



**Executive Committee**  
**May 27, 2014**  
**BGADD**  
**Lexington, KY**

| Board Members Present | Guests                                   |
|-----------------------|--|
| Griffin, Steve        | Compton, Jennifer                        |
| Kidwell, Monica       | Leacock, Lynn                            |
| Lindeman, Barry       | Lupson, Erica                            |
| Manuel, Mark          | McNeill, Owen                            |
| Smith, Daryl          | Turley, Chris                            |
| Walker, Lynette       | Burtner, Ed                              |
|                       | Duttlinger, David                        |
|                       | McCormack, Tiarra Proxy for Regina McKee |

**Call to order**

Chairman Smith called the meeting to order.

**Community Involvement Report**

- Nicholas County Hospital has closed.
- Hospice of the Bluegrass will be conducting more layoffs.
- Kentucky One Health (St. Joseph) might be conducting more layoffs.
- UK and several other community groups are working with schools on getting high school kids more college and career ready.

**Consent Agenda**

- Minutes (April 29, 2014)
- Staff Report (April)
- Financial Report (April)

Motion: To pass Consent Agenda Items

Made by: Lynette Walker    Second by: Mark Manuel    Motion passed

**Old Business**

Strategic Plan

- Strategic Focus Update
  - Focus 2, Directional A—Marketing Plan is being reevaluated in light of everything that is going on. We are pushing towards the last quarter of the year.

- Directional C, Objective 2—Roundtable discussion is being reevaluated as UK and other community groups are possibly doing this and we do not want any duplication.
- Focus 3, Objective 3—Working with NAWB to create joint orientation—reevaluating in light of the state offering technical assistance.

#### Business Translation Workshop

- After approval at the April meeting, one session was held the following Friday, May 2<sup>nd</sup>. There were 8-10 people in attendance.
- The final session will be held on May 29<sup>th</sup> at ECU. There will be two sessions, one at 8:00am and one at 1:00pm.

### New Business

#### Committee Reports

##### Youth Council

- RFP's are due May 30<sup>th</sup>. The Youth Council will meet June 10<sup>th</sup> to review those proposals.

##### One Stop Committee

- Meeting minutes from April 14<sup>th</sup> were included in the board packet.
- The One Stop Certification initiative through the state has been postponed. Applications for One Stop Certification will begin in January 2015 and go through June 2015.

Motion: To approve April 14<sup>th</sup> One Stop Committee meeting minutes

Made by: Monica Kidwell      Second by: Mark Manuel      Motion passed

##### Program Committee

- April 29<sup>th</sup> and May 20<sup>th</sup> minutes were included in the board packet.

Motion: To approve April 29<sup>th</sup> and May 20<sup>th</sup> Program Committee meeting minutes

Made by: Lynette Walker      Second by: Monica Kidwell      Motion passed

#### Two policies were discussed

- Draft Whistleblower Policy and Conflict of Interest Policy were included in the board packet. Both policies will be presented in June for final approval.
- The committee is also working on revising the bylaws. A 1<sup>st</sup> draft of the bylaws was presented. The most significant change is establishing a dollar limit as to what the Executive Committee can commit to. The new bylaws will also spell out more details of Nominating Committee procedures. The bylaws will come back for second draft approval in June before going to the full board for final approval in July.

- The BGWIB's attorneys are currently reviewing all draft policies.

Personnel Committee

- May 5<sup>th</sup> and May 12<sup>th</sup> minutes were included in the board packet.
- The state of Kentucky has us on an ambitious schedule, but we are on target to meet that schedule. There is a new WIA contract that goes into effect July 1<sup>st</sup>. There are several documents that the WIB must have in preparatory phases. Some of those documents directly involve the CEO, and some involve the WIB making decisions as to what to do with staff. We will set in order a sequence of events so that we are well positioned to move forward.
- The Personnel Committee has been meeting biweekly to discuss personnel policies that need to be in place. Those policies have been identified and are in the process of being created for review.

