



August 26, 2014
8:30 a.m.
Bluegrass Area Development District
699 Perimeter Drive
Lexington, KY

AGENDA

Call to Order/Welcome

Community Involvement Report

Consent Agenda

1. Minutes (July 29, 2014)
2. Staff Report (July)

Old Business

- Strategic Plan
 - Directional Goals
 - Focus on priority sectors
 - Achieve Work Ready Communities status
 - Create marketing plan
 - Create a standard board orientation
 - Obtain One Stop certification
 - Increase student career interest in priority sectors

New Business

- Financial Report (July)
- Committee Meetings
 - Personnel Committee
 - Finance Committee
 - Youth Council
 - One Stop Committee
 - Program Committee

Adjourn Board Meeting



**Full Board Meeting
July 29, 2014
BGADD
Lexington, KY**

BOARD MEMBERS	GUESTS & STAFF
Bushnell, James	Callihan, Craig
Collins, Celeste	Compton, Jennifer
Douglas, Chris	Duttlinger, David
Griffin, Steve	Leacock, Lynn
Holland, Kenneth	Lupson, Erica
Huesing, Linda	Manley, Bruce
Lindeman, Barry	May, Staci
McCormick, Tiarra (Proxy for Regina McKee)	McNeill, Owen
McDonald, Kathy	Payne, Charles
Mills, Brad	Turley, Chris
Schneider, Karen	
Smith, Daryl	
Smith, Kristel	
Woltering, Steve (Proxy for Monica Kidwell)	

Call to Order

Chairman Smith called the meeting to order.

Community Involvement Report

- Brad Mills reports that Vocational Rehab is waiting to see what WIOA is going to mean to them and the impact it will have on them.
- Paris has several new breweries, new restaurants and a new travel agency going in downtown. Work Ready Community project is a little slow right now but will hopefully pick up with the new leadership change.
- Harrison County is working on the Work Ready Community project. There is a steering committee that has met a couple of times.
- Danville has no new industry to report. However, they just completed another Teacher Academy that was a success.
- Garrard County does not have any new business to report. There is an expansion of the Lancaster Grand Theatre going on which is hoping to be completed before fall. There is a new walking trail and a park area that will provide more recreational activities for the community.
- Barry Lindeman reports that the Healthcare Consortium had a meeting last week to get it restarted and moving in the right direction. They plan to bring more healthcare providers in to the next meeting to try to continue to grow. The big project now is implementing the reference check that is being set up to be allow healthcare employers to give out more information on a worker so that a worker who does not need to be in the healthcare industry doesn't continue being passed around from facility to facility.
- Lincoln County is working on their Work Ready Community application but is running a little bit slow. There are some new small businesses that have been opened in the downtown area.
- Anderson County reports a few restaurants that were closed have reopened. A display is being set up at the state fair highlighting distilleries and other prominent industries in the area.

- Celeste Collins reports that several programs have gone through changes. They are currently working with Baptist Health, transitioning patients back home and trying to keep them at home. The first quarter of that program has been very successful.
- Chris Douglas reports on the MCSI camps that were held last month at Spencerian College. He has also been working with WIA and education programs to get them on the Eligible Training Provider List.
- Madison County reports that some plants are doing very well and some not so well. The Okonite facility is doing well with the railroad sector. The biggest news is the auction of the Acres of Land Winery which will not continue as a winery.

Consent Agenda

- Minutes (June 24, 2014 & June 22, 2014)
- Staff Report (June)

<u>Made by:</u> Barry Lindeman	<u>Motion:</u> To approve the Consent Agenda. <u>Second:</u> James Bushnell	<u>Motion passed</u>
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Old Business

Strategic Plan

Directional Goals

- The Strategic plan states for each objective whether it is on task or behind task.
- A slide presentation was shown that highlighted how BGWIB is making a difference:
 - Data
 - Economic Profile
 - Connecting Employers with Education
 - Evolving Schools Summit
 - Job Seekers
 - Success Stories
 - Employers
 - Success Stories
 - Workforce Summit
 - Job Fair

