



**Executive Committee**  
**September 4, 2012**  
**BGADD**  
**Lexington, Kentucky**

Executive Committee Members Present	Staff Present
Allen, Alonzo	Compton, Jennifer
Bushnell, James	Lupson, Erica
Lindeman, Barry	Saunders, Crystal
Manuel, Mark	Turley, Chris
Smith, Daryl	
Walker, Lynette	

**Call to Order**

Chairman Smith called the meeting to order.

**Community Involvement Report**

- **Scott County**

- Alonzo Allen reported the Advanced Manufacturing Technician Program is doing well and more companies are sponsoring students including 3M, GR Springs. The students that were in the program for the 2 previous years have moved into the Variable Workforce program which will last 2 years, and then Opportunities for Hire after that.

- **Fayette**

- Barry Lindeman announced that University of Kentucky will begin laying off soon.
- Mark Manuel reported that Lexmark has just announced that they are laying off 350 employees. The BCTC building on Newtown Pike is still in construction phase. BCTC received an invitation to send a jockey to the apprentice race in Abu Dhabi.
- Lynette Walker reported that Baptist Healthcare System announced the rebranding of its health system to Baptist Health and the acquisition of Pattie A Clay Regional Medical Center, whose name will now be Baptist Health Richmond. Baptist Health also acquired the Russell County Hospital in Russell County, and Trover Health Systems in Madisonville. With this take over, Baptist Health will be the number one employer in Healthcare in the state with over 18,000 employees.
- Chairman Smith reported that Pamela Trautner has resigned from Commerce Lexington

- **Garrard**

- James Bushnell reported that SSI has a permanent location in Garrard County and is looking to hire additional employees.

## Consent Agenda

Chairman Smith presented the Consent Agenda which included the following items:

1. Minutes (July 17, 2012)
2. Youth Council Report (July 10, 2012)
4. One-Stop Committee Report (July 13, 2012)
5. Staff Report (July)

Motion: To approve items 1 through 5 listed on the consent agenda.

Made by: Lynette Walker

Second: Alonzo Allen

Motion passed

## Old Business

- Strategic Plan

Jennifer Compton discussed the possibility of a membership with National Association of Workforce Boards (NAWB). A menu of services is available to purchase as well. The Board Orientation is an additional session that could be beneficial. The cost is \$5,000 per session, and this includes travel for a representative to come and give an onsite orientation.

Motion: To become a member of NAWB and add the Board Orientation Session for \$5,000.

Made by: Lynette Walker

Second: Mark Manuel

Motion passed

- **Goal 1**

- Objective 2 A - Board Survey** – a draft of the annual board survey was created and distributed for review by Executive Committee; suggestions were to make the survey measurable for data comparison each year

- Objective 2 D - Guest Speakers** – possible speakers for October Board meeting were discussed; Diane Leveridge with Project Lead the Way will be the speaker.

- Objective 3 F - Convene/Facilitation** minimum of 1 listening session in each county- September 18<sup>th</sup> in Mercer County at Fudge Company beginning at 7:30

- **Goal 2**

- Objective 2 C - Financial reporting tool** –Gazelle has been purchased and staff is in the data entry stage; set to go live on September 24<sup>th</sup>

Jennifer Compton also reminded the group of the Workforce Summit that will be held on September 13<sup>th</sup> at Eastern Kentucky University. So far 59 people have registered for the event.

- Economic Impact Study - Depot

Jennifer Compton announced that the BGWIB has received the \$120,000 to complete Phase 1 of the Blue Grass Army Depot Chemical Demilitarization Economic Impact Study that will take place in Madison County. The \$120,000 will be used to complete Phase 1 of the study which will include: job loss aversion study, labor analysis, post demilitarization layoff plan, and inventory of transferrable skills of the personnel involved in the chemical demilitarization process. Phase 1 will be completed by June 1, 2013. The study will allow for the BGWIB and its partners to strategically plan for the sustained economic

development of the Depot and the surrounding region after the chemical demilitarization project is complete in 2023.

