



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

Board Members Present	Staff Present
Boggs, David	Colliver, Clinton
Menke, Kim	Duke, Mable
Phillips, John	Gibson, Ashley
	Glasscock, Amy
	Jones, Shawn
	Linville, Ethan
	Guests Present
	Dickinson, Elodie

**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 October 12, 2016 Special Called Full Board 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 October 12, 2016 executive committee meeting minutes.

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

**II. Finance**

**a. Financials**

**i. Budget**

Mable Duke, Director of Workforce Services, discussed three budgets with the executive committee: May transition budget, June 22<sup>nd</sup> revised budget (based on actual state allocation), and the FY17 revised budget. The Local Elected Officials have reviewed the BGWIB FY17 revised budget and voted to reduce the legal line item from \$180,000 to

\$60,000. Last year, the Bluegrass WIB spent \$140,641.50 on attorney's fees for routine workforce services. As of this year, the Bluegrass WIB has spent \$34,603.00 on attorney's fees. The \$120,000 removed from the legal line item was put into the LEO/WIB Support line item, until WIOA staff can generate more program activities come January of 2017.

Motion: To approve the FY17 revised budget.

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

## **ii. Program Expenditures**

Clinton Colliver, WIOA Financial Officer, discussed the program expenditures for October.

- \$74,000 in OJT payments (Adult)
- \$14,000 in tuition payments (Adult)
- \$6,800 in legal fees (Adult)
- \$19,000 in training (Dislocated Worker)
- \$1,900 in OJT payments (Dislocated Worker)
- \$659 Ft. Logan contract payment (Youth)
- Youth Out of School contracts have started enrolling.
- \$50,000-\$60,000 has been paid out for youth contracts in December.

## **iii. Legal Bills and Staff Recommendation**

This agenda item was previously discussed.

## **iv. Policy for Paying Legal Bills**

Mrs. Duke stated that the WIB legal fee policy is in conflict with the LEO legal fee policy. Guidance is needed from the BGWIB in order to repair the conflict of both policies. The executive committee stated that they will continue the use of their current policy.

## **III. Old Business from November 16, 2016**

### **a. Youth RFP**

The executive committee stated that they would like to review the Youth RFP before it is released.

### **b. Revision of Policies and Procedures**

Mrs. Duke provided an OJT Staff Recommendation summary along with the OJT Policy. The OJT policy needs approval to adhere to the state monitoring findings.

As a side note, Mrs. Duke explained to the executive committee that the \$7,000 ITA limit is extremely low and could not cover even the local community college. She suggested that the BGWIB revisit

this issue; she will provide ITA amounts from other Workforce Development areas.

Chair Menke proposed to the executive committee, and to Mrs. Duke, that the Chairperson and/or designee of the BGWIB should sign off on any OJT contract, as it stated in the by-laws. Mrs. Duke expressed her concern about this, as it could be less time efficient and may cause a delay in OJT services. The executive committee did not agree and therefore made a motion to approve the OJT policy changes and to have the Chair and/or BGWIB officer to sign off on any OJT contracts.

Mrs. Duke briefly discussed the comprehensive compliance review and the responses. On November 30, 2016, she received an email from the state that 12 out of the 18 findings were resolved. January 3<sup>rd</sup> is the due date for the responses.

Motion: To approve the OJT policy with Chair or BGWIB officer signing the OJT contract.

Motion by: John Phillips

Second by: David Boggs

Motion passed

**c. Comprehensive Compliance Review-Finding Responses**

This agenda item was discussed in the previous item.

**d. Staff Appointments and Openings**

Ethan Linville has been appointed as the new Business Services Manager, Amy Glasscock has returned to Workforce from the Aging Department resuming her role as Workforce Services Manager, and Shawn Jones, Youth Services Manager, is leaving the Bluegrass ADD on January 3, 2017. Now that the Youth Services Manager is vacant, Mrs. Duke is considering turning this position into a second Workforce Services Manager and all staff will be cross trained with Adult, Dislocated Worker, and Youth.

**IV. New Business**

**a. Local Plan**

Mrs. Duke stated that the transitional local plan will be finished by early 2017. 1:50:00

**b. 2017 Program Activity**

Next full board meeting will be held on January 17, 2017. Officer elections, discussion of adding new members to the board, and discussion of an RFP committee will take place at this meeting. It is decided by the executive committee that the next meeting will be held at the new BCTC Georgetown campus.

Following this discussion, Mrs. Duke stated that out of the 17 WIB members, 10 members have missed 3 or more meetings. According to the by-laws, a BGWIB member may be recommended for removal if they have 3 unexcused absences. Chair Menke discussed the option of having quarterly full board meetings, in order to help with the quorum issue. 2:11:00

**c. Partnership Agreement**

There were minor changes to the partnership agreement and it will be sent to the LEOs and their attorney, Jon Gay.

Motion: To approve the amended partnership agreement.

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

**d. Information Management**

Chair Menke dispersed a document and briefly discussed enhancing board processes, channeling strategic collaboration,, and fostering circumspect vision through Board Effect.

**e. BGADD Annual Report interview**

Chair Menke met with Staci May, Marketing and Communication Specialist, for an interview for the Bluegrass ADD Annual Report. The interview was passed out to all executive committee members.

**f. Open discussion**

Mr. Colliver stated that he received the new lease for the Lexington Career Center and asked for a motion to allow Chair Menke to sign this document.

Motion: To approve Chair Menke to sign the Lexington Career Center Lease.

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

There was no motion to adjourn the meeting.