Corrective Action Plan

- In March, the Auditor of Public Accounts gave a report based on the activities of the BGWIB's fiscal agent, the Bluegrass Area Development District. With that report, a process began to get back up to standard.
- A summary of major findings was handed out.
- On April 8, 2014, a Corrective Action Plan was approved by the Department of Labor.
- There are serious questions as to the management of our financial resources and these things must be brought back to standard.
- There is a timeline of items to be corrected and information that is requested to clarify some items.
- Local elected officials are beginning to meet on a regular basis, working on documents to fulfill their responsibilities under the Workforce Investment Act.
- There are questions about the relationship between the WIB and the ADD.
- The Cabinet for Education and Workforce Development has developed a new WIA contract, that is now a four part contract, which spells out the duties and responsibilities of each party and clarifies what our attorneys have told the WIB in that it is a separate entity with the right to hire its own staff.
- There have been some tense meetings, but progress is being made to look at the relationship between the Chief Elected Official, the WIB, and the fiscal agent.
- One major concern in the report is the subject of conflict of interest. The State is making sure that those conflicts are taken care of, specifically the disbursement of money from the fiscal agent without the board's knowledge.
- Policies are being created, including the Whistleblower Policy and Code of Conduct Policy.
- Jennifer Compton will be emailing out a copy of the Corrective Action plan that has the corrective action to be taken, what page in the auditor's examination that item appears, what their issues are

with that item, the timeline, and the response. It is a living document in that it is submitted to the state, they indicate whether they will accept the response or if corrections are needed.

- There are still areas where agreements have not been reached with the BGADD.

New Business

There was a presentation by Mr. Bruce Manley, Campus Director from Bluegrass Community and Technical College, Winchester/Clark County Campus, covering their Integrated Engineering Technology (1+1) Program.

Finance Report

- Since they are in the process of closing the books on June, and with it being the end of the fiscal year, the June report presented was a preliminary report.
 - Some of the expenditures have gone over the budget that was planned. Some, if not all of it, will be corrected with the changes that we know need to occur but have not occurred yet.
 - Some costs were incorrectly moved from Program to Admin.
 - There was a special called board meeting last week where additional expenditures were approved regarding BGADD attorney fees.
 - Approximately \$18,000 of unauthorized expenditures will be reimbursed.
- The final report should be available at the October board meeting.

Personnel Committee

- Barry Lindeman passed out minutes from the June 14th meeting.
- An RFP was released July 16th for Employer of Record for BGWIB staff.
- A Bidders' Conference is scheduled for the morning of August 13th and the afternoon of August 14th.
- Daryl Smith explained that the board took action, trying to figure out what the best option for staff is going forward.
- The current process is to have the vendor in place to start January 1, 2015.
- The WIB will be working closely with the elected officials because the law specifically states that it is up to the chief elected official and the governor as to whether the One Stop operation stays with board staff or if it must have a separate RFP. The WIB will be in touch with Mayor Burtner to see what his decision is.

Motion: To approve the Personnel Committee minutes from June 14

Motion by: James Bushnell

Second by: Kristel Smith

Motion passed

Finance Committee

- Report by Kathy McDonald
- Minutes from July 18th meeting was handed out.
- The committee is working on establishing internal controls and standard operating procedures for disbursements and how the WIA grants will be handled going forward.
- Standard operating procedures are a set diagram or flow chart on how things are to be paid.
- The reason this needs to be put in place is the result of some unapproved expenses that have been paid that should have been brought to Jennifer Compton for approval and they were not.
- This is an effort to make sure the money is going where it needs to go.
- The WIB is also working with the ADD Finance Department on clarifying some of the numbers on the financial report.
- Federal Regulations state that the board is supposed to approve expenditures before the money is spent and that is why we are formulating the internal controls and operating procedures.

Motion: To approve the Finance Committee Minutes from July 18.

Made by: Barry Lindeman

Second: Steve Griffin

Motion passed

Youth Committee

- James Bushnell stated there was not a meeting in the previous month.
- There was a re-release of the Youth RFP on July 2nd for out-of-school youth.
- A Bidders' Conference was held on July 15th for the re-release.
- Service dates would be September 1, 2014 through September 30, 2015.
- Josh Nadzam with the Manchester Bidwell Project has been in contact with us about a feasibility study.
- At the June 10 Council meeting, the council voted to obtain a copy of the feasibility study performance data, including the size of the cities involved. He has been unable to produce this information to date.
- Chris Turley had requested that Mr. Nadzam provide additional documentation along with the feasibility study. The submission deadline for this information is August 5 so that we can review this material.
- No approval needed at this time.

One Stop Committee

- Erica Lupson provided an update.
- The committee is awaiting guidance for the One Stop Certification review requirements.
- Applications for certification are still being accepted, but it was found that the amount of documentation that was required to submit was thousands of pages for the first application from another area.
- Erica Lupson attended a focus group, and this week the core group is getting together to discuss some of those recommendations.
- Next meeting will be on August 11.

