



Special Executive Committee Meeting
June 24, 2014
BGADD
Lexington, KY

Bushnell, James	Burtner, Ed
Kidwell, Monica	Clark, Chip
Lindeman, Barry	Compton, Jennifer
Manuel, Mark	Leacock, Lynn
Smith, Daryl	Lupson, Erica
Walker, Lynette	May, Staci
	McAnelly, Craig
	McNeill, Owen
	Payne, Charles
	Turley, Chris

Call to Order

Chairman Smith called the meeting to order.

Community Involvement Report

- Successful Career Craze camps in Danville and Lexington.
- Garrard County reports that *Logheads* has been renewed for another season with Rocky Top Log Furniture and possibly picking up some new lines. In Paint Lick, Copperhead Consulting is renovating for a restaurant and bed and breakfast.
- In the last week of the MCSI Camps. First week was Adv II camp and they went to various college campuses to see what they offer for various healthcare degrees. The second week was the Beginner camp with 26 campers. Third week was the Advanced I Camp. They were the Beginner camp last year and they all came back. We will now start planning for next year, our fourth year of camps.
- Daryl Smith stated that he is a member of Commerce Lexington and will be going to the Bluegrass Region D.C. Fly-In in July.

Consent Agenda

- Minutes (May 27, 2014 & June 6, 2014)
- Staff Report (May)
- Financial Report (May)

Motion: To approve the Consent Agenda

Made by: Barry Lindeman Second by: James Bushnell Motion passed

Old Business

Strategic Plan

- Updates on the strategic plan are given based on whether the action item is on target for completion.
- Much progress was reported on the Business Service Redesign project. Work in Priority Sectors is not on schedule at this time.
- Work Ready Communities--Lincoln and Jessamine counties have both submitted their letters of intent. Anderson County has had their initial meeting and will be forming a committee.

- Our Outreach Efforts are being revamped following assessment based on a highly successful Job Fair. There were 753 job seekers and 53 employers at the Job Fair. The highest return on investment was word of mouth. Next was social media. The radio ad was the lowest.
- The Board Orientation action item has been completed.
- The deadline for One Stop Certification has been extended to June 30, 2015. Richmond and Georgetown Career Centers are working towards that. The MCSI camps and Career Craze were a success. For the Career Craze our staff worked towards the employer visits and also towards the mentoring of students. The students made a ukulele this time.

New Business

Personnel Committee

- The Committee has been very active in preparing policies, procedures and an employee handbook. The Committee has prepared a 6 month employee lease contract and a long-term employee lease contract to start January 1, 2015. These items were each presented to the executive committee.
- The attorneys for the BGWIB had previously indicated that since the BGWIB is a separate legal entity from the fiscal agent and local elected officials it needed its own employee handbook and policies.
- The Committee submitted a 6 month employer of record lease to the Bluegrass Area Development District (BGADD). As of June 24th the BGADD had not approved the proposal.
- The approved BGWIB plan was to offer the BGADD a 6 month lease and then proceed with a fair and open RFP process for an employer of record starting January 1, 2015.
- Since the BGADD had not accepted the lease, the executive committee made plans to begin the search for a new employer of record after July 15, 2014.
- The BGWIB has applied for inclusion in the Kentucky County Employees Retirement System as part of an effort to ensure employees serving in future WIA roles would have access to the same retirement system that currently have.
- The BGWIB is sensitive to the needs of WIA employees and the goal of the Personnel Committee is to try to keep all of the employees at their current salary levels with similar benefits.
- The Committee requested and received job descriptions of staff and they were included in the packet.
- To ensure certainty in providing WIA services in the Bluegrass Region, the BGWIB is fully prepared to move forward with the search for a new employer of record if the BGADD did not approve the 6 month employer of record agreement by July 15, 2014.

Motion: The policies, procedures and the employee handbook along with the Employer of Record RFP be approved and the RFP process be allowed to take place after July 15th dependent on further legal review and failure by the BGADD to approve the 6 month lease by July 15, 2014.

