



Special Called Bluegrass Workforce Innovation Board Meeting
October 12, 2016
Bluegrass Area Development District
Lexington, KY

Board Members Present	Staff Present
Akin, Robert	Colliver, Clinton
Boggs, David	Gibson, Ashley
Dougherty, Jon	Harrison, Geri
Farmer, Lisa	Jones, Shawn
Leary, Brian	Linville, Ethan
Menke, Kim	Reeves, Tiffanie
Oney, Gina	Sluder, Erica
Phillips, John	Guests Present
Puckett, David	Atkins, Kevin
Troske, Ken	Back, Adam
	Duttlinger, David
	Thorne, Dani Smith

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) and August 23rd (Full Board) Meetings

Chair Menke and the rest of the full board reviewed the minutes from the previous meetings.

Motion: To approve August 10th Executive Committee meeting minutes and August 23rd Full Board meeting minutes.

Motion by: David Puckett

Second by: John Phillips

Motion passed

II. Board Organization

a. Board Membership/Committee Structure

Chair Menke discussed the existing board membership and there needs to be a replacement for Mark Day, who resigned in August. Currently, there are six board members with one year terms and those terms will be ending soon. Chair Menke also stressed the importance of getting these committees up and running, as only one committee has convened.

b. Contracts

Contracts have been updated and a copy will be emailed out to all board members. Action on this item will be taken once the board reviews the changes.

c. Partnership Agreement

Partnership Agreement has been updated and a copy will be emailed out to all board members. Action on this item will be taken at the next full board meeting.

d. Transition Plans-Operating Model & Staffing

Chair Menke reviewed the Desired Situation-Local Level document. The goal of the Bluegrass WIB is to similarly model the Workforce Program after Kentuckiana Works. The Local Elected Officials would still choose the fiscal agent, while the Bluegrass WIB would choose the service provider for board support.

Mr. Boggs questioned David Duttlinger, Executive Director of the Bluegrass ADD, about the process of posting the vacant WIOA positions. Mr. Duttlinger stated that the positions were advertised on the Bluegrass ADD website, career center websites, and in the Herald Leader newspaper and website. While the Workforce program has no current direction, it was Mr. Duttlinger's duty as Executive Director of the fiscal agent to hire a Workforce Services Director. Mr. Duttlinger consulted and met with Judge McKinney (co-Chief Local Elected Official) about this decision and an offer to fill the this vacancy was given to Mrs. Mable Duke.

At this point in the meeting, the topic of a workforce designee to sign expense reports is discussed. While there is no Workforce Services Director, the Assistant Director has stated that she does not feel comfortable signing the expense reports. Mr. Colliver mentioned to the board that a Workforce Designee needs to be assigned, so the Bluegrass ADD is in line with its own Drawdown Policy.

Going back to the previous question of the job posting process, there was a suggestion by the board to again, open up the Workforce Services Manager and Business Services Manager positions and advertise using different recruiting sources.

As there will not be any action taken at next week's already scheduled full board meeting, the board decided to use this time as an informal meet and greet with the new director, Mrs. Mable Duke. This informal meeting will be held on Tuesday, October 18th at 1:30 pm.

III. Finance

a. Financials/Bills-Reports

i. Legal Expenses Drawdown Policy

David Boggs, Finance Committee Chair, explained the changes to the revised Drawdown Policy and recommended to the full board for approval.

Motion: To approve the revised Drawdown Policy.

Motion by: David Boggs Second by: David Puckett Motion passed

Once this motion was passed, Mr. Clinton Colliver, WIOA Financial Officer, reviewed the Financial Reports for June FY16.

- \$67,000 in the adult admin was carried over from June FY16 into FY17.
- Staff salaries exceeded budget by \$6,000.
- Employer services exceeded budget by \$194,000.
- \$34,000 in the adult program was carried over to FY17.
- In the Dislocated Worker funds line item for staff exceeded \$11,000.
- Carried forward \$1.3 million in dislocated worker funds, \$650,000 of that will be transferred to the adult program.
- \$2,497 in youth admin expired and \$289,000 in program funds expired due to youth out-of-school programs not reaching their benchmark enrollment number.

Mr. Colliver then submitted his report for approval.

Motion: To approve June FY16 final report.

Motion by: David Boggs Second by: John Phillips Motion passed

Once this motion was passed, Mr. Colliver continued with the August FY17 report.

