



**Executive Committee Board Meeting
May 26, 2015
Bluegrass Area Development District
Lexington, KY**

Board Members Present	Staff Present
Adams, Woods	Gibson, Ashley
Boggs, David	Lupson, Erica
Bushnell, James	May, Staci
Combs, Brian	Turley, Chris
Pratt-Savage, Tracy	
Schneider, Karen	
	Guests Present
	Colliver, Clinton
	Duttlinger, David
	Gay, Jon
	Vaught, Jacqueline

Call to Order

Chair Tracy Pratt-Savage called the meeting to order and thanks everyone for attending.

Community Involvement Report

Chair Pratt-Savage allowed all members in attendance to give a brief update of their representative counties.

WIB Related Update

Chair Savage reminds all members of the upcoming WIOA law starting on July 1, 2015. She also updates every one of the Interlocal Agreement and states that it will “hopefully” be wrapped up by the end of the month.

Consent Agenda

1. Minutes (April 21st and 28th)

Chair Pratt-Savage allows all the members to review the minutes from the previous board meetings on April 21st and April 28th.

Motion: To approve minutes from April 21st and April 28th meetings.

Motion by: James Bushnell Second by: Brian Combs Motion passed

2. Staff Report (April)

Mr. Turley gives a brief staff report. He discusses the dashboard including Business Services, Unemployment Rates, WIA Performance, WIA Enrollment, and Youth Contracts, which are all located in the packet at hand. Mr. Turley also includes a brief update on the upcoming career fair.

Motion: To approve staff report from April.

Motion by: Brian Combs Second by: Woods Adams Motion passed

3. Financial Report (April)

Mr. Turley goes into discussion of the approved six month budget and the year-to-date cumulative report, located in the packet at hand. He then briefly clarifies the expenditures associated with each grant. Chair Pratt-Savage then states that there are simultaneous budgets that do not correspond and this will be corrected July 1, 2015, making this process easier. Mr. Turley allows Jacqueline Vaught, Assistant CFO, to finish the description of each expenditure.

Motion: To approve Financial Report for April.

Motion by: David Boggs Second by: Karen Schneider Motion passed

New Business

• Committee Updates

- Each member gives an update of their committee
- **One-Stop**
 - Woods Adams states that the only item left to tend to is to get together a review together in order to certify the Richmond Career Center.
 - Mr. Turley gives an overview of the one-stop certification process.
- **Program**
 - Brian Combs, Program Committee Chair, gives an update of the previous meeting that was held on May 8, 2015.
 - All program committee meetings will be scheduled as needed, going forward.
 - Mr. Turley makes all members aware of the Computerized Testing Policy that is located in the packet at hand and each member briefly reviews that policy.
 - Chair Pratt-Savage gives an overview of the policy.

Motion: To accept the recommendation of the Program Committee.

Motion by: Woods Adams Second by: Brian Combs Motion passed

○ Youth Council

- James Bushnell, Youth Council Committee Chair, gives an update of the previous meeting that was held on May 12, 2015.
- The biggest issue with the Youth Council is the drafting of the RFP's.
- Mr. Bushnell states that he would prefer legal council to look over the proposals.
- Chair Pratt-Savage goes into discussion of having legal council to represent the board.

Motion: To have the WIB staff draft an RFP for the Youth Programs.

Motion by: Karen Schneider Second by: David Boggs Motion passed

- Mr. Turley and Mr. Bushnell discuss the RFP's for the Youth Programs and Mr. Turley then gives a brief overview of the TENCO region's RFP.
- **Personnel**
 - Karen Schneider, Personnel Committee Chair, has stated that she has not called a meeting but is hoping to have one soon in order to wrap up any unfinished business.
- **Finance**
 - David Boggs, Finance Committee Chair, gives an update of the previous meeting that was held on May 7, 2015.
 - The finance committee made a recommendation to pay the legal bills through December 31, 2014.

Motion: To pay legal bills for 2014 and to review and vote month by month.

Motion by: David Boggs Second by: James Bushnell Motion passed

- Mr. Boggs then pauses for questions about anything finance related.

Motion: To approve July 2014 legal bills.

Motion by: Karen Schneider Second by: James Bushnell Motion passed

Motion: To approve August 2014 legal bills.

Motion by: David Boggs Second by: Karen Schneider Motion passed

Motion: To approve September 2014 legal bills.

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

Motion: To approve October 2014 legal bills.

Motion by: James Bushnell Second by: Karen Schneider Motion passed

Motion: To approve November 2014 legal bills.

Motion by: Brian Combs Second by: Woods Adams Motion passed

Motion: To approve December 2014 legal bills.

Motion by: Karen Schneider Second by: David Boggs Motion passed

- Mr. Boggs states that during the next finance committee meeting, he will be working with Jacqueline Vaught to amend the budget.
- Chair Pratt-Savage then reviews emails regarding legal fees and the Bluegrass WIB.
- Attorney Jon Gay makes a statement concerning the legal fees of 2014 and the Chief Local Elected Officials related to the WIB.

Motion: Use money in WIOA transition for legal representation regarding the May 27, 2015 meeting.

Motion by: James Bushnell Second by: Brian Combs Motion passed

Motion: To amend the 2015 budget to include legal fees.

Motion by: David Boggs Second by: James Bushnell Motion passed

- Mr. Turley then discusses the last three pages located in the packet at hand concerning the WIOA transition funds and the availability of those funds.

- **One-Stop Certification**

Mr. Turley discusses the letter of intent (located in packet) to move forward with the certification of the Richmond Career Center. He states that a review team needs to be selected for the certification process and makes a recommendation to choose the three members that represent the agencies that will be inside the Richmond Career Center. Chair Pratt-Savage then pauses for questions regarding this issue.

Motion: To appoint Erica Lupson, Gina Oney, and Jonathan White to the review team.

Motion by: Woods Adams Second by: Brian Combs Motion passed

- **Business Services Team Lead Appointment**

Mr. Turley discusses the local business services team in relation to employer and job seeker services, going forward with the one-stop certification. In order for this to work, he makes a recommendation for a motion to appoint Erica Sluder as the Business Services Regional Team Leader.

Motion: To appoint Erica Sluder as the Business Services Regional Team Leader.

Motion by: Woods Adams Second by: Karen Schneider Motion passed

- **Incumbent Worker Training**

Mr. Turley recaps the UK proposal to retrain their employees for a skills upgrade. He then goes to discuss the applications from Denyo Manufacturing Corp., Maynard Studios, Inc., Wausau Paper Corp., who are looking for this same incumbent working training and skills upgrade. He states that funds are available in the budget and then recommends a motion to pay for incumbent worker training.

Motion: To assist with the payment of the incumbent worker training.

Motion by: David Boggs Second by: Karen Schneider Motion passed

- **MOA**

- Mr. Turley discusses the MOA (agreement between the board and the chief local elected official) for the Richmond Career Center location. He also goes through and gives a description of the MOU (agreement between the partners sharing the career center) located in the packet at hand. He recommends a motion to approve the MOU/MOA in moving forward with the certification of the career center.

Motion: To approve MOA/MOU.

Motion by: David Boggs Second by: Brian Combs Motion passed

- **Items to complete prior to July 1st WIOA Implementation**

- Chair Pratt-Savage states that everything has been identified in order for WIOA beginning on July 1, 2015. She will continue to share updates with all members to keep everyone up to speed and reminds all members of the upcoming June 30th meeting.

Motion: To adjourn.

Motion by: Brian Combs Second by: Karen Schneider Motion passed