Made by: Lynette Walker

Second: Monica Kidwell

Motion passed

Youth Committee

- Approval for minutes of meeting on June 10th.
- The Board recommends the following:
 - Review of RFP's for program. The Committee recommended 5 programs for approval:
 1. LFUCG Path to Success--20 students that are out-of-school youth.
 2. Estill and Powell County YIP--for 40 in-school youth.
 3. Fort Logan High School/Lincoln County--40 in-school youth.
 4. Franklin County WIN—40 out-of-school youth.
 5. Fayette County LEEP—40 out-of-school youth.
- Three programs were declined.
- Youth contracts are going to be revised to serve youth 16-21 to align with the Senate Bill 97.
- The RFP will be re-released to serve out-of-school youth.

Motion: To approve the five programs listed and the four recommendations.

Made by: Barry Lindeman

Second: James Bushnell

Motion passed

Mark Manuel abstained from this vote.

One Stop Committee

- One Stop certification is changed to 2015.
- Certification is expected to remain the same except the supporting documentation will have a change.
- Memorandum of Understanding was discussed. Awaiting guidance from the State on language for the MOU.

Program Committee

- The Program Committee minutes, Conflict of Interest Policy and Code of Conduct were presented for approval.
- Following one update, the Whistleblower Policy was presented for approval.
- BGWIB Bylaws are in second draft and will go before the full board in July.
 - Page 9, Article 15 number 3 should say MOA, Memorandum of Agreement with the CEO and not Interlocal Agreement.
 - Page 6 of bylaws states that conference by video is acceptable but not by teleconference.
 - Page 4 will reflect that a term of 2 years for officers will be the limit.
- All parties to the Workforce Investment Act will be held to the Code of Conduct Policy.
- All approved policies will be reviewed and approved by the Kentucky Education and Workforce Development Cabinet as part of the Corrective Action plan. Policies of the Personnel Committee will also be included in what is submitted to the State.
- The Program Committee will meet on July 15th and will make any tweaks on information they have provided and will send a 3rd draft of the Bylaws to the State. The Draft Bylaws will also be presented at the July BGWIB meeting.

Motion: Final approval on the Conflict of Interest and The Whistleblower policies.

Motion: Barry Lindeman

Second: Lynette Walker

Motion passed

Corrective Action Plan

- A copy of the Joint Progress Report that was presented to Commissioner Brinly on June 6 was passed out including backup documentation. Included was a copy of the proposed WIB CEO Agreement and also the lease agreement that was submitted to the ADD.
- Included in the packet is a table that has the responses as part of the Corrective Action Plan.
 - Highlights include item 1(a) submission of the drafted revised bylaws.
 - Item 1(f) submittal of policies that were just approved.
 - Items 2(c), 2(k) and 2(l) it gives more information about the CEO and WIB agreement.
 - Item 2(m) On May 27th we talked about the technical assistance items and they were approved and the letter was submitted to Commissioner Brinly on June 15th.
 - Item 2(p) on page 3 in the right column is Process Pending and lists the items the WIB has requested to receive from the BGADD Finance.

Motion: To approve Corrective Action Plan

Motion by: Barry Lindeman

Second by: Mark Manuel

Motion passed

BGADD Legal and Consulting Fee Request

- Correspondence dated June 12, 2014 from the BGADD requesting that the BGWIB fund between \$85,000 and \$100,000 in costs was presented to the executive committee. The attorney was hired in April 2013. The funding request was made in June 2014.
- The second request was for a workforce consultant that was procured by the BGADD prior to the matter being presented to the BGWIB.
- A second correspondence giving details on the nature of the attorney fees was presented.
- The matter was discussed by the executive committee.
- Executive Committee member James Bushnell abstained from the vote due to the fact that the attorney serving the BGADD is his personal attorney.

Motion: To NOT approve the payment of the past fees

Made by: Lynette Walker

Second by: Monica Kidwell

Motion passed

James Bushnell abstained from this vote.

