



Executive Committee Meeting
September 30, 2014
BGADD
Lexington, KY

Griffin, Steve	Guests:
Kidwell, Monica	Duttlinger, David
Manuel, Mark	Payne, Charles
Smith, Daryl	Peavler, Billie
	Salsburey, Joshua
Compton, Jennifer	
Lupson, Erica	
Leacock, Lynn	
May, Staci	

Call to Order

Chairman Smith called the meeting to order.

Community Involvement Report

- Mark Manuel reported that BCTC had a community day at the Newtown Campus with a lot of community organizations there, including the police who had brought a helicopter and a robot.
- Daryl Smith reported that at the last Commerce Lexington meeting, Bill Samuels, Chairman Emeritus of Maker's Mark, was in attendance. He made a presentation as part of a group pushing the local option sales tax called Local Investment for Transformation. The Kentucky current constitution does not allow for local jurisdictions to impose local taxes, but there are examples of local communities agreeing to tax themselves to raise money for a certain project, limiting the use of proceeds of that tax to that project alone. The group hopes to give Kentucky voters a chance to vote on amending the Kentucky constitution to allow local communities in Kentucky the opportunity for a local option tax to support economic development projects.

Consent Agenda

- The consent agenda was presented, not including totals for end of year. It still has the estimated June final numbers.
- A DW National Emergency Grant Supply amount of \$16.74 was charged to Program Supplies, but the budget was in Admin Supplies so it is being looked at to see if it needs to be reclassified and if we need to do a line item budget for that.

Motion: To Approve Consent Agenda

Made by: Steve Griffin

Second: Mark Manuel

Motion Passed

Old Business
Strategic Plan

- Jennifer Compton mentioned that every month in the Staff Report there are quarterly numbers for our program performance. In this report are the numbers for April through June. We have just recently gotten in the final year end performance numbers, and they will be on the next report.
 - There are nine measures: 3 Adult, 3 Dislocated Worker, and 3 Youth measures. Of those 9 measures that are programmatic performance, we have met three of those measures and have exceeded six of those measures.

- Some of the Strategic Plan items have been completed. There is a lot going on this final quarter of the year, but everything is either on task or, if we are behind, we have a plan to bring it up to task.
- Bluegrass Tomorrow will be hosting a meeting of its Bluegrass Higher Education Consortium presidents, but there will also be a business focus at that October 30th session. Jennifer Compton is working on getting two speakers to talk about how the private sector is working with education on the ILP, the individual learning plans, with the cclnspire software that will connect employers in with the ILP. The second speaker will discuss an Ambassador Manufacturing program that involves youth in Northern Kentucky.
- Pages 1 and 2 of the staff report includes a story about a young lady who was able to use the assistance of WIA and gain employment.
- Teachers Academies were discussed as a worthwhile involvement.

New Business

Parking Lease

- The parking lease with BC Wood Properties for the Lexington Career Center is up for renewal. The parking spaces are not being used by the career center anymore since there has been a huge drop off in traffic from the stimulus funds and since we do so much online now. The cost has gone up to \$325 a month from \$300 a month. According to the staff at the Lexington Career Center, the spaces are not being used and are currently occupied by a taxi company.
- The lease is actually in the BGADD's name, but WIA funds are paying for it. We will inform the ADD that we will not be renewing the lease.

Motion: To not renew the lease for parking across from the Lexington Career Center.

Motion by: Monica Kidwell

Second by: Mark Manuel

Motion passed

Job Fair Outreach

- Staci May reported on the advertising from the Lexington Job Fair and presented a current proposal for two job fairs that are coming up. A handout was given.
- The two upcoming job fairs are in Georgetown and Richmond.
- We currently advertise for free on several media pages: CKY Careers, Eventbrite, Facebook, Google+, WLEX's free page, and Twitter.
- Paid advertising consists of: WKYT at \$1000 for both job fairs and WLEX which is \$500 for both job fairs.
- Veterans have been reached through direct mail. OET will also advertise.

Motion: To approve the cost of \$1500 for job fair advertising.