Program Committee

- Draft bylaws were passed out.
- The Program Committee has met and worked on the draft bylaws. They have been submitted to the Executive Committee and, as part of the Corrective Action plan, submitted to the state.
- Changes to the Bylaws must be submitted to the full board. With the state's comments pending, they will be brought back before the board in October.
- The Committee meets monthly and will continue to provide draft copies to the board for input.
- Steve Griffin explained that the new Bylaws are a bit more expansive and that is due to the fact that the WIB wants to be more independent.
- The new Bylaws allow the WIB to be more focused on operation.
- In an effort to address some of the items in the audit, a Whistleblower Policy was put in place as well as a Conflict of Interest and Code of Conduct Policy.
- The Committee will be meeting again on August 19th to see if there are other policies that need to be focused on. One policy is a Procurement Policy at some point.
- No approval needed.

WIOA

- The President, the House, and the Senate have passed a new law. Copies were passed out for reference.
- Jennifer Compton highlighted some of the differences in the old law and the new law in a slide presentation.
- Employer engagement was discussed and how WIOA needs to mirror what the employer wants.
- As board members, we need to get employers more engaged and in line with this so we build something they want and not a bridge to nowhere.

Adjournment

Chairman Smith adjourned the meeting.

Motion: To adjourn

Made by: James Bushnell

Second by: Kathy McDonald

Motion passed

Dashboard

July

Unemployment Rate					
Anderson	↓	6.4%	Lincoln	↓	9.5 %
Bourbon		6.5%	Madison		6.5% ↓
Boyle		8.5 % ↑	Mercer	↓	7.1%
Clark	↓	7.1%	Nicholas		10.5% ↓
Estill		7.1% ↓	Powell	↓	8.4%
Fayette		6.3%	Scott		6.4% ↓
Franklin	↓	6.5%	Woodford		6.0%
Garrard		7.7% ↓	Bluegrass		6.7% ↓
Harrison	↓	6.6%	Kentucky	↓	7.4 %
Jessamine		6.7% ↑	U.S.		6.3% ↑

Information gathered from: workforcekentucky.ky.gov. Numbers represent projected levels for month of June 2014. *Actual numbers will vary from projected numbers listed. If an area shows no upward or downward arrow, then there was no change.

Youth Contracts (PY 13-14)				
Program:	Enr	Lit/Num	Cred	Emp/Ed
Fort Logan High	40	0	36	0
Game On!	37	7	23	0
LEEP	40	5	17	0
Path to Success	39	26	23	0
WIN	40	33	26	15

Keynote Speaker Listens to Attendees to Make Workforce Summit More Interactive

improve the productivity, and better understand their employee's needs. The Bluegrass Workforce Investment Board took that request located a national renowned speaker.

Jerry Bridge, founder and president of LifeWorks Education, is an expert at improving workplace performance and communication. He is outstanding in his chosen field because he listens to the needs of his audience and he works to provide a training session where those in attendance will walk away with their concerns addressed, questions answered and be able to immediately implement the techniques learned.

As the featured presenter, Jerry is working tirelessly to make this Workforce the most interactive and engaging summit to date. In order to achieve this goal, he asks that you take a few moments, so he can get to know you and your staff needs by completing a very short survey found on the Bluegrass Workforce Investment Board website (www.bgwib.com). When visiting the page please click on the Workforce Summit 2014 banner at the bottom of the page.

Please share this link with co-workers, peers, departmental supervisors and friends who may be interested in providing input into this training.

Registration is now open and is also available at: www.bgwib.com.

Business Services		
Service:	Monthly:	YTD:
Job Orders	67	270
On-the-Job Training	29	95
Emp. Using Application Screenings	4	30
Clients Screened from Applications	195	1533
Emp. Utilizing Comp Assessments	7	85
Computerized Assess. Admin.'d	258	1788
Customized Trainings	0	0
Job Fairs/Hiring Events	3	35
Job Fair Attendees	91	2177
Rapid Response Sessions	0	17
Employees Receiving RR Services	0	145

WIA Performance (April – June 2014)			
Adult		Youth	
Entered Emp.	84%	Emp. Or Ed.	100%
Retention	83%	Degree or Cred.	85.7%
6 Mth Earning Incr.	\$13,284.82	Lit & Num Gains	50.0%

WIA Enrollment (April – June 2014)	
Enrolled in Case Management:	31
Enrolled in Training:	222
Enrolled in Follow-Up:	216
Entered Employment:	194
Total:	663



2014 Strategic Focus Month: July



FOCUS 1

Visionary: Impact the growth of the economy
Projection: Identify the workforce skills needs/gaps

Directional A: Focus on priority sectors

Objective 1: Continue the formation and growth of the Bluegrass Manufacturing Consortium

Responsible Party	Progress	Next Step
Owen McNeill	<i>Behind on task</i>	Survey is being released for comments on additional video filming. Next consortium date is September 11 th @ 2:00 p.m. at the BGADD.

