



**Special Called Bluegrass Workforce Innovation Board Meeting
February 17, 2016
Bluegrass Area Development District
Lexington, KY**

Board Members Present	Staff Present
Adams, Woods	Colliver, Clinton
Akin, Robert	Gibson, Ashley
Boggs, David	Glasscock, Amy
Combs, Brian	Jones, Shawn
Day, Mark	Lupson, Erica
Dougherty, Jon	May, Staci
Farmer, Lisa	Moyers, Jesse
Henson, Ryan	Turley, Chris
Julian, Augusta	Guests Present
Lassiter, Jody	Back, Adam
Menke, Kim	Collins, Lori
Oney, Regina	Davis, Cody
Phillips, John	Duttlinger, David
Puckett, David	Hong, Stephanie
	McAnelly, Craig
	Vaught, Jacqueline

I. Call to Order

a. Establish Quorum

Chair Menke called the meeting to order and established that there was a quorum present.

b. Introduction of Board Members and Guests

Chair Menke allowed all members and guests present to introduce themselves.

c. Minutes from December 10, 2015 Board Meeting (Pages 2-8)

Chair Menke allowed all members to review the minutes from the previous full board meeting (December 10, 2015).

Motion: To approve December 10, 2015 meeting minutes.

Motion by: Augusta Julian Second by: Brian Combs Motion passed

II. Board Organization

a. Required Board Activity/Schedule

Chair Menke suggested that each member look over and familiarize themselves with the workforce activities flowchart as it labels the necessary roles and responsibilities of the workforce board, as well as implementation deadlines.

b. BGWIB Board/Terms/Vacancies (Pages 9-11)

Chair Menke discussed the handout identifying member information and board terms. He stated that the Local Elected Officials had a blind draw of each member, designating the number of years they are to serve on the board. He also specified the two business vacancies as they are currently being reviewed by the Local Elected Officials.

c. Committee Structure/Membership & Leadership

Chair Menke thanked all members for participating in the online survey that was sent out a few weeks prior to this meeting. To put this data in simpler terms, Chair Menke put together a separate handout to identify the committee interests of each board member. There is a finance committee, a strategic planning committee, and a program committee with three sub-committees listed underneath that: youth, individuals with disabilities, and one-stop. A board member raised the question of how these committees were arrived at. Chair Menke responded by stating that they were based on past experience and typical board structures. Mr. Adam Back, attorney for the BGWIB, announced that, according to the WIOA law, it is the board's discretion to choose these operating committees. David Boggs, Board Treasurer, also revealed to the board that non-board members are allowed to serve on these standing committees; however, the committee must be chaired by a board member.

Dr. Augusta Julian, board member, asked if there were descriptions of the roles and responsibilities of each committee. Mr. Back disclosed that, in the draft by-laws, there is a first attempt at providing some detail of these committees, although these descriptions can be changed at any time. Following Mr. Back's statements, Chair Menke explained the committee structure handout. He stated that the green areas located on the handout are indicative of members with the highest interest regarding that particular committee, and the yellow areas indicate the highest level of interest. However, Chair Menke is asking members whose

names are highlighted in yellow to take on responsibility of bringing together the other members of that same committee. He requested that each member identify which committee they would like to work with by the end of the meeting. Mr. Brian Combs, board member, questioned if the committee chairs would be seated on the executive committee. Chair Menke replied that each committee chair would be a part of the executive committee.

d. Proposed Meeting Schedules/Logistics (Pages 16-23)