The Blue Grass Army Depot Chemical Demilitarization Project Economic Impact Analysis will provide the region with a relevant “economic impact statement” that can be used by all public sector entities at the local, regional and state level as they develop policy responses to changes at the Depot. The analysis will identify other areas which need to be studied or considered to ensure a sustainable transition occurs during the process of the demilitarization activities at the Depot.

The Blue Grass Army Depot Chemical Demilitarization Project Economic Impact Study will be completed through a team effort consisting of the BGWIB, local governments, the Chemical Weapons Working Group, and the Blue Grass Army Depot Development Coalition. The study will be rolled out through a coordinated informational session with regional leaders, and a public information session with the media and general public. A press conference will be held September 5<sup>th</sup> in Madison County at 1:00 at the Court House.

The BGWIB is working in partnership with the Army Depot to help the 350 employees affected by the layoff if approved. The Army Depot will send the skill set, education level, and location of each employee, and a job fair will be held once that information has been received.

- Scorecard

The Executive Committee members have met with Alison Davis, CEDIK, to determine what information should be included on the scorecard for each county in the region. Alison Davis is outlining what she can include, and Alonzo Allen is working with her on how the report will look once completed. The goal is to have the scorecard completed by the January meeting, and have Alison Davis do a presentation at that meeting.

## **New Business**

- Financial Report

Treasurer Mark Manuel went over the financial report for July. The total percentage obligated for Adult is 144%. Jennifer Compton explained that the funding is for 2 years. The over obligation is for the funds that have already been obligated for the 2<sup>nd</sup> year of the funds. Funds have to be 80% obligated by June 30<sup>th</sup>, and this is why it appears as an over obligation for the current year.

*Motion: To approve July financial report with no changes.*

*Made by: Barry Lindeman*

*Second: Alonzo Allen*

*Motion passed*

Scholarships are now available through the website at ckycareers.com. Approximately 200 have already applied for the scholarship. All that have been approved are dislocated workers.

Rapid Response services are extremely busy. Announcements of layoffs have been received from Lexmark, Trim Masters, University of Kentucky and Intertape Polymer. In addition, the Army Depot is awaiting approval for lay off.

- Policies

Draft policies were distributed in the meeting packets for Board Members to review prior to the meeting. Erica Lupson went over the following policy additions and/or changes:

- Apprenticeship Training – New Policy; had a lot of interest in the apprenticeship training; Will reimburse employer with 50% of the cost for training during first year of training for current employees, and 50% of the cost for training for 2 years for new hires
- Incumbent Worker – Revision; Created form for employers to utilize to apply
- Customized Training – Revision; Added #1, 2, and 3 of policy guidelines which were pulled directly from the form.
- On the Job Training – Revision; BGWIB currently has a waiver for OJT training that allows us to pay up to 90% of employers cost for training. Added the following statement “The BGWIB will pursue any waivers related to On the Job Training opportunities” which will allow for waivers without the need of changing the policy for each specific waiver.
- Selective Service – New policy; Received notice from the state that each local WIB had to implement a policy for those individuals that had not followed Selective Service registration requirement. This policy states that those individuals that did not comply with Selective Service registration must provide documentation that their failure to register was not knowing and willful. Individuals not registered with the Selective Service cannot receive WIA funded services until they are determined eligible.
- Individual Training Account (T5 - AD/DW/Older Youth/NEG) – Revision; Maximum funding limits were updated for Adult/Dislocated Worker/Older Youth/NEG participants
- Individual Training Account (T6 – Trade) – Revision; made more generic to include all current trade amendments; TAA eligible weeks will be based on the trade petition which the participant’s Trade impacted employer was certified under.
- Course Information (T7 AD/DW/Older Youth/NEG) – Revision; added statement with emphasis on priority sectors identified by BGWIB; added statement that funding limits will not be increased as a result of training length extension.
- Course Information (T8 – Trade) – Revision; added the final approval or denials must be made by OET merit staff person

Motion: *To approve the addition of the Apprenticeship Training and Selective Service Policies, add approve revisions as recommended above.*

Made by: *Mark Manuel*

Second: *Lynette Walker*

Motion passed

## **New Business**

- Annual Meeting/Annual Report

Jennifer Compton requested feedback on when to hold the Annual Meeting for BGWIB. The bylaws were changed in 2010 which changed the terms of board members to the calendar year (Jan-Dec). Following discussion it was determined that the Annual Meeting should be held in January as the transition meeting. Board members with a term ending 12-31-12 will be invited back to attend the meeting in January where the new board members will be seated. It was also determined that the annual report should reflect the same calendar year instead of the fiscal year.

