



Full Board Meeting
April 29, 2014
Lexington Career Center
Lexington, Kentucky

Full Board Members Present	Guests
Akin, Robert	Burtner, ED
Bushnell, James	Compton, Jennifer
Coles, James	Duttlinger, David
Griffin, Steve	Jettters, Mark
Huesing, Linda	Leacock, Lynn
Kidwell, Monica	Lupson, Erica
Lindeman, Barry	McNeill, Owen
Linscott, Wayne	Payne, Charles
Manuel, Mark	Purcell, Travis
McDonald, Kathy	Turley, Chris
Oney, Gina	
Roberts, Troy	
Smith, Daryl	
Smith, Kristel	
Walker, Lynette	

Call to Order

Chairman Smith called the meeting to order.

Community Involvement Reports

- Harrison County reported starting a Work Ready Committee, with the appointment of a steering committee due to the group's size.
- Lincoln County has started a Work Ready Committee, already meeting once with another meeting scheduled for next week. Committees are meeting their goals set for March 2015.
- Madison County is working to institute the "Leader in Me" Program from the Steven Covey book into elementary schools, with two schools currently using the program. They would initially like to see it in all Madison Co. Elementary Schools and ultimately in all of Kentucky.
- Central KY Building Trades reports that work is holding steady. They have been a big supporter of the Bluegrass Pipeline which will put approx. 1500 people to work for a year and a half. The Rupp Arena project will go forward at some point and skill trades are starting to take applications for apprenticeship programs.
- Garrard County reports businesses have popped up along Highway 27 to Highway 34. Angler's Outpost has just opened up with about 8-10 employees and some of the marinas are showing renovation activity. A new Subway and Dollar Store have also opened.
- BCTC had a 1.5% budget cut but is still proceeding with building the Georgetown facility. They have gotten permission for agency bonding for expansion of the Newtown facility based on a controversial student fee. Technically not an expansion, it is written as Newtown expansion but is the replacement for the Cooper Campus, ultimately allowing the Cooper Campus to be returned to UK use.

- MCSI camps report that this June there were 48 Beginner Applications. In the advanced camp, all but one student has committed to come back. In addition, there is a third camp this year constituting Advanced Camp II, equaling three full weeks in June for middle and high school kids to learn about healthcare careers.
- The Kentucky Career Center – Richmond had a ground breaking ceremony for their new building. Kentucky Career Centers – Bluegrass are continuing to work with partners for One Stop Certification and staff development.
- Baptist Health reports that the Healthcare Consortium has a goal of working with local colleges for high school students to get dual credit so that they will be able to graduate with an Associate degree or close to an Associate degree. They have met with BCTC who are very interested in helping us move that goal forward. They are in the process of developing what that idea might look like in the future.
- Estill County reports that their main goal is to build a relationship with the board.
- Community Ventures Corporation reports that a successful Women’s Business Expo was held in Louisville. Over 300 business owners were represented. Last month their office was able to appropriate over \$300,000 in small business loans.
- Bluegrass Community Action Partnership reports that the funding from the United Way for Education is coming through for eight of their nine counties to assist with short term education.
- Boyle County reports there will be a new vacuum forming business coming to town to fill a vacancy within the industrial park. There is also talk about a few other potential industries relocating to Danville.
- Chairman reports that a lot of the KU line workers are getting their Associates degree through working with KCTCS.

Consent Agenda

1. Minutes (February 25, 2014 & March 28, 2014)
2. Staff Report (February & March)
3. Financial Report (February & March)

Motion: To approve the Consent Agenda

Motion by: Mark Manuel

Second by: Lynette Walker

Motion passed

Old Business

Strategic Plan

- There is a sheet in the packet that shows updates on the Strategic Plan. Note that each objective lists the progress as On Task or Behind Task. We are behind on some tasks but have listed next steps to get back on target.