Objective 2: Continue the formation and growth of the Bluegrass Information Technology Consortium

Responsible Party	Progress	Next Step
Owen McNeill	<i>Behind on task</i>	Next consortium date is October 2 nd @ 2:00 p.m. at the BGADD.

Objective 3: Continue the formation and growth of the Bluegrass Transportation and Logistics Consortium

Responsible Party	Progress	Next Step
Owen McNeill	<i>On task</i>	Next consortium date is September 15 th @ 2:00 p.m. at the BGADD.

Objective 4: Continue the formation and growth of the Bluegrass Healthcare Consortium

Responsible Party	Progress	Next Step
Owen McNeill	<i>Behind on task</i>	Bluegrass Healthcare Consortium continues to meet quarterly. Members are currently being nominated to the Bluegrass Healthcare Consortium Board by their chief executive officer.

Directional B: Achieve Work Ready Communities Status

Objective 1: Work with current certified communities to assist in promoting and maintaining their status.

Responsible Party	Progress	Accomplished
Jennifer Compton	<i>On task</i>	

Objective 2: Assist counties that have submitted Letter of Intent to formulate their application

Responsible Party	Progress	Next Step
Jennifer Compton	<i>Behind on task</i>	Pending survey results

Objective 3: Work with counties to submit Letters of Intent

Responsible Party	Progress	Accomplished
Jennifer Compton	<i>On task</i>	Jessamine and Lincoln County have submitted Letters of Intent.

Directional C: Present Annual Workforce Summit Addressing Employer Needs

Objective 1: Continue the strong growth of the Workforce Summit through attractive content development.

Responsible Party	Progress	Accomplished

Owen McNeill	Agenda finalized and HRCI continuing education credits submitted and pending. BEN Network sponsorship completed and marketing to attendees has commenced. BSRs are to be submitting daily call logs of employers and managers they have spoken to.
<i>On task</i>	

Objective 2: Develop an effective marketing strategy to attract local employer attendees.

Responsible Party	Progress	Accomplished
Staci May	Marketing materials have been finalized and are being sent out. BSRs are to be submitting daily call logs of employers and managers they have spoken to. BSM O McNeill targeting individual potential attendees as well as larger networking groups such as chambers, etc.	
<i>On task</i>		

Objective 3: Coordinate a seamless logistical plan of events culminating in a positive and value driven Workforce Summit presentation.

Responsible Party	Progress	Accomplished
Staci May	<i>On task</i>	

Directional D: Explore Teacher Academy's

Objective 1: Determine what counties in the Bluegrass Region offer a Teacher's Academy

Responsible Party	Progress	Accomplished
Chris Turley	<i>On task</i>	Only offer of a Teacher's Academy is in Boyle County with participation from Mercer, Lincoln, and Garrard.

Objective 2: Determine the effectiveness of the teachers academies offered

Responsible Party	Progress	Accomplished
Chris Turley	<i>On task</i>	Boyle County currently utilizes an effective evaluation tool. Video has been filmed to promote the Teacher's Academy.

FOCUS 2

Visionary: Become the catalyst for Workforce Issues
Projection: Promote awareness of the BGWIB

Directional A: Create a Marketing Plan – Currently being revised

Directional B: Business Service Redesign

Objective 1: Continue efforts in the formation of BGWIB Local Business Service Teams (LBSTs)

Responsible Party	Progress	Accomplished
Owen McNeill	<i>On task</i>	All four Local Business Service Teams are continuing to meet regularly with a rotating partner cross training schedule within each Local Business Services Team, enabling a more in depth understanding of partner capabilities. The Regional Business Services Team has declined to host or sponsor the BGWIB Workforce Summit. Regional Team will present at BGWIB WS the new Kentucky Skills Network Presentation.

Objective 2: Increase partner agency communications from a single employer viewpoint

Responsible Party	Progress	Accomplished
Owen McNeill	<i>On task</i>	Kentucky Skills Network Presentations continue with each partner participating. The Regional BST's communications toolkit is continuing to be

developed. A dropbox employer contact sheet editable by all RBST members will track and highlight partner programs and initiatives per employer. All logs will be kept per employer for future reference.

Objective 3: Identify and implement cross training and promote a higher understanding of partner capabilities

Responsible Party	Progress	Accomplished
Owen McNeill	<i>On task</i>	At minimum quarterly meetings are being held in which partner cross training is being provided. Each meeting one partner trains the group on their offerings and services while other partner representatives offer suggestions on more effectively working with the program.

