



**Quarterly Board Meeting
July 29, 2013
Kentucky Career Center
Lexington, KY**

Executive Committee Members Present	Staff Present
Bushnell, James	Compton, Jennifer
Coles, James	May, Staci
Collins, Celeste	Mason, Donna
Collins, Lori	MacCormack, Mona
Douglas, Chris	McNeill, Owen
Griffin, Steve	Turley, Chris
Lindeman, Barry	
Manuel, Mark	Guest
Mills, Brad	
Rodgers, David	Mayor Edwinna Baker
Smith, Daryl	Bob Casher
Smith, Kristel	Lynne Harris
Walker, Lynette	
Wright, Jim	

Chairman Smith welcomed everyone and noted that he was waiting on a few more board members but would begin with the Community Involvement reports.

Community Involvement Report

- David Rodgers of Scott County reported that they are getting prepared for the Work Ready Certification process. He commented that Scott County has several companies that are expanding and a new interchange of I-75 has been approved.
- Boyle County’s representative, Steve Griffin, reported that industry recruitment is down. The old Philips Lighting building is being converted to use for Corning. Danville completed the annual teachers’ academy in June, and it was very successful.
- Brad Mills from the Office of Vocational Rehabilitation reported that their department is continuing to assist as needed, and their fiscal year ends in September. They are short one staff person in Lexington.
- Celeste Collins, Director of Area Agency on Aging, reported that their focus is on bridging the gap between hospital discharges to avoid readmissions. She is currently attending the Area Agency on Aging meeting in Louisville.
- James Bushnell reported from Garrard County that not a lot was going on but assisting Mine Shield with their cross training efforts. Daryl Smith commented that this had been a good opportunity to leverage resources using Business Services with Owen McNeill. Mr. Bushnell complimented Mr. McNeill for his team’s service to this company.
- Kristel Smith from the Innovation & Commercialization Center at ECU reported on their upcoming TechBase10 meeting on August 16, 2013, at the Blackbox Theater. The Innovation and Commercialization Centers at Eastern Kentucky University and Morehead State University, which function as part of the Kentucky Innovation

Network, are launching TechBase10, a network devoted to growing an Information Technology (IT) cluster in Kentucky. The Innovation Network has identified Information Technology as a key growth industry in Kentucky's technology economy. The goal of TechBase10 is to identify small IT shops, developers, and technologists across the Bluegrass who seek to grow their businesses and to assist these entrepreneurs by providing them with the resources and tools they need as part of a collective network.

- Lynette Walker, Bluegrass Healthcare Consortium Chair, reported that they were winding down from two successful weeks of middle school Medical Career & Science Institute health care careers camps. The Healthcare Consortium recently had their quarterly meeting, and the next initiative is to continue to work with schools to try to come up with ICD 10 programs to help organizations when the new code replaces ICD 9 in 2014. The group is also looking at connecting with area educators as the area healthcare organizations try to develop other educational programs that will bridge the gap for workforce development for healthcare.
- Barry Lindeman from Cardinal Hill Rehabilitation Hospital reported that they began doing some internal work with some training possibilities for staff to get their Certified Nursing Assistant. He reported that he has been working with Erica Lupson and Bluegrass Community & Technical College to deliver the two week course. It was also mentioned that there is a possibility to schedule more training in the coming year on a short-term basis to offer to the staff so they can have a pool of resources.
- Mark Manuel from BCTC reported that they are preparing for the Fall Semester and, with the economy getting better, the enrollment in community colleges goes down. The day to day enrollment is down 9% compared to last year. He shared that the Newtown Campus will open this fall with Business, IT and Film programs. He commented that BCTC had held two Career Craze camps this summer, one in Danville and a new one in Lexington. He reported also that the Japanese Ambassador will be visiting the AMT program with Toyota and the FAME (Federation Advanced Manufacturing Education) program. He reported also that they are winding down the interviews for the executive director position for the Business Education Network, a local nonprofit that works on workforce issues in the region.
- James Coles from Community Ventures Corporation reported that the shared micro lending has assisted 59 business owners with funding and the bi-product created 67 jobs last quarter. He commented that 85% of jobs are created by small businesses. Mr. Coles reported that there will be a Minority Business Expo held on August 2 & 3 at the Hyatt, downtown Lexington and also a Women's Business Expo in Louisville in September.
- Chris Douglas, Director of Spencerian College, is new to the board and reported that he has been involved with the partnerships of the Medical Career & Science Institute camps. He also reported working with Southside Technical School and Bryan Station High School to bring coding to the high schools programs. He is also working with One Parent Scholar House for a back to school drive for students and their parents.
- Lori Collins, Director, Division of Workforce & Employment Services, Office of Employment & Training, reported that they have been planning for sequestration where all federal programs are facing budget cuts. They are preparing internally how to best absorb those cuts. She commented that they are looking at working with KCTCS and the Cabinet for Economic Development to leverage existing resources for the Unified Business Service Strategy Plan. Last week in Shelbyville, Governor Beshear rolled out the new Kentucky Career Center brand.
- Jim Wright, from Bourbon County, reported that there was a new Economic Development Board Manager, Gordon Wilson. He noted that Gordon had previously

worked with him at Hinkle Contracting. He reported that Bourbon County is working on their Work Ready Community status and that employment is staying pretty much status quo with Hinkle Contracting doing some hiring in various positions.

- Mr. Smith further reported that the Community Action Council is hosting a set of community dialogs for youth in the West End of Lexington. The initiative will be called Youth 180. Adult mentors will be trained on July 30th at 6 p.m. Mr. Smith passed around a flyer with additional information.

Call to Order

With a quorum present, Chairman Smith called the meeting to order.

