



**Executive Committee**  
**January 28, 2014**  
**BGADD**  
**Lexington, KY**

Board Members Present	Staff Present
Bushnell, James—via teleconference	Compton, Jennifer
Kidwell, Monica	Lupson, Erica
Lindeman, Barry	McNeill, Owen
Smith, Daryl	Leacock, Lynn
	Guests Present
	Mayor Ed Burtner
	David Duttlinger
	Charles Payne
	David Vinson

**Call to Order**

Chairman Smith called the meeting to order.

**Community Involvement Report**

Madison County (Monica Kidwell)

- Committee is working on reinstating the teacher academy in Madison County.
- Meeting with Boyle County who is providing framework support.

Health Care Consortium (Barry Lindeman)

- MCSI camp will be taking a field trip to UK and U of L to look at their health careers.
- Applications have been sent out to the school districts.
- Marisa Aull has returned and is working as the Project Manager for the Health Care Consortium. She is trying to outline some speakers and the funding for the camps.
- Another goal we are working on, because we did receive our 501C designation retro back to May of 2012, is to notify those who made donations in 2013 for tax reasons.
- We are going to institute a reference check that consortium members can use in order to share more than just name, rank, and serial number which most of us in HR will usually provide to keep ourselves safe. This reference form will be modeled after one utilized within the healthcare consortium in Louisville. It has been challenged in the court system and has been upheld.

Garrard County (James Bushnell)

- We have lost the higher education center which was in partnership with BCTC and EKU. They still have the GED program and will be relocating it soon.
- A partnership has been developed with the Arts Council to offer culinary arts in the commercial kitchen that is located adjacent to that building.
- The *Logheads* reality show is still rolling on. The company is holding its own with existing business and recruiting new businesses.

Governor Beshear had a press conference and announced the Work Smart Kentucky brand where we have been engaged at the state level. In the past, it has been the Labor Cabinet,

Economic Development Cabinet, Workforce Development Cabinet and KCTCS working separately, but we are now trying to come together under the Work Smart Kentucky brand. Owen is the lead person from staff working on this initiative, and we are trying to get everyone on the same page.

Fayette County (Daryl Smith)

- On the downside, I saw on the news this week that Kentucky One Health is going to be laying off in the future. I am sure we will have staff out working with them, seeing how we can get them transitioned into some other work.

As we get started today, I do want to acknowledge that we have the new Chief Elected Official with us today -- Mayor Ed Burtner from Winchester is sitting in with us.

### **Consent Agenda**

Daryl Smith acknowledged that everyone has received in their packet the consent agenda items and motioned for approval.

*Motion: To approve the consent agenda items*

*Made by: Monica Kidwell*

*Second: Barry Lindeman*

*Motion: Passed*

### **New Business**

#### **Financial Report**

- The financial report was not sent out with the consent package, but it was sent out later that day. At our last meeting in December of 2013, the Rapid Response funds had a line that was in the negative. We had requested the funds, and Mark indicated that they were on their way. You will see on the first page of the December 2013 report that we did receive them in the amount of \$210,000.
- There are categories at the bottom where we list our carry over dollars, and we try to give more detailed information like the date received and the expiration date.
- This is still a work in progress as the Finance Ad Hoc committee has been meeting.

*Motion: To approve financial report*

*Made by: Barry Lindeman*

*Second: Monica Kidwell*

*Motion: Passed*

#### **Financial Ad-hoc Committee:**

The 2014 Budget prepared by the Finance Ad-hoc Committee is listed in your packets.

Daryl Smith stated that at the top of the budget it talks about who we are and why we are in business.

- We are in business not only to be business led, but we are to be that connector that engages this board to make a difference in this region.
- With this particular budget, we have taken the 12 categories historically reported and have given you a detailed explanation of each of those categories.

See breakdown in packet.

What we have done with this budget, since the dollar amount changes according to when the money comes in, is we have started to allocate specific percentages to where we will spend the money. This way we can balance our books by understanding how much money we will get in and in each category. The Finance Committee has gone through the books and come up with the specific percentages of how we will use the funds. We are now allocating our funds for 2014 with a formula. Please note there is a Program side and an Admin side to each.