Directional C: Establish Partnership with Higher Education Throughout the Bluegrass

Objective 1: Work with Bluegrass Higher Education Consortium (BHEC) to meet their goals

Responsible Party	Progress	Accomplished
Jennifer Compton	<i>On task</i>	

Objective 2: Create an roundtable discussion with Business and Education

Responsible Party	Progress	Accomplished
Jennifer Compton	<i>On task</i>	Evolving Schools, Evolving Workplaces in the Bluegrass Summit was held on August 5 th .

Objective 3: Work with BHEC on annual Summit

Responsible Party	Progress	Accomplished
Jennifer Compton	<i>On task</i>	Data from Evolving Schools, Evolving Workplaces in the Bluegrass Summit will be analyzed and incorporated into the BHEC annual Summit.

FOCUS 3

Visionary: Develop a visionary 100% engaged board
 Projection: Develop Board member tools

Directional A: Create a board orientation for members and elected officials

Objective 1: Completed

Objective 2: Completed

Objective 3: KWIB has approved training for the local WIBs, CLEO, and LEOs

FOCUS 4

Visionary: Create a qualified pool of work ready candidates
 Projection: Improve the quality of services provided

Directional A: Obtain one stop certifications

Objective 1: Assist Career Centers in applying for One Stop Certification

Responsible Party	Progress	Next Step
Erica Lupson	<i>Behind on task</i>	Awaiting guidance from state in response to One Stop Certification work group's recommendations to KWIB and subsequent KWIB changes to process.

Objective 2: Ensure consistency in the One Stop experience

Responsible Party	Progress	Accomplished
Erica Lupson	<i>On task</i>	Working with KCC-Bluegrass Team Leaders to draft work flow charts for each provided in each center, which will be required of state draft MOU.

Objective 3: Facilitate One Stop Certification Review Team activities

Responsible Party	Progress	Next Step
Erica Lupson	<i>Behind on task</i>	Awaiting guidance from state in response to One Stop Certification work group’s recommendations to KWIB and subsequent KWIB changes to process.

Directional B: Increase student career interest in priority sectors through career camps

Objective 1: Conduct MCSI Healthcare Camps for middle and high school students.

Responsible Party	Progress	Accomplished
Chris Turley	<i>On task</i>	The MCSI Camp Committee met on July 30 th to prepare for the upcoming presentation at the ASHHRA Conference on September 30 th and to follow up on the camps from this year. The committee is scheduled to meet with representatives from the Area Health Education Center and the Director of Recruiting with the College of Health Sciences at the University of Kentucky to determine how to streamline health career summer camps for K-12 students in the Bluegrass Region.

Objective 2: Assist Bluegrass Community and Technical College with Career Craze Advanced Manufacturing Camps.

Responsible Party	Progress	Accomplished
Chris Turley	<i>On task</i>	<i>No new information</i>

Directional C: Create Work Ready Applicants Program

Objective 1: Determine work ready skills employers seek in employees.

Responsible Party	Progress	Next Step
Erica Lupson	<i>On task</i>	

Objective 2: Develop a pilot work ready applicants program to address needs expressed by employers.

Responsible Party	Progress	Next Step
Erica Lupson	<i>Behind on task</i>	Awaiting receipt of sample existing WRA programs and compiling to present to employers for input.

Objective 3: Implement work ready applicants program.

Responsible Party	Progress	Next Step
Erica Lupson	<i>Behind on task</i>	Implementation of WRA Program is expected to begin in September.

Directional D: Explore Opportunities to Accelerated Learning

Objective 1: Partner with Clark County/Winchester to prepare for roll out of Integrated Engineering Program.

Responsible Party	Progress	Accomplished
Erica Lupson	<i>On task</i>	

Objective 2: Strengthen partnership with Accelerating Opportunities

Responsible Party	Progress	Accomplished
Erica Lupson	<i>On task</i>	AO is continuing with the Welding program for the fall but has replaced Office Systems Technology with Medical Information

Technology.

**BGWIB
Youth Council
August 12, 2014
Meeting Minutes**

The BGWIB Youth Council met Tuesday, August 12, at Spencerian College in Lexington. The following were present at the meeting:

James Bushnell
James Coles
Laura Livesay
Caitlin Rivard
Chris Douglas
Chris Turley (BGWIB Staff)

The Youth Council meeting was held to review:

1. Younger Youth Report
The Youth Council reviewed the July 2014 Younger Youth Report with no issues or recommendations.
2. Youth Proposals
The Council reviewed 4 proposals for youth services

Motion: To approve the 4 attached recommendations

Made by: James Bushnell Second: Caitlin Rivard Motion passed

3. LEEP-Fayette Conversion Request (Community Action Council)
The Council received a letter from Community Action Council (LEEP-Fayette) requesting to convert the approved slots from 40 out-of-school youth to 30 out-of-school youth and 10 in-school youth.

