

Lamb, Chair
Evans, Vice Chair
Akers
Bledsoe
F. Brown
J. Brown
Gibbs
Henson
Moloney
Scutchfield

A G E N D A
General Government & Social Services Committee
September 13, 2016
1:00 P.M.

- | | | |
|----|---|-----------|
| 1. | Approval of Committee Summary | (1 - 6) |
| 2. | Minority Recruitment & Retention (J. Brown) | (7 - 18) |
| 3. | Human Resources Management Audit (Lamb) | (19 - 29) |
| 4. | Items in Committee | (30) |

"Social services, community development and general government committee, to which shall be referred matters relating to the department of social services and its divisions, and any related partner agencies; the division of community development, related partner agencies, and other matters relating to community development; and matters relating to the general administration of government, the department of law, the department of general services, each department's respective divisions, and any related partner agencies." Council Rules & Procedures, Section 2.102 (2) Effective January 1, 2015. Adopted by Urban County Council September 25, 2014

2016 Meeting Schedule

January 12	June 7
February 2	July 5
March 1	September 13
April 5	November 1
May 3	



General Government & Social Services

July 5th, 2016

Summary and Motions

Chair Lamb called the meeting to order at 1:05 p.m. Committee members Evans, Akers, Bledsoe, F. Brown, J. Brown, Gibbs, Henson, Moloney and Scutchfield were present. Vice Mayor Kay and CM Stinnett were also in attendance.

I. Approval of Committee Summary

A motion was made by Henson to approve the June 7, 2016 General Government & Social Services Committee Summary, seconded by Akers. The motion passed without dissent.

II. Extended Social Resource (ESR) Process

Bledsoe introduced the item, and discussed the collaborative process used to develop the proposed ESR funding process. She stated that the proposed process addresses the following concerns: scoring consistency across funding categories; identification of gaps in services; defining funding categories; and considering funding caps and ranges within each funding category.

Commissioner Ford provided an update regarding the ESR process changes. Funding availability is projected to increase to \$3.245 million in FY18-19. Proposed funding priority areas are: community wellness and safety; childhood and youth development; food insecurity and nutritional access; and emergency shelter. He stated that the process will move forward with RFPs for each funding priority area. The Division of Central Purchasing will administer the RFP and evaluation processes. Ford stated that the proposed maximum (aggregate) award for any single agency will be \$975,000. The deadline for response to RFP will be December 13-16, 2016, depending on funding priority area.

Scutchfield asked if a Council Member would be included on funding committees. Ford stated that Council would be kept informed regarding the progress of the program, but Council Members are not proposed to be included as members of funding committees.

Henson asked for clarification regarding the funding percentages allocated to each priority area, and Ford stated that the percentages were allocated based on demonstrated need. In response to a follow up question from Henson, Ford confirmed that the percentages may continue to be adjusted as the process moves forward.

Ford provided information regarding how the proposed program changes would have impacted the current funding cycle for comparison purposes.

F. Brown asked if applicants are required to submit an audit. Ford responded that agencies are required to have an active profile on GoodGiving.net, which includes financial statements and

related agency data. F. Brown confirmed that applicant agencies must be 501(c)3 agencies, and asked additional questions regarding the two-year funding cycle.

In response to a question from F. Brown, Ford stated that the 25% allocation for emergency shelters was a Council allocation in prior years, and that the funding for emergency shelters is administered by the Office of Homelessness Prevention and Intervention. F. Brown asked if the Hope Center meets all four funding priorities, and Ford provided information regarding the Hope Center's existing programming and funding levels.

Kay stated that the process continues to improve each year. He noted that prior funding years rewarded innovative programs, which is not reflected in the proposed process. Ford stated that the RFP responses will still allow for innovative programs, but will not penalize programs that are ongoing and necessary.

Kay asked if collaborative programs between agencies are addressed in the RFP. Ford responded that collaboration will still be encouraged.

Moloney spoke in favor of the changes to the process.

J. Brown noted that the funding priority areas do not address workforce needs. Ford stated that the administration is considering other funding opportunities for workforce needs, and Social Services would continue to work with workforce agencies to direct them to appropriate resources. J. Brown asked if agencies would have the ability to access their RFP scores online, and Todd Slatin confirmed that this information will be available.