For example:

- Adult—we have twice as much going to Employer Services as we do to Training. That reflects the demand from employers stating that if they can find someone to perform then they will hire that person. We would rather spend that money there than to send someone to a 2 year training program, and they may or may not get a job.
- Dislocated Workers-You will see similar things, but some of the numbers historically in the Adult category were 17% and 35%, and here it is roughly the same at 26% and 27%.
- Rapid Response-When you deal with Rapid Response and Trade funding dollars, they are prescribed by the government in the grant and detailed how to use them so we don't have the ability to move the percentages around in those categories.
- Youth Funds are for the contracts. You will see that 52% of the Youth funds are projected to go out through contracts, and those are the contracts we have with some of the providers we have in the region that do work with in-school and out of school youths. That is performance based in that they either have to get them a job or get them in school to qualify for the full amount of the dollars. There is also a breakdown of the program costs and the admin costs for that program.

This was prepared today for your discussion and approval. The next step is that we will be getting together with our Chief Elected Official and will be further reviewing these numbers to move forward and will come back in February to certify with the full board.

Daryl Smith explained that Gazelle was purchased a few years ago.

- It allows us to internally breakdown all costs to the WIB's specific grant categories.
- We can now see much richer finance details.
- We are continually tweaking and adding to what we supply to the Executive Board on a monthly basis and to the Full Board on a quarterly basis.
- We need to ensure with the Department of Labor to make sure we are spending the dollars correctly on the indirect costs.

*Motion: To approve the 2014 budget and submit to the Chief Elected Official.*

Made by: *Monica Kidwell*

Second: *Barry Lindeman*

Motion: *Passed*

### **Bureau of Justice Assistance Grant**

- We were contacted by Bobby Clark in regard to a grant available through the Bureau of Justice Assistance.
- It is a Second Chance Grant.
- We are looking at revitalizing a previous proposal submitted for Second Chance Grant.
- The grant is for \$750,000 for a 12 month period.
- The grant application is due March 17, 2014. They will be awarding 10 grants.
- Grant information: Provides technology training to people who have been incarcerated but who are six months away from release.
- Falls in line with the information technology sector.

- Partners would include: The Bluegrass Re-entry Council, The Division of Community Corrections through the Lexington Fayette Urban County Government, Commonwealth Research Consulting, Connect Kentucky, and OWL.
- We can either decide 1) that we do not want to participate in the grant; 2) that we want to be a partner in the grant but not the lead applicant; or 3) that we want to be the lead applicant and partner with the other organizations and submit the proposal.
- They are asking us as the Workforce Investment Board to make one of those decisions so that they can see whether or not to move forward.

**Digital Works**

- In addition, we have another request to do a project along the same lines with Information Technology, but that project is with individuals who are not incarcerated. It is with Adults, and that would be working with Connect Kentucky and OWL.
- So there are two things on the table:
  1. The grant that we can apply for \$750,000 for 12 months to provide IT training for incarcerated individuals who are within six months of their release and then assist them in finding employment.
  2. Digital Works, an initiative that has been tried and approved in Tennessee and Ohio, is a partnership with Connect Kentucky and OWL. This is where you set up computer training with a computer, and OWL will do this at their location. It would be set up like a call center and provide basic computer skills, English, Grammar skills, and Customer Service Skills. Xerox in Lexington expressed interest in hiring individuals who have completed the training program. Also, through the Tennessee and Ohio program, there is a group called Live Ops that provides a cloud based, inbound contact support service, and they have 20,000 agents such as EBay, Coca Cola, Sales Force.com, and Pizza Hut. They provide the back end. It's like a merge with the Teleworks program. It is training individuals that have low to no computer skills and getting them ready for call center position and/or positions that they would potentially be able to work from home. It would be set up through a training program in which we would utilize training funds in our budget to pay for this. It is an Employer Service. However, employers associated with this would NOT hire felons.

Daryl stated that he would like for our attorneys to certify this if we are to be the lead applicant to make sure that we can name partners in a grant and not have to bid that out. Jennifer said that the grant requires that we lay out who will be involved in the grant. Jennifer stated that she has no problem being the lead or a partner in the grant.