Motion: To deny the request of Community Action Council (LEEP-Fayette) to convert the approved slots from 40 out-of-school youth to 30 out-of-school youth and 10 in-school youth.

Made by: Chris Douglas Second: Laura Livesay Motion passed

4. Manchester Bidwell Replication Project
The Youth Council reviewed email communication from Josh Nadzam with the Manchester Bidwell Replication Project to Chris Turley, staff to the BGWIB. In the email, Mr. Nadzam identifies that the group has decided to change their

direction and no longer pursue the Manchester Bidwell Replication Project funding. The Youth Council reviewed with no issues or recommendations.

Motion: *To adjourn meeting.*

Made by: *James Bushnell*

Second: *Chris Douglas* Motion passed

2014 Youth Council Recommendations for Youth Out-of-School RFPs

1.) To approve the following programs

Name of Organization, Program Name	Counties Served	In School/Out of School # to serve	Proposed Budget	Average Score
Community Action Council, LEEP-Rural	Bourbon, Harrison	20 Out-of-School	\$85,000	85
Anderson County Adult Education, Students with a Goal (SWAG)	Anderson	40 Out-of-School	\$155,000	84
Mercer County Adult Education/Kentucky Educational Development Corporation, Beef Up Your Education	Boyle, Lincoln, and Mercer	40 Out-of-School	\$155,000	80
United Way of the Bluegrass, Back on Track Youth Initiative	Clark, Jessamine, Madison, Scott and Woodford	40 Out-of-School	\$155,000	79

***United Way of the Bluegrass submitted a proposal for a program, called “Back on Track Youth Initiative.” The proposal identifies that the program will serve; Anderson, Clark, Fayette, Jessamine, Madison, Scott and Woodford counties. The council recommends that United Way of the Bluegrass amend their contract to serve; Clark, Jessamine, Madison, Scott and Woodford counties due to existing programs in Anderson and Fayette counties. Failure to adhere to the terms and requirements will result in the proposal not being funded.**

**BGWIB
One Stop Committee
August 11, 2014
Meeting Summary**

The BGWIB One Stop Committee met Monday, August 11, at BGADD in Lexington. The following were present at the meeting:

Brad Mills
Roxana Robinson
Gina Oney (via phone)
Erica Lupson

Memorandum of Understanding

Committee members reviewed draft MOU Training (PowerPoint) for KCC Operators and Partners and draft MOU documents recently distributed by the state and discussed next steps as we await the final version and more intensive training. It is also expected that some of the language will change to reference WIOA. Required to accompany each area's MOU are Customer Flow Charts for each KCC and a KCC Services document, listing and describing the core, intensive, training, and employer services and the array of service delivery methods.

The One Stop Committee supports efforts of the BGWIB to begin developing Customer Flow Charts and a KCC Services document for each KCC, utilizing leadership from the Team Leader in each KCC-Bluegrass to develop draft documents in partnership with KCC partner agencies.

KCC-Bluegrass Consistency of Service

As the KCC-Bluegrass continues to prepare for One Stop Certification and to ensure the consistency of service within each KCC-Bluegrass, the topic of a consistent customer satisfaction survey came up during the meeting. The committee discussed the survey utilized to track customer satisfaction through the ckycareers.com website as well as the survey recently released by Central Office at kentuckycareercenter.com. Not everyone was familiar with the surveys, so a link to each was e-mailed to the One Stop Committee members following the meeting. The customer satisfaction survey will be revisited at the next committee meeting October 13.

The committee also discussed updating Resource Room computers to provide standard "folders" in which a job seeker could access an array of services and resources available within the KCC-Bluegrass. A draft listing of those folders and the services/resources provided under each folder was distributed to committee members. This "resource sheet" could be used by a job seeker browsing the folders him/herself as well as a guide for staff assisting job seekers in the resource room. A second draft, including a brief description of the resources to be found in each folder, will be presented at the October 13 meeting.

Finally, the committee discussed KCC-Bluegrass Hours of Operation. KCC-Bluegrass hours are not consistent throughout the area. Currently, every center closes at 12:00 noon on Fridays but have varied hours throughout the week. Committee members believe that it is important for KCC-Bluegrass hours to be consistent and suggested setting center hours to 8:00 a.m. – 4:30 p.m. Monday – Friday. One concern discussed was the amount of job seeker traffic currently coming into the centers after 4:30 p.m. Monday – Thursday. At the October 13 meeting, Gina Oney is going to provide the numbers of job seekers seen in the KCC-Bluegrass after 4:30 p.m. to determine what possible impact closing at 4:30 p.m. each day could have on KCC-Bluegrass customers.

