



Executive Committee Meeting
November 25, 2014
BGADD
Lexington, KY

Kidwell, Monica	Compton, Jennifer
Lindeman, Barry	Duttlinger, David
Manuel, Mark	Henry, Kevin
Smith, Daryl	Leacock, Lynn
Walker, Lynette	Lupson, Erica
	May, Staci
	Payne, Charles
	Turley, Chris
	Wilson, John

Call to Order

Chairman Smith called the meeting to order.

Community Involvement Report

- Monica Kidwell reported that Madison County Business and Education Partnership will have their annual career fair for students who are juniors on Thursday, December 4, at EKU.
- Mark Manuel reported that KCTCS ordained a new system president last week who was the current Chancellor, Jay Boggs. Maysville Community and Technical College also has a new president.
- Lynette Walker reported that work has started on the 2015 Youth MCSI camps. They will be tweaking the curriculum for the Advanced I camp.
- Chairman Smith reported that at the last SETA meeting discussion took place about getting more private sector members involved in the organization. The organization is currently made up of primarily WIB staff and service providers. To make the organization more relevant, we need increased input from the private sector.

Consent Agenda

- The consent agenda was presented that included the final June financial totals.

<i>Motion: To Approve Consent Agenda</i>		
<i>Made by: Barry Lindeman</i>	<i>Second: Lynette Walker</i>	<i>Motion Passed</i>

Old Business

Strategic Action Plan

- Update was passed out with the additional handouts.
- Highlights included:
 - Two consortia meeting on a quarterly basis: Manufacturing and Health Care.
 - Still working with the Work Ready communities. Harrison County is submitting a letter of intent.
 - A teacher's academy was held in Danville during the summer. A video is being put together from the event.
 - The Bluegrass Higher Education Consortium Summit was held.
 - Partnership in Business and Education through Evolving Schools Evolving Workplaces has been completed.
 - One Stop Certification—Teams in Richmond and Georgetown are working toward applying for certification.
 - Work Ready Applicant program has gone through many different phases, but we have currently completed the first section.

Corrective Action Plan

- Still on target with corrective action plan submitted November 17th. At this point we are waiting to hear feedback in regard to anything else that we need to do.

Employer of Record Contract

- The Personnel Committee is still working with National Able Network to finalize the Memorandum of Agreement. Everything, except some minor tweaks, is complete.
- The memorandum is for the six administrative staff that has been discussed in the past.
- If approved, it will be effective starting with interviewing and filling those positions and getting them established in January 2015.
- Able will carry the primary level of insurance, with the WIB as an additional insured. The attorney recommends that a committee look at other insurance aspects to see if a B&O policy is needed for purposes of the administrative staff it needs to be noted in the Memorandum of Agreement.

Motion: To approve the Memorandum of Agreement for six administrative staff with Able contingent on this being approved as a line item in the budget.

Made by: Lynette Walker

Second: Monica Kidwell

Motion passed

Job Fairs

- Return on Investment reports.
 - Richmond had 201 job seekers and 41 employers.
 - Georgetown had 98 job seekers and 30 employers.
- Advertising was with WKYT with television and social media:
 - Georgetown's click rate was 3.18%; a good click through rate is 2%.
 - Richmond's was 5% with a good click rating being 3%.
- WLEX's Facebook click rate was 1%.
 - Richmond career fair was 6%, a little low, good is 7%.
- Suggestion to check into YouTube ads that are free for nonprofit organizations.

New Business

Financial Report (October)

- Breakdowns are provided by each funding source. A note at bottom highlights discrepancies that have been asked to be corrected.

Motion: To approve the financial report with noted changes.

Made by: Mark Manuel

Second by: Lynette Walker

Motion passed

Committee Reports

Personnel Committee

- The Memorandum of Agreement has been approved. When final budget approval is received, the agreement will be officially signed and instituted. We are in discussions with Able for them to come in and discuss benefits and what the employment process will be. We will then post the positions and begin the interviewing and hiring process. We will get this done as soon as possible and are looking for the best qualified applicants.
- Feedback is that Able is flexible in working with us and understands that with the timing of everything, it might not happen right on January 1.

Finance Committee

- The Finance Committee met last Friday and went over the budget.

One Stop Committee

- Discussion was held about the hours of the Career Centers being streamlined to make them more consistent. The hours are all different for each county. The proposal is to align the hours to be consistent.
- A question was raised on the reason behind the ½ day work day on Fridays. A study was done years ago about the hours on Friday being less because of traffic being lower.

Motion: To approve hours to be consistent in the Career Centers being 8-5:30 Mon-Thurs and 8-12 noon on Friday effective January 1, 2015.

