



Executive Committee
February 21, 2012
BGADD
Lexington, Kentucky

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

Call to Order

Chairman Smith called the meeting to order.

Community Involvement Report

- Woodford County was certified as a Word Ready Community by the Kentucky Workforce Investment Board at their meeting in February.
- Healthcare has delayed ICD-10 (International Classification of Diseases) which has caused some concern. Based on existing overall cost estimates for ICD-10 from multiple sources, officials estimate a year-long delay in ICD-10 could therefore cost the industry anywhere from \$475 million to more than \$4 billion.
- Medical Career Science Institute (MCSI) will be held the week of June 11th – 15th. Staff is working on soliciting donations, and developing the schedule for the week. Camp is targeting Middle School students in grades 6th through 8th. Fliers are being printed and will be sent out to the Middle Schools in the area. Curriculum will include typical class work that could be expected in the field including Algebra, Chemistry, Anatomy and Physiology. Hands on opportunities will be available and students will attend the Sullivan School of Pharmacy and UK Minimally Invasive Surgery Lab. Students will also have an opportunity to learn Phlebotomy and receive CPR Certification.
- Clark Regional Medical Center will be moving into the new facility next month. Should be a good chance for economic growth in the area with a possibility for new jobs in the near future.
- BCTC has partnered with University of Kentucky and BGWIB to start a State Registered Nurse Aid Program. The program will consist of training provided by BCTC, followed by a paid internship and employment opportunity at UK.
- Dr. Joe Biden and Secretary Solis will be at BCTC, Thursday, February 23rd. This will be just one stop as part a five-state, three-day bus tour that is focused on innovative programs at community colleges, in partnership with area employers, helping train students to meet local workforce needs.
- First group for the Toyota internship program will be graduating in May. Currently they are recruiting for the next group.

Consent Agenda

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

1. January 17th, 2012 Minutes
2. January Financial Report
3. January Youth Council Report
4. January Staff Report

Motion: To approve items 1 through 4 listed on the consent agenda.

Made by: Lynette Walker

Second: Tami Vater

Motion passed

Old Business

- Strategic Plan

Jennifer Compton went over the progress that has been made towards each goal identified in the Strategic Plan. Some of the completion dates were evaluated and changed if needed.

Goal 1: Develop visionary, 100% engaged board.

Objective 1: Help board members to see the big picture and understand their role

- Action Step A: Board training in conjunction with KWIB or stand alone training
Completion Date: 1st Qtr 2012

Jennifer Compton explained to the board that training was provided by KWIB on November 17th with Rodney Bradshaw and Mike Temple. The goal is to create training for new board members as well as a separate training for current board members that will be held annually. Tami Vater and Alonzo Allen agreed to assist with creating the training for new members and identifying the curriculum. Lynette Walker suggested that a training could be put online for members to complete at their convenience. Jennifer Compton will work with IT Staff and Spencerian to create an online training for members to utilize.

Motion: To amend completion date of Goal 1, Objective 1, Action Step A to 4th Qtr 2012.

Made by: Lynette Walker

Second: Barry Lindeman

Motion passed

Objective 2: Set the stage for board success

- Action Step D: Reformat board meetings to include informative outside speakers on workforce issues

Completion Date: 1st Qtr 2012

Jennifer Compton asked the board to email her ideas on speakers to include during our full board meetings. The first speaker would be invited to the BGWIB Board meeting in April.

Motion: To amend completion date of Goal 1, Objective 2, Action Step D to 2nd Qtr 2012.

Made by: Mark Manuel

Second: Tami Vater

Motion passed

Goal 2: Align the operations to better meet the needs of our regional workforce community.

Objective 1: Define organizational structure

- Action Step B: Define roles and responsibilities of staff
Completion Date: 3rd Qtr 2011

All staff has redesigned their procedures to be more effective and align with the strategic plan and sector initiative. Goals and objectives have been identified as well. Complete

roles and responsibilities of staff will be completed following management evaluation of changes that have been made. This will allow for changes to be made before a new job description is created for each position.

Motion: To amend completion date of Goal 2, Objective 1, Action Step B to 2nd Qtr 2012.

Made by: Lynette Walker Second: Mark Manuel Motion passed

Objective 2: Develop standard tools for measurement of daily operations and board effectiveness.

- Action Step A: Analyze effectiveness of One-Stops by creating report card, and complete annual review.

Completion Date: 4th Qtr 2011

The One-Stop Committee sent out One-Stop Certification information in January of 2012. The information collected will be used to help create report card and annual review.

- Action Step B: Ensure that all Bluegrass One-Stops obtain One-Stop Certification.

Completion Date: 2nd Qtr 2012

Each One-Stop has completed the self assessment, but have until the end of September to identify areas of concern that need improvement. October 1st of this year is the first date to apply for technical assistance funds to improve areas that were noted in the assessment. Certification will not begin until October 2013.

