



**Special Executive Committee Meeting**  
**August 26, 2014**  
**BGADD**  
**Lexington, KY**

Griffin, Steve	Compton, Jennifer
Lindeman, Barry	Lupson, Erica
Manuel, Mark	McNeill, Owen
Smith, Daryl	Leacock, Lynn
Walker, Lynette	May, Staci
Woltering, Steve	Turley, Chris
	New, Shane
	Cooper, Bill
	Vaught, Jacqueline
	Holland, Kenneth
	Carey, Anita

**Call to Order**

Chairman Smith called the meeting to order.

**Community Involvement Report**

- BCTC’s Newtown Campus dedication and 75<sup>th</sup> birthday is scheduled for September 4, 2014.
- Chairman Smith attended a NAWB board meeting in Minnesota. He had the chance to tour some One Stops and returned with material to show resources they provide their clients.
  - The One Stops he toured are in conjunction with a Community and Technical College which also has a relationship with a four year college.
  - Minnesota has a common cabinet that houses its Education and Workforce with Economic Development, resulting in a seamless entity.
  - He also toured a facility, similar to OWL here in Lexington, where they work with people with disabilities.

**Consent Agenda**

- Minutes (July 29, 2014)
- Staff Report (July)

Motion: To approve the Consent Agenda.

Made by: Lynette Walker

Second by: Mark Manuel

Motion passed

**Old Business**

Strategic Plan

- Directional Goals
  - Focus on Priority Sectors--There are dates for the different consortiums and we need to start advertising for them now.
  - Work Ready Status—All counties in our area have been identified along with their Work Ready Status. We are still reaching out to those who have not engaged and are trying to

get them involved. A change in the data will make some that were only Work Ready in Progress now Work Ready eligible.

- September 5 is the Workforce Summit at the Hilton with guest speaker Jerry Bridge. It has been approved for 7 continuing education credits.
- The Teacher's Academy from over the summer was filmed with edits to be completed in the coming months and made ready for marketing to other academies who are interested. The only active Teacher's Academy is located in Boyle County.
  - Chairman Smith added that Minnesota funds summer youth programs with tax dollars along with what the Federal government funds. They have a program called Step Up where they work with businesses, but it is funded with state funds that we do not have in Kentucky.
- MCSI camps, as reported last month, were a great success this year. Career Craze at Bluegrass Community and Technical College was a great success also.
- The Work Ready Applicant program is creeping along with hopes of introducing a program in September.
- Our partnership with the Accelerated Opportunity Program had a presentation in Winchester last month, and we are working closely with the program at BCTC and the programs that they are offering this fall.
- Mark Manuel commented on how well the Accelerated classes are doing at BCTC.

## **New Business**

### **Financial Report for July**

- The WIA budget was discussed by Jennifer Compton and reviewed with the handouts.
- The WIA drawdown reconciliation process was discussed by Jacqueline Vaught.
- The drawdown process will be monitored by the board to ensure all monies are approved and spent as approved.

## **Committee Meetings**

### **Personnel Committee**

- Two bidders conferences were held in August. There was good attendance.
- Bidders have until September 2<sup>nd</sup> to submit additional questions.
- Everything is on track for right now.
- The Personnel meeting was held on August 11 to discuss the power point presentation for the bidders conference.

Motion: To approve Personnel Meeting minutes from August 11.

Made by: Barry Lindeman

Second: Mark Manuel

Motion passed

## **Finance Committee**

- The Finance Committee met on August 15.
- The Finance Committee and WIB staff have been working on processing and improving the internal process.

Motion: To approve the Finance Committee Meeting minutes from August 15.

Made by: Mark Manuel

Second by: Lynette Walker

Motion passed

## **Youth Committee**

- Report by Chris Turley.
- The Youth Committee met on August 12 to review 4 proposals from the re-release of the RFP.
- The re-release of the RFP was to serve all out-of-school youth programs to be in line with WIOA, 75% out-of-school, 25% in-school.
- The council recommended funding all four proposals.

- Community Action (Bourbon and Harrison counties)-40 out-of-school youth.
- Anderson County (Anderson county only)-40 out-of-school youth.
- Mercer County Adult Ed (Boyle, Lincoln, and Mercer counties)-40 out-of-school youth.
- United Way of the Bluegrass (Clark, Jessamine, Madison, Scott, and Woodford counties).
- Fifteen (15) of our 17 counties are being covered by youth contracts. In addition, Garrard County is being served by a Department of Labor grant.

Motion: To approve Youth Committee Meeting minutes from August 12.

Made by: Mark Manuel

Second: Barry Lindeman

Motion passed

Motion: To approve Youth Council recommendations.

Made by: Barry Lindeman

Second: Mark Manuel

Motion passed

### One Stop Committee

- The One Stop Committee met on August 11, and the committee made the recommendation to start working on some work flow charts within the career centers and identifying the partners which will be required in the MOU once it is no longer in draft form.
- Team leaders in each center are working with each partner to get that rolling.
- Discussion was made to get the career centers consistent as it relates to hours of operation. They currently have varying hours.
- At the next meeting in October, we will have numbers as to when the heaviest customer traffic occurs and will work on getting the hours consistent.

Motion: To approve One Stop Committee Meeting minutes from August 11.

Made by: Barry Lindeman

Second: Mark Manuel

Motion passed

### Program Committee

- The Program Committee met on August 19 and worked on draft #4 of the bylaws.
- The Program Committee voted to change as the state had recommended.
  - Page 4, Item 4 under Terms of Appointment.
  - Item 5, Membership appointment and Nomination Process.
- The Whistleblower Policy was changed to reflect KRS 61.102. Under F, Protection from retaliation.

Motion: To approve Program Committee Meeting minutes from August 19.

Made by: Barry Lindeman

Second: Mark Manuel

Motion passed

Motion: Approval to adopt new Whistleblower Policy with KRS 61.102, Section F.

Made by: Mark Manuel

Second: Lynette Walker

Motion passed

Jennifer Compton discussed the possibility of a one day board retreat to train on the new bylaws and the new Whistleblower policy.

### Adjournment

Chairman Smith adjourned the meeting.

Motion: To adjourn.

Made by: Lynette Walker

Second by: Mark Manuel

Motion passed