

Kentucky LWDB Biennial Certification Packet

KENTUCKY LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) BIENNIAL CERTIFICATION REVIEW

Northern Kentucky Workforce Investment Board (NKWIB)

Local Workforce Development Board (LWDB) Name

Northern Kentucky Workforce Development Area (NKWDA)

Local Workforce Development Area (LWDA) Name

Central Kentucky Region

Planning Region Name

Submitted to the Kentucky Department of Workforce Investment (DWI) for LWDB subsequent certification for the two year timeframe:

JULY 1, 2019 – JUNE 30, 2021

CHIEF LOCAL ELECTED OFFICIAL(S) (CLEO/CLEOs)

Signature(s)*

Date

Gary Moore, Judge Executive, Boone County

Typed Name(s) and Title/City/County

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIR

Signature*

Date

Andrew Aiello, General Manager, Transit Authority of Northern Kentucky (TANK)

Typed Name and Title/Company Name

***Note: Signatures attest to agreement of Chief Local Elected Official(s) and Local Workforce Development Board Chair related to the assurances and documents contained within this Certification packet.**

LWDB CERTIFICATION CONTACT INFORMATION

CLEO/CLEOs Contact Information (Attach list if LWDA has more than two CLEOS)

Name(s): Gary Moore

Title(s): Judge Executive

Mailing Address: P.O. Box 900, 2950 Washington Street, Burlington, Kentucky 41005

E-mail Address: JudgeMoore@BooneCountyKy.org

Office Phone Number: (859) 334-2242

Work Cell Phone Number:

LWDB Chair Contact Information

Name: Andrew Aiello

Title: General Manager, Transit Authority of Northern Kentucky (TANK)

Mailing Address: 3375 Madison Pike, Ft. Wright, KY 41017

E-mail Address: aaello@tankbus.org

Office Phone Number: 859-814-2143

Work Cell Phone Number: 859-802-5166

LWDB Director Contact Information

Name: Barbara B. Stewart

Title: NKWIB Director

Mailing Address: 22 Spiral Drive, Florence, KY 41042

E-mail Address: barbara.stewart@nkadd.org

Office Phone Number: 859-283-1885

Work Cell Phone Number: 859-609-1803

LWDB Secondary Contact Information

The person named below will be the individual the state reviewers will contact if there are questions or if additional information is needed.

Name: Jason Ashbrook

Title: Program Director

Mailing Address: 22 Spiral Drive, Florence, KY 41042

E-mail Address: Jason.Ashbrook@nkadd.org

Office Phone Number: 859-283-1885

Work Cell Phone Number: 859-292-2602

REVIEW CHECKLIST FOR LWDB BIENNIAL CERTIFICATION

Please check the boxes, and provide responses and/or copies of the requested documents for each of the items on the checklist below. If you have additional information or updates, please use the text boxes following each item.

1. The Local Elected Officials (LEOs) in the LWDA have developed and executed an Interlocal Agreement, per 20 CFR 679.310(e) and Kentucky Policy 15-002.

Choose one:

- A copy of the area's **current** Interlocal Agreement is on file with DWI.
- A copy of the area's **current** Interlocal Agreement is included in this response packet. If included, please label this agreement as **Attachment #1.**

2. The LWDB has developed by-laws, per Kentucky Policy 15-001. These reflect the guidance provided in the policy.

Choose one:

- A copy of the area's **current** by-laws are on file with DWI.
- A copy of the area's **current** by-laws are included in this response packet. If included, please label this agreement as **Attachment #2.**

See Attachment #2.

3. The LWDB has entered into a formal Partnership Agreement with the Chief Local Elected Official(s) (CLEOs), per Kentucky Policy 15-003. This agreement clearly details the partnership between the two entities for the governance, review and oversight of local workforce development activities.

Choose one:

- A copy of the area's **current** Partnership Agreement is on file with DWI.
- A copy of the area's **current** Partnership Agreement is included in this response packet. If included, please label this agreement as **Attachment #3.**

4. LWDB Nomination/Appointment forms (Guidance 19-007 Attachment III) are completed for all LWDB members, signed by the appointing CLEO(s) and submitted to DWI.