Stinnett asked if agencies receiving other funding from or through the LFUCG will be eligible to apply for ESR funds. Ford replied in the affirmative, with the exception of agencies that currently apply for Partners for Youth grassroots funding, which are ineligible to also apply for ESR funding. Stinnett stated that he was disappointed that workforce development was not addressed in the funding priority areas, and asked for information regarding how this may be addressed. Kevin Atkins, Chief Development Officer, responded that his office is currently working on developing workforce funding opportunities to address this need.

Bledsoe stated that the program will undergo continual improvement. She also stated that someone from the budget or finance offices should serve on the grant committee. Finally, she noted that workforce development issues require separate discussion regarding funding opportunities.

A motion was made by Bledsoe to approve the ESR funding program as presented, to be reported out to Council in September 2016, seconded by Scutchfield. The motion passed without dissent.

III. Review of Ethics Ordinance

Evans reviewed the charge of the Ethics Act Review Subcommittee, which included: modifying the nominating process for Ethics Commission members; expanding financial disclosure

requirements for LFUCG Boards and Commissions; reviewing language regarding domestic partnerships, particularly as it relates to nepotism and disclosure requirements; and reviewing other language regarding misconduct, compliance, hearing procedures, and transparency.

Evans presented the following Subcommittee recommendations for amendments to the Ethics Act:

- Membership requirements are amended to include broader categories, with the Administration having responsibility for identifying candidates;
- Financial and private interests will be required to be reported in financial statements, and/or before voting;
- The definition for “qualifying adult” has been included, and mirrors the definition in the LFUCG’s healthcare plan language;
- An official misconduct section has been added, incorporating specific penalties;
- General amendments, including reordering language, retitling sections, and including reference to Special Purpose Governmental Entities in the Act; and
- Review of the Act by the Ethics Commission every two years.

Gibbs asked for additional information regarding why lobbyist registration requirements aren’t included in the proposed amendments. Evans replied that the Subcommittee felt that this would require additional policy language that isn’t justified by the level of lobbyist activity in local government.

Lamb stated that lobbyist registration would add significant workload to the Council Clerk’s office. Glenda George with the Law Department provided additional history on this subject.

Kay stated that the registration of lobbyists has not been an issue that needs to be addressed at this time, but should be revisited if necessary in the future.

Moloney suggested that this item be considered by the Committee after the summer break to provide adequate time for Committee member review of the proposed amendments. Lamb asked that the Ethics Commission review the amendments during their August meeting, and stated that this item will be brought back to the Committee for additional consideration during the November 2016 meeting.

Evans stated she would forward the proposed amendments to the Ethics Commission for comment.

IV. Items in Committee

A motion was made by Bledsoe to remove the Extended Social Resource (ESR) Process referral item from Committee, seconded by Evans. The motion passed without dissent.

A motion was made by Gibbs to remove the Council Rules & Procedures referral item from Committee, seconded by Henson. The motion passed without dissent.

A motion was made by Bledsoe to adjourn, seconded by Scutchfield. The motion passed without dissent.

The meeting was adjourned at 2:35 p.m.

RESOLUTION NO. _____ - 2016

A RESOLUTION APPROVING THE DEPARTMENT OF SOCIAL SERVICES' EXTENDED SOCIAL RESOURCE (ESR) GRANT PROGRAM GUIDELINES, INCLUDING THE OBJECTIVES, FUNDING TARGETS, PROGRAM CRITERIA, AND EVALUATION PROCESS FOR THE FY 18 AND FY 19 ESR GRANT PROGRAM.

BE IT RESOLVED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1 - That the Department of Social Services' Extended Social Resource (ESR) Grant Program Guidelines, including the objectives, funding targets, program criteria and evaluation process for the FY 18 and FY 19 ESR Grant Program, which is attached hereto and incorporated herein by reference, be and hereby are approved.

Section 2 – That this Resolution shall become effective on the date of its passage.

