



**Full Board Meeting
February 5, 2015
BGADD
Lexington, KY**

Akin, Robert	Guests:
Adams, Woods	Compton, Jennifer
Allen, Dale	Lupson, Erica
Bushnell, James	Leacock, Lynn
Collins, Celeste	May, Staci
DeBold, Jim	Turley, Chris
Fightmaster, Nancye	
Gray, David	Duttlinger, David
Griffin, Steve	Wilson, John
Kindred, Mike	Peculi, Belle
Manuel, Mark	Callihan, Craig
Napier, Lonnie	Payne, Charles
Obermeyer, Jason	
Oney, Gina	
Puckett, David	
Savage, Tracy	
Smith, Kristel	
Webb, Richard	
White, Jonathan	

Call to Order

Mark Manuel explained that because there is not a chair or vice chair, they referred to Roberts Rules of Orders. It states that if there is not a chair or vice chair, the secretary, who is absent, or another member should call the meeting to order and elect a Chairman Pro Tem to reside during that session. Commissioner Brinley suggested that a chairman be elected for the duration of the meeting to run the meeting and to also sign the budget that is on the agenda. Under WIA the chair has to be private sector. Mark has called the meeting and asked for an election of a pro tem Chairman.

New Business

- Steve Griffin is private sector, chair of the Program Committee and a member of the Executive Committee and was nominated by Mark Manuel to Chair the meeting.

- In accordance to the bylaws Article 7, 3, this special meeting was called by a majority of the Executive Committee, who are present.

Motion: *To elect Steve Griffin as Chair for the meeting.*

Made by: *Mark Manuel*

Second: *Kristel Smith*

Approved

- Objection by John Wilson as to Mark Manuel running the meeting. Mark stated that he is not running the meeting they are getting ready to elect a chair.

Conflict of Interest statements

- The statement is contained in your meeting packet. The forms to sign are passed around. Please sign and return today before you leave.
- A copy of the Bylaws is also included in the packet. It can also be found in the binder for new board members.

Nomination of Election Committee

- They will be recommending the nominations for officers. Majority have to be private sector. It is a suggestion that we appoint three public sectors to be the nominating committee.
- Public appointees are: Mark Manuel, Kristel Smith, Jonathan White.
- Public members in attendance are: Celeste Collins, David Gray, Mike Kindred, Mark Manuel, Gina Oney, Kristel Smith and Jonathan White.

Youth Work Experience Proposals

- Presentation by Chris Turley. He gave the background on the Youth Proposals.
- Youth Programs are for youth 16-20 years old, the majority of who are out of school youths.
- Request was brought before the board for a total of increase in funds of \$20,000 for the Work Experience Program which allows students that do not have much work experience to obtain that experience. We subsidize the wage for that individual and they can work up to 40 hours a week.
- The two programs are: KY River Foothills (YIP) needing \$9,288.80 and Thorn Hill Ed Center (WIN) needing \$11,023.80.
- The Youth Council met on January 13 to go over the two proposals that were submitted.
- Original contract amount for each program was \$15,000 each based on the number of enrollments that they thought they could get for each program.
- The Youth Council made a motion to approve the two proposals that were submitted.
- Proposals are included in the board packet.
- Question by Tracy Savage: Are they stating that it will cost more on a per student basis?
- Answered by Chris Turley: No. The \$15,000 original amount was based on last year's numbers. This year they are allowing the students to work 40 hours at \$7.25 an hour and they can have up to 20 students in the program.
- Jennifer Compton stated that last year they allotted money for 20 students and not all took advantage of it. So instead of increasing the amount, they were asked to determine how many kids they would have.
- Contracts are cost reimbursement. The Program funds the money and then they get reimbursed.

Motion: To approve the additional \$20,000 in funds for the two youth programs.

Made by:

Second by: Mark Manuel

Approved

Approved Meeting Schedule

- Full Board meets once a quarter except for special called meetings.
- Executive Committee meets monthly.
- Meetings are held on the last Tuesday of the month at 8:30 a.m.
- Meeting schedule is included in the packet.

Motion: To approve the above mentioned meeting schedule for 2015.

Made by: James Bushnell

Second by: David Gray

Approved

Finance Committee

Budget

- Meeting minutes from last Finance Committee are in the packet.
- Six month budget up to July 1, 2015 is included in the packet that was approved by the Finance Committee and needs approval from the board.
- This budget takes us up to July 1 when WIOA takes effect and a new 1 year budget will then be put into place.
- Department of Labor allocates two times a year and you get the money for two years.
- This budget basically mirrors the first six months of last year with adjustments for things that were known to come up.
- The page after the budget is a page that explains things that are in the budget.
- There are Program Expenses and there are Administration Expenses.
- Money is awarded to the state and then doled out.
- There is Youth money, Dislocated Worker money and Adult money. Each is targeted towards a different population and there is overlap. There are also National Emergency Grants that can be applied for if something bad happens.
- Indirect shared costs are basically the costs of doing business at the ADD, the fiscal agent.

Motion: To approve the six month budget that the Finance Committee has prepared.

Made by: Jim DeBold

Second by: Lonnie Napier

Approved

Legal Fees

- An agreement was made to re-review the invoices from WRG. This started with personnel actions that required legal investigations. A history of what happened is included in the last minutes.
- There were items that were workforce related and things that we did not think should be paid out of Workforce dollars.
- Included in the packet is a list of invoices from WRG that were reviewed. They were gone through line by line. It was a very tedious undertaking. Staff was asked to put

together a spreadsheet of what was approved and what was not approved. The items that were not approved are on the list with a detailed description. Most of what was not approved are either costs that were redacted or they were things that were not related to workforce but to property issues or the ADD.

- There were credits on the invoices that had been paid and were not taken into account.
- Finance Committee approved a total of \$43,930.89 and agreed that they were workforce related and should be paid.
- Open to Discussion.
 - The other \$11,900.50 in invoices was deemed the responsibility of the fiscal agent.

Motion: *To approve the \$43,930.89 to be paid.*

Made by: *Mark Manuel*

Second by: *Richard Webb*

Approved

Meeting was adjourned by Steve Griffin.