**BGWIB
Program Committee
August 19, 2014
Meeting Summary**

The BGWIB Program Committee met Tuesday, August 19, at BGADD in Lexington. The following were present at the meeting:

Steve Griffin (Chair)
Wayne Linscott
Tiarra McCormick (proxy for Regina McKee)
Daryl Smith
Jennifer Compton (BGWIB Staff)
Erica Lupson (BGWIB Staff)

The committee reviewed and discussed comments from the state regarding draft Bylaws and Whistleblower Policy, which was previously approved by the BGWIB's Executive Committee.

Comments from State Regarding

Bylaws:

- i. There appears to be conflicting language in the WIB Bylaws as compared to the proposed Interlocal Cooperative Agreement. For example, in the WIB Bylaws, page 4, item 4, various terms of appointment are set forth for WIB representatives. These terms of appointment range from one (1) to (3) years. However, in the proposed interlocal agreement, on page 4 of 8, item 7(C) states that WIB appointments shall be for staggered three (3) year terms.

Proposed Change:

All WIB members shall be appointed in accordance with the criteria established between the Governor and the Kentucky Workforce Investment Board (KWIB) in accordance with the Act or its successor. WIB appointments shall be for staggered three-year terms and shall continue until a successor is appointed either prior to or after the end of the appointment term.

- ii. The WIB Bylaws reference the WIB Chairperson's ability to appoint at-large representatives to the WIB (see Article 6, item 3 and 5(c). However, according to Workforce Investment Act of 1998, 29 U.S.C.A. § 2832(c)(1)(A), the Chief Elected Official (CEO) is to appoint the members of a local board in accordance with the state criteria established under 29 U.S.C.A. § 2832(b).

Proposed Change:

Remove language from ii.

The Program Committee also discussed its desire to maintain industry representation from the private sector in each county and representation of priority sectors as it relates to board composition and will broach this topic during future conversations with LEOs.

Motion: To approve two proposed draft Bylaws changes to be presented to BGWIB Executive Committee 8/26/14 for review only

Made by: Wayne Linscott Second: Tiarra McCormick Motion passed

Comments from State Regarding

Whistleblower Policy:

EWDC: Please review the Auditor of Public Accounts (APA) document found at: <http://auditor.ky.gov/cpatools/Documents/2010BoardRecommendationsLetter3-4-10.pdf>

This APA document, in item 6, states that policies, such as the BGADD/WIB Whistleblower policies submitted for review, "should include a reference to Kentucky law (KRS 61.102) notifying employees, as defined in KRS 61.101, of their rights to protection against retaliation for reporting violations to certain authorities."

BGADD and WIB - consider adding a reference to KRS 61.101, et seq. to your Whistleblower policies., in accordance with APA guidance.

Guidance copied from APA document --

6. The Board should establish an independent process to receive, analyze, investigate, and resolve concerns related to the organization including anonymous concerns. Employees, business associates, customers, or the general public may have significant, beneficial information that they are uncomfortable reporting directly to the Board. A toll-free complaint number or an advertised email and postal address for feedback would allow the transmission of this information. In addition, where applicable, the Board's policy should include a reference to Kentucky law (KRS 61.102) notifying employees, as defined in KRS 61.101, of their rights to protection against retaliation for reporting violations to certain authorities. A whistleblower policy should be adopted and distributed to employees. The policy should include reporting procedures and management's responsibility to address issues reported.

See attached revised Whistleblower Policy for proposed change (to reference KRS in item F "Protection from Retaliation.")

Motion: To approve proposed change to the Whistleblower Policy to be presented to BGWIB Executive Committee 8/26/14 for approval

Made by: Tiarra McCormick Second: Wayne Linscott Motion passed

The Program Committee talked about the possibility of changing Board appointments to align with the fiscal year instead of the calendar year. Staff will provide a breakdown of pros and cons of each to provide committee members at the September 16 meeting. The committee is interested in also discussing this possibility with the LEOs in the near future.

The committee also discussed the need to review all current policies against the requirements of WIOA in order to make any necessary updates and to obtain Board approval prior to WIOA implementation 7/1/15.