<i>Motion: To take the lead in the grant contingent on having employers' commitments.</i>		
<u>Made by:</u> Barry Lindeman	<u>Second by:</u> Monica Kidwell	<u>Motion:</u> Passed

<i>Motion: Support of Board to move forward on Digital Works.</i>		
<u>Made by:</u> Barry Lindeman	<u>Second by:</u> Monica Kidwell	<u>Motion:</u> Passed

**Old Business**

**Strategic Plan**

Jennifer Compton stated that the 2014 Strategic Plan was introduced at the last meeting, and the Executive Committee voted on that. We had indicated that in January we would bring back our objectives from staff on how we are going to meet those Directional items. If you would note:

## 2014 Strategic Focus

### FOCUS 1

- Directive A- Focus on Priority Sectors- Owen has 1,2,3. Highlights are that the manufacturing Consortium should be finalizing their promotional video. The IT, Transportation and Logistics Consortium will be formalizing this year. We have done a lot of research into them but they have not really formalized yet, that is the goal for this year. Marisa and Owen have #4. The Healthcare Consortium is the most active consortium. It meets every quarter. As Barry had reported earlier it received its 501C status and they will be moving towards initiatives that will allow them to do reference sharing.
- Directive B- Achieve Work Ready Community Status- Jennifer is staff lead. She is also on the steering committee for the state for the Work Ready Communities Initiative. She is looking at working with individual counties that have already obtained their Work Ready Community status and help them prepare for recertification. Woodford County was just recertified. She is also working with counties that have not submitted their letter of intent yet and she will work with all 17 counties to at least get them to the stage of the letter of intent by the end of this year. She will also work with counties to actually submit their applications. The first county for 2014 will probably be Clark County. They submitted last year but pulled it out and have gone back and strengthened their application.
- Directive C- Present Annual Workforce Summit Addressing Employer Needs-Owen and Staci. This will be our third annual Workforce Summit. We have identified a guest speaker and a date which is September 5. The cost of the summit will be \$60, including breakfast and lunch, and it is self sustaining.
- Directional D- Explore Teachers Academies-Chris. We will be looking at Fayette, Boyle, and Madison counties which are counties that have already had or still have teachers' academies. We will be looking at the benefits of having them and how the WIB can get involved and show support.

### FOCUS 2

- Directional A- Marketing Plan or our Outreach Plan. Through our community forums that we conducted in 2013, it was clear that a lot of our employers and job seekers are still unaware of the services that we provide. Therefore, in 2014 we will launch an outreach campaign to try to strengthen that.
- Directional B- Business Service Redesign-Owen. This is a merge between individuals such as Economic Development, KCTCS, and the Office of Employment and Training, along with us, to strengthen the services that we are offering to employers and have a single point of contact.
- Directional C- Higher Education Consortium through Bluegrass Tomorrow-Jennifer is the lead on that. We will work with the Bluegrass Higher Education Consortium to help them meet their goals. We will also do a roundtable discussion with Business and Education this year and also work with Bluegrass Tomorrow on their annual summit.

### FOCUS 3

- Directional A-Create a board orientation-Jennifer. Our board orientation is currently scheduled for February 12<sup>th</sup> at 12:30 here in the conference room. We will also record that and have it available online. Mid-year, we will be having an additional training with the National Association of Workforce Boards, and that will involve our elected officials throughout our 17 county region.

### FOCUS 4

- Directional A-Assist Career Centers in applying for One Stop Certification-Erica L. She will work with our career centers to make sure they are certified in accordance with the state schedule.