Motion: To amend completion dates of Goal 2, Objective 2, Action Step A to 2nd Qtr 2013, and Action Step B to 4th Qtr 2013.

Made by: Barry Lindeman Second: Mark Manuel Motion passed

- Action Step C: Create/Purchase an effective tool for financial reporting
Completion Date: 1st Qtr 2012

The original plan to purchase Gazelle product for effective reporting was during the 1st Qtr of this year. However, due to problems with the current server, a new server had to be purchased and is being tested.

Motion: To amend completion date of Goal 2, Objective 2, Action Step C to 3rd Qtr 2012.

Made by: Lynette Walker Second: Alonzo Allen Motion passed

- Action Step D: Develop and distribute a score card of effectiveness for daily operations; evaluate annually

Completion Date: 1st Qtr 2012

Motion: To amend completion date of Goal 2, Objective 2, Action Step D to 2nd Qtr 2012.

Made by: Mark Manuel Second: James Bushnell Motion passed

Objective 4: Increase opportunities for professional development of board and staff

- Action Step B: Facilitate quarterly partnering opportunities around board interest

Completion Date: 1st Qtr 2012

After discussion, this action step needed more clarification to be more specific.

Motion: To change Goal 2, Objective 4, Action Step B to “Facilitate quarterly partnering opportunities around board interest by allowing sector chairs to give a report at each BGWIB quarterly meetings” and amend the completion date to 3rd Qtr 2012.

Made by: Barry Lindeman Second: Mark Manuel Motion passed

- Action Step E: Develop an online user friendly website to keep staff and board informed
Completion Date: 4th Qtr 2011

Initial changes have been made to the BGWIB website including a site map to help assist with locating commonly searched items. Staff continues to work on the website and make changes as needed. Extending the completion date would allow for feedback from those currently using the website, and allow time to determine what additional information should be included.

Motion: To amend completion date of Goal 2, Objective 4, Action Step E to 3rd Qtr 2012.

Made by: Barry Lindeman Second: James Bushnell Motion passed

Goal 3: Align the Bluegrass Regional Workforce Solutions with the top priority sectors.

Objective 3: Conduct priority sector outreach

- Action Step B: Establish a minimum of three work ready communities
Completion Date: 1st Qtr 2012

Woodford County has been certified as a Work Ready Community. A presentation will be made at SETA on the work ready community initiative. Madison County will be submitting in March, and Boyle and Franklin Counties have began the process. The Work Ready Community Review Panel will only meet once each quarter.

Motion: To amend completion date of Goal 3, Objective 3, Action Step B to 3rd Qtr 2012.

Made by: Tami Vater Second: Mark Manuel Motion passed

Goal 4: Promote awareness of the Workforce Investment System’s purpose, program and services.

Objective 1: Develop a marketing plan to market ‘who’ we are

- Action Step A: Conduct outreach to employers in an effort to increase face to face meetings
Completion Date: 4th Qtr 2011

Mailers were sent out to promote services available to employers and to increase number of face to face meetings. Unfortunately this method was not successful. Business Service Staff will begin a marketing blitz in one county each quarter. In February, the Business Services Team targeted Fayette County. The team identified 125 employers to target and split up into three teams. Each team successfully met with 20-25 employers in the county with face to face meetings. During these visits, contact was made with several employers. ACS, now known as Xerox, will be working with the Career Centers and is looking to hire approximately 400.

Motion: To amend completion date of Goal 4, Objective 1, Action Step A to 4th Qtr 2012.

Made by: Lynette Walker Second: James Bushnell Motion passed

Additional Updates

- Youth Competition
Chris Turley reported that judges are still needed for the Youth Competition. The date has been changed to make it a one day event and will be held on April 27th at Spencerian College. Invitations to judge will be sent out to finalize the schedule for the competition. All board members will be asked to judge one event.
- Business Service Manager Resigning
Bradlee Burtner announced that he is resigning from the Bluegrass Area Development District. He accepted a position with Goodwill and his last day will be March 2nd.
- Positive Rehabilitation Outreach Outcome Focus (PROOF)
PROOF is a housing component to a jobs program and is under development. The original plan was to create housing for re-entry participants. Now the group has broadened their scope to include other individuals that could need housing assistance. This could include homeless men, veterans, dislocated workers, or men that have been released from prison. Individuals that would be excluded from participation on the property would include sex offenders, and anyone with a violent criminal background.
- Workforce Summit
Jennifer Compton met with Eastern Kentucky University to check availability of space for the Workforce Summit. September 13th was confirmed as the date of the event. This will be held at the Perkin's Building. The Workforce Summit will become an annual event and will target a different population each year. This year's focus will be frontline supervisors. Chris Turley is working on speakers for the event. If anyone has a speaker in mind, email that information to Chris Turley at cturley@bgadd.org.

