



April 29, 2013
BGADD
Lexington, Kentucky

Board Members Present		Guests Present
Bailey, Sandy	Mills, Brad	Dr. Augusta Julian
Bushnell, James	Roberts, Troy	Samantha Brown
Cann, Larry	Rodgers, David	
Coles, James	Smith, Daryl	
Griffin, Steve	Smith, Kristel	
Lindeman, Barry	Walker, Lynette	
Manuel, Mark	Wright, Jim	
McKee, Regina		
Staff Present		
Compton, Jennifer	McNeill, Owen	
Fearin, Melissa	Rey, Leila	
Lupson, Erica	Saunders, Crystal	
MacCormack, Mona	Stoltz, Lenny	
Mason, Donna	Turley, Chris	

Call to Order

Chairman Smith called the meeting to order.

Community Involvement Reports

- MCSI planning is wrapping up. The Beginning Camp will be held June 10-14; Advanced Session will be held June 17-21. A total of 56 applications were received and reviewed by the panel; 24 students were selected representing the following counties: Bourbon, Boyle, Clark, Fayette, Garrard, Jessamine, Madison, Mercer, Scott and Powell.
- Bluegrass Healthcare Consortium (BHC) is currently working on developing a career path for Medical Coders with the ICD10 release expected in 2014. BHC is working with Southside Technical School in Fayette County to incorporate a Career Path for Healthcare into the school, where students would graduate with a high school diploma and Associate Degree in Medical Coding.
- Eastern Kentucky University is planning an Information Technology Forum for June 21st and will focus on skills needed for field and entrepreneurship opportunities.
- For the first time, a Lexus vehicle will be produced in the United States. The Lexus ES 350 will be assembled at Toyota Motor Manufacturing, Kentucky (TMMK) in 2015. The move will generate 750 new jobs, and to support the new assembly line, Toyota will invest \$360 million in the Georgetown plant.
- Owen McNeill will be doing a presentation for Bourbon County on the Work Ready Community Initiative on May 14th.

- Tiffany & Co. announced that they are expanding manufacturing operations in Lexington, which will create 75 new, full-time jobs and invest \$2 million in the state.
- Transposagen Biopharmaceuticals opened new state-of-the-art laboratory in downtown Lexington's trendy Jefferson Corridor, which is near the new Bluegrass Community and Technical College campus on Newtown Pike.
- The BCTC Newtown Campus open house will be on May 14th from 3:00 – 6:00.
- BCTC will be offering 2 manufacturing career camps; One will be held at the Danville Campus during the week of June 17th, and the second camp will be held the week of June 24th at the Leestown Campus. BGWIB has agreed to work on securing business leaders from the Danville Community and Lexington area to serve as mentors for each of the students during the week of the camp.
- Sustainment Solutions Inc. (SSI Worldwide), an engineering service provider, has a permanent location in Garrard County and is looking to hire additional employees.
- Ken Carroll is currently attending the Dream It Do It (DIDI) Collaborative Learning Conference in Washington, DC. Governor Beshear is making advanced manufacturing an economic development focus of his administration. Kentucky Association of Manufacturers (KAM) and the Foundation for Kentucky Industry are currently assisting representative of the Southern Governors Association with insight and information on DIDI, Project Lead the Way, Toyota's AMT program, and other model programs.

Consent Agenda

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

1. Minutes (March 25, 2013)
2. Financial Report (March)
3. Staff Report (March)

Motion: To approve items 1 through 3 listed on the consent agenda.

Made by: Mark Manuel

Second: Lynette Walker

Motion passed

Guest Speaker

Chairman Smith introduced Dr. Augusta Julian, President/CEO of Bluegrass Community and Technical College, and Co-Chair of the Bluegrass Higher Education Consortium.

Dr. Julian explained that the Bluegrass Higher Education Consortium (BHEC) was established by the presidents of the 12 central Kentucky accredited universities to explore collaborative opportunities that address lifelong learning, college readiness, economic and workforce needs, and advancement of the region. The consortium concept evolved out of strategic planning and work sessions that resulted from Bluegrass Tomorrow's *InnoVision 2018* study released in 2008, which compared Lexington and the Bluegrass to 22 other similar regions with a flagship university at their core.

The vision of the BHEC is to create and support collaborative action and innovation among higher education, and as a result improve educational attainment and economic opportunities. Initial goals and objectives were laid out last year during roundtable meetings of the presidents and key academic officers and through research and surveys conducted in cooperation with Bluegrass Tomorrow and the Bluegrass Area Development District. In late October, the consortium hosted a first-ever summit involving the presidents of the 12 member colleges and universities and the

school superintendents. Approximately 150 attended including education administrators, teachers, business leaders, parents and students.