- Directional B-Increasing student career interest in priority sectors through Career Camps- Chris. This is talking about our MCSI healthcare camp that Barry mentioned, and this year we will add a third camp which gives us a Beginning, Advanced I, and Advanced II camp. Career Craze is an Advanced Manufacturing camp where the students learn how to use different manufacturing machines and actually create skateboards.
- Directional C-Create Work Ready Applicants Program-Erica L. This will be the program that we discussed in length at our last meeting in which we will actually be certifying individuals as Work Ready to go along with the Work Ready Community program. We will be working with employers to identify exactly what they would like to see in these applicants. This will be rolling out in mid-February.
- Directional D-Explore Opportunities for Accelerated Learning- Erica L. We will be partnering with Clark County in Winchester on their Integrated Engineering program. This has been referred to as the One Plus One Program. This is taking high school seniors and giving them one year of industrial maintenance training so that once they graduate they have one year left before they obtain their degree. We will be working with that program to help the students successfully complete the program. In addition, the Accelerated Opportunities Program that Bluegrass Community and Technical College has takes individuals who are close to obtaining their GED or high school diploma and puts them into college courses. Working with them as they are taking college courses, there is a GED instructor in the classroom. Students are working toward both a GED and postsecondary credential at the same time.

This is the initial plan of how staff are going to carry out the objectives that have been approved.

*Motion: To approve objectives to go with the plan.*

Made by: Monica Kidwell

Second by: Barry Lindeman

Motion: Passed

### **National Association of State Workforce Agencies Bulletin**

Jennifer Compton talked about some information items. In the packet is a bulletin, it does not need approval but is just for your information. It was released on January 17<sup>th</sup>. It is the Omnibus Appropriations Bill that was passed. The second page outlines how the Workforce Investment Funds line up in comparison to FY12 and also the FY 13 sequestration funding. We are not yet restored back to our FY12 funding, but we are definitely at higher rates than we were during sequestration. Now that the budget is approved, the Department of Labor will apply their formulas and break it out by state. The state will then receive an allocation, and they will apply their formulas and then it will come to us at the local level. When it comes to us, it could look completely different because of their formulas. We could have more of an increase or less of an increase. The initial pot of money is starting out higher this year than it was last year.

--Question by Mayor Burtner: Are all of these funds available to WIA. Is the money available to homeless veterans?

--Answer by Jennifer: No. The top category that is straight through the WIB, the rest of it is through the Department of Labor.

--David Duttlinger: What is the state allocation? What does that mean?

--Jennifer Compton: In 2012 the state received 15% of our funds as state set aside, so 15% of the money that came from the Department of Labor, the state got to keep. They had Governor's Reserve funds, special initiatives funds; they provided the local areas with incentive dollars, and other things with that money. With sequestration, that 15% was cut down to 5%. So they did away with the special pots of money and with our incentive funds. However, this bill increases the 5% to 8.75%. The state will then be getting 8.75% of all funds that come to the state to hold at the state level as a state set aside. Locally, we will be asking for our incentive funds back. Incentive funds is a special pot of money you get for meeting your performance and does not have strings attached to it. Last year we lost those because of the state's cut.

--Daryl Smith: In the past, because we had incentive funds, we could pay stipends for teacher institutes because it was not directly tied to performance, but when that money got taken away ,we did not have the flexible money to do flexible things.

### **Announcement**

- We will be hosting a webinar on February 5<sup>th</sup> at 2pm. It is the Latest Innovations at Workforce Boards.

### **Career Connect Grant**

- The last sheet of paper in the packet is an email that Jennifer received from the Kentucky Educational Development Corporation. They are applying for a Career Connect grant. This grant will go in 10 different high schools. One of which is Garrard County. They are asking the WIB to commit to working with employers to make the connection and also to meet quarterly on an advisory committee. They would like our support on this and are seeking a formal support letter from the board..

*Motion: To approve the application.*

*Made by: Barry Lindeman*

*Second by: James Bushnell*

*Motion: Passed*

Daryl mentioned that there are several other people looking at the grant and there is growing recognition in the region that we need to work together. A lot of groups are meeting behind the scenes and are applying for grants. There is a lot of emphasis now on competing for the funds.

Jennifer stated that we have done a lot of partnerships so there are a lot of grants on the shelf that at various times throughout the year groups will come back and say can we tweak that grant and reapply. So we should be getting more and more requests to do that as more grants are released.

### **Adjournment**

Daryl Smith adjourned meeting.

*Motion: To adjourn meeting.*

*Made by: Monica Kidwell*

*Second: Barry Lindeman*

*Motion: Passed*