Highlights:

- The Work Ready Communities initiative has a component called NCRC, the National Career Readiness Certificate, that utilizes Work Keys testing. However, in order for an employer to require the Work Keys testing individual jobs must be profiled. If they are not profiled employers can only recommend or prefer the Work Keys testing. We have had two request for assistance with job profiling. Currently in the Bluegrass area we do not have any companies with jobs profiled.

1. Boyle County is getting ready for their Work Ready Community recertification. They have a company that has agreed to pilot the Work Keys testing and profile one of their jobs. Working with BCTC we would like the support of the board to profile one job. That cost is \$995 for one (1) position for a company in Boyle County.
2. A company in Anderson County would also like to pilot the Work Keys testing for two jobs with a cost of \$1990 to profile both jobs.

Motion: To support Work Keys profiling for two positions at an Anderson County company and one position at a Boyle County company.

Motion by: Troy Roberts

Second by: James Coles

Motion passed

Mark Manuel abstained from voting due to conflict of interest

- Clark County submitted their application for the Work Ready Communities and will be certified at the May KWIB meeting.
- Jerry Bridge of Lifeworks Education has been identified to be the speaker for the Workforce Summit this year.
- All four of our local business service teams and the regional team have been established and are meeting regularly.
- The Work Ready Applicant Program had 43 employers to complete an initial survey. There have been four community forums hosted and then a follow up survey that to date has been completed by 122 participants. The data is now in the process of being compiled to be able to go back to the employers and recommend a program for their Work Ready applicant.

New Business

Business Translation Workshop

- Perfect Pitch Business Translation Workshop was discussed.
 - The WIB has been contacted by the Advantage Kentucky Alliance as an initiative that came out of the Whitehouse Veterans Entrepreneur workshop from March 2014. There will be a Veterans business Shark Tank where entrepreneurs present their ideas. Filming will occur during the summer and air in November. The Department of Commerce is heading this up and they have contacted their sub-recipient, the AKA, who we had partnered with under the manufacturing consortium.
- Problem, Promise and Proof was not incorporated in initial screening of veterans. A day long workshop for up to 40 veterans will be hosted that would allow them to formalize what their Problem, Promise and Proof is in their pitch. At the end of the workshop they would be able to submit their application for review for the shark tank.
- AKA is asking for \$3,000, to conduct a day long workshop, 3 to 4 hours for 20 participants to run twice. One in the morning and one in the afternoon in which all of the participants will close with the submittal of their application to be on Shark Tank.
- No deadline has been given for selection of the individuals.

Motion: To approve the \$3,000 for the workshop.

Made by: James Bushnell

Second: Lynette Walker

Motion passed

Conferences

Jennifer Compton presented three conferences for pre-approval.

1. SETA—Daryl Smith and Jennifer Compton to attend. Estimated cost is \$2,750
2. NAWB—Daryl Smith to attend as board member. Estimated cost \$1,250
3. ASHHRA—MCSI Workshop. Chris Turley, Chris Douglas, Lynette Walker and Barry Lindeman to attend to give presentation. Estimated cost \$3,375. Some costs are covered by conference.

Jennifer Compton will give actual costs versus estimated costs at future board meetings.

Motion: *To Approve Attendance Costs and Attendees*

Made by: *Steve Griffin*

Second: *Kristel Smith*

Motion passed

Youth Career Connect Grant

- In February the WIB signed a MOU for a Youth Connect Grant and it was approved for funding.
- There is funding for 10 high schools representing the project in which Garrard County is included. Funding was projected for one career counselor and one teacher for Project Lead the Way along with the training for Project Lead the Way.
- Morehead State University along with KCTCS out of Somerset will support the program with dual credit classes that will exist within Career Pathways for high school students. New Horizons will also assist with certifications. It will be project based and work based learning.

Kentucky River Foothills Council MOU

- Discussion occurred around the many request to sign MOU's stating we will coordinate our existing services with partner agencies to lesson duplication. The most recent MOU was signed for Kentucky River Foothills Council.

