



**Executive Committee Board Meeting
June 30, 2015
Bluegrass Area Development District
Lexington, KY**

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

Call to Order/ Welcome

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

Community Involvement Report

Chair Pratt-Savage allowed all members in attendance to give a brief update of their representative counties. Brian Combs, Madison Co., stated that the Bluegrass Army Depot is almost complete and there are a few jobs available now, but by 2016 there will be 700 new jobs offered. David Duttlinger, Executive Director of the Bluegrass ADD, followed Mr. Comb’s update by giving an overview of the Army Depot and stating that this is a very important topic that needs to be focused on. Karen Schneider, Anderson Co., stated that things were going well in Anderson County and had no further updates. James Bushnell, Garrard Co., updated the executive committee about the growing entertainment district and the attempt to promote local tourism through the Grand Theater. Lonnie Napier, Garrard Co., had no information to add to Mr. Bushnell’s update. David Boggs, Franklin Co., informed all members of a new industry that is moving their headquarters from Louisville to Frankfort creating 70 new jobs along with the construction of new warehouses for the Bourbon industry. He also discussed the minimum wage ordinance for Lexington and the impact it would have in not only this community, but other surrounding communities as well. Chair Pratt-Savage updated the executive committee on the budgeting of Nicholas County’s budget. She also touched on the inheritance of an ambulance service, the improvement of the financial performance in Nicholas County, and the focus of small businesses in the area. Woods Adams, Lincoln Co., informed all members of the hiring of a new tourism director and the openings of new restaurants and hotels. Gina Oney, a board member, stated that the Richmond Career Center re-opening was a success along with the certification of that center and she also mentioned the previous job fair with the result of 270 job seekers in attendance.

WIB Related Update

Chair Pratt-Savage informed all members that this will not be the last meeting. There will be at least one more in order to transition to the new WIOA board. She then gave an update of the meeting she had with Mayor Gray, Judge McKinney, Deputy Secretary Beth Brinly, and Commissioner Beth Koun in order to bring McKinney and Gray up to speed. Chair Pratt-Savage explained the process of electing the LEO's and then the new board members. Following this explanation, she notified the members of the new line item that was being placed in the budget by request of the finance committee and the help of Jon Gay's firm through transition of WIOA.

Consent Agenda

1. Minutes (May 26th and June 17th)

Chair Pratt-Savage allowed all the members to review the minutes from the previous board meetings on May 26th and June 17th

2. Staff Report (May)

Mr. Turley gave a brief staff report. He discussed the dashboard including Business Services, Unemployment Rates, WIA Performance, WIA Enrollment, and Youth Contracts, which were all located in the packet at hand. Mr. Turley also included a brief update on the ribbon cutting that took place in Richmond.

3. Financial Report (May)

Mr. Turley invited Jacqueline Vaught, Assistant CFO, to review and discuss expenditures located in the financial report. David Boggs then questioned the reallocation of funds to other categories, if money is not spent. Mrs. Vaught then answered by stating that Adult and Dislocated Worker funds will be used up by their expiration date, however, there will still be funds in the Youth grants. David Duttlinger followed Mrs. Vaught's statement by informing the board that the state allowed the expiration date of these grants to be extended until September 30, 2015. He also mentioned that the Cabinet has plans to decertify the WIA funds and then transition them into WIOA funds and will then come back to the board in order to be budgeted.

Motion: To approve Consent Agenda for May.

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

New Business

• Committee Updates

- Each member provided an update of their committee's work.
- **One-Stop**
Mr. Turley stated that the only update for the One-Stop committee will come later on in the agenda.
- **Program**
Chair Pratt-Savage informed all members that there is no update and all business has been wrapped up.
- **Youth Council**
James Bushnell, Youth Council Chair, stated that the Youth Council did not meet this month. Mr. Turley then followed Mr. Bushnell's statement by announcing that he hopes to get the legal notice out on the following Wednesday for the youth RFP process. Proceeding from Mr. Turley's announcement, Mr. Duttlinger started a discussion on minimum wage. He

stated that there has been an executive order from the Governor to raise the state minimum wage to \$10.10 an hour and that the ADD is currently waiting on direction from the state on how that may affect some of the contracts, which could heavily effect the work experience portion of the youth contracts. Chair Pratt-Savage stated that, "ideally," the board would like full participation in each of the programs and to help with that, each member of the board should be an ambassador for these programs to help build the number of participants. Along with Chair Pratt-Savage's statement, Mr. Turley informed all members that with the new WIOA law, the age range will now be 16-24 and hopefully this can help to increase the numbers.

○ **Personnel**

Karen Schneider, Personnel Committee Chair, stated that the Personnel Committee will be observing upcoming interviews for the Director of Workforce Services. Chair Pratt-Savage followed Mrs. Schneider by updating the committee of the 10 possible candidates for this position. Being in charge of the hiring, Mr. Duttlinger then gave a further explanation of the hiring process. He stated that he contacted the co-CLEO, Judge McKinney, and Chair Pratt-Savage to notify them of the advertising for this position. Mr. Duttlinger discussed how each resume would be reviewed, and then gave a brief update of the interview process. According to Mr. Duttlinger, he hopes to conduct these interviews and have them completed by the following week. Being a Human Resources Director, Karen Schneider previously introduced the idea of being involved in the hiring of this position as a representative for the WIB in order to have input. Chair Pratt-Savage then passed this proposal on to Mr. Duttlinger, who believed it to be a great idea. She then asked for a motion for Karen Schneider and the Personnel Committee to be involved with the hiring of the Director of Workforce Services. Mr. Duttlinger discussed the job description that was created and passed on to Hanna Resource Group to grade this position for a minimum, median, and maximum salary range.