PASSED URBAN COUNTY COUNCIL:

MAYOR

ATTEST:

CLERK OF URBAN COUNTY COUNCIL

_____ - 16_MMM_X:\Cases\SOCIAL\16-LE0001\LEG\00547061.DOCX



ESR GRANT PROGRAM GUIDELINES – FY 2018/2019

OBJECTIVE:

LFUCG seeks to award grant funding to local non-profit organizations for programs and services impacting four human services priorities areas during FY 2018 and FY2019:

1. **Community Wellness & Safety**
2. **Childhood & Youth Development**
3. **Food Insecurity & Nutritional Access**
4. **Emergency Shelter**

FUNDING:

Approximately \$3.245 million is projected in grant availability. This figure represents approximately one percent of FY 2015 General Fund revenues.

Projected funding targets and ranges for each priority area are listed below:

1. Community Wellness & Safety	Target 40%	Range +/- 3.5%
2. Childhood & Youth Development	Target 20%	Range +/- 3.0%
3. Food Insecurity & Nutritional Access	Target 15%	Range +/- 2.5%
4. Emergency Shelter	Direct Set – Aside 25%	

PROGRAM CRITERIA:

The Department of Social Services will design Request for Proposals (RFP) for each of the aforementioned funding Priority Areas. Successful proposals shall best demonstrate & incorporate the following competencies into the funding proposals:

1. **Core Program Proposal & Design**
2. **Organizational Capacity**
3. **Program Sustainability**
4. **Opportunity & Engagement**

EVALUATION:

The Division of Central Purchasing will administer the RFP and evaluation process. RFP will be published during the week of November 1st, 2016. Response deadlines will be 6 weeks later, during the week of December 13th, 2016.

ESR Advisory Evaluation Committees will be constituted and comprised exclusively of LFUCG Dept. of Social Services' staff members, in addition to representatives of LFUCG Homelessness Prevention & Intervention Board.

Advisory Evaluation Committees will be convened & assigned for each of the respective funding Priority Areas (*i.e. "Apples to Apples"*)

STANDARDS:

- ✓ Maximum Aggregate Grant Award = no more than 30% total ESR allocation (\$975,000)
- ✓ Each grant applicant may submit no more than one proposal per respective priority area
- ✓ Mandatory grant applicant attendance at 1 of 2 Grant Informational Workshops (Oct 2016)

Department Of Public Safety Diversity Recruitment & Retention

*General Government and Social Services Committee
September 13, 2016
Commissioner Ronnie Bastin*





Meeting Agenda

- Police Recruiting
- Fire Recruiting
- Community Corrections Recruiting
- Community Corrections Retention
- E-911 Recruiting
- Barriers and Opportunities
- Questions

Police Recruiting Overview

The Police department is partnering with, and reaching out to, the community to recruit a diverse staff. Some recruitment efforts include:

- Professional Career Fairs
- Hiring Symposiums
- Lexington Bluegrass Minority Business Expo
- HBCUcareers.com (Historically Black Colleges and Universities)
- Saludos.com – Hispanic Recruitment
- Partnerships with Colleges/Universities
- Advertising through media outlets
- Partnerships with Military Units & Local Churches

Fire Recruiting Overview

- The Fire Department believes diversity—and reflecting the demographic make-up of our community—is an important factor in providing a high level of service.
- The agency has a dedicated staff of general recruiting & diversity recruiting personnel, in the Community Services Office.
- The agency researched best practices and developed a specific recruitment plan for the city of Lexington, called the Diversity Initiative Strategic Plan.



Fire Recruitment Efforts

- Recruiters have attended career fairs at dozens of venues including:
 - Kentucky State University
 - FCPS High Schools (Carter G. Woodson Academy)
 - Roots & Heritage Festival
- The agency hosts gender specific recruiting events (two women's events in 2016)
- Fire has launched various advertising campaigns, including:
 - Local TV, Newspaper, Radio
 - Spanish Newspaper/Radio (La Voz/Radio Vida)
 - African-American Newspaper (Key News Journal)
 - Flyers
 - Word of Mouth



Corrections Recruiting Overview

- Corrections recently reviewed and revised the hiring process to streamline the time it takes to get a candidate from the application process to the first day of training.
- The Division has created recruiting teams to assist with community outreach.
- Corrections is working to partner with local churches and organizations; which primarily serve a diverse community. These include:
 - Shiloh Baptist Church
 - Greater Liberty Baptist Church
 - Consolidated Baptist Church
 - Lexington NAACP

Corrections Retention Efforts

- Community Corrections continues to make changes to retain staff. Some examples include:
 - Creation of a Female Focus Group, through which the needs and concerns of female employees can be addressed.
 - Corrections recently promoted several female and ethnically diverse staff members; strengthening the diversity with the division command structure.
 - The agency has partnered with ECU to administer an employee satisfaction survey; the results of which are being analyzed to make innovative changes at the facility.
 - Division Custody Commanders are now periodically following up with staff who have been employed, within a year, to take an assessment of their “first year” experience.

