



**Full Board Meeting  
October 28, 2014  
Lexington Career Center  
Lexington, KY**

Akin, Robert	Compton, Jennifer
Bushnell, James	Leacock, Lynn
Coles, James	Lupson, Erica
Dick, Jordan (proxy)	May, Staci
Griffin, Steve	Turley, Chris
Huesing, Linda	
Kidwell, Monica	Payne, Charles
Lindeman, Barry	Johnson, Andi
Linscott, Wayne	Bryant, Tiffany
Manuel, Mark	McAnelly, Craig
McCormick, Tiarra (proxy)	
Mills, Brad	
Oney, Gina	
Smith, Daryl	
Smith, Kristel	
Schneider, Karen	
Sullivan, BJ	
Walker, Lynette	

**Call to Order**

Chairman Smith called the meeting to order.

**Community Involvement Report**

- Madison County reports they will have their annual Business and Education Partnership Career Fair for students in November.
- Gina Oney reports there was a good turnout for the job fair in Georgetown, and they are preparing for the job fair in Madison County.
- Brad Mills reported that they are having representatives from the Social Security Administration discuss the impact of working on SSDI benefit eligibility.
- Boyle County reports that the Intelligrated was scheduled to shut their doors in 2009. They were able to stay open and are now getting ready to hire 50 more employees.
- Jessamine County reports that R. J. Corman will be hiring up to 50 new employees based on their growth.
- Estill County is having good momentum with community partnerships. A facilitated event is being scheduled.
- Linda Huesing shared an update on Harrison County's Work Ready Status, stating that they are moving forward and preparing a letter of intent.
- Barry Lindeman reported on the MSCl camps. They were a big success this year and they are preparing for the fourth annual camps next year and are getting more information out to the middle schools. There will be a change to the Advanced II Camp, and they are considering asking campers to return to help out with the new campers.
  - He also reported on his trip to Chicago for the ASHHRA conference where he and some others presented on the MCSl camps. The presentation went very well, and they received a lot of

feedback from people stating they recognized it as a best practice to get students engaged and interested in health careers. They will also be speaking at the Youth Summit in November, giving the same presentation.

- Lynette Walker reported on the Health Care Consortium. They are finalizing the referral form and hoping to implement in January.
- Mark Manuel reported that BCTC celebrated its 75<sup>th</sup> anniversary on September 1.
  - It was also the dedication on their Newtown Campus and the kickoff for their Build Smart initiative which is fundraising for the next phase of construction at Newtown.
  - He stated that enrollment is down by 6% which was expected because the economy is getting better.
  - A demographic issue also contributed to the lower enrollment due to the fact there was decrease in high school graduation.
  - The Georgetown facility will break ground this spring and will go out to bid in the next month or so.
  - The AMT program that is currently being taught at Toyota will go in that building. That program is now being looked at to spread across the state. Louisville and Northern Kentucky are trying to replicate the program.
- Daryl Smith reports on the following:
  - A youth shadowing program will be taking place at Kentucky Utilities. This is one way to get youth interested in a career and to keep them in school.
  - Another concern surrounds 18-24 year old out of school youth. They are primarily male, in the city, previously unsuccessful in school, and without any job prospects. We have to get these youth engaged with the economics of our society and not with the criminal side of our society.
  - Commerce Lexington and the city of Lexington have partnered to fund a baseline study in Fayette County to what basic needs exist. Future Federal dollars can target where the need is.

#### **Consent Agenda**

- Minutes (September 30, 2014)
- Staff Report (September 2014)
- Financial Report (September 2014)

Motion: To approve the Consent Agenda

Made by: Barry Lindeman

Second by: Wayne Linscott

Motion passed

#### **Old Business**

Jennifer Compton presented a slide presentation of WIA activities since July 1, 2014.