Motion: *To approve May 5<sup>th</sup> and May 12<sup>th</sup> Personnel Committee meeting minutes*

Made by: *Barry Lindeman*

Second by: *Mark Manuel*

Motion passed

- Of highest importance is the fact that the contract with the BGADD ends June 30<sup>th</sup>, and personnel is a matter that needs to be decided.
- An agreement is proposed for voting that would allow the WIB to approach the ADD in order to lease the employees until the end of the year (December 31, 2014). The appendices that go with this agreement will be included when they are completed (They include the employee handbook and policies.).
- The new contract coming out by the state of Kentucky is a four party contract. As a party of that contract, it specifies that it is up to the WIB to decide what to do with staffing. We are exercising our right.
- The document has already gone to the WIB's attorneys for review.

Motion: *To approve document contingent upon inclusion of the appendices*

Made by: *Monica Kidwell*

Second by: *Steve Griffin*

Motion passed

The Personnel Committee is also investigating the possibility of the Bluegrass Workforce Investment Board being a participant in the Kentucky Retirement Systems' County Employees Retirement System (CERS). Information has just been received on the process and documentation required for the BGWIB to be considered for participation in CERS. It will be reviewed at the next Personnel Committee meeting.

Finance Committee

- Nothing to report at this time except the committee has set a regular monthly schedule.

## **Corrective Action Plan**

### **May Joint Progress Report**

- Included in the board packet was a copy of the May Joint Progress Report submitted to the state.
- June 2<sup>nd</sup> is the next scheduled meeting where the Chief Elected Official, fiscal agent, and chair of the WIB will look together at corrective actions going forward.

### **May Corrective Action Plan Response**

- Included in the board packet was a copy of the May Corrective Action Plan Response submitted to the state.

### **Opportunities for Technical Assistance**

- A Technical Assistance request was discussed for items 2(m), 6(b), and 6(g) of the Corrective Action Plan.

*Motion: To approve plan for Technical Assistance for items due in July*

*Made by: Mark Manuel*

*Second by: Lynette Walker*

*Motion passed*

## **WIB/CEO Agreement**

- At the last meeting, several principals were passed. Those principals have been utilized to create a WIB's CEO agreement.
- The agreement is synced with the state's four party contract.
- The agreement would include provisions for replacement of the WIA and a new CEO, when elected, to be covered.

*Motion: To approve draft agreement subject to negotiation and finalizing it with CEO, with the understanding that there might be a few tweaks*

*Made by: Monica Kidwell*

*Second by: Barry Lindeman*

*Motion passed*

## **Legal Representation for CEO**

- The CEO is now requesting legal representation which will require a change in budgets and some review.
- Chairman Smith would also like to include the fact that the WIB is about 6 months into having an attorney ourselves, and this might also include a change in our budget once actual costs are reviewed.
- A review of the WIB's legal costs and the CEO's legal costs by the finance committee is proposed.

*Motion: To turn this matter over to the finance committee to review the budget to consider representation for the Chief Elected Official through the end of the year which is December 31<sup>st</sup>.*

*Made by: Barry Lindeman*

*Second by: Lynette Walker*

*Motion passed*

### **Manchester Bidwell Replication Project Feasibility Study**

- There has been discussion in Lexington for several years of a Manchester Bidwell Replication Project. Letters of support for a feasibility study have been submitted.
- Questions remain over what the feasibility study will look like and how will it benefit the region.
- The project involves disadvantaged youth and gets them involved in arts and sports as well as offers occupational skills training.
- It is an expensive corporate sponsorship model, and the feasibility study will determine if it will work in this region.
- Funds for the feasibility study are being requested by the Manchester Bidwell Replication Project.

*Motion: To send the request for funding of the feasibility study to the BGWIB Youth Council for consideration and recommendation*

*Made by: Lynette Walker*

*Second by: Mark Manuel*

*Motion passed*

*Motion: To adjourn*

*Made by: Lynette Walker*

*Second by: Mark Manuel*

*Motion passed*