Computer Purchases

- June 9th the ad to accept bids for 68 computers was sent out. 2 bids were sent out to companies that we have had previous contact with, Gorrell's Computer Service and CEWT and then from the ad a third company, QA Systems out of Austin, Texas submitted a bid.
- On June 14th one proposal had been received. The proposal was from Gorrell's Computer Systems totaling \$72,864.16 for the 68 computers. It was asked that the price be locked in for a year in case it is necessary to purchase additional computers. There is a 3 year warranty and MS Office software.
- The docking stations to be purchased are for laptops in Lexington Career Center. The desktops are being switched over to laptops in case the need arose to pull additional computers for job fairs.
- Currently there is a bank of 30 laptops that get checked out. There will be an additional 10 that will be mobile.
- There is currently not a policy in place to control damage liability but there has not been a problem with this in the past. A program is being purchased called DEEP FREEZE that returns the computer back to original status once it has been turned off. It erases everything that has been put on it.
- There will be a plan in place in the future to rotate computers out so that such a large amount will not be purchased at one time.

Motion: To accept bid for the computers.

Made by: Lynette Walker

Second by: Mark Manuel

Motion passed

My Senior Center

- Last year we purchased software with funds the state had given to the WIB for a check-in program at the Lexington Career Center.
- We have received the annual upgrade fee for this program.
- From October 1 to June 13 there were 14,445 total visits to the Career Center. This is a self service program and the front desk is not always manned so not all visits were captured.
- Included in the packet was a fact sheet of data collected during this time.

Go Kentucky

- The state has applied for the Job Driven National Emergency Grant. If funded the local areas may be a part.
- Goal is putting 1,700 individuals back to work.
- Team based case management process in which partners will work together to provide services will be utilized.
- There will be work based learning, try out training, work experience, apprenticeship training, on the job training, customized training, Career Pathways accelerated learning opportunities to help them secure employment.

Kentucky Unbridled Career’s Initiative

- Central Appalachian Institute for Research and Development has agreed to serve as the Project Administrator and fiscal agent of this pilot program. The Superintendent in Shelby County Schools is the project manager.
- It provides an expansion of individual learning plans for students in the school system and the add on to this is that it includes employer profiles that will seamlessly integrate with the career exploration, a database of work based learning opportunities and a discussion board so that the employers can be involved with the students from the beginning process.
- The object is to get education and business talking together.
- CC Inspire is an add-on to the current ILP. Madison County has agreed to be one of the pilot programs.

Evolving Schools Summit

- Requesting approval for up to \$2,000 to support the event.
- The Summit will engage business and secondary education leaders in the Bluegrass Region and is part of an action item in the BGWIB strategic plan. The program shares wide support among business and community allies in the region.

Motion: To approve the \$2,000 for Summit

Made by: Barry Lindeman

Second by: James Bushnell

Motion passed

Workforce Innovation Grant

If the statewide grant application is approved local workforce areas will be involved. It will build on our Business Service Redesign initiative.

- Crosswalk Data Analysis of Industry Sector Prioritization through performing a data cross walk analysis to identify updated regional industry sectors and move toward service delivery that reflects those updated prioritization sectors
- Effective Management of Business Intelligence by implementing a system which will cross walk with existing systems and be utilized to manage business contacts across the Commonwealth.
- Establish Unified Business Services Teams by hiring through a third party, five individual facilitators to assist with implementation of the redesign process at the local level
- Set Forth Evaluation and Policy on Minimum Business Services Criteria that Secures a World Class System of Resources to Establish Solutions for Employer Needs by convening groups to resolve any issues of alignment between and among related statewide programs and initiatives.

Miscellaneous

- An attempt is being made to set up a joint meeting between the WIB officers and the BGADD officers.

- Next set of Corrective Actions are due to Commissioner Brimley on July 15, 2014.
- July 29th will be a full board meeting.

Motion: To adjourn.

Made by: James Bushnell Second: Monika Kidwell Motion: passed