- 30 OJT contracts with employers. Some were new and some were renewed.
- 1 Apprenticeship program contract.
  - The Amteck program is a very unique program. A new class began on September 8<sup>th</sup>, and there were 13 job seekers who participated. It is a two week Quick Start program for an electrical position. They typically get hired by Amteck. This is a pathway to the electrical apprenticeship program approved by the Department of Labor.
  - There were 11 job seekers who had previously gone through the Quick Start Program who have now started their Apprenticeship program.
- Career Fairs were held in Georgetown with 97 job seekers and 30 employers, and Richmond's is being held today (October 28<sup>th</sup>), with 31 employers scheduled to attend.
- Rapid Response services were scheduled to help two employers.
  - 61 employees of Bluegrass Family Health.
  - 213 employees of Creation Technologies.
- Workforce Summit was hosted in September with 100% of those who registered in attendance.
  - Highest ranked of our conferences for the location, networking session, and general logistics.
  - Suggested future topics were included in the survey so the committee can begin working on those. There are 9 great ideas to begin working on.
- WIA is partnering together with Office of Employment and Training on a National Emergency Grant.

- It is called KCCGO, and it will serve individuals who are long term unemployed or who are identified as likely exhaust their unemployment.
- Services that will be provided will be training in Certified Production Technician, Electronic Health Records, Customer Service, and CDL.
- There will also be OJT contracts available to those individuals as well as a work experience that can be provided for up to ten weeks.
- In addition, support services such as clothing, uniforms, safety equipment, tools and licensing and testing fees will be offered.
- A little more than \$500,000 was received for this grant with the anticipation that once 80% of it is expended, we can request more from the state.
- Job Seeker Scholarship
  - Avenue that we offer to individuals who know the training they want. There is an online application that they can fill out.
  - Services can be received at any of our six Career Centers throughout the region.
  - August, September, and October numbers show 222 applicants completed the applications. 59% fully completed the initial application. The other 41% did not finish the process.
    - Of the 59%, we have approved 18%; 29% are in the process, and will most likely be starting school in January; 45% were referred to a Workforce Specialist; and 8% did not follow through.
- There are nine current youth contracts. This is the first time we have had a youth contract in each one of our counties, with the exception of Garrard and Nicholas counties. However, we are partnering with KEDC on a DOL grant awarded in Garrard County. Of those nine contracts that began in July, we currently have 140 youth who are already enrolled, and there are enrollments on a consistent basis.
- Efforts to connect business and education are ongoing. We had an Evolving Schools, Evolving Workplaces conference that was mentioned at our July Board meeting. It was a one day summit co-hosted by us in partnership with the UK College of Agriculture and Education, The Business and Education Network, Commerce Lexington, and Bluegrass Tomorrow.
  - Purpose was to bring together businesses and education to talk about how to create a 21<sup>st</sup> Century workforce in Central Kentucky.
  - There were 120 attendees, with 30% of those representing industry and the balance representing education.
- MCSI presentation was at ASHRRA in Chicago. Three board members and one staff member presented on the camps, and it was a great success. Out of a score of 5, the lowest that was scored was a 4.67 on the areas that were measured.
- A follow up to the Evolving Schools, Evolving Workplaces Summit will occur this Thursday with Bluegrass Tomorrow. We are a co-host for this summit. They will be focusing on topics such as:
  - Setting the Stage, Evolving Schools Evolving Workplace Reports and the outcomes from that
  - How business and industry can engage with educators and leaders
  - How young professionals can engage with business and education
- Work Ready Community map was presented of the Bluegrass Area.
  - Several counties are in the midst of getting certified.
- Career Centers
  - Two new centers, one in Richmond and one in Georgetown.
  - Richmond's move in date is scheduled for November 21<sup>st</sup>.
  - Georgetown's progress is pending.
  - Working with both career centers for One Stop Certification. This will integrate services to provide functional teams instead of independent agencies. The goal is to improve the quality of the services as well as center management.
- Performance review for 2013
  - Three measures were met.
  - Six measures were exceeded.

## Corrective Action Plan

- Handout given of timeline of events from April 2013 to present.