Motion: *To allow staff to sign MOU letters that coordinate our existing services with partner agencies applying for grants.*

Made by: *James Coles*

Second: *Kristel Smith*

Motion passed

Digital Works

- This program was brought before the board in December 2013. However, a letter was received on March 26th stating that they have run into higher costs than expected and the program is not available at this time.

Committee Reports

Youth Report

- Included in the packet is a summary of the Youth Leadership Summit.
- The Youth Council was scheduled to meet this morning but a quorum was not present.
 - Items requested for approval that were discussed at the Youth Council meeting include:
 1. Three request for extensions on work experience components of current youth contractor programs. These extension total \$11,250 and would allow 21 additional youth to participate in the work experience component.

2. Legal notice for youth program running July 1 – September 30 is scheduled for release. RFP details include:
 - a. Service to 16-18 year olds in and out of school
 - b. Incentive based contract with a emphasis on performance
 - c. Increase contracts from last year by \$20,000 for a total project contract amount of \$155,000
 - i. \$2,000 towards the base if they enroll 40 youth for a total of \$80,000.
 - ii. Incentive will remain the same in the amount at \$60,000
 - iii. \$15,000 work experience allotment (20 students at \$7.50 an hour for 20 hours a week equals \$750 per student)

Motion: *To approve three extensions, to approve to advertise the legal notice and to approve the changes to the Youth RFP*

Made by: *James Bushnell*

Second: *Barry Lindeman*

Motion passed

Program Committee

This committee has not met yet. Focus will be on a few of the immediate policies that are in need of work such as the conflict of interest and code of conduct.

In the handout and listed below is the acknowledgement of high level program items to be placed in the WIB/CEO agreement:

- Acknowledge the BGWIB and the CEO as separate and independent authorities created pursuant to and governed by WIA.
- Couch the BGWIB/WIA relationship as a collaborative and cooperative relationship—that is, a “partnership” authorized and defined by the WIA.
- Acknowledge that the CEO has the authority to designate a fiscal agent per the terms of this agreement, but that the BGWIB has exclusive authority to appoint its own administrative agent and staff.
- The BGWIB shall set WI policy for the local area.
- The BGWIB shall also have authority over program oversight, strategic planning, review and approval of projects.
- The BGWIB shall develop a local plan “in partnership with” the CEO and submit it to the governor.
- The BGWIB shall act as a duly constituted and authorized “board of directors,” with the power to elect its own chair, appoint its own committees, create its own bylaws and set its own policies.
- The WIB, with the agreement of the CEO, may develop and enter into MOUs with one-stop partners, designate or certify one-stop partners, and conduct oversight of the one-stop delivery system for the local area.
- The WIB shall oversee and implement a competitive bid process for WI services.
- The WIB shall have exclusive authority to identify and select eligible service providers for Title I services.
- The WIB shall serve as the party to each MOU for the delivery of services.

Finance Committee

The finance report shows that we prepare a budget and review it with the CEO to make sure it is correct and he approves the budget. It also requires that we put performance measures in place. In the handout and listed below are the financial items to be placed in the WIB/CEO agreement:

- Provide that the BGWIB shall prepare the budget for the local workforce investment area, and the CEO shall review the budget for compliance with the WIA's formulas and other requirements. The CEO shall approve the budget if it complies with the WIA.
- Acknowledge that the BGWIB shall be the sole party with authority to direct disbursement of WIA funds.
- Require that the BGWIB and the CEO will negotiate with the Governor for performance measures for the fiscal agent, eligible providers and the one-stop delivery system for the local area.
- Provide that the performance measures will be essential terms for an agreement with any fiscal agent designated by the CEO.
- Provide that the BGWIB will monitor performance per those measures.
- Provide that the CEO for the local area shall be the grant recipient for that area and shall be responsible for any misuse of grant funds allocated to the local area.
- Provide that the CEO may select a fiscal agent to serve as the grant recipient through an RFP and contract created in consultation with the BGWIB.