Made by: Mark Manuel

Second: Monica Kidwell

Motion passed

Two New Career Centers

- Richmond—is on schedule. Drywall is up and is painted. There are a few odds and ends to be completed. Move in is scheduled for the end of October.
 - We are working with the state and will have Office of Employment Training, WIA, and Voc Rehab as partners within the Career Center. Common area furnishing needs will be contributed to financially by each of the partners. There is a Career Center line item budget for this expense to come out of.
 - There is a lot of community space inside. There is a large conference room, training room, and resource room within the building.
- Georgetown—is supposed to be on the same time schedule as Richmond. However, it is just a shell. All of the walls are not completed yet. The exterior consists of siding on the top half and an open area in the middle with brick on the bottom. Jennifer Compton has asked the state to follow up.
 - The building will end up having a lot of room inside when it is completed.

- Half of the building will be TANF (Temporary Assistance for Needy Families) and the other half will be the Career Center. The new WIOA requires TANF to be partnered with the Career Center in a building. As soon as Jennifer Compton finds out what is going on with construction, she will discuss partnership opportunities with TANF.
- These are the two locations that we are focusing all of our One Stop Certification efforts on. Both Career Centers will be set up with a functional design as the One Stop Certification identifies.

Committee Reports

Personnel Committee

- Barry Lindeman and Lynette Walker were not present as they were in Chicago giving a presentation on the MSCI camps.
- Monica Kidwell reported that the RFP is continuing smoothly.
- Owen McNeill has submitted his resignation and is no longer with us.
- Jennifer Compton presented a staffing plan that would include:
 - Hiring a Business Services Coordinator that would replace the Business Services Manager position
 - Rehiring for the vacant Business Specialist position in the Lexington area
 - Creating a Business Services Team Lead position within our current Business Services Specialists
- Looking at the current law and the new law that will come about in July, Jennifer Compton talked with staff to see what would be the best option and then also with the Personnel Committee as to what we need to do as far as bringing someone in that would manage that and learn all the programmatic things under WIA that would soon change. It was decided to better coordinate the Business Services Team with the Workforce Services Team.
- In discussing WIOA, business engagement is a huge part of that. How do we assess the satisfaction of businesses with the workforce system? It will be critical going forward that we penetrate business to make sure we are getting our services out to them.
- In addition, the KCCGO grant, which is a job driven national emergency grant, was also discussed. It is a grant for long term unemployed individuals who are likely to exhaust their unemployment. The state received this grant from the Department of Labor and asked the local areas to submit a proposal as to how we would serve those job seekers within our local areas. Within that grant, they have positioned for two individuals, one to be hired by the local area and one to be hired by the state to be OET lead. The two would work in partnership to deliver the services provided for under the KCCGO grant. It is also proposed to hire a KCCGO Specialist.
- The proposal would result in posting the jobs internally for a week and then going external. The KCCGO Specialist will be a time limited position for the life of the grant, two years.

Motion: To approve the minutes from the Personnel Committee meeting on September 8, 2014

Made by: Mark Manuel

Second: Steve Griffin

Motion passed

- Chairman Smith remarked that, in regards to the questions about the RFP, all of that information is still online on the website, BGWIB.com.

Finance Committee

- Did not meet in September.
- There are two things they are working on: (1) developing and implementing a system as to how things go through the financial system, and are working on getting that approved; and (2) the Finance Committee had asked staff to go back and reconcile a few months back and see where we stand. They have gotten through May but do not have June done yet.
- At the July board meeting, the Finance Committee had made a recommendation after looking at a request from the BGADD to pay \$85,809 for legal fees for Walther, Roark & Gay. We had approved \$41,000 and denied the rest of it. The BGADD Board has decided not to reimburse that amount back into the WIA accounts, and the books have been closed for the fiscal year.
- Discussion followed about the legal fees and how they came about being paid out of WIA funds without the WIB approving it.