- Board Members

Crystal Saunders distributed 2012 BGWIB attendance records for review. All public seats are set to expire on 12-31-12, but can be renewed. The following terms expire for private sector seats: Anderson, Clark, Estill, Lincoln and Woodford counties. Following review and discussion, it was determined that the following seats need to be replaced: Boyle, Jessamine, Nicholas and Powell counties as the representatives of those counties have not attended any board meetings. Crystal will send letters to board members encouraging their attendance at the October 16<sup>th</sup> Board meeting. Following the board meeting, Crystal will send letters thanking those for serving, and will contact judges for nominations to fill vacant seats.

- Bylaws

The Strategic Plan indicates that bylaws should be revised according to feedback that was received from the High Performing WIB review team in April. The feedback stated that there was a conflict in the bylaws on page 4 and 5: one indicated the Chairman had the authority to call a Special Meeting, and another statement indicated the Executive Committee had the authority to call a Special Meeting.

Each member reviewed the bylaws and was unable to locate the discrepancy mentioned by the review team and disagreed.

- Sectors

Chairman Smith discussed the focus area of entrepreneurship and whether or not it should be named as an additional priority sector. Following discussion, it was determined that each sector should develop a focus area for entrepreneurship within each sector.

- Toyota Dispatch Agreement

Prior to discussion, Alonzo Allen recused himself from the meeting.

Chairman Smith mentioned the "Toyota Way" which has been discussed in several Executive Committee meetings throughout the year. Toyota has a program where they can dispatch of member of management staff to companies that need assistance in analyzing and evaluating their current policies and procedures, and try to assist with incorporating the Toyota Model into daily operations. The Toyota dispatch agreement has been approved by Toyota, which would allow for Alonzo Allen to become an advisor to the BGWIB beginning September 10, 2012 and expiring on August 30, 2014.

*Motion: To approve the Toyota Dispatch Agreement and utilize Alonzo Allen as an Advisor for the BGWIB.*

*Made by: James Bushnell*

*Second: Lynette Walker*

*Motion passed*

Following the approval of the Toyota Dispatch Agreement, Alonzo Allen officially resigned from the BGWIB. Staff with work with the Judge Executive for Scott County for nominations to fill the seat.

- BEAM Initiative

On May 7, 2012 the Executive Committee discussed the Bluegrass Economic Advancement Movement (BEAM) initiative that was outlined in a letter that was received in February. The proposal included a budget of \$123,760, and is seeking support from the local WIBs to cover \$45,000. Cumberland WIB and Lincoln Trail WIB have each agreed to give \$5,000 and Louisville has pledged to cover the difference. The project covers 9 of the 17 counties in the Bluegrass Region, however Jennifer Compton has received confirmation that if the BGWIB would like to support the project they have agreed to provide the data for all 17 counties in our region. The data would be provided for the manufacturing industry and would included current clusters, growth rates, productivity, pay rates, linkages to other industries, an analysis of current supply and demand of workers, and an analysis of current educational and training programs.

In May the Executive Committee felt that a recommendation from the Advanced Manufacturing Consortium was needed in order to effectively determine whether or not to help fund the project. The Advanced Manufacturing Consortium reviewed the proposal and recommended the BGWIB to give \$5,000 to support the project.

Motion: *To support the BEAM initiative for a cost of \$5,000 as recommended by the Advanced Manufacturing Consortium.*

Made by: *Mark Manuel*

Second: *Lynette Walker*

Motion passed

### **Adjournment**

With no further business, the meeting was adjourned by Chairman Smith.

Motion: *To adjourn meeting.*

Made by: *Mark Manuel*

Second: *Alonzo Allen*

Motion passed