New Business

- Sector Reports
The state requested the total percentages of participants that were enrolled in training that fell within priority sectors during FY11 (July 1, 2010 – June 30, 2011). The BGWIB did not identify the priority sectors until August of 2011. The state reported that 70% of everyone trained in the state fell within the priority sectors. For our region, of those enrolled in training 97.33% fell within the priority sectors.
 - Healthcare
 - ✓ The Healthcare Consortium received \$65,000 from the Industry Partnership Grant. Those funds will be utilized to hire a Project Manager. Interviews have been completed, and a potential candidate has been offered the position.
 - ✓ Bylaws have been drafted and will be voted on during the April meeting. Once bylaws have been approved by the Consortium, the application for 501(c)3 will be submitted.
 - ✓ MCSI Bootcamp will be held in June. Specifics are listed under the Community Involvement Report.
 - Advanced Manufacturing
 - ✓ The next meeting for the Advanced Manufacturing Consortium will be held on March 7th at Toyota.
 - ✓ Discussion over the Industry Partnership Grant continues with the state to understand why funding was not approved. Members are working on updating their proposal to resubmit once the grant is re-released.

- Information Technology
 - ✓ The next meeting for the Information Technology Consortium is on February 22nd at the ADD. The group is working on creating their mission and vision statements for the consortium.
- Transportation, Distribution and Logistics
 - ✓ Erica Lupson reported that she will be working hard in order to get the Transportation, Distribution and Logistics Consortium started. This is a difficult task to start up. Employers that fall within this sector will be identified and contacted for participation.

- Program Committee Update

Tami Vater reported that the Program Committee held their first meeting on February 9th and reviewed several policies. A summary of the meeting was distributed for review. The Committee voted to add the following change:

Policy Name: Course Information Policy
 Policy No: BGWIA-R12-T7
 Effective Date: February 9, 2012
 Applies to: Adults, Dislocated Workers, Older Youth, NEG

Course Limitations for Participants enrolled in WIA Funded Training

1. The BGWIB will only support training for occupations which fall into one of the priority sectors identified in the BGWIB's Strategic Plan unless unrelated training is deemed necessary by an employer in one of the Bluegrass Area's 17 counties.

The committee voted to adopt the Policy Update Policy below:

Policy Name: Policy Update Policy
 Policy No: BGWIA-12-T8
 Effective Date: February 9, 2012
 Applies to: Trade, Adults, Dislocated Workers, Older Youth, NEG

1. The BGWIB Program Committee will review established policies on an annual basis.
2. Policies will be voted on as needed.
3. Policy changes made throughout the year will be sent to staff as the change occurs.
4. The policy manual will be updated in its entirety in November of each year.

The Program Committee's recommendation is to approve the change listed to the Course Information Policy and to adopt the Policy Update Policy.

Motion: To approve the change listed to the Course Information Policy and to adopt the Policy Update Policy as recommended by the Program Committee.

Made by: Tami Vater

Second: Mark Manuel

Motion passed

- Research Project for BEAM Initiative

A letter was received regarding analytical support for the Bluegrass Economic Advancement Movement (BEAM) project. Jennifer Compton gave a background of the BEAM initiative and the proposal that has been submitted for the BEAM project. The letter

is addressed to Jim Host, Chair of the BEAM project. The proposal includes a budget of \$123,760, and is seeking support to help cover the cost. Cumberland WIB and Lincoln Trail WIB have each agreed to give \$5,000 towards to project. 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.

The data, outcomes and measures of each sector is critical. With the information that was presented the members expressed interest in the BEAM project, however felt that the funds could be better utilized by collecting the data to create county and regional score cards for all four sectors identified in the strategic plan. The BEAM project covers advanced manufacturing only.

Board members would like to continue to monitor the BEAM project and support their efforts as it continues to progress, and re-evaluate the BGWIB involvement at a later date.

Motion: To decline financial support of the BEAM project at this time and to continue to review current proposals that will assist in reaching the goals of the BGWIB strategic plan including creating county and regional score cards for all four sectors.

Made by: Lynette Walker

Second: James Bushnell

Motion passed

- Local Plan

Each local WIB is responsible for developing the Local Plan for their region. Local Plans have to be submitted every five years. The state is requesting that the Local Plan includes the current initiatives that the BGWIB has developed locally in coordination with the KWIB initiatives, and how the BGWIB is supporting the statewide initiatives. Jennifer Compton went through each KWIB initiative to get input on what initiatives are currently going on that could be included. Tami Vater, Barry Lindeman and Mark Manuel agreed to help with developing the Local Plan for the region.

- WIA Video

Staff has been working on creating a video of successful participants that have gone through the WIA program. The video was shown to gather feedback.

Adjournment

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

Motion: To adjourn meeting.

Made by: James Bushnell

Second: Alonzo Allen

Motion passed