E-911 Recruitment Overview

- The Division of Enhanced 911 strives to sustain a workforce that closely mirrors the gender and racial make-up of the community.
- E-911 has found success in hiring public safety retirees.
- Recruitment advertising is done through some of the following:
 - Recruiting brochures
 - Local newspapers (English & Spanish)
 - Community events
 - Sit-Along Program – persons interested in a career in E911 are invited to observe call taking and dispatching

Diversity Recruitment Barriers & Opportunities

- Nationwide, the recent social and political climate concerning policing has dampened interest in the profession.
- Police statistics show that more female candidates fail the physical portion of the testing than male candidates.
 - To mitigate this, the agency is conducting Hiring Preparation Workshops prior to, and during the process, to help prepare applicants for both phases.
- Traditionally, police written tests have led to adverse outcomes for diverse candidates.
 - To mitigate this, the agency is working with HR, to ensure we have the best testing materials and procedures possible.

Diversity Recruitment Barriers & Opportunities

- Fire statistics show that more female candidates fail the physical portion of the testing than male candidates.
- Community Corrections has several vacancies at the facility.
 - To mitigate this, Corrections is taking smaller groups through training as they apply, rather than waiting for a larger group. Three classes have completed training this year.
- E-911 has identified hiring Hispanic and Latino members of the community as an area for improvement.
 - To mitigate this, E-911 has consulted with Isabel Taylor, Multicultural Affairs Coordinator, to provide the names of potential Hispanic job candidates that are bilingual.



Diversity Recruitment Barriers & Opportunities

- Many citizens, of all ethnicities and physical abilities, are not aware of opportunities available to them in public safety.
- To mitigate this the Public Safety PIO is crafting specific messaging and recruiting campaigns to educate the public.

Questions?



HUMAN RESOURCES AUDIT UPDATE

General Government and Social Services Committee
September 13th, 2016



LEXINGTON

HR Audit Objectives

- Reduce time to hire
 - More streamlined processes
- Improve efficiencies
- Increase transparency
- Better communication across government

Time



Scope

Cost²⁰

Reduce Time to Hire Streamline Processes

- Combine Classification and Compensation and Talent Acquisition into a single Classification, Compensation, and Recruitment unit.
 - Provide ongoing training to staff in this unit
- Establish condensed timelines for each stage of the recruitment process.
 - Goal is now 70 days to fill a vacant position
- Expand tracking and monitoring of recruitment process data.
- Automate the P1 (personnel action) process.