Choose one:

- A copy of the area's **current** LWDB Nomination/Appointment forms are on file with DWI.
- Copies of nominations forms (Guidance 19-007 Attachment III) for all current board members are included in this response packet, labeled as **Attachment #4.**

Regardless of whether Nomination forms are included in this response packet, please complete the following information:

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Total # of LWDB voting members: 32

of Business Category Representatives 16

of Workforce Sector Category Representatives 7

of Education and Training Category Representatives 6

of Government and Economic Development Category Representatives 3

of Other Category Representatives (if applicable) 0

of Non-voting members (if applicable) 0

of Current Vacancies (if applicable) 1

The vacancy to be filled is in the Business Category.

5. The LWDB roster form (Guidance 19-007 Attachment IV) is kept current and electronically updated as vacancies are filled. A copy of the current LWDB roster is included in this response packet. Note: The roster (Attachment IV) must also reflect all **current** vacancies, if any exist, **by category**. Provide the vacancy **dates** for each representative and current status of efforts to fill each vacancy in the box below. Please label this roster attachment as **Attachment #5**.

The vacancy occurred as of 4/18/19. The Membership Committee of the NKWIB has begun the recruitment process to secure a replacement within 90 days per Policy 15-001. See Attachment #5.

6. The LWDB (delete non-applicable verb) **has** designated standing committees to provide information and to assist in carrying out activities. If standing committees have been designated, please list the names of the committees and the Chairs in the box below.

Executive Committee – Andrew Aiello
Business Services Committee – Jeff Greelish
Program/Youth Committee – Dana Dobbs
Membership and Board Operating Committee – Michelle Cesteric

7. The LWDB of the local board as listed in Policy 15-001. Function details are in WIOA Sec. 107 (d) and 20 CFR 679.370. Please attach your LWDB Function Tracking document (Guidance 19-007 Attachment II) to this response packet, labeled as **Attachment #6**.

See Attachment #6.

8. The LWDB complies with the as described in Kentucky Policy 15-001 and Kentucky Guidance 19-007.

- The LWDB maintains a **primary** website.
- The website includes information regarding the activities of the LWDB.
- The website includes information regarding the Strategic Local plan, including drafts for public comment prior to submission to the Governor.
- The website includes information regarding membership of the LWDB.
- The website includes information regarding the designation and certification of the KCC Operator().
- The website includes information on the award of grants or contracts to eligible providers of Youth workforce investment activities.

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The website must include access to the minutes of formal meetings of the LWDB.

In the box below, please include the primary website address for the LWDB and the website address(es) for any subfolders that contain the information listed above.

Nkcareercenter.org, Workforce Investment Board tab. Note: The RFP process for Operator and Youth service provider is conducted as follows:

1. A legal notice is published broadly to inform the public of the opportunity. It describes the following:
 - a. Program assistance being sought,
 - b. Instructions being available on the www.NKcareercenter.org website,
 - c. Bidders conference date, time and location,
 - d. Deadline for proposal submission
 - e. Single point of contact information is provided as well throughout the process to allow for public comment and participation in the process as appropriate. This allows us to respond promptly to written or electronically submitted requests for information.
2. RFP notice is mailed to a master list of interested potential bidders informing them of the items above. There are approximately 200 contacts on this list.
3. In addition to language regarding services being sought and content requirements, the RFP includes a procurement timeline (from date of RFP release to date of contract implementation), details about the bidders' conference, and WIB action that will be taken. It also includes the WIB's conflict of interest policy and the procurement solicitation itself
4. All of the actions in the process are specifically documented in WIB minutes where funding decisions are made. Minutes include a listing of the entities that have submitted proposals, and abstract of those proposals, the identity of the selected Operator and the award amount and duration of the contract for the Operator.

9. The LWDB (delete non-applicable verb) **has not** hired staff to assist in carrying out board functions as described in Policy 15-001, STAFF (WIOA Sec 107 (f) and 20 CFR 679.400).

Choose one:

- The LWDB has not hired staff.
- The LWDB had hired staff, and a copy of the staff employment contract is on file with DWI.
- The LWDB had hired staff, and a copy of the staff employment contract is included in this response packet as **Attachment #7**.

If hired by LWDB, please list name(s) and position title(s) of staff in the box below.