- \$263,000 was budgeted for FY17 youth admin, \$5,770.54 (4%) has been spent so far. Mr. Colliver stated that at this time the youth admin budget should be about 16% expended.
- \$1.4 million was budgeted for FY17 youth program, \$12,685 (1%) has been spent so far. Mr. Colliver stated that at this time the youth program budget should be about 16% expended.

In order to spend down these funds, Mr. Colliver suggested hiring more staff to devote time to Youth-out-of-School programs and to be able to meet that 75% YOS and 25% YIS ratio.

At this point, it was decided by the board to reduce the Youth-in-School contracts to \$80,000 from \$117,500 in order for the Youth-out-of-School programs to meet the 75% threshold. If all programs are meeting their expected numbers, the board will go back and review the contracts and possibly increase the contract amount of the Youth-in-School programs as needed.

- FY17 Dislocated worker admin has spent \$10,212.35 (7%); the FY17 dislocated worker program has spent \$16,572.27 (2%).
- FY17 adult admin has spent \$10,506.31 (6%); FY 17 adult program has spent \$26,000.35 (2%).

Mr. Colliver concluded his August FY17 report and it was submitted for approval.

Motion: To approve August FY17 report.

Motion by: David Boggs Second by: John Phillips Motion passed

Following this motion, Mr. Boggs made the motion to reduce the YIS contracts to \$80,000.

Motion: To approve the reduction of Youth-in-School program contracts to \$80,000 and will go back and review at the first of the year and throughout the remainder of the year as needed.

Motion by: David Boggs Second by: John Phillips Motion passed

ii. Approval of pass thru & operating expenses not to exceed \$20,000 expenses

Mr. Boggs asked for board input and staff recommendation on this issue. Mr. Colliver stated that since these expenses (under \$20,000) are routine and ordinary, he felt that Mr. Duttlinger would have the most authority and knowledge to sign these operational expenses. Following this discussion, Ken Troske made the following motion:

“To designate David Duttlinger as the authorized signee of drawdowns up to \$20,000 until the new director is hired/starts or until the December full board meeting.”

Before this motion was passed, Mr. Boggs questioned that this may be a conflict of interest. To prevent this, a suggestion was made by Chair Menke that Mr. Boggs, Finance Chair, act as the Workforce Designee, until the new Workforce Director starts or until the December board meeting. Mr. Troske then amended his motion:

Motion: To designate David Boggs as the authorized signee of drawdowns up to \$20,000 until the new director is hired/starts or until the December full board meeting.

Motion by: Ken Troske Second by: Jon Dougherty Motion passed

IV. New Business

a. Performance Standards Fiscal yr 2016 & 2017

Chair Menke mentioned that he had a conversation with the state and clarified that most areas are adopting the state performance standards and the BGWIB has the option to amend these standards at a later date.

b. Youth Contracts-Recommendation

• Incentive Clarification

According to the state, “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experience. The local program must have written policies and procedures in place governing the award of incentives and must ensure that each incentive payment are: a.) tied to the goals of the

specific program; b.) outlined in writing before the commencement of the program and may provide incentive payments; c.) align with the local program's organizational policies; and d.) accord with the requirements contained in 2 CFR part 200."

Shawn Jones, Youth Services Manager, recommended that all six youth programs be continued, with the adjustment of the Youth-in-School contract dollar amount to \$80,000.

Motion: To continue the six youth programs with the adjustment of the Youth-in-School contract dollar amount to \$80,000.

Motion by: Robert Akin Second by: Brian Leary Motion passed

c. WIOA Services & Monitoring

a. ITA-Individual Training Account Policy

Although the ITA amount is listed at \$8,000 in the revised ITA Policy, Chair Menke suggested that the current ITA amount should be listed at \$7,000 to align with other local workforce areas. This \$7,000 amount was also suggested by the state.

Motion: To approve the updated ITA policy and amend the ITA amount from \$8,000 to \$7,000.

Motion by: Ken Troske Second by: David Boggs Motion passed

b. Transportation Trade Policy

Transportation Trade Policy was revised from 50 miles to 30 miles commuting one way. Participants were being correctly reimbursed at 30 miles in the past, but updating the mileage will allow the Bluegrass ADD to be more aligned with its own policy.

