

**BLUEGRASS WORKFORCE INVESTMENT BOARD**  
**Special Meeting**  
**August 30, 2011**  
**BGADD**  
**Lexington, Kentucky**

Members Present		Staff/ Guests Present
Allen, Alonzo	Lyons, Ken	Bradlee Burtner
Belcher, Matt	Manuel, Mark	Jennifer Compton
Bushnell, James	Melrose, Bret	Crystal Saunders
Denham, Todd	Smith, Daryl	Chris Turley
Devers, Jeanne	Stockton, Beonka	
Elam, Lelia	Sullivan, BJ	
Hoskinson, Buddy	Vater, Tami	
Huguelet, Guy	Walker, Lynette	
Lindeman, Barry	Wright, Jim	

Call to Order/Welcome	<p>Chairman Smith called the meeting to order. He asked each member to introduce themselves and to discuss any workforce issues or concerns that they were currently experiencing within their communities. Several issues were brought up for discussion. There were a few common issues or areas of concern that included:</p> <ul style="list-style-type: none"> <li>• Applicant's inability to pass drug screening and/or background checks</li> </ul>	

	<ul style="list-style-type: none"> <li>• Lack of qualified applicants</li> </ul>	
Consent Agenda	<p>Chairman Smith presented the Consent Agenda which included the following items:</p> <ol style="list-style-type: none"> <li>1. June 21, 2011 Minutes</li> <li>2. July Financial Report</li> <li>3. July Staff Reports</li> </ol>	<p>Motion was made by Lynette Walker with a second by Bret Melrose to approve items one through three on the consent agenda. Motion passed.</p>
Old Business	<p><u>Recent News</u> Chairman Smith discussed recent events and activities in the region.</p> <p><u>Child Support Court</u> Fayette County offers a program that offers support for former child support offenders. Child Support Court is a program that educates former child support offenders on overcoming their unique circumstances through gaining and maintaining suitable employment and family re-unification. As the participants complete the class and graduate from the program, they are given the opportunity to apply to have the felony charges expunged from their records. In August, seven participants graduated from the class.</p> <p><u>National Career Readiness Certificate (NCRC)</u> On August 15<sup>th</sup>, we hosted a ceremony at the Lexington Career Center for the National Emergency Grant participants that attained their National Career Readiness</p>	

	<p>Certificate. The ceremony recognized the accomplishments of the participants including those that completed their Essential Office Skills Training through New Horizons and received their certifications in Microsoft Word, Excel and/or PowerPoint. Chairman Smith and Commissioner Beth Mills were present during the ceremony and personally congratulated each of them on their achievements.</p> <p><u>Summer Bash 2011</u> A community resource fair was held at Imani Baptist Church in Lexington on August 27<sup>th</sup>. The BGWIB hosted the event in partnership with our “Steppin’ to a New Beat” program and Job Corp. The Summer Bash included informational booths from area college, military and employment opportunities. There were also games, food and door prizes for the entire family to enjoy.</p> <p><u>Strategic Planning</u> Chairman Smith explained that the three year strategic plan was developed through a planning process that began in the spring of 2011 and included an employer partner survey; community forums; internal Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis; sector strategy institute and two full-day strategic planning sessions with the board. The purpose was to define the goals, objectives, and strategies that would ensure a workforce development system of utmost quality.</p>	<p>A motion was made by Todd Denham with a second by James Bushnell to approve the Strategic Plan as presented. Motion passed.</p>
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	<p>The draft of the Strategic Plan was presented to all members for approval. Chairman Smith went over the plan in detail including the goals, objectives and action steps. The plan focuses on the Workforce Investment System as continuing to be employer driven, using regularly updated data to drive decision making and to bridge the gap between employer needs and skills available in the local workforce. Below is an outline of the vision, mission and goals that is included in the plan.</p> <p>Vision: The Bluegrass Workforce Investment Board will be the visionary leader of workforce solutions.</p> <p>Mission: To develop proactive workforce partnerships: “Connecting employers with employees.”</p> <p><u>Goals</u></p> <p>#1 – Develop a more visionary and engaged board.</p> <p>#2 – Align the operations to better meet the needs of the regional workforce community.</p> <p>#3 – Align the Bluegrass Regional Workforce Solutions with the top priority sectors: Advanced Manufacturing, IT, Transportation, Healthcare.</p> <p>#4 – Promote awareness of the Workforce Investment System’s purpose, programs, and services.</p>	
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	<p>The three year strategic plan breaks down each goal into objectives and action steps. Each action step has a timeframe of expected completion in an attempt to track the overall efforts towards each goal.</p> <p>Chairman Smith explained that approving the three year plan was just the beginning of the work that needs to be done. Through the implementation of the strategic plan, we are taking the next step in ensuring that we will continue to strive towards innovation.</p> <p>To help set the shift to a fully engaged board, Jennifer Compton and Chairman Smith will be meeting with each board member to discuss the roles and responsibilities, workforce issues or concerns in their community, as well as their areas of interest. Each board member was asked to sign up for a date and time in October that worked best for them.</p>	
New Business	<p><u>Industry Partnership Grant</u> As part of our strategic plan, we will be developing consortia in each of the priority sectors. A meeting to discuss the Industry Partnership Grant Opportunity will be held on September 7<sup>th</sup>. This grant could be from \$5,000 to \$65,000 per partnership. Each partnership has to have at least 10 employers per sector involved. The grant application is due on October 10<sup>th</sup>.</p> <p><u>Additional Funding Opportunities</u> Tom West with the Kentucky Workforce Investment Board</p>	

is having a meeting in October to discuss outside funding opportunities that could be available to us. As identified in our strategic plan we need to create strategies to identify and acquire additional funding available. More information will be sent out once the date has been determined.

Measures of Success

As we begin with the action steps of our plan, we will be establishing scorecards or a way to measure our success. We currently have performance measures that we have to meet as part of the WIA Regulations. However, additional measures need to be developed for internal purposes. We are working on a dashboard to include on our website so that everyone can easily see how we are doing.

Community Success

**Scott County** – Alonzo Allen reported that Toyota will start manufacturing a new vehicle here at the Georgetown plant.

**Bourbon County** - Jim Wright with Hinkle Contracting reported that they have been hiring all summer. He also discussed an upcoming Career Days that is held at Shelby County Fairgrounds on September 27<sup>th</sup> and 28<sup>th</sup>. He will forward specific details on the event for anyone interested.

**Garrard County** – James Bushnell reported that both Garrard and Lincoln County are having a meeting on Teleworks which is a legitimate work from home opportunity. Ken Lyons reported that the “Helmets to

	<p>Hardhats” program helps veterans find employment. They are doing extremely well with over 75% success rate.</p> <p><b>Fayette County</b> – Bret Melrose reported that he was able to talk with the freshman students at Dunbar High School. He has his first high school intern that will be working with him in HVAC. He is looking forward to connecting with new superintendent, Tom Shelton, so that he can get into more high schools to discuss the employment opportunities in the sector.</p>	
Adjourn	With no further business to discuss the meeting was adjourned by Chairman Smith.	A motion was made by Todd Denham with a second by Lelia Elam to adjourn the meeting. Motion passed.