>
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	<p>specific information you are looking for on each community. If you click community, then choose a county, you can view different types of data for that county including the demographics, populations, workforce information, unemployment rate, labor market, training, etc. We also included the member page that will include pictures of officers and members, meetings and minutes. The services page includes specific information on each service that is provided by the BGWIB and offered through the Career Centers. The partnerships page list out the grants that we have applied for and the partners we are working with, sectors, News, or any open Request for Proposals.</p> <p>We have also started marketing through the use of social media including facebook, twitter and linkedIn. Please be sure to check us out.</p> <p>Facebook and Twitter - cykcareers  LinkedIn – Bluegrass Workforce Investment Board</p> <p>On June 10<sup>th</sup>, Chairman Smith and one of our Business Services Specialist, Erica Sluder, will be on Lex 18 News at noon.</p>	
Adjournment	Chairman Smith reminded members of the upcoming Strategic Planning meeting on May 31 <sup>st</sup> . With no further business the meeting was adjourned.	A motion was made by Mark Manuel with a second by James Bushnell to adjourn meeting. Motion passed.