Motion: *To adjourn*

Made by: *Wayne Linscott*

Second: *Tiarra McCormick*

Motion passed

WHISTLEBLOWER PROTECTION POLICY

A. Scope. This policy applies to all Bluegrass Workforce Investment Board (“BGWIB”) staff, regardless of whether directly or indirectly employed by the BGWIB, as well as all BGWIB officers, board members, contractors, volunteers and agents.

B. Definitions.

1. Good faith: A report under this policy is made in good faith if it is based on a reasonable belief of accuracy, but not if it is made out of a corrupt motive such as malice, spite or personal gain.
2. Report: Includes reports, disclosures and divulgements, whether written or oral, made pursuant to this policy.
3. Violations of law: Includes actual or suspected violations of statutes, executive orders, administrative regulations, mandates, rules, or ordinances of the United States, the Commonwealth of Kentucky, or any of its political subdivisions as defined by Kentucky law.

C. Reports. Persons covered by this policy may in good faith report any facts or information relative to (1) actual or suspected violations of law; or (2) actual or suspected mismanagement, waste, fraud, abuse of authority, or a substantial and specific danger to public health or safety, to any of the following:

1. The BGWIB Chair;
2. The Chair of the BGWIB Personnel Committee (in cases about BGWIB staff or related contractors);
3. The Chair of the BGWIB Finance Committee (in cases about accounting practices, internal controls, suspected theft, embezzlement, or similar irregularities);
4. The Chair of the BGWIB Program Committee (in cases about alleged violations of other BGWIB policies or procedures); or
5. Any other public body or authority with the power to remedy or report the perceived misconduct,

which may include but is not necessarily limited to the Kentucky Auditor of Public Accounts (1-800-KY-ALERT) or the United States Department of Labor (1-800-347-3756).

The BGWIB will establish dedicated mailing and email addresses through which persons may make reports to the BGWIB, and will post those addresses online. Persons covered by this policy are not required to give the BGWIB prior notice of reports; however, the BGWIB encourages persons covered by this policy to make reports in writing and include their contact information so that the report may be properly investigated and addressed. Complaints about employee harassment, discrimination and other alleged BGWIB personnel policy violations will be processed pursuant to those policies.

D. BGWIB Investigations. Reports to the BGWIB should be directed to one of the BGWIB recipients identified above. When possible, the recipient will promptly send written notice of the report's receipt to the person who made the report. The recipient may forward the report to a more appropriate BGWIB recipient and, if so, will include that information in his/her written notice of the report's receipt. The proper recipient (or his/her designee) will investigate the report in a timely fashion (within 30 calendar days of receiving the report when possible). Upon conclusion of the investigation, the proper BGWIB recipient (or his/her designee) will prepare a written report to the BGWIB's Executive Committee. The Executive Committee will take appropriate action based on the report, which may include referring the matter to the full Board. The BGWIB's Executive Committee or its designee will notify the person who submitted the report that the matter has been addressed, together with any other appropriate information the reporter may have a legitimate need to know. Nothing about this policy prevents a report from being investigated and addressed by more than one appropriate public authority, including the BGWIB.

E. Confidentiality. The BGWIB will maintain confidentiality of reports and investigations handled under this policy to the extent it is reasonable and feasible to do so. However, persons reporting under this policy should understand that confidentiality cannot be guaranteed where disclosure is required by law or needed to conduct an adequate investigation.

F. Protection from Retaliation. As outlined in KRS 61.102, no person entitled to protection (KRS 61.101) who makes a good faith report under this policy, or who aides or substantiates a report made under this policy, shall be subject to reprisal or the use (or threat) of any authority or influence that would tend to discourage, restrain, depress, dissuade, deter, prevent, interfere with, coerce or otherwise discriminate against such a person. Any person who believes he/she has been subjected to such retaliation should immediately report it to the BGWIB Chair or another proper BGWIB recipient. Any person subject to the BGWIB's authority who violates this section will be subject to discipline including but not limited to termination of that person's relationship with the BGWIB.

G. Exclusions. Nothing about this policy may be construed as:

1. Prohibiting the BGWIB from requiring that staff or contractors inform the BGWIB of an official request made to an agency for information, or the substance of testimony made (or to be made) to legislators on behalf of the BGWIB;
2. Permitting BGWIB staff from leaving assigned work areas during normal work hours without following applicable law, regulations, rules and/or policies unless otherwise required by law or a lawful directive;
3. Authorizing staff or contractors to represent their personal opinions as the opinions of the BGWIB; or
4. Prohibiting discipline or other action by the BGWIB for reports made (a) with knowledge that the report is false or with reckless disregard for its truth or falsity, or (b) with knowledge that information contained in the report has been made confidential or otherwise exempt from disclosure by law.