- Discussion occurred around the timeline and events presented
- Chairman Smith shared an email he received from a citizen, stating that he had submitted a formal complaint with the Commissioner and the CLEO. That email was handed out.
- Chairman Smith informed the Board that a meeting was being proposed with the CLEO, Commissioner, BGWIB Executive Committee, and BGWIB Finance Committee to begin discussing the budget.
  - Discussed that the meeting must follow open meeting laws if BGWIB is to participate.

*Motion: Move to agree to the timeline and budget process proposed by Commissioner Brinly subject to all applicable open meeting laws, federal law/regulations, and case law.*

*Motion by: Mark Manuel*

*Second by: BJ Sullivan*

*Motion passed*

### **Request for Proposal**

- Lynette Walker reported on the results of the RFP.
  - RFP was approved for 6 staff.
  - CLEO did not respond to the inclusion of the One Stop staff.
  - The board received 3 bids.
  - Personnel committee reviewed the bids and has chosen the National Able Network because they had the highest average score for the evaluation criteria.
  - They are located in Chicago and Indianapolis, and they have experience with being a fiscal agent and an Employer of Record and also WIB experience behind them.
  - Employer of Record term would be for 1 year and would include day to day operations for the 6 Administrative staff in regard to payroll services, offering benefits, and working with the board to set up the day to day operations of the employees.
  - The fee for their services is \$122,680 and they are Department of Labor approved with a DOL approved Indirect rate of 17.25%
  - Question by Linda Huesing: Does it clearly state in the contract that they are providing services such as payroll and benefits but that staff take direction from the board?
 

*ANSWER:* Lynette Walker answered, stating that YES, it is clearly stated in the RFP and the attorneys will make sure that it is clearly stated in the contract.
  - Question: The six was the necessary amount for the administrative function?
 

*Answer:* Yes, the balance of the 25 is the One Stop staff. We could go back and reissue an RFP for the One Stops if the CLEO provides an answer.
- It is important for us to work with the Elected Officials and the fiscal agent because this is an official action of the WIB based on the authority given to us under the law so that the fiscal agent has to be directed to make those payments to that agency whenever this contract starts so that the payroll for those employees will continue.

*Motion: For the Board to accept the National Able Network as the Employer of Record for a one year term to handle the day to day operations of the employees. A formal contract will be proposed.*

*Made by: Lynette Walker*

*Second by: James Coles*

*Motion passed*

### **Bylaws**

- Overview of proposed changes Bylaws was provided by Steve Griffin

Motion: To accept revised Bylaws.

Made by: Steve Griffin

Second by: Mark Manuel

Motion passed

### **Career Center Leases**

- There are five Career Center Leases; Danville, Georgetown, Richmond, Frankfort, and Winchester.

Motion: To approve leases for each Career Center

Made by: Barry Lindeman

Second by: Monica Kidwell

Motion passed

### **State Contract**

- Four party contract was presented. The contract is a modification to the existing contract that expires December 31, 2014. Modified contract is through June 30, 2015.

Motion: To sign new agreement

Made by: James Coles

Second by: Linda Huesing

Motion passed

### **Training from Attorney**

#### **Conflict of Interest Policy**

- Training was provided on the Conflict of Interest Policy by the BGWIB Attorney.
- Policy was distributed with forms for board members to sign.

#### **Code of Conduct**

- Training was provided on the Code of Conduct Policy by the BGWIB Attorney.
- Policy was distributed with forms for board members to sign.
- All future contractors including Employer of Record and Fiscal Agent must sign.

#### **Whistleblower Policy**

- Training was provided on the Whistleblower Policy by the BGWIB Attorney.
- Policy was distributed

### **Committee Reports**

Minutes from the Finance, One Stop, Personnel, Youth Council, and Program Committee were distributed.

Motion: To approve committee minutes.

Made by: Mark Manuel

Second by: James Bushnell

Motion passed

### **Adjourn**

Motion: To adjourn.

Made by: Robert Akin

Second: James Bushnell

Motion: passed