Consent Agenda

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

1. Minutes (June 24, 2013)
2. Staff Report (June)

Discussion was held on the process of minute approvals as it relates to the Executive Committee minutes. It was noted that minutes are approved for the previous month only and that all approved minutes are posted on the website.

Motion: To approve items 1 through 2 listed on the consent agenda.

Made by: Barry Lindeman

Second: James Bushnell

Motion passed

Financial Report

Mark Manuel presented the financial report. He reported that we have started using a new system called Gazelle which would show more detailed information. In the past, large numbers of funding streams and amounts spent and obligated had been shown in the financial reports. In the future, more detailed account information will be displayed. The percent allocated for programs can be highlighted so the board will be able to better understand funding streams. He requested feedback on what additional detail should be shown on future financial reports.

Jennifer Compton referenced that the funding received is in two parts, with a small percentage of the funding coming in July and the balance in October. Currently staff has stopped enrollments for On the Job Training using Adult funds until the October allocation is available. She reported that funding is for a two year period in which 80% of the funds must be obligated in the 1st year. Steve Griffin requested that more detail on line items be available for the next meeting, especially those with high level expenses. He would like to be able to identify how funding is allocated with definitions of categories. It was also requested to note which grants require 80% obligation. Chairman Smith commented that they are moving toward more transparency with the Gazelle system so everyone can be comfortable with where the monetary exchanges.

It was noted that this report is a preliminary budget for June since June 30th is the end of the fiscal year. Once the books are finalized for June, a revised financial report for June will be submitted.

Motion: To approve the preliminary June financial report

Made by: Kristel Smith

Second: James Bushnell

Motion passed

New Business

Proposed Affordable Housing Development – Workforce Investment Plan

Ms. Compton discussed the proposed Affordable Housing Development Workforce Investment Plan submitted by Oracle for Danville and Frankfort. Their proposals can receive more points toward funding if their Workforce Plans indicate they will hire at least 3 employees through the Kentucky Career Centers and are approved by the BGWIB. She commented that their goals are in accordance with BGWIB mission and goals. She stated that the board could vote to endorse and send a letter of support.

Motion: *To approve both the Workforce Investment Plans for Danville and Frankfort as submitted.*

Made by: *Mark Manuel*

Second: *Lori Collins*

Motion passed

One Stop Committee

Jennifer Compton reported on the One Stop Committee's meeting where Stefanie Ashley, with ECU's Facilitation Center, presented on the Mystery Shopper results. She noted that half of the centers received an 'Overall Experience' rating of Most Satisfactory. However, none of the centers excelled in the 'Orientation' area, with only 25% of all shoppers indicating they received an orientation. Results will be rolled out to the career centers in the coming weeks. Staff will also be preparing options for a standard orientation, exit survey, and procedures for posting flyers and other information in the centers to present at the next One Stop Committee meeting.

Lori Collins reported that the newly created, Resource Navigator positions will assist with addressing some of the issues identified in the report. These positions are being rolled out statewide, and the funding for the positions will be shared among the career center partners.

Youth Council

James Bushnell reported on the Youth Council meeting. The Council met and reviewed a proposal letter from Kentucky River Foothills to consider counteroffers to the Board's decision to approve the Great Careers programs for PY 2014 funding under the recommendation from the BGWIB Youth Council that Kentucky River Foothills amend the target population to 40 out-of-school youth in Clark and Madison counties. The Youth Council voted to uphold the original recommendation.

Closed Session

Chairman Smith advised the board of a matter that pertained to proposed or pending litigation and personnel issues which qualified the board to go into closed session per KRS 61.810. He asked the board if there was a motion to go into closed session to discuss the matter.

Motion: To go into closed session to discuss such issues.

Made by: James Coles Second: Mark Manuel Motion passed

Motion: To reconvene back to the public session

Made by: James Bushnell Second: Barry Lindeman Motion passed

Motion: To pursue our ability and then retain council to review contracts and agreements in our ongoing everyday business.

Made by: Mark Manuel Second: James Cole Motion passed

Local Plan

Back under New Business, Chairman Smith reported that one of the requirements for the BGWIB was a local planning session be done and reported back to the state of Kentucky. Feedback from the economic development partners indicated that employers are needed. Mr. Smith reported that in order to begin the process, an ad-hoc committee is needed and volunteers were requested. Mr. Smith volunteered to help update the local plan and asked for more volunteers. James Coles and Barry Lindeman volunteered to serve.

Old Business

Strategic Plan

Jennifer Compton noted that the strategic plan updates were included in meeting packets. In consideration of time, the full presentation was not presented. However, several highlights were noted:

- A short video was shown as part of the Advanced Manufacturing initiative. The target audience for the video is high school kids, parents, teachers, and counselors. The video is aimed to change the perception of manufacturing and to reestablish manufacturing as a viable career pathway. The video shown highlighted Denyo in Danville.
- Everyone was provided a copy of the Layoff Aversion Study, funded by Governor's Reserve Funds. It was noted that this was an advanced copy of the report, and a formal press release is being scheduled for the coming weeks. Key findings, on page 5 of the report, were pointed out along with the cross walk charts, beginning on page 36.
- The second annual Workforce Summit is being held Friday, September 6, 2013, at the Embassy Suites in Lexington. This one day event is packed with valuable legal information that employers must be familiar with, including: social media for checking hires and employees; legally enforcing a call-in and absenteeism policy; helping an organization combat FMLA abuse; best practices for recording hours worked; how supervisors can best communicate -- and enforce -- job expectations; what all line managers should know about job-protected leaves of absence; and steps managers should take if it becomes apparent that termination will be necessary. The summit will include a live deposition from audience participation. In addition, the key note speaker, W. Jonathan Martin, II, will speak on how to manage "Generation Next."

Adjournment

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