Personnel Committee

In the handout and listed below are the personnel items to be placed in the WIB/CEO agreement:

- Acknowledgement that the BGWIB alone has the statutory authority to choose and hire/retain its own staff.
- Upon request from the BGWIB, the CEO shall assist the BGWIB via appropriate procedures to secure staff through either direct hires or a personnel lease agreement with another CERS entity.
- Upon request from the BGWIB, the CEO shall assist the BGWIB in developing and executing an RFP process to identify and secure an administrative agent for BGWIB staff, including payroll, benefits and day-to-day Human Resources functions.

Motion: To Approve as core for new WIB CEO agreement and to empower Legal staff to draft a base agreement.

Made by: Robert Akin

Second: James Coles

Motion passed

Troy Roberts abstains from motion due to conflict.

Committee Involvement

- A handout was disbursed listing current committee members and regular scheduled committee meeting dates and times.

Corrective Action Plan

The APA audit was received in March. One month Corrective Action items are due May 8th. Additional items are listed as due in three months (July 8th) and six months (October 8th). Items that the WIB are responsible for have been broken down into three categories

1. Documentation showing that the open records law is being observed.
 - The response has the review of open minutes, open records law. All of the committee chairs have received training from the attorneys on the open

minutes/records law. It was sent out to all of the staff that it pertains to and they are aware of what has to be done.

- Website has been revamped and the minutes are now in a more prominent place on the website. We have indicated that the meetings list is located on the website, at the physical location and any special called meetings the announcement will be placed on the website and at the physical location no less than 24 hours before the meeting. There is also a link on our website where the public can sign up to receive the notices for the meetings.
 - The second item on number 1 was to submit minutes and notices of meetings. All of the documentation is being maintained in a Bluegrass WIB file and will be submitted to the state monthly and will be submitted monthly for a year.
2. STNB—WIB was asked to supply source funding information.
- A breakdown on May 31st of a journal entry that took place to move \$12,000 from a contract with Divine Providence Inc. for eight beds over a year period to non-grant funds through the Bluegrass Area Development District.
 - Bluegrass Tomorrow has two charges that the APA found were charges that were allocated to Workforce Investment funds that should not have occurred.
 - First with the WIA Youth funds. A journal entry shows \$4425 was moved to non-grant funds. During the June 2013 closeout, a journal entry took place to move the back to the WIA youth grant.
 - The second was a miscoded voucher for \$3,800 for WIA incentive funds. WIA returned \$3,800 to the US Department of Labor to reimburse the funds that were spent out of the WIA Incentive funds.
3. Fraud Risk.
- A new forms policy has been put in place where we are cataloging all of our forms with numbers and placing them in a secure drop box folder.
 - Drug testing. Drug testing is not done on any of our applicants. This is believed to be an isolated incident. A list of approved services will be made available to participants.
 - Due to this former employee accessing the building after being terminated, a notification was sent to STANB participants of a possible breach in information on June 19, 2013. A copy of the letter was placed in each participant's file.

There are a variety of policies as we move forward that will be put in place. Today we are setting some general parameters. There will be a new WIB Chief Elected Official agreement in place.

Motion: *To move forward with the Corrective Plan*

Made by: *Steve Griffin*

Second: *Monica Kidwell*

Motion passed

Motion: *To go into closed session to discuss Tonya Fogel vs the BGADD*

Made by: *Lynette Walker*

Second: *Steve Griffin*

Motion passed

No action taken in closed session.

Letter from LFUCG

There was a mention of a letter received from LFUCG stating that a resolution was passed regarding WIB fiscal agent.

Adjournment

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

Motion: *To adjourn meeting*

Made by: *Lynette Walker*

Second: *James Bushnell*

Motion passed