Per the executive committee's suggestion from their prior meeting, Chair Menke put together a handout, illustrating a proposed meeting schedule. He expressed that Tuesdays, Wednesdays, and Thursdays were the prominent days among the online survey results. In order to work around everyone's schedules, these meetings will be rotated between the three days. All board members agreed to the day and date of each meeting. The handout also included information regarding board members' ability to host board meetings at their office. David Puckett, Vice Chair, suggested that, with the workload and upcoming deadlines, the board should attempt to meet monthly. Mr. Combs proposed that the board should meet at the career centers in order to see the work that goes on in that community. Following Mr. Combs' statement, Mr. Puckett asked that the next meeting (March) be held at the Bluegrass ADD so that each board member has time to reserve space for the offsite meetings. Due to the size of the career centers, Mr. Turley stated that only the Lexington Career Center or the Richmond Career Center could accommodate the full board. However, Mr. Menke stated that the full board meeting could still be held in that community, in hopes of each board member taking the time before or after the meeting to take a tour of that local career center. Jody Lassiter, board member, volunteered to host the full board meeting in May in Danville, KY, and John Phillips, Board Secretary, volunteered Montaplast to host in July.

e. Draft Partnership Agreement Development (Pages 16-23)

Chair Menke expressed to all that this board and the Local Elected Officials have yet to sit down to discuss developing the Partnership Agreement. However, at the executive committee meeting, a date was set to for both the BGWIB and the LEOs to come together to go over the details of the partnership agreement.

f. Draft By-Laws (Pages 24-32)

Chair Menke invited Mr. Back to update and discuss the draft by-laws. Mr. Back gave all members a handout of the revised by-laws for each to review. He requested that each member carefully look over and evaluate this document for any changes that may be

needed. Mr. Back is hoping to have a recommendation for approval at the next full board meeting in March. Robert Akin, board member, questioned the finality of the by-laws and if they are subject to be reviewed by the state. Mr. Back stated that approval from the full BGWIB is the only approval needed for the by-laws and that the make-up of the by-laws is discretionary to the board.

g. Additional Training

Chair Menke expressed to the board that he and Mr. Turley have been looking for additional training opportunities for all members to attend. Chair Menke suggested that the board get involved with the National Association of Workforce Boards to gain more knowledge of best practices and workforce matters.

III. Finance

a. Budget Reporting/Monitoring

Clinton Colliver, WIOA Financial Officer, reviewed the financial definitions handout containing descriptions of terms used by the WIOA Department, including Adult, Dislocated Worker, Youth, Trade, NEG, drawdown policy, operating expenses, and pass thru expenses.

Following Mr. Colliver's descriptions, he proceeded to review the proposed FY16 budget. Each board member was provided the FY15 actual expenditures compared to the FY16 recommended budget, the FY16 original budget, and the FY16 staff recommended budget. Mr. Boggs informed all members that a Drawdown Policy handout was also located in their board packets. This policy was adopted by the previous board in order to have checks and balances throughout the WIOA Department. Mr. Boggs then requested that Mr. Turley explain the drawdown of transition funds. Mr. Turley stated that the WIOA Department was originally allocated \$28,206.83 to utilize for transition activities. Each local area is able to request an additional \$50,000 for transition activities. He also informed the board that he has already requested and been awarded an additional \$30,000, leaving \$20,000 that can still be requested. Of the \$58,206.83 allocated, \$47,351.20 has been spent on transition services, leaving a balance of \$10,855.63.

Following this discussion, Mr. Boggs recommended that the FY16 staff recommended budget be approved because a budget is always a work in progress. Before a motion was made, Chair Menke questioned the administrative costs and if they were under 10%. Mr. Colliver stated that they were pretty close to being under that margin, although carry-over must be factored in and may throw off percentages. Chair Menke then proceeded to ask if there was any action that needed to be taken today. Mr. Boggs replied by

stating that there are outstanding legal bills that need to be paid and that he has been working with the WIOA staff at the Bluegrass ADD to get more information regarding transition funds in order to present to the full board for a better understanding. Jody Lassiter, board member, questioned Mr. Colliver about the percentages of each program. Mr. Colliver stated that the Adult program was at 9.6%, Dislocated Worker was at 14.8%, Youth was at 9.2%, and that the total percentage came out to be 10.8%. The motion to approve the FY16 staff recommended budget was mentioned again by a board member, and Chair Menke asked for a second to the motion. Before a second was pronounced, Mr. Combs questioned if the board had established if the administrative costs were below the 10% margin, and Mr. Colliver stated that the budget is well below the 10%. Following Mr. Colliver's response, Chair Menke stated that since these are two year grants, the board should look at a 24-month rolling budget and asked for the finance committee to come up with a visual tracking diagram to put the budget into simpler terms. Once Mr. Boggs agreed to this, Chair Menke asked for a second to the standing motion.

