



**Executive Committee Board Meeting
July 28, 2015
Bluegrass Area Development District
Lexington, KY**

Board Members Present	Staff Present
Adams, Woods	Gibson, Ashley
Boggs, David	Glasscock, Amy
Bushnell, James	Jones, Shawn
Combs, Brian	Lupson, Erica
Pratt-Savage, Tracy	May, Staci
	Turley, Chris
	Guests Present
	Colliver, Clinton
	Oney, Gina

Call to Order/ Welcome

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

Community Involvement Report/WIB Related Update

Chair Pratt-Savage asked all members in attendance to give a brief update of their representative counties. Brian Combs, Madison County, stated that things were going well and there have been advertisements for jobs at Hitachi in Berea. Following Mr. Combs, James Bushnell, Garrard County, stated that his county has recently experienced more job growth with certain companies and had no other updates. David Boggs, representing Franklin County, stated that the Frankfort Chamber of Commerce has launched a new program to recruit high school students to enter into the manufacturing industry along with a skills certification that will start this coming school year. He also informed all members of the new Buffalo Trace facility for storing bourbon along with a new warehousing facility for Jim Beam. Chair Pratt-Savage, Nicholas County, stated that Nicholas County Judge Executive Mike Pryor was elected Vice Chairman at the Bluegrass ADD's quarterly meeting. She then went on to discuss the hiring of the first employee at the Chamber of Commerce in Nicholas County; every employee there was previously strictly a volunteer. With the hiring of this part-time employee, one of the job duties will be to update Nicholas County's online information pages with the help of high school students in the area. These students will be helping because of their familiarity with technology web page design. She also reported that there will be a few small industries coming into Nicholas County. Preceding Chair Pratt-Savage, Chris Turley gave a staffing update of the WIOA department and updated all members of the results from two jobs fairs that were held earlier in the month. Woods Adams, Lincoln County, discussed the refurbishing of a few hotels in his county along with the Mill being worked on. Erica Lupson, Assistant Director, gave a brief update of the Rapid Responses she has been working on and the progress of preparing for certification of the other Kentucky Career Centers in order to get them certified by June of 2016. Clinton Colliver, WIOA Financial Officer, mentioned the closing out of fiscal year 15 and accounting for those expenses.

Recap & Suggestions from Current to New Board

Chair Pratt-Savage encouraged all members to come up with suggestions to help with the transition of the new board.

- 1. Press Releases:** Chair Pratt-Savage stated that the board is required to place articles in the Lexington newspaper. With newspaper coverage declining, it is harder to reach larger communities. However, Chair Pratt-Savage mentioned that in the smaller counties, such as Nicholas County, local newspaper coverage is strong and has a high percentage of readership. Therefore, this is a great way to reach all areas. Along with press releases in newspapers, she discussed the effectiveness of radio stations and taking advantage of those media outlets.
- 2. Website & Social Media:** Chair Pratt-Savage suggested that the board needs to upgrade and improve social media sites such as Twitter, Instagram, etc., in order to reach the younger audience.
- 3. Ambassadors:** Each board member needs to keep their communities up to date on programs available.

Chair Pratt-Savage then asked if each member had been contacted by their Judge Executive to serve on the board again to get an idea of who may serve again. She then updated all members of the MOA partnership agreement and how all three entities will work together. She also mentioned that all the items on the Corrective Action Plan are now complete and the WIB will have covered all necessary items.

Following this discussion, Chair Pratt-Savage started a conversation of ex-offender employment regarding our youth programs. Some of these youth may be ex-offenders and will be hard to serve. Chair Pratt-Savage suggested that if the board members can network and refer any interested parties, this could help in serving that 75% out of school population and it would help to advertise any available programs within these counties.

Consent Agenda

1. Minutes (June 30th)

Chris Turley, Director of Workforce Services, allowed a few minutes for all the members to review the minutes from the previous board meeting on June 30th.

2. Staff Report (June)

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.

3. Financial Report (June)

Mr. Turley invited Clinton Colliver, WIOA Financial Officer, to update, review, and discuss expenditures of the preliminary June 2015 financial report. Due to the incomplete report, the board could not approve it until the numbers are finalized. He discussed the new budget, last approved at the June 30th meeting, in which "Legal" was added as a new line item. Chair Pratt-Savage then questioned the new accounting system. Mr. Colliver then replied that the board should expect full implementation during late August/early September.

