



**Full Board Meeting**  
**April 28, 2015**  
**Bluegrass Area Development District**  
**Lexington, KY**

<b>Board Members Present</b>	<b>Staff Present</b>
Adams, Woods	Gibson, Ashley
Bushnell, James	Lupson, Erica
Collins, Celeste	May, Staci
Combs, Brian	Turley, Chris
DeBold, Jim	
Fightmaster, Nancye	
<b>Guests Present</b>	
Napier, Lonnie	Colliver, Clinton
Obermeyer, Jason	Duttlinger, David
Oney, Gina	Landry, Janet
Puckett, David	Payne, Charles
Pratt-Savage, Tracy	Vaught, Jacqueline
Webb, Richard	
White, Johnathon	

#### **Call to Order**

Tracy Pratt-Savage called the meeting to order, mentioning the new group of members. She states that the board needs to wrap up the work that has begun and to get through June 30, 2015. She expects the board to set a solid foundation to move ahead with the new WIOA legislation on July 1, 2015. Chair Pratt-Savage makes it known that only what is on the agenda can be discussed during the meeting. She also makes the board aware of the low quorum on some committees. Chair Pratt-Savage introduces Chris Turley as the Interim Associate Director of Workforce Services.

#### **Community Involvement Report/Update**

Chair Pratt-Savage allows all in attendance to introduce themselves, their background, what county they're from, who their judge executive is, why they are serving on the board, and to give any update available from their committee.

#### **WIB Related Update**

Chair Pratt-Savage states that there are three groups that work together to make this happen. The WIB employs Bluegrass ADD to carry out day-to-day operations on programs that have been approved by the board. Chair Pratt-Savage then introduces

David Duttlinger, the Executive Director of the ADD, to give an update and then proceeds to allow other guests in attendance to introduce themselves. Chair Pratt-Savage discusses the interlocal agreement, and Nancye Fightmaster asks why Lexington refuses to sign the interlocal agreement. Chair Pratt-Savage then replies that Lexington does not agree or have faith in the Bluegrass ADD, although the ADD meets or exceeds every required level of proficiency. She proceeds to ask James Bushnell to add any comments he may have about the interlocal agreement. Mr. Bushnell claims that it is the relationship that Lexington has with the ADD that affects the signing of the interlocal agreement. Mr. Duttlinger then goes into detail to discuss a timeline in hopes of making the topic understandable for the attending board members. Chair Pratt-Savage states that she has been pulling information and putting it together for herself along with the executive committee and Chris Turley on Dropbox. After this discussion, Chair Pratt-Savage then allows for a five minute break.

## **Old Business**

- **Financial Report**

- **Overview**

- Mr. Turley introduces Assistant CFO, Jacqueline Vaught, to discuss the financial report located in the packet at hand. Chair Pratt-Savage brings a few items to the forefront: there is no line item for attorney fees, and there are attorney bills that have been incurred. Ideally, there should be one attorney for all matters. Chair Pratt-Savage states that the budget will be amended. Mrs. Vaught begins to go over the WIA budget that was discussed in the Executive Committee meeting. Nancye Fightmaster then asks Mrs. Vaught to revisit and discuss the topics of Adult, Dislocated Worker, and Youth funds. James Bushnell asks for the difference between NEG and NEG Go, and Chris Turley distinguishes the two grants.
    - Mrs. Vaught continues with the Year to Date Cumulative Report. Chair Pratt-Savage conveys to the board that everything that was approved by the financial committee and suggested to the full board was approved. There was question whether or not the money had been approved prior to being spent.
    - Chair Pratt-Savage expresses to the board that they are not approving or voting on items, just making aware where things stand.
    - David Duttlinger claims that there are two budget cycles that relate to the topics of discussion. Legal expenses were incurred in 2014 by all three parties, as the chair had suggested. That budget did not have a line item for legal fees. Mr. Duttlinger states that two instances occurred: In June, these legal fees were starting to accumulate and a decision had to be made of whether or not to pay. Mr. Duttlinger made the decision to pay the legal fees and if the Workforce Board did not agree with the decision, they could go back to review it. He then expresses to Chair Pratt-Savage that he

needs direction from the board on how to properly handle the legal fees incurred.

- Mrs. Fightmaster then questions Mr. Duttlinger on how the legal fees were handled in the past. Mr. Duttlinger responds that those fees were put into board expenses.
- The main focus is to have one attorney for general items, instead of three separate attorneys.
- Chair Pratt- Savage claims that the Finance Committee has spent many hours going through each item.
- She adds that the board works with \$11,000,000, and that money needs to go to programs and positive things and not legal fees.
- Mrs. Vaught continues to review the financial report.
- Chair Pratt-Savage suggests that everyone operate together on a fiscal year and to continue with the highlights of the financial report.

- **Outstanding Bills**
- **Amend Budget**

- **Strategic Plan Overview**

- Put together new plan on July 1<sup>st</sup>, 2015.
- Looking to complete business before July 1<sup>st</sup>, 2015.
- Mr. Turley lets all in attendance know of the documentation that outlines the work of the previous board, which is located in the packet at hand. This can be used as a reference point.