Motion: To approve FY16 staff recommended budget.

Motion by: David Boggs Second by: Woods Adams Motion passed

b. Legal Bills

This agenda item was addressed under Budget Reporting/Monitoring.

c. Preparation for Next Budget (6 month)

This agenda item was addressed under Budget Reporting/Monitoring.

IV. Current Operation Report

a. Program Updates (Pages 33-35)

Mr. Turley provided a brief program update of the WIOA Department. He highlighted main points, such as: \$957,000 has been expended on OJTs since July 1, 2015; job fairs were held for ColorPoint and Staffmark; the state is hosting a Salesforce training for Business Services staff; Rapid Response sessions are being held for Caterpillar and Panasonic as both companies are going out of business in Danville, KY; Workforce Services staff are prepping for the ACCESS training to be held in conjunction with the Regional Career Fair scheduled for May; the Youth staff are currently planning the 5th year of the Medical Career and Science Institute

Camp coming up the summer of 2016; there are seven active youth contracts that are currently finalizing enrollments, and monitoring of these programs will begin in March which will be conducted by the Youth Services Manager; and One-Stop Certifications for Danville, Georgetown, and Winchester have been pushed back to March due to peer reviewers' scheduling issues. Mr. Boggs asked if all centers would be certified by June 30, 2016, and Mr. Turley stated that that is the goal. One-Stop meetings for Lexington will start soon. However, Frankfort will, more than likely, not be certified due to ADA compliance issues.

b. WIOA National Convening Update (Pages 36-37)

Mr. Turley gave an update of the WIOA National Convening that he attended in Washington, DC. This conference was held in order to help workforce professionals better familiarize themselves with the intent of the WIOA law. Mr. Turley expressed that he made a strategic decision to have Jesse Moyers, Business Services Manager, attend this conference as the WIOA law is highly centered on business services. Mr. Turley had several takeaways from the WIOA National Convening: Federal Regulations expected to be released June 2016; a heavy emphasis on regionalism, career pathways, and sector strategies around high demand career fields; state workforce stakeholders - to have meeting with expert professionals in the state of Kentucky, improving interagency communication; and the need to provide better services for youth.

c. Staff-Professional Development (Pages 38-50)

Chair Menke mentioned the documents (Pages 38-50) located in the packet, but he did not go into much detail on this agenda item.

V. New Business

Mr. Boggs stated that while attending the Kentucky Workforce Innovation Board meeting a day prior, Secretary Heiner and others laid out their comments concerning the direction of youth services, alluding to the 75% of out of school youth funding. Mr. Boggs suggested sending an email out to full board, explaining the paradigm shift of services among youth for board members to better understand.

Following this discussion, Erica Lupson, Assistant Director of Workforce Services, explained that there was an issue with the current One-Stop review team and a replacement was needed for Mr. Jonathan White (review team). Seeing as the current review team was approved by the board at the previous full board meeting, a new motion would need to be made in order for Ryan Henson, board member, to serve as Mr. White's replacement. However, this item could not be voted on because this was a special called meeting, and only items on the agenda could be discussed.

It was suggested by Mr. Boggs and Mr. Back to discuss this at the next executive committee meeting (March 9th) and for Mr. White to continue as a part of the review team until a change is approved.

VI. Adjourn

Chair Menke concluded the meeting and asked for a motion to adjourn.

Motion: To adjourn.

Motion by: David Boggs

Second by: David Puckett

Motion passed