Motion: To approve the minutes and staff report for June.

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

New Business

- **Committee Updates**

Each member provided an update of their committee's work.

- **One-Stop**

Woods Adams, One-Stop Committee Chair, stated that the one-stop committee will be meeting in August to start working on the certification of the Georgetown Career Center. He hopes to have all centers certified by June of 2016.

- **Program**

Brian Combs, Program Committee Chair, stated that they have not had any meetings.

- **Youth Council**

James Bushnell, Youth Council Chair, stated that the Youth Council met the day before (7/27) to review eight RFPs for the Youth Programs. The Youth Council approved all eight programs with the caveat that the two in-school programs, Fort Logan and Kentucky River Foothills YIP, drop from 40 in school youth to 35 in school youth in order to meet the regulations of the WIOA law.

Motion: To accept and fund all eight youth programs, with the caveat that Fort Logan and Kentucky River Foothills drop to 35 in-school youth.

Motion by: James Bushnell

Second by: Brian Combs

Motion passed

Following this motion, David Boggs asked if each program met their outcomes from their previous funding. Chris Turley then started a discussion of the enrollment, literacy and numeracy, credentials, and employment numbers of each program in hopes of answering Mr. Boggs' question. Mr. Turley explained that recommendations to approve RFPs take into account all prior performance outcomes of each program. This is important because youth contracts run through September. Therefore, programs still have a few months to meet deliverables. Mr. Turley mentioned how WIOA will affect these programs with the requirement that 75% of funds must be funneled toward out of school youth.

- **Personnel**

With Karen Schneider, Personnel Committee chair, being absent, Chair Pratt-Savage updated all members with the recent work of the Personnel Committee. She mentioned that Mrs. Schneider was involved with the hiring of the Director of Workforce Services and that Chris Turley was selected to be serve in that capacity on a permanent basis.

- **Finance**

David Boggs, Finance Committee chair, stated that the Finance Committee met the day before (7/27). As a part of the Corrective Action Plan, the Finance Committee was to recommend a set a monthly meeting date. They decided to meet the third Tuesday of every month at 1:30 pm. Mr. Boggs also mentioned discussion of the Drawdown Policy and the recommendation of changes to be made. The language of the policy was to be modified to "the Director/Assistant Director and/or designee of Workforce Services" in order to ensure that each bill is approved in a timely manner if the Director is absent. Also, Mr. Boggs informed all members of the RFPs for legal counsel that the Finance Committee reviewed and discussed during their previous meeting. Before choosing the legal firm, there were still some questions that needed to be answered. Chair Pratt-Savage stated that each firm will be contacted in order to compare the conflicts of interest, to get a more definite pricing detail,

and to inquire about any workforce service experience. Due to these questions, the finance committee took no action in choosing a firm.

Motion: To approve the recommendations of the Finance Committee.

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

- **Incumbent Worker Training Application**

Mr. Turley updated all the members of the applications for incumbent worker training. The board had previously approved funding for four applications. The first one was for the University of Kentucky Medical Center Physical Plant, with 19 individuals going through training. Mr. Turley stated that the University of Kentucky Medical Center has submitted an additional application which included blueprint reading training for 20 employees with a funding request of \$6240, which is half of the training cost. The application also included a request for basic electrical/electronics training for 12 employees with a funding request of \$5850 (half of the training cost).

Motion: To approve funding of incumbent worker training for University of Kentucky Medical Center Physical Plant.

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

Chair Pratt-Savage suggested putting out success stories in order to reach out to other communities to show the positive impact of funding these incumbent worker trainings and assigned this to the Program Committee. She would also like for the committee to review and create a format for one page information sheets regarding all available services. Following this, Chair Pratt-Savage made another suggestion to have the Program Committee produce ideas to engage Chambers of Commerce in the Bluegrass Area.

- **Next Meeting Date**

Chair Pratt-Savage informed all executive committee members that the next meeting will be held on August 25, 2015.

Motion: To adjourn.

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