



**Executive Committee**  
**June 24, 2013**  
**BGADD**  
**Lexington, KY**

Executive Committee Members Present	Staff Present
Bushnell, James	Compton, Jennifer
Kidwell, Monica	Lupson, Erica
Lindeman, Barry	McNeill, Owen
Manuel, Mark	Saunders, Crystal
Smith, Daryl	Turley, Chris
Walker, Lynette	
Wright, Jim	
	Guest Present
	David Duttlinger
	Mayor Edwinna Baker

**Call to Order**

Chairman Smith called the meeting to order.

**Community Involvement Report**

- The Bluegrass Healthcare Consortium had a busy two weeks with very successful Healthcare boot camps. The Beginners Camp had 24 students while the Advanced Camp had 18 returning students. During the camps, students dissected a sheep’s brain/eyeball, visited Cardinal Hill Rehab Services, observed a surgery at Rood & Riddle, and carved initials into teeth at UK’s Dental Lab. At the conclusion of the camps, participants of the Beginner Camp received a certificate and stethoscope, and the participants of the Advanced Camp received a certificate and lab coat at the closing ceremony.
- Cardinal Hill hosted camp participants at their facility, providing them with exposure to the Occupational Therapy program.
- BGWIB and BCTC staff met with Cardinal Hill to discuss a partnership to train existing staff to become State Registered Nurse Aides (SRNA).
- The Manufacturing Career Craze Camp at BCTC’s Danville campus was a success. The students used manufacturing skills to build skateboards. The 2<sup>nd</sup> Manufacturing Career Craze Camp started today at the Leestown campus.
- BCTC’s Equine program has become the workforce provider for the thoroughbred industry with one of the students being invited to France. One of the horses that has been trained by this program recently won at Churchill Downs.
- Bourbon County is continuing their work toward Work Ready Community status.
- An article was passed around highlighting that the BGWIB funded the LEEP program through Community Action.

## **Consent Agenda**

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

1. Minutes (May 29, 2013)
2. Financial Report (May)
3. Staff Report (May)

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

*Made by: Mark Manuel*

*Second: Lynette Walker*

*Motion passed*

## **Old Business**

### **Strategic Plan**

Jennifer Compton explained that each staff lead would give monthly updates on their annual plans that they were included in the meeting packets.

#### **Focus #1**

**Visionary: Impact the growth of the economy**

**Projection: Identify the workforce skills needs/gaps**

#### **Directional A: Focus on priority sectors**

Objective 1: Develop Transportation, Distribution, and Logistics (TDL) Consortium

- Currently on schedule; Melissa Fearin and Erica Sluder are heading up TDL.

Objective 2: Develop Information Technology (IT) Consortium

- Currently on schedule; Paula Barnes and Todd MacMillan are heading up IT

#### **Directional B: Achieve Work Ready Communities Status**

Objective 1: Obtain Work Ready Community Certifications

- Just completed the Best Practices Summit at the state level.

Objective 2: Educate Work Ready Community Initiative to BGWIB

- State contracted for the creation a Work Ready tool kit which is expected to be published July 1<sup>st</sup>, staff training will begin on July 1<sup>st</sup>

Objective 3: Establish Work Ready Committees in each county

- Harrison County had kickoff meeting on 6/19/13. They had 11 participants and anticipate submitting their letter of intent before next meeting.

#### **Focus #2**

**Visionary: Become the catalyst for Workforce Issues**

**Projection: Promote awareness of the BGWIB**

#### **Directional A: Create a Marketing Plan**

Objective 1: Training on marketing concepts

- Draft of Social Media Presentation for staff is complete and will be presented to Associate Director for Review
- Draft of Social Media and Marketing Policy is complete and is awaiting Associate Director review before final submission

Objective 2: Promote significant events through news and social media outlets

- Email blasts, Twitter and Facebook posts promoting Workforce Summit and Manufacturing Day.
- Email blasts are being sent monthly promoting the previous month's events to available mailing lists.

Objective 3: Promote board services through news and social media outlets

- Staff has been working on finalizing the new Kentucky Career Center website.

### **Focus #3**

**Visionary: Develop a visionary 100% engaged board**

**Projection: Develop Board member tools**

### **Directional A: Create a standard board orientation**

Objective 1: Create a standard board orientation

- No new information

### **Focus #4**

**Visionary: Create a qualified pool of work ready candidates**

**Projection: Improve the quality of services provided**

### **Directional A: Obtain one stop certifications**

Objective 1: Obtain certifications for all One Stops

- Each of the CC have met and have identified some areas that they want to improve on and they will now be mystery shopped to see if they have improved on the areas that need addressed.