Dr. Augusta Julian talked of the many outcomes and priorities that arose from the fall summit. One was how the community must transform how it approaches career planning and preparation in order to help students make college and career choices. They agreed on the need for a stronger support system. "We know many kids fall through the cracks. On average, the ratio is one counselor to 435 Kentucky high school students. As hard as the counselors and teachers are going to work, that's not going to do the trick," said Julian.

Dr. Julian spoke of how the consortium believes Kentucky students must become well-rounded and skilled in three important disciplines: STEM (science, technology, engineering and math), arts, and workplace competencies. Four more overarching goals and specific targets for improving education in Kentucky were:

- reducing dropouts both in high school and colleges
- improving college-going rates
- increasing the number of associate and bachelor's degree holders
- increasing employment opportunities for the resulting world-class workforce.

Other goals include the formation of an academic chairs academy, teacher training at the secondary level to credential more educators to teach college level courses, collaborative discussion with superintendents, business leaders and economic development professionals, research and asset mapping of academic programs and resources available, collaboration on student professional readiness and development, and collaboration on international study abroad opportunities.

Old Business

- **Strategic Plan**

Jennifer Compton explained that each staff lead reports monthly updates on their annual plans, and the updates are included in the meeting materials.

Monthly Updates

Directional: Achieve Work Ready Communities status (Lead: Jennifer Compton)

- Currently have 4 counties that have submitted applications: Boyle and Woodford were certified as Work Ready Communities, and Madison and Franklin were certified as Work Ready Communities in Progress
- The WRC Summit will be on May 16th in Frankfort with the purpose of sharing best practices and technical assistance for communities interesting in submitting applications.

Directional: Focus on priority sectors (Lead: Owen McNeill)

- Staff is currently working to identify employers in the region for the Information Technology Consortium and the Transportation, Distribution, Logistics Consortium.

Directional: Increase student career interest in priority sectors (Lead: Chris Turley)

- This year 2 MCSI camps will be available: Beginners Camp the week of June 10th and the Advanced Camp the week of June 17th.
- Staff is working with BCTC on 2 Career Craze Camps that will be held during the month of June. The first camp will be held at the Danville Campus during the week

of June 17th, and the second camp will be held the week of June 24th at the Leestown Campus. Staff is working on securing business leaders from the Danville Community and Lexington area to serve as mentors for each of the students.

Directional: Create a standard board orientation (Lead: Crystal Saunders)

- Staff is currently reviewing board orientation to determine best practices.

Directional: Achieve One Stop Certifications (Lead: Erica Lupson)

- All self assessments have been received, and 3 of the 6 planning sessions have been held at the One Stops. EKV Facilitation Group will utilize feedback from each session to determine action steps needed for improvement.

Directional: Create marketing plan (Lead: Staci May)

- Staff promoted job opportunities through BGWIB.com and CKYCareers.com and social media sites.
- Staff attended Social Media conference in Chicago.
- First eNewsletter was distributed and will be sent out monthly.

• **Economic Impact Study Progress**

Jennifer Compton discussed the Economic Impact Study Progress Report that was included in the packets. This period's efforts included:

- Working on developing an educational matrix for workers with experience in CW demilitarization to identify where experience would substitute for educational levels within workforce.
- Continuing to gather information to support development of matrix of educational requirement for each position in the Standard Occupational Classification into 6 categories including:
 - Less than a High School diploma
 - High School diploma or equivalent
 - Some College/no degree
 - Associate Degree
 - Bachelor Degree
 - Advanced Degree
- Briefing the Madison County Fiscal Court, the Richmond City Commission, and the Berea City Council on the status of Phase 1.

Chairman Smith noted that the next BGWIB Executive Committee meeting will be held on May 29th at the Bluegrass Army Depot, and will tour the facility. All members were invited to attend.

• **ERISS Survey Draft Report**

Jennifer Compton distributed a draft report of the ERISS survey which took place between October 2012 and January 2013. The purpose of the survey was to gather current and in-depth workforce information to serve as the foundation for workforce and economic activities in the region. The information will assist employers, job seekers, and students as well as provide key data for education partners, workforce and economic developers, which will allow them to address workforce and economic needs. The Bluegrass region had a 24% response rate with 876 businesses participating in the survey. Pages 5 and 6 report

811 projected openings across 95 occupations within the next 12 months. The results of the survey will also be delivered through an interactive web application, USWorks for Professionals, in which all companies that participated in the survey will have access to including: wages, openings, contact information, etc.

New Business

- **Youth RFP**

Chris Turley, Youth Services Manager, reported that a request for proposals was released on April 12th for youth programs to operate between July 1, 2013 and September 30, 2014. The RFP was released online at www.bgwib.com, as well as in the Sunday edition of the Lexington Herald. Organizations interested in submitting a proposal to serve youth ages 16-18 in the seventeen counties of the Bluegrass must request an application and instruction packet. This is a performance based contract. A bidder's conference will be held on May 9th at the Bluegrass Area Development District at 1:00 PM. The deadline for proposals is May 24th. Anyone interested in more information can contact Chris Turley, at cturley@bgadd.org, or 859-269-8021 ext 244.