Motion: *To have Karen Schneider involved with the hiring of the Director of Workforce Services.*

Motion by: *Woods Adams*

Second by: *Brian Combs*

Motion passed

○ **Finance**

David Boggs, Finance Committee Chair, gave an update of the previous meeting that was held on June 17, 2015. He stated that it was a very productive meeting and there was discussion of the Corrective Action Plan, legal fees, and the process of communication regarding an attorney. Mr. Boggs updated the committee of this process and stated that there will be a chain of emails sent to the WIB Chair and other finance members to notify them of the subject and intent of the conversation, when any person is in contact with an attorney. This process will help with creating more detailed legal invoices, which the Finance Committee is asking for and also addresses the Corrective Action Plan. Chair Pratt-Savage then asked for a motion to adopt this formal process of the chain of emails.

Motion: To adopt this formal process of the chain of emails.

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

- **Legal Discussion**

Chair Pratt-Savage allowed Jacqueline Vaught to discuss and review three proposed budgets for the WIB, in order to put legal back into the budget. After review, the executive committee will vote for the desired budget. The finance committee has reviewed each of these proposed budgets in depth and is recommending to the executive committee the proposed budget of 6/17/15 with the added line item of legal fees. Chair Pratt-Savage then raised the question of the mediation fees and who requested the help of Helen Parker. Mr. Duttlinger then gave a quick background of the mediation and Helen Parker. After compromise between the LEO's and Mayor Gray, Helen Parker (suggested by Beth Brinly) was chosen as the mediator. With the mediation taking place on June 27th and Helen Parker not being notified until June 21st or 22nd, this then put the Bluegrass ADD in an emergency procurement situation. Following this mediation, Mr. Duttlinger sent a contract to Ms. Parker in order to finalize all dealings and this contract will be given to the board for approval.

Motion: To adopt proposed budget of 6/17/15.

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

Following this motion, Chair Pratt-Savage updated the executive committee on the recommendation made by the finance committee, which was to approve legal fees from January-May. She then allowed Mrs. Vaught to review the total legal fees for each month before approval.

Motion: To approve January legal fees.

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

Motion: To approve February legal fees.

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

Motion: To approve March legal fees.

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

Motion: To approve April legal fees.

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

Motion: To approve May legal fees.

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

Chair Pratt-Savage then asked for a motion to approve the arbitrator bill. Mr. Turley informed the group that the set of emails concerning this bill are located in a separate packet that each member should have at hand.

Motion: To approve the arbitrator bill.

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

After the approval of this motion, Chair Pratt-Savage reported that Mr. Turley had followed up with the WIB's previous attorney in order to request an extension of their RFP, but it had expired at the end of December. As a result, an RFP needs to be put together and approved to arrange the hire of a new attorney for the WIB, as this is task one for the July 28th meeting. Task two for the July meeting is to address every issue associated with the Corrective Action Plan. Therefore to attend to this issue, the board needs to come up with a plan for bills to be paid in a timely manner and to have the finance committee to review only "certain" bills.

Motion: To request the finance committee to come up with a plan to pay bills and to review only certain bills.

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

Back to the first issue, Chair Pratt-Savage asked for a motion to be made for an RFP to be created for the hiring of a new attorney.

Motion: To create an RFP for a new attorney.

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

Following this motion, Mr. Boggs raised the question to Mr. Duttlinger of an emergency procurement regarding this RFP. Mr. Duttlinger stated that he does not foresee any issues as long as everything is done in a timely manner. Mr. Boggs then asked the Chair to assign a committee to review these RFPs. She then assigned the finance committee to lead this task.

Motion: To assign finance committee to review RFPs.

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

- **One-Stop Certification**

Mr. Turley recapped the previous meeting regarding the certification of the Richmond Career Center and he reviewed the process. He also discussed the letter of recommendation from one of the peer reviewers, located in the packet at hand. He then asked for a motion from the executive committee to approve the recommendation of the review team.

Motion: For the Richmond Career Center to be a full service center.

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

Going forward, the notification of this motion will be sent out to Deputy Secretary, Beth Brinly, as stated by Mr. Turley.

- **KY Institute for Economic Development**

Mr. Turley discusses the background and the information of this conference, which is also located in the packet. He stated that he is bringing this to the board in hopes of getting a motion by the board to sponsor three people to attend this conference. Karen Schneider made the suggestion to reserve three spots for this conference in order to meet the early bird deadline and avoid a late, and the names will follow shortly after. David Boggs then makes the recommendation for a presentation of what was learned at this conference by the attendees.

Motion: To sponsor three people to attend the KY Institute for Economic Development.

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

Mr. Duttlinger then proposed the idea of sending five people instead of three, for the sole reason of flexibility for people who decide to attend this conference at the last minute. David Boggs then amended his motion to sponsor up to five people, from three.

Amended motion: To sponsor up to five people to attend the KY Institute for Economic Development with the stipulation of reporting back to the board.

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

Chair Pratt-Savage then asked Mr. Turley to send out a notice to the entire board of the two available scholarships for the KY Institute for Economic Development.

- **Next tentative meeting: July 28, 2015**

Chair Pratt-Savage informed the board that they will still be attending the next meeting, unless the new WIOA board is seated by then. Mr. Turley introduces the new Youth Services Manager, Shawn Jones, and gives a brief background of his work history with youth. Following the introduction of Mr. Jones, Mr. Duttlinger brought up the conclusion of the MCSI camps from the past two weeks. Mr. Turley then gave an update to the committee of how the camps turned out and the impact it had on the children who attended. To wrap up the meeting, Chair Pratt-Savage asked for a motion to adjourn.

Motion: *To adjourn.*

Motion by: *Woods Adams*

Second by: *Karen Schneider*

Motion passed