P1 Form



LEXINGTON

FAYETTE

COUNTY

GOVERNMENT

PERSONNEL ACTION REQUEST

Emp No. _____

DIVISION OF HUMAN RESOURCES Effective Date: _____

200 EAST MAIN ST. LEXINGTON, KY 40507

PHONE NUMBER: (502) 258-3030

FIELD	VAS	CHANGE TO
NAME		
ADDRESS		
CITY/STATE/ZIP		
SOCIAL SECURITY NUMBER		
PHONE		
DIVISION		
ACCOUNT NUMBER		
CHARGE TO FUND/PROGRAM		
EMPLOYMENT DATE		
ANNIVERSARY DATE		
DATE OF BIRTH		
CLASS CODE/TITLE		
JOB CODE/JOB DATE		
PAY GRADE/STEP/STEP DATE		
BIWEEKLY BASE PAY		
RETIREMENT		
FICA (Y, N, OR M)		
SEX/RACE		
BIWEEKLY ACTING PAY		
MARITAL STATUS (M, S)		
COL (Y/N/OT/BLANK)		
SCHOOL TAX (Y OR N)		
TRAINING INCENTIVE %		
POLICE EDUCATION INC		
LOCATOR NUMBER		
EQUIPMENT ALLOWANCE		
COLL CODE (P, O, PL)		
SPECIAL DUTY PAY		
UNIFORM ALLOWANCE		
SHIFT CODE		
HAZ SUPPLEMENTAL PAY		
SUPPLEMENTAL PAY %		
VACATION BALANCE		
SICK BALANCE		
SICK BANK HOURS		
HOLIDAY BANK BALANCE		
HOLIDAY BANK HOURS		
COMP BALANCE		
APPOINTMENT ☐ Original (from eligible list) ☐ Promotional (from eligible list) ☐ Temporary (Full Time) for days ☐ Temporary (Part Time) for days ☐ Seasonal ☐ Unclassified ☐ Re-employment ☐ Return from military ☐ Full Time ☐ Part Time	CHANGE ☐ Name Change ☐ Address Change ☐ Salary Change ☐ Voluntary Demotion ☐ Disciplinary Demotion ☐ Phy Disability Demotion ☐ Transfer ☐ Return from LWOP ☐ Other (explain in remarks)	SEPERATION ☐ Deceased ☐ Resignation ☐ Discharge ☐ Lay Off ☐ Retirement ☐ Suspension ☐ Leave Without Pay ☐ Termination (temporary, probationary) ☐ Other (explain in remarks)

Employee Signature/Date _____

Director Signature/Date _____

Commissioner Signature/Date _____

Improve Efficiencies

- Provide professional development training to Employee and Labor Relations staff.
- Solicit proposals for management and supervisory training delivery for all LFUCG employees.
- Create a Human Resources Analyst position in Benefits.
- Identify outside resources (consultants or temporary staff) to assist with updating job descriptions.
- Combine Classification and Compensation and Talent Acquisition into a single Classification, Compensation, and Recruitment unit.

Increase Transparency

- Now allowing hiring managers to review all applicants and discuss selection differences with recruiters.
 - More collaborative process to interview and select best candidate

Better Communication

- Leverage existing communications resources.
 - Public Information Office (PIO) now assisting HR to communicate news, policy changes, and various updates from HR to all LFUCG employees



26

Further HR Development

HR Staff Training

- Scheduled for 49 trainings thru 2016
 - Classroom and webinar trainings
 - Will be continuous and ongoing

Further HR Development

All LFUCG Employees Training Opportunities

- Management Orientation
- Academy
- Workplace Development

Questions?



General Government and Social Services Committee Referrals

Referral Item	Referred By	Date Referred	Status	File ID:
Parks Foundation	Scutchfield	July 2014	(pending review)	
Review of Ethics Ordinance	Evans	Oct. 2014	Jan. 2016; Feb. 2016; July 2016; Nov. 2016	1093-15
Veterans Affairs	Hensley	Nov. 2015	(pending review)	
Security Cameras in Parks	F. Brown	Dec. 2015	April 2016; November 2016 or January 2017	0323-16
Autonomous Cars -- Future Impact on Lexington	Hensley	Feb. 2015	(pending review)	
Minority Recruitment & Retention	J. Brown	March 2015	September 2016	1029-16
Bluegrass Area Development District -- Update	Moloney	April 2016	(pending review)	
Bluegrass Area Development District -- Contractual Options for Workforce Program	Moloney	May 2016	(pending review)	
HR Management Audit	Lamb	May 2016	September 2016	1030-16
Neighborhood Match Grants -- Move from Mayor's Office to Division of Grants and Special Projects	Scutchfield	May 2016	January 2017	
Adult & Tenant Services Audit -- Update	Lamb	May 2016	November 2016	
Fair Labor Standards Act -- Changes to Exemptions	Lamb	May 2016	(pending review)	
Parks & Rec. Catering & Food Service Function Audit	Henson	July 2016	November 2016	
Review of radar trailers and speed spies in Fayette County	F. Brown	Aug-16	January 2017	
Presentation and Follow Up Items				
Bluegrass International Center	Lamb	Jan. 2015	February 2015; May 2015; Nov. 2015; Nov. 2016	
EMS Service Fees	Henson	Jan. 2015	November 2016	0143-15