Made by: Monica Kidwell

Second by: Barry Lindeman

Motion passed

BGWIB Budget

- Changed the structure of the budget after talking to the LEOs and the CLEO.
- Line items and what is included in them has changed.
- Section for the fiscal agent, the One Stops, the WIB, and the CLEO/LEOs has been split out.
- Staff lines will include everything tied to staff. Travel has been taken out.
- Phone and computer equipment has been taken out of supplies.
- In the WIB and the CLEO sections, there is a line item called "Support," which is anything that supports that group (i.e. liability insurance, legal fees, etc.).
- Numbers are based on historical figures and then adjusted.
- This is a six (6) month budget. Revenue at the top includes the estimated 2015 allocation.
 - Estimated carry over is included.

- There is an issue with the formula on the back page for total projected expenses. There is a number missing in the youth budget on projected expenses. The total allocation should equal the total projected expenses in the last column.
- It is very difficult to take two year money and create a six month budget. For this reason, the numbers for January to June of last year were used and then adjusted based on current activity.
- The 2015 allocation is estimated because final numbers have not be received.
- Note the line item under transfer. \$650,000 of Dislocated Worker money has been transferred over to Adult money to cover obligations that WIA currently has with On the Job training contracts.
- Notice on page 4 there are reserve FY15 funds. This is what we anticipate carrying over in July. There is a requirement that you have to have 80% of your money obligated by June 30, so the board is trying to adhere to all of those obligation requirements and still create a budget. The idea of the six month budget is to try to get something that is agreed upon by the CLEO and the WIB and get that worked out in the six month budget. When WIOA is implemented, the budget will actually be a two year budget for the length of the grant.
- If approved, the budget will be sent to the CLEO for comments.
- This budget will also serve as a trial budget for WIOA.

Motion: To approve the six month budget as a draft with modifications to update the mistake in total projected expenses and the revenue (when it occurs).

Made by: Mark Manuel

Second by: Barry Lindeman

Motion passed

Kentucky Housing Corporation (KHC) Workforce Plans

- Every year, there are Workforce Investment Plans that are submitted by companies who want to apply for tax credits through the Kentucky Housing Corporation. Applicants get extra points by indicating that they will hire at least three individuals, utilizing their local One Stop.
- A couple of requests for BGWIB support were included in your packet, and a few more are being handed out.
 - Belmont Apartments in Harrodsburg will be hiring for a painter and a carpenter between \$12 and \$16 an hour. They have indicated they will hire up to three individuals through the Career Centers.
 - Pebble Creek in Richmond will be hiring laborers between \$11 and \$15 an hour and have indicated they will be hiring between one and three workers.
 - Eastern Scholar House on EKV's campus in Richmond is looking to hire different skilled trades, including those in roofing, carpentry, painting, HVAC, drywall, asphalt paving, and insulation. They plan to hire a minimum of three workers.
 - Madison Towers in Richmond will be hiring for the same positions as above and will also hire a minimum of three workers.
 - The Hope Center in Lexington will be hiring for the same positions as above and will hire a minimum of three workers.
- These are being presented to the Board for approval. If approved, Chairman Smith will sign an approval letter indicating that they submitted their workforce investment plans stating they would hire at least three workers through the Career Centers. Jennifer Compton will stay in contact to provide any requested assistance in posting the jobs.

- QUESTION: Are outcomes ever looked at to see if they actually hire the workers they state they'll hire in their workforce plans?
 - ANSWER: No, we do not always know if they received funding. It has not been followed up on in the past.

Motion: *To approve KHC Workforce Plans.*

Made by: *Monica Kidwell*

Second by: *Lynette Walker*

Motion passed

Executive Session pursuant to KRS 61.810(1)(c) for proposed litigation for which disclosure of further detail at this time is not possible

For the record, Judge John Wilson objected to the closed session, stating there is an Attorney General's opinion that the mere speculation of the possibility of litigation in the near future does not trigger the exception to modify KRS 61.810(1) (c).

Motion: *To go into closed session based on the stated reason.*

Made by: *Mark Manuel*

Second by: *Lynette Walker*

Motion passed

Motion: *To come out of closed session*

Made by: *Mark Manuel*

Second by: *Lynette Walker*

Motion passed

Out of closed session

Motion: *To request pro bono legal services to take action to compel the payment of approved expenditures under the 2014 budget against all appropriate parties.*

Made by: *Barry Lindeman*

Second by: *Mark Manuel*

Motion passed

Adjournment

Chairman Smith adjourned the meeting.