



Bluegrass Workforce Innovation Board Executive Committee Meeting
August 10, 2016
Baptist Health
Lexington, KY

Board Members Present	Staff Present
Boggs, David	Colliver, Clinton
Menke, Kim	Gibson, Ashley
Phillips, John	Turley, Chris
Puckett, David	
Sisson, Bill	Guests Present
	Back, Adam

I. Call to Order

a. Establish Quorum

Chair Menke 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 July 19th (Full Board) Meeting

Chair Menke and the rest of the executive committee reviewed the minutes from the previous meeting. They will be approved at the next full board meeting.

II. Board Organization

a. Board Membership/Committee Structure

Chair Menke informed the executive committee of Mark Day's resignation from the board and read Mr. Day's letter aloud.

<i>Motion: To formally accept Mark Day's resignation from the BGWIB.</i>
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Motion by: Bill Sisson

Second by: David Boggs

Motion passed

Once the motion was approved, Chair Menke stated that a board member will need to replace Mr. Day as the Youth Committee start up chair. He also mentioned that there will be two new members joining the BGWIB: Ken Troske and Steve Sigg.

b. Contracts

Adam Back, attorney for the BGWIB, informed the executive committee that the Finance Cabinet at the state has an issue with the four party agreement, which is lacking a concrete termination date. Therefore, the BGWIB must review and modify both four party agreements, to have a termination date of August 30, 2016. Mr. Back recommended having the BGWIB Chair to sign the contracts, subject to ratification by the board due to the strict deadline of returning the modified contracts.

Bill Sisson (Executive Committee member) addressed the gas card situation relating to previous budget concerns. Mr. Turley explained that, since gas cards are now an issue with the cabinet, they have been discontinued completely.

Returning to discussion concerning the modified contracts, Mr. Back reiterated to the executive committee that they must be returned to the Finance Cabinet by the end of business today (August 10, 2016) or services will be disrupted.

With regard to the Trade contract's posing several issues, David Puckett asked if those issues were resolved with the state. Mr. Turley confirmed that an email was received from Jason Dunn, OET Executive Director, stating that Trade participants are to have no out-of-pocket expenses.

Chair Menke asked Mr. Turley if there were any other contracts to be discussed. Mr. Turley mentioned that youth contracts ended June 30, 2016, and they are currently waiting on action from the board in regard to their annual renewal. Mr. Turley will provide a performance outcomes spreadsheet to the board for review. He also suggested having the youth contractors provide a presentation to explain their program and services to the board.

c. Partnership Agreement

Chair Menke briefly addressed the letter from co- CLEO Judge McKinney. He then stated that he and Mr. Back are working with

the state to get other area partnership agreements to use as an outline.

d. Transition Plans

Chair Menke mentioned that the Local Plan is almost complete. Once the draft plan is finished, it will be dispersed to all board members for review and any suggestions. After final review, the Local Plan will be submitted to the LEO's for review and approval. It will then be given to the state after their approval.

e. Board Retreat: Training/Work Session

There have been nine responses to the survey in regard to the date of the board retreat. Mr. Turley stated that he will circulate that email out again to make sure it reaches all members. Currently, there is no certain location or time for the board retreat.

f. Update on activities

All activities were discussed in the previous agenda items.

III. Finance

a. Financials/Bills-April, May, June (Preliminary) Reports

Clinton Colliver, WIOA Financial Officer, reviewed all financial reports (YTP Expenditures) from April-June. In April, program funds were 83% expended with Adult 87% expended, Dislocated Worker 76% expended, and Youth at 46% expended.

In May, program funds were 92% expended with Adult tracking close to that number, Dislocated Worker was similar to April's percentage. Administrative fees were a consistent jump from April-Adult was about 50% expended, Dislocated Worker was a third of the way expended, and Youth was about 50% expended as well. Legal fees were included in May's financial report.

June has not yet been closed; therefore, Mr. Colliver presented the preliminary report. Once June is finalized, a few adjustments will need to be made to the budget. Mr. Colliver stated that, at this point, the board should expect to be 100% expended. The Adult program went over by 4%, the Dislocated Worker program is under by 9%, and the Youth program is under by 23%.

After further discussion and clarification, it was suggested by Mr. Sisson and other executive committee members to hire a CPA firm to help the BGADD staff to present the budget in simpler terms due to a misunderstanding of the budget. The finance committee will meet with Mr. Colliver to work out the details. It was decided that

the executive committee will recommend approval of Mr. Colliver's reports to the full board.

b. FY16 Budget

Once June is finalized, the FY16 budget will need revisions in order to carry the board into FY17, as stated by Mr. Colliver.

c. Legal Bills

• **Stoll, Keenon, Ogden -- April, May, June, July**

Mr. Turley reviewed Stoll, Keenon, Ogden legal bills from April-July. Mr. Boggs questioned if these legal fees could be related to the disallowed costs. Mr. Turley responded that he did not feel comfortable answering that question and that question should be directed to the Cabinet. Chair Menke will contact the state for more clarification on these legal bills relating to disallowed costs.

After this discussion, the executive committee decided to push the next BGWIB full board meeting back another week. Chair Menke asked Mr. Turley to send out a poll to the BGWIB members to find out who would be available for a meeting on August 23 at 1:30 p.m. at the Bluegrass ADD.

Chair Menke asked if there were any other activities holding the closing of FY16 books. Mr. Colliver suggested to the board to separate out the legal fees on a separate draw in order to close the books in a timely manner. He then asked for a motion from the executive committee.

Motion: *To approve April and May financial reports and to approve payment of legal bills contingent upon the state's response to the board's question.*

Motion by: *David Boggs*

Second by: *John Phillips*

Motion passed

IV. New Business

a. Lexington Career Center

On Monday August 8, 2016, Mr. Turley received an eviction notice, terminating the lease of the Lexington Career Center. This eviction notice was expected as this issue was discussed earlier in 2016. Tenants of the first floor of the Lexington Career Center (LFUCG and WIOA) have 30 days to vacate. Mr. Turley discussed two options available. The first option was for WIOA staff to move to the 2nd floor of the career center with OET staff. Mr. Turley

suggested to the executive committee that this would be the best option. The other option available would be to move to the Black and Williams center off of Georgetown Rd. in Lexington and possibly face the issue of not being a comprehensive career center. Mr. Turley will be meeting with Gina Oney, OET Regional Manager, to discuss the options.

b. WIOA Final Rules

Chair Menke suggested to the executive committee that the WIOA final rules are available to review in their spare time. Mr. Back dispersed a memo to the executive committee to provide a high-level summary of the board's responsibilities under the new WIOA regulations.

c. Future Meeting Schedule/Locations

The next executive committee meeting may need to be rescheduled as Chair Menke will be out of town on September 14, 2016. Mr. Turley will reach out to the executive committee to confirm which date would work for them.

V. Adjourn

Motion: To adjourn

Motion by: David Puckett

Second by: John Phillips

Motion passed