- Mark Manuel reported that the BGADD has made a decision not to pay invoices approved by the WIB for the WIB's legal counsel, and they have not been paid since the end of June. BGADD staff indicated that payment of attorney fees have been pushed off until after a mediation session proposed by Commissioner Beth Brinly. With regard to the mediation session Daryl Smith explained that Commissioner Brinly asked if there would be four board members who would be willing to meet with four Local Elected Officials to work through a set of issues. The BGWIB turned in a set of issues and the LEO's turned in a set of issues. As of yet, no date has been set for the mediation. Nor does the BGWIB have confirmation of the topic areas to be discussed.
- Chairman Smith wanted to make sure that the board was aware of the actions taken by the BGADD in closing their fiscal year-end books.
- Discussion occurred about turning the situation over to Commissioner Brinly and encouraging that she expedites her proposed mediation process.
- The timeline of situation regarding mediation was discussed.
- Executive committee members were informed the BGWIB had received written information on the decision making that led to the BGADD decision did not pay the legal fees approved by the BGWIB. A string of emails received from BGADD CFO, Jacqueline Vaught, was provided to executive committee members. The emails chronicle events starting on August 1, 2014 with an email from David Duttlinger to Ms. Linda Magee, chair of the BGADD, Mayor Burtner, vice chair of the BGADD & Chief Elected Official of the Bluegrass Workforce Investment Area, Judge Harold McKinney, BGADD Treasurer, and Mayor James Caudill, BGADD Secretary, in regard to the legal fees.
- Options in response to the findings were discussed. Options discussed included doing nothing and waiting until Commissioner Brinly's mediation session to discuss the issue, reporting the findings to the Kentucky Education and Workforce Development Cabinet, or reporting the findings to the United States Department of Labor.
- The BGWIB's attorney was asked if there was a prior precedent in a situation like this, and he stated that there is not.
- An additional option discussed was to inform Mayor Burtner (Chief Elected Official) of the situation.
- Daryl Smith stated this is the second incident this summer over this situation. The BGWIB received a correspondence from Mr. John Gay indicating that the LEO's were going to suspend payment of BGWIB legal fees because the WIB would not pay the legal fees of the BGADD. Following a letter from the BGWIB attorney to Mr. Gay and the BGADD the BGWIB thought the matter was settled.
- Monica Kidwell stated that she reads in the emails that the WIB must approve payments, and nowhere in the emails did it state that the WIB had approved the payments.
- Jennifer Compton quoted the WIA regulations, stating that funds must be disbursed at the direction of the WIB.
- Steve Griffin voiced his frustration as to the whole situation and the payments being made without the WIB's approval.
- Monica Kidwell stated that she is concerned that Commissioner Brinly does not have the string of emails.

Motion: To encourage Commissioner Brinly to set mediation date as soon as possible and to authorize Jennifer Compton, with the assistance of counsel, to send a letter to summarize the issues.

Made by: Steve Griffin

Second by: Monica Kidwell

Motion passed

Youth Committee

- No report.

One Stop Committee

- No report.

Program Committee

- Erica Lupson passed out a 5th draft of the bylaws.
- It has been submitted to the attorney and the state and the committee is awaiting response from the attorney.

- The item they asked us to address specifically is where we spelled out the appointments of the board. It was changed and summarized under Article VI - Membership.
 - “All WIB board members shall be appointed in accordance with the criteria established between the Governor and the Kentucky Workforce Investment Board in accordance with the act or its successor.”
 - Changes were made throughout the bylaws where it says WIA or the act, it now references or “its successor.”
- The Program Committee, chaired by Steve Griffin, will meet one more time before the Bylaws are scheduled to be presented before the full board in October. The attorneys will provide us with comments as well as any board member who wants to do so before the Program Committee meeting on October 21st. The draft Bylaws will then be presented before the full board on October 28th.
- Daryl Smith stated that, as bylaws are being talked about, it is important that there is proper discussion between the LEO’s and the WIB. Based on feedback, he understood that it is the current intent of the LEO’s to disband the board and reconstitute under WIOA. That would be a transition period.
- Currently, we have At Large members of this board because we feel it is important to have business engagement. This allows for extra seats on our board for private sector people. The way the LEO’s have constituted the interlocal agreement, and the apparent desire in WIOA, allows them to shrink the board to as little as 19 with 8 public and 11 private. That means that, going forward, counties may not be represented on the board.

Adjournment

Chairman Smith adjourned the meeting.

Motion: *To adjourn*

Made by: *Monica Kidwell*

Second by: *Mark Manuel*

Motion passed