10. The LWDB (delete non-applicable verb) **has** selected or otherwise designated a single entity to perform more than one of the functions as a local Fiscal Agent, Board Director/Staff, One-Stop Operator and/or Career Services Provider. Policies 15-001 and 17-001 provide limitations, additional guidance and clarification on the processes, and conflict of interest guidance. Other state policies, including Policy 17-002, also provide guidance to LWDA's where entities function in a variety of roles.

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If an entity is performing multiple functions, written agreements with the LWDB and the CLEO/CLEOs shall be developed. If applicable, copies of these agreements are to be included in this response packet. Please label agreements as **Attachment #8**. If the written agreement is a part of the Partnership Agreement, please indicate that the Partnership Agreement is the relevant agreement and reference the applicable pages in the box below.

List names of providers that have been selected or designated for the following functions in the LWDA:

Fiscal Agent: The N. Ky. Area Development District (NKADD) was selected to be the subgrant recipient.

One-Stop Operator: Brighton Center

Please list any Services Provider(s) that are performing functions of board staff, fiscal agent, grant subrecipient or one-stop operator in the LWDA:

Per the Contract (Attachment #8) approved by the NKWIB and the N. Ky. LEOs Governing Body, Brighton Center was selected to provide direct services and Operator functions. Firewall securities were built into the language of the contract.

11 The LWDB strives to ensure that workforce investment activities carried out in the local area enable the local area to meet the corresponding performance accountability measures as defined in WIOA 106(e).

Performance Accountability

The chart below provides the State Performance Measures for PY 16-19.

Since PY 2020 will be the first program year evaluated, LWDBs should internally evaluate their progress from PY 16 to date, and take action where necessary to improve performance.

		Statewide Negotiated Measures			
		PY 16	PY 17	PY 18	PY 19
Adult					
	Employment 2nd Qtr. After Exit	64.0%	67.0%	71.0%	72.0%
	Employment 4th Qtr. After Exit	68.9%	71.5%	71.5%	73.0%
	Median Earning	\$5,200	\$5,700	\$5,700	\$6,000
	Credential Attainment	50.0%	55.0%	55.0%	58.0%
Dislocated Worker					
	Employment 2nd Qtr. After Exit	72.0%	75.0%	76.0%	78.0%
	Employment 4th Qtr. After Exit	74.0%	77.0%	77.0%	80.0%

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	Median Earning	\$6,600	\$7,100	\$5,700	\$6,000
	Credential Attainment	55.9%	58.9%	58.9%	61.9%
Youth					
	Employment 2nd Qtr. After Exit	66.0%	71.0%	71.0%	74.0%
	Employment 4th Qtr. After Exit	69.0%	72.0%	72.0%	75.0%
	Credential Attainment	68.0%	71.0%	71.0%	74.0%

Please include, as **Attachment #9**, a one-page (maximum) narrative summarizing the efforts of the LWDA to make progress on performance measures, including:

- A brief description of the LWDBs internal process for monitoring and achieving performance;
- Reference any specific technical assistance the LWDB has requested/will request from DWI to help ensure that performance measures are met.

See Attachment #9.

12. The LWDB strives to ensure that workforce investment activities carried out in the local area achieve sustained fiscal integrity as defined in WIOA 106(e) and Kentucky Guidance 19-007.

The following actions achieve sustain fiscal integrity:

1. Annual Budget established through approval of the NKWIB and the NKY LEOs Governing Body.
2. NKWIB Staff review expenditures against approved budgets on a monthly basis.
3. NKWIB Staff reports monthly to the Cabinet via the WORK system.
4. At each meeting, the NKWIB reviews a fiscal Key Performance Indicator that shows expenditures against approved budget items. This indicates % of expenditures in comparison to % of fiscal year completed.
5. NKWIB Staff conduct annual fiscal monitoring of subcontractor to ensure all systems and documentation are appropriate.
6. The Cabinet conducts fiscal monitoring to ensure documentation is correct and costs are allowable and reasonable.
7. NKADD, as the subgrant recipient, has an independent CPA firm conduct an audit to ensure generally accepted accounting principles are followed, and that costs are allowable and reasonable.

END OF KENTUCKY LWDB BIENNIAL CERTIFICATION PACKET