



Bluegrass Workforce Innovation Board Executive Committee Meeting
September 14, 2016
Bluegrass Area Development District
Lexington, KY

Board Members Present	Staff Present
Boggs, David	Colliver, Clinton
Menke, Kim	Gibson, Ashley
Phillips, John	Jones, Shawn
Puckett, David	Landin, Marsha
	Linville, Ethan
	Lupson, Erica
	May, Staci
	Guests Present
	Back, Adam
	Duttlinger, David
	Hollan, Dolly

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 August 10th Executive Committee Meeting

Chair Menke and the rest of the executive committee reviewed the minutes from the previous meeting. A motion was then made to approve the minutes.

Motion: To approve the August 10, 2016 executive committee meeting minutes.

Motion by: David Puckett

Second by: John Phillips

Motion passed

II. Board Organization

a. Board Membership/Committee Structure

Chair Menke discussed current committee structure. As of right now, there are three committees that are lacking a chair. He also handed out a “committee roles and responsibilities” document for each member to review.

b. Contracts update

Chair Menke provided a document outlining the major changes from the Bluegrass WIOA and Bluegrass Trade contracts.

- Bluegrass WIOA: page 8-items 7, 8, & 9 (restrictions) were removed.
- Bluegrass Trade: page 9-items 10, 11, & 12 (restrictions) were removed.

Action will be taken at the next BGWIB Full Board meeting in regard to these items.

c. Partnership Agreement

Conversations are still being held with the LEOs to resolve the partnership agreement and to finalize this document.

d. Transition Plans-Operating Model & Staffing

Chair Menke and David Duttlinger, Executive Director of the Bluegrass ADD, reviewed the current employee chart and vacancies. Positions are now open for the WIOA Director, Workforce Services Manager, Business Services Manager a Career Track Coordinator, and a Business Services Specialist. An advertisement has been placed in the Herald Leader for the WIOA Director, Workforce Services Manager, and the Business Services Manager. Once applications are received, the Bluegrass WIB will set up a committee specifically for this hiring process and a joint selection will be made with the Bluegrass ADD.

In the near future, the Bluegrass WIB would like to model their workforce area after Kentuckiana Works in Louisville. In order to mirror this model, Chair Menke suggested utilizing a professional employer organization to help with human resource needs.

e. Board Retreat: Training/Work Session

Chair Menke is planning to reach out to the state and to the National Association of Workforce Boards to provide a training/board retreat for the BGWIB.

III. Finance

a. Financials/Bills-Reports

Clinton Colliver, WIOA Financial Officer, reviewed July's FY17 financial report. He is still currently working on closing the FY16 books.

Two weeks ago, Mr. Colliver requested a transfer of funds (\$650,000) from Dislocated Worker to Adult. This will help to cover any shortcomings from the Adult program. He is still waiting on a response from the state.

The allocation for the youth program is received once a year, so that will be seen on April 1, 2017.

After Mr. Colliver's report, Mr. Boggs asked him to explain the new drawdown policy, as requested by the state. Any documentation of expenses that are incurred through the WIOA program and that are requested for reimbursement must be submitted electronically to the state.

Motion: To approve July's financial report as presented.

Motion by: David Boggs

Second by: David Puckett

Motion passed

b. FY16 Budget

This agenda item was not discussed.

c. Legal Bills

- Mr. Boggs updated the executive committee on the previous finance committee meeting. By the request of Mr. Boggs, Mr. Back prepared a revised drawdown policy stating the following:
"The Bluegrass ADD's legal invoices must first be approved for payment in accordance with the ADD's policies, and the LEO's legal invoices but first be approved by payment in accordance with the LEO's policies. The Workforce Board's legal invoices must first be approved by the Workforce Board or its designee. Once the respective client has reviewed the pending invoices, the ADD and LEO legal invoices shall be distributed to the director, assistant director or designee of workforce services authority who shall promptly distribute to the finance committee for review. The finance committee shall make a recommendation about payment to the BGWIB within 60 days of the finance committee receipt of said invoices. Any payment for legal services shall be made only upon authorization of the board.