- **High School Outreach**

High School Outreach (HSO) is one of the 25 initiatives of the Kentucky Workforce Investment Board strategic plan. The HSO team researched a variety of strategies to meet the goal of increasing the number of postsecondary and work-ready high school graduates, as well as promote educational options including technical education, 2 and 4 year colleges, apprenticeships and specialty training.

The HSO team has identified Kentucky's web-based college and career planning tool, The Individual Learning Plan (ILP), as the ideal vehicle for reaching out to 350,000+ students in middle and high schools. The Kentucky Department of Education mandates that every student in grades 6-12 complete an ILP. Career Cruising, the vendor for the ILP, has developed an add-on module that provides connections between students, educators, businesses and community through an on-line interactive network.

In order to develop this opportunity in Kentucky, the HSO team needs input from companies currently operating in the state. Chairman Smith urged each member to take a moment to complete the survey at <http://www.surveymonkey.com/s/TM7ZGW7>. The information gathered from the survey will be critical to enable the appropriate design of the system specifically for Kentucky.

- **Manufacturing Day**

A Manufacturing Day will be held on October 4th, and has been designed to expand knowledge about and improve the image of manufacturing careers and manufacturing's value to the economy. Visitors will learn about real career opportunities, training, and resources. In addition, manufacturers will learn about business improvement resources and services delivered through manufacturing extension partnerships. (A flier on the event was distributed in the board packets.)

- **Policy Changes**

The Program Committee met on April 23rd at the Bluegrass Area Development District. A copy of the meeting summary was included in the board packets for review.

The committee voted to update the **ITA Training Policy** to include the current maximum funding limits allowed for Adult, Dislocated Worker and Low Income Adults.

The committee also voted to approve the following NEW policies below. (Please note that the purpose of each new policy is listed below, however each policy in its entirety was distributed to the full board for approval).

Case Notes Policy - The purpose of this policy is to provide guidance to Workforce Specialist (and other staff as appropriate) in documenting and justifying any decision made or action taken to provide case management services to eligible participants.

Employability Training Policy – The purpose of this policy is to provide guidance to the Workforce Specialists in documenting and justifying any decision made or action taken to assist eligible participants in securing employment.

Intensive Employment Counseling Policy – The purpose of this policy is to help us provide intensive employment counseling to people that have been dislocated from their job, or who have received a notice of layoff. The intensive employment sessions are limited to \$150 per session with a maximum of four sessions in a 6 month time period.

Monitoring Policy – The purpose of this policy is to ensure that staff is providing required information, operating in accordance with local policy and procedures, and that files are maintained in a consistent manner.

Personal Identifying Information Policy – The purpose of this policy is to ensure that an individual's personal identifying information is not used for any purpose outside of staff use and that this information will not be shared with anyone who does not require it to perform the functions of his/her professional duties.

Quality Control Policy – The purpose of this policy is to ensure that staff properly facilitates participant enrollment and case management and that files are maintained in a consistent manner.

Erica Lupson also stated that the Program Committee requested a list of acronyms to be included at the end of the policy manual for quick reference.

Motion: To approve the update to the ITA Training Policy, and approve the new policies for Case Notes, Employability Training, Intensive Employment Counseling, Monitoring, Personal Identifying Information, and Quality Control.

Made by: Jim Wright

Second: Kristel Smith

Motion passed

Executive Leadership

Chairman Smith asked the board for approval for Jennifer Compton to apply for Executive Leadership training. The total cost is \$8,400, but the State of Kentucky will pay for half of the cost. The NAWB will choose individuals to work collaboratively in order to address specific workforce issues. With the economy changing so drastically, this will be a great opportunity for Jennifer to gain firsthand knowledge and work with other WIB directors to address issues together.

Motion: To approve Jennifer Compton to apply for Executive Leadership Training through the National Association of Workforce Board at a total cost of \$4,200.

Made by: Kristel Smith

Second: Jim Wright

Motion passed

Announcements

Chairman Smith announced a couple of resignations that had been received. Buddy Hoskinson, resigned from the BGWIB, as he is no longer employed with Spencerian. He is now the Executive Director for the Office of Employment and Training. Matt Belcher also resigned from representing

Lincoln County as he has accepted a new position as City Manager in Winchester. The BGWIB will definitely miss both of these members, but wish them continued success.

Jennifer Compton announced new staff. Melissa Fearin was hired as the Business Services Specialist for Richmond and Winchester, and Lelia Rey was hired as the Career Track Coordinator for Richmond.

Adjournment

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

Motion: *To adjourn meeting.*

Made by: *Mark Manuel*

Second: *Jim Wright*

Motion passed