Motion: To approve the updated Trade Transportation Payments Policy

Motion by: David Boggs Second by: Brian Leary Motion passed

c. Case Notes Policy

The only change in this policy was the specification of days the case manager has to enter case notes. The case manager has ten days to enter case notes for Adults, Dislocated Workers, and Youth, while Trade case notes must be entered within five days. The previous policy did not specify the amount of days.

Motion: To approve the updated Case Notes Policy.

Motion by: Gina Oney Second by: Ken Troske Motion passed

d. Personal Identifiable Information Policy

When case managers receive a list of trade participants, they will now black out all other participant's names on that list, except for the participant the file pertains to, and that list will be placed in the file. This policy was taken from the state's Personal Identifiable Information Policy.

Motion: To approve the updated Personal Identifiable Information Policy.

Motion by: Ken Troske Second by: David Puckett Motion passed

e. Youth Incentive Policy

Refer back to the youth incentive clarification agenda item.

Motion: To approve the updated Youth Incentive Policy.

Motion by: David Puckett Second by: Jon Dougherty Motion passed

f. OJT Policy

The following changes to the OJT policy are board decisions:

- i. Public non-profit or not-for-profit entities who receive state or federal funding as a primary means of income.
- ii. Number of Trainees allowed: The maximum number of active OJT trainees shall not exceed 25 percent of an employer's present regular workforce OR Maximum number of OJT training positions allowed per employer.
- iii. Maximum amount of reimbursement to the employer per trainee.
- iv. Performance standards-board can adjust percentages. Current policy states that the BGWIB expects 65% of all WIOA participants who enter OJT agreements to still be employed at the end of the training and 80% to still be employed six months after the end of the training period.

The BGWIB decided to put a cap on the maximum amount of reimbursement to the employer (per trainee) at \$8,500 and to also approve the performance standards. The board

decided to table the rest of the decisions and they will approve these at a later date.

Motion: To approve the OJT Policy with the maximum with a temporary cap of \$8,500 and the performance standards. The other decisions will be adjusted at the November or December full board meeting.

Motion by: Brian Leary Second by: Ken Troske Motion passed

g. Prove-It Testing Contract Renewal

This agenda item was discussed at the previous executive committee meeting. Chair Menke asked for a motion to approve the \$2,100 contract renewal.

Motion: To approve the Prove-It contract renewal.

Motion by: Jon Dougherty Second by: David Puckett Motion passed

d. Career Center Updates

2016 Leases

Chair Menke reviewed the spreadsheet of the Career Centers. This spreadsheet contained a summary of each Career Center lease: location, total square footage, total cost, quarterly/annual payments, and utilities. The Career Center leases are valid until the end of 2016. He then asked for a motion to approve.

Motion: To continue the current 2016 Career Center leases.

Motion by: John Phillips Second by: Ken Troske Motion passed

e. SETA Conference Overview-David/Erica

Mr. Boggs gave a brief update of his trip to the SETA Conference in Biloxi, MS.

f. Work Ready Skills Initiative Program Endorsements

Chair Menke reviewed the Work Ready Skills Initiative. Dr. Augusta Julian, BGWIB member, asked if the board could provide a letter of endorsement for two BCTC programs: a healthcare project on the Leestown Campus and for the Danville Manufacturing Center (AMT program in Danville).

Motion: To have Chair Menke send endorsement letters on behalf of the Bluegrass WIB for BCTC projects.

Motion by: Brian Leary Second by: Ken Troske

Before this motion was passed, Jon Dougherty asked if his program could be endorsed by the board as well. The motion was amended:

Motion: To have Chair Menke endorse programs, on behalf of the Bluegrass WIB, such as the ones mentioned in today's meeting.

Motion by: Brian Leary Second by: Robert Akin Motion passed

g. Substance Abuse Treatment & Employment Project

Chair Menke was asked to attend a discussion with Congressman Barr, Secretary Heiner, a number of Substance Abuse & Treatment Organizations, Ball Homes, Jubilee Jobs, and Kentucky Housing Cooperation. They will be discussing how to come together and find employment, along with additional resources to grow these successful programs.

h. Future Meeting Schedule/Locations

Next informal meeting will be on October 18, 2016 and next full board meeting will be November 16, 2016.

V. Adjourn

Motion: To adjourn.

Motion by: Jon Dougherty Second by: Ken Troske Motion passed