The Workforce Innovation Board, in its discretion, may request additional information concerning legal invoices, with due respect for issues in confidentiality including the attorney client privilege. The Workforce Innovation Board, in its discretion, may request a written confirmation from the client or it's attorney that no entries, fees, costs or other expenses that relate to disallowed costs and/or appeals and/or other activities, issues, events in matters for which the federal grant dollars cannot be used.

If there is any dispute as to payment of legal fees, the BGWIB and the disputing party shall contact the general council for Kentucky Education and Workforce Development Cabinet for a final determination.”

This document will be distributed to all board members and a first reading of this policy will be done at the next full board meeting.

IV. New Business

a. Performance Standards Fiscal yr 2016 & 2017

Chair Menke received a document from the state in regard to performance standards. This document shows the state's parameters and baselines that have been negotiated, and each area is to identify and provide their numbers to the Cabinet. After this is done, the Cabinet will negotiate or approve these numbers.

Performance standards are measured by employment, average wages, how many earned credentials, etc. The state will now be reviewing second and fourth quarters. If the Bluegrass area does not meet their performance standard, then it could affect the amount of money received in the future. However, there will be no sanctions issued for PY16 or PY17 due to implementation of WIOA.

b. Youth Contracts

Chair Menke questioned if there were any other programs in the central Kentucky region that should be considered for the youth contracts.

There are funds available in excess of the six (6) youth contracts, currently. The main concern for the current youth programs is the paradigm shift of the WIOA law. It states that 75% of the funds must be spent on out of school youth and 25% of the funds spent on in school youth.

Youth contractors have not been enrolling students as the board has yet to approve the 2nd year rollover contracts. Mr. Boggs suggested that Shawn Jones, Youth Services Manager, provide a report stating the performance, grant funds, enrollments numbers, etc. of the current youth programs. This will be available for the next full board meeting on September 22, 2016.

c. WIOA Services & Monitoring

Due to the ITA funding limit observation and OJT policy finding from the state's most recent monitoring report, Erica Lupson, Assistant Director of Workforce Services, suggested holding off on issuing new ITAs until the board approves new/revised policies to ensure 1.) no future monitoring findings due to concerns or compliance issues addressed by the monitoring team and 2.) no additional frustrations created by changing policies in the middle of a new participant's program.

Mrs. Lupson submitted a draft policy revision for the current ITA policy, suggesting the following changes:

- Removed NEG from "Applies to" as I believe funding limits for NEG's should be more flexible to assist participants in being able to utilize programs made available under NEG's.
- Reduced max funding for training to \$8000, regardless of category of eligibility.
- Removed calculation for 6-week term.
- Added #3 to address eligible training programs.
- Added #4 to address individuals enrolling in a program which consists of a single enrollment period.

She then briefly mentioned the Transportation Trade policy. Previously, trade participants were reimbursed for travel if their training provider was outside the state identified commuting area of 30 miles from their residence. The BGWIB's existing Transportation Policy, also referencing Trade, stated that the commuting area was 50 miles one way. This discrepancy was identified as a finding. A revised policy was handed out to all executive committee members.

d. Lexington Career Center

Mr. Duttlinger gave a quick update on the Lexington Career Center. The WIOA staff is now located upstairs, sharing the 2nd floor with the OET staff.

Currently, there is excess furniture located in a storage unit, and Mr. Duttlinger suggested that the board make a business decision in regard to next steps with discarding or redistributing the furniture as it was purchased with Workforce dollars.

The ADD is expecting a new lease but has yet to receive it.

e. Future Meeting Schedule/Locations

The next executive committee meeting is scheduled to be held on October 12th at the Bluegrass ADD. The full board will meet next week on Thursday, September 22nd.

Before the meeting adjourned, Staci May, Marketing and Communications Specialist, shared the current Prove-It Testing contract and mentioned that it is due to expire soon, and will be looking for the BGWIB to renew the contract.

V. Adjourn

There was no motion to adjourn the meeting.

DRAFT