- **Corrective Action Plan**

- Chair Pratt-Savage states that the corrective action plan has been reviewed, and the progression has been reported to the state.
- Chair Pratt-Savage is hoping to get to a point where only one attorney is needed and not need the oversight of the finance committee.
- She also shares that it was discovered that the finance committee is a permanent committee and not an ad hoc committee.
- Chair Pratt-Savage next discusses an issue with testing in the Career Centers. She states that there were instances where clients who were taking tests at the Career Centers were allowed to finish those tests at home. This situation has been dealt with, and new policies are in place.
- Chair Pratt-Savage expresses to the board that success stories need to be shared.
- Mr. Turley shares that he met with the employer associated with Judge Wilson's wife, and that employer shared that if the candidate shows up to take the test, then it is likely that person will show up to work.
- Staci May points out that the procedure in place had been directed for Business Service Specialists because of their one-on-one contact with the employers. As the testing grew, other staff members offered assistance, and the procedure information did not get transferred along to all staff. The procedure will be updated to a policy.
- Every employee will be trained on the policy.

- Staff are taking action to make the system better.
- Mr. Duttlinger states that Mr. Turley has been very proactive in taking care of this situation and has been engaging his staff.

## **New Business**

- **Committee Updates**
  - Chair Pratt-Savage discusses each committee, who is the chair, where the holes are, and which committees need to be filled. She needs each committee to be full for the next two months in order to finish business.
  - There is no representation for the finance committee at this meeting, but there is a meeting being set up and it will be held with advanced notice being publicly disseminated. Mr. Turley will review how that will be done later on in the meeting.
  - Next, each committee gives an update.
  - Chair Pratt-Savage then goes through each board member, asking which committee they would prefer to serve on.
- **Open Meetings/ Open Records**
  - Chair Pratt-Savage states that there has been an attempt to get legal representation to come in and discuss this matter, but there have been scheduling conflicts.
  - Mr. Turley then discusses open meetings requirements -- bylaws, regular meetings, special meetings, notice of meetings, votes, and quorum.
  - Chair Pratt-Savage makes the board members aware of quorum, and there will be a full training of the new board going forward of the open meetings act.
- **Incumbent Worker Training**
  - Mr. Turley reviews worker training at the University of Kentucky Medical Center.
    - Asking for assistance in paying for training for current staff.
    - Skills upgrade for those individuals (20 employees).
    - Mr. Turley discusses what will be provided with the training.
    - Total cost of the training is \$12,480; UK is requesting that the board pays for half of that amount (\$6,240) to provide the skills upgrade.
    - This training will allow for an increase in productivity and effectiveness.
    - Chair Pratt-Savage then asks if there is money available in the budget for this training, and Mr. Turley claims that there is money on hand.
    - It will have to go before the state, and they will have to grant this motion as well in order for incumbent worker funds to be utilized.

*Motion: To provide funding for UK Med Center Physical Plant training.*

*Motion by: Brian Combs    Second by: Nancye Fightmaster    Motion passed*

- **One-Stop Certification**
  - Erica Lupson gives a presentation on certifying local career centers with the new WIOA.
    - One center must be certified by June 30, 2015 with the help of peer reviewers from other local areas.
    - Working on getting Richmond Career Center certified.
    - She discusses roles, responsibilities, expectations, recommendations and certifications, and the reconsideration process.
    - Danville, Frankfort, Georgetown, Lexington, and Winchester Career Centers must be certified by June 30, 2016.
- **Regional Career Fair**
  - Staci May gives a presentation on how the ADD will outreach for the regional career fair coming up.
    - Free social media
    - WLEX
    - WKYT
  - Staci reviews the packages that are available with each outlet and illustrates a map to show what areas will be reached with this outreach.
  - Total amount requested for all marketing is \$2,220. 262,400 notifications will go out for the total amount requested.
  - Chair Pratt-Savage states that there are two key items to consider: Employers have more job openings this year compared to the past and national news coverage of people looking for “better” jobs which applies to the candidates in our region.
  - There is enough money in the budget to support this request.
  - An employer follow-up survey will be used to track which attendees have interviewed for the position, who received employment, and who kept their job.

Motion: To approve funding for job fair outreach.

Motion by: David Puckett    Second by: Lonnie Napier    Motion passed

- **Kentucky Career Center Assessment**
  - Staci May discusses assessments and the amount of testing that occurs.
  - One site, paid for by the Bluegrass ADD
    - Unlimited testing.
    - The site was never identified because of the other sites that do testing, as well.
  - Hoping to increase the number to cover all of the locations, including the mobile unit/laptop pool.
  - An increase of additional six locations.

- \$1000-\$1500 to add mobile location to ensure compliance.

Motion: To approve funding for mobile location testing license.

Motion by: James Bushnell    Second by: Woods Adams    Motion passed

- **WIOA Update**
  - Chair Pratt-Savage makes the board aware of the information provided in the packet explaining WIOA.
  - Trying to get everyone educated in advance for upcoming WIOA implementation.
- BGWIB Calendar
  - Chair Pratt-Savage makes the board aware of the meetings on the calendar.
  - Encourages members to attend board meetings.
  - Wrapping up business for the June 30<sup>th</sup> deadline.
  - All information will be added to Dropbox.
  - Chair Pratt-Savage then asks for questions and thanks each member for stepping up and assisting with the committees as well as for attending the meeting.

Motion: To adjourn the meeting.

Motion by: Lonnie Napier    Second by: James Bushnell    Motion passed