Objective 2: Introduce sectors into middle schools

- No new information

### **Directional B: Increase student career interest in priority sectors**

Objective 1: Increase student interest in priority sectors

- Currently on schedule; No new information to report.

Objective 2: Introduce sectors into middle schools

- Currently on schedule; No new information to report.

Objective 3: Integrate curriculum into Southside Technical School/Bryan Station High School to allow students to earn dual credit hours for college

- Currently on schedule; No new information to report.

### **Economic Impact Study Progress Report**

Jennifer Compton discussed the Economic Impact Study Progress Report. The first official draft was available for review.

- Present first draft Phase I update to the CAC/CDCAB (4 June).
- Discuss second draft Phase I with CDCAB EDWG co-chair CDCAB co-chair and CAC chair.
- Provide EDWG and other interested parties with the second draft Phase I report for input and comment via coordination with BGADD and WIB directed timelines.

- Review and finalize all sections submitted in BGWIB's area of responsibility for Phase I. Supply additional information for second draft.
- Continuing interaction with Pentagon, ACWA Army Element, the Systems Contractor, and elected officials to both acquire data and secure ongoing support for the Study.
- Organize BGCAPP tours for BGWIB to maintain engagement and support for the study.

### **Economic Profiles**

The Economic Profiles were discussed that were contracted through Community and Economic Development Initiative of Kentucky (CEDIK) of University of Kentucky, Dr. Allison Davis. This contract was part of the state's High Impact WIB technical assistance funds. The contract indicated that after the first year, the information requested by the Bluegrass WIB would include more routine matters and updating of data and, therefore, the annual cost would be \$5,000. Discussion centered around the fact that we are currently in a marketing phase and really have not gotten a lot of feedback regarding the Profiles. It was noted that the data is being utilized internally with any programs that WIA provides.

*Motion: To approve to continue annual update for \$5000 for 2<sup>nd</sup> year and to review again next year.*

*Made by: Mark Manuel*

*Second: Lynette Walker*

*Motion passed*

### **New Business**

#### **Budget**

The new financial reports from Gazelle were presented and discussed. It was noted that there was a calculation error on the total budget (Total funding is \$9,030,665.99 with \$4,220,013.90 spent).

The new report allows the board to see the way funds are being spent cumulatively and by funding type. It was noted that funds are for a two year and that different grants have different expiration dates. All funds have to be 80% obligated within the first year of receipt, and this is something the state monitors.

*Motion: To approve changes-approval pending changes through electronic review*

*Made by: James Bushnell*

*Second: Lynette Walker*

*Motion passed*

*Electronic Review resulted in unanimous vote to proceed with approval.*

#### **Training Programs**

Two reports were distributed, indicating the majority of training funding was placed on OJT contracts with 206 participants. The breakdown was \$300,898.72 obligated for training providers and \$638,607.10 obligated for employers. This ensures that job seekers are becoming taxpayers from day one of their training. The second largest individual training program was the employer driven HOPE program with 36 participants.

The largest training sector remains in the Healthcare field.

## **New Career Center Tracking**

MySeniorCenter is a computer-based center management and reporting system that includes a bar code scanner, touch screen, and computer server. It is truly a turnkey system that is currently being utilized at the Lexington Senior Citizen Center. Staff and partner staff of the Lexington Career Center are recommending purchasing this system to assist with reporting at the Lexington Career Center.

The cost of the system is \$6500 which includes 900 key tags. If approved, funds for this system will be utilized from the One Stop Certification technical assistance grant.

*Motion: To approve the purchase of the MySeniorCenter reporting system.*

*Made by: Barry Lindeman*

*Second: Lynette Walker*

*Motion passed*

## **Re Entry Housing**

In January, the BGWIB entered into a pilot program with Divine Providence, Inc to provide housing to WIA reentry participants. This program has not worked as intended and the recommendation is to suspend the contract.

*Motion: To approve the suspension of the re entry housing program*

*Made by: James Bushnell*

*Second: Jim Wright*

*Motion passed*

## **Re Entry**

A growing segment of our work has focused on reentry employment services for those incarcerated and released. We have experienced high demand for reentry services in our region. At the same time, we are facing funding cuts as a result of federal sequestration.

In order to be most effective and affirm our commitment to high quality services, we will be concentrating our reentry employment services on our Fayette County Steppin To A New Beat (STANB) classroom modules geared toward employment services for those who are released.

Staff is working on inventorying current participants to determine their progress and future needs.

## **Adjournment**

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

*Motion: To adjourn meeting.*

*Made by: Mark Manuel*

*Second: Lynette Walker*

*Motion passed*