

Kentucky Work Ready Communities

Review Panel Meeting Minutes

10-12-11

Members in attendance:

- Tom West, Kentucky Workforce Investment Board
- Dale Winkler, Kentucky Department of Education
- Roxann Fry, Kentucky Association for Economic Development
- Robert Curry, Cabinet for Economic Development
- David Walters, Kentucky Adult Education
- Donna Davis, Kentucky Community and Technical College System
- Mike Donta, Kentucky Labor Cabinet

Member attending via call:

- Crystal Gibson, Kentucky Workforce Investment Board

Members not in attendance:

- Nancy Spivey, Kentucky Chamber of Commerce Executives (KCCE)
- Brian Roy, Kentucky Association of Counties

CALL TO ORDER:

Crystal Gibson called the meeting to order at 9:05 am

ACTION:

Election of Chair and Vice-Chair –Tom West nominated Crystal Gibson as Chair; seconded by Roxann Fry. Crystal Gibson nominated Nancy Spivey as Vice-Chair, seconded by Donna Davis. Donna Davis made the motion to close nominations and accept Crystal Gibson as Chair and Nancy Spivey as Vice-Chair, the motion was seconded by Roxann Fry, all approved, motion carried.

DISCUSSION:

Meeting Format – Agenda – Applicant Policies:

Meeting Format – Comments and Suggestions during discussion:

- Invite and encourage those who prepared application to Review Meeting
- Would be great to have the “people behind the application” present.
- With the team there to clarify questions, giving more importance to the process.
- The agenda order should be “presentations” first; “business” second.
- Presentations should be no more than a ten minute presentation with five minutes of Q & A
- Panel needs to be cognizant of time, as in some cases it would be a long drive for a ten minute presentation.
- Communities should look to use local Community College facilities that have video conferencing options.
- On the application we need to add the welcome to present and attend the Review Panel meeting, as “either in person” or “via video conferencing”.
- Panel should have most Q & A done during their two week application review.

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By consensus the meeting format will be: 1. Application Presentations & Q & A
2. WRC Review Panel Business Meeting

Meeting Dates – Initial discussion was to hold three (3) meetings per year, comments during discussion:

- Applications need to be sent to Panel timely to ensure enough feedback time is allowed.
- It was expressed that the first year could see higher activity levels, and a recommended that the Review Panel meet four times in 2012, each meeting to coincide with the KWIB Board Meeting.
- Panel survey results showed the second Wednesday of the month was best to meet.

Meeting Dates for 2012 will be: (Time for all meetings will be 9:00am – 2:00pm ET.)

January 11, 2012

July 11, 2012

April 11, 2012 (amended to April 4, 2012)

October 10, 2012

Application Review –

- Staff Review:
- To be received thirty days prior to Review Panel Meeting.
 - Applications received within the 30 day window will be placed on the agenda for the following Review Panel meeting
 - Will check to see if all fields are completed, incomplete forms will be returned.
 - To check hard numbers per data sources identified in application.
 - If applicant uses alternate resource details must be included, verified by office.

- Panel Review:
- Applications to Panel at least fourteen days prior to meeting.
 - Applications can be sent earlier if office review is complete.
 - Send in small batches, no more than 5 per batch.

It was recommended that a cover letter/check list be included with application showing that the office has verified that the application is complete and information has been verified. Include a comment field for further clarification by office or Panel if needed. There was brief discussion on a possible scorecard, the checklist should be enough, the applicant has to meet a certain criteria on the application to be accepted and sent through for Panel review.

Policy Questions:

Policy Question (Daviness County) – *Should applicants be allowed to deduct holders of associate, bachelor, master, and doctorate degrees (Educational Attainment Criteria) from the total working age population when calculating their required percentage of NCRC Holders?*

- Discussion comments:
- Stackable credentials are value add for employers.
 - It is important to keep the standard as written.

After discussion; Robert Curry made the motion to keep the policy as written. Motion was seconded by Donna Davis, all approved, motion passed with no changes to policy.

Tom West will compose and send clarification to Daviness County.

Policy Question (Staff) – *broadband.gov has changed the data it reports from “4 Mbps” to “3 Mbps or greater.” This is the resource identified for applicants to use when addressing the Internet Availability Criteria. Does the panel wish to recommend that the KWIB modify the criteria to reflect this change?*

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After discussion; Roxann Fry made the motion to modify the policy to read "3 Mbps or greater". The motion was seconded by Crystal Gibson, all approved, motion passed.

KWIB Policy Change/Modification will be submitted.

REPORTS:

WRC Presentations:

Tom presented the calendar showing past and current WRC presentations, highlights:

- Many multiple county meetings (two or more counties in attendance)
- Asking local communities to bring stakeholders to presentations
- Tom will make a presentation at the Kentucky Association for Economic Development (KAED) Annual Conference
- Anyone who would like to help with any presentation, contact Tom
- Presentation is great for any local club/organization, business, etc.

Review Panel Member List – There is a document on the web site that lists the Review Panel members; this document will only include name and organization, no contact details.

APPLICATIONS

Applications:

Work Ready Applications – None received by deadline

Work Ready in Progress – None received by deadline

ACTION ITEMS

- Send clarification verbiage to Daviess County on policy decision. (Tom West)
 - Create a document showing the application deadlines; date due to Review Panel and Meeting dates for 2012. (Steve Rosenberg)
 - Create roster of all Panel Members with contact information. (Steve Rosenberg)
 - Check availability of the video conference room at Kentucky Community and Technical College System office (KCTCS) for 2012 meetings. (Donna Davis)
 - Create check list for Office and Review Panel (Steve Rosenberg)
 - Create cover letter to be sent to applicants with meeting invites, video conference option, presentation guidelines. (Steve Rosenberg)
 - Create a document explaining the Internet Availability issue and submit a request for action to KWIB (Crystal Gibson/Tom West)
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ADJOURN

There being no further business, the meeting was adjourned at 10:15 am