



## **FY19 MINUTES**

### **NORTHERN KENTUCKY WORKFORCE INVESTMENT BOARD**

#### **Northern Kentucky Area Development District**

**Tuesday, May 14, 2019**

**9:30 am**

Chairperson **Andrew Aiello** called the meeting to order at 9:33 am

#### **SELF-IDENTIFICATION OF MEMEBRS**

Member who self-identified as having a potential conflict of interest with agenda topics:

No member self-identified has having a potential conflict of interest with agenda topics.

#### **MEMBERS PRESENT**

Andrew Aiello  
John Baines  
Nick Birkenhauer  
Kevin Bonhaus  
Michelle Cestaric  
Brent Cooper  
Natalie Cummins  
Chad Day  
Fernando Figueroa  
Vera Hall  
Tim Hanner  
Janet Harrah  
Kristie Henry  
Ryan Henson  
Sybil Murphy  
Francis O'Hara  
Polly Lusk Page  
Jennifer Panepinto  
Josh Pierce  
Carissa Schutzman  
Michelle Tyson

#### **Staff**

Jason Ashbrook  
David Klokner  
Katie Jo Berkshire Kirkpatrick  
Liberty Kordish  
Tonia Slone  
Barbara Stewart

#### **MEMBERS EXCUSED**

Chris Bateman  
Catrena Bowman-Thomas  
Dana Dobbs  
Chris Fridel  
Jeff Greelish  
Dave Schroeder  
Alecia Webb-Edgington  
Rhonda Whitaker  
Dave Fleischer  
Robert Stafford

#### **Absent**

#### **Zoom**

#### **Guest**

Ellen Bates – Brighton Center  
Talia Frye – Brighton Center  
Ashton Van Gorden – Life Learning Center  
Luv Robertson - KY Skills U Frankfort  
Natalie Ruppert – KCPL  
Jamie Parsons – St Elizabeth

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Dena Shea

#### **APPROVAL OF MINUTES**

Brent Cooper moved to approve the **March 14, 2019 minutes**. Michelle Cestaric seconded the motion, motion carried.

#### **Mission Moment**

Ellen Bates from the Brighton Center announced the success of Tasha Johnson a WIOA Dislocated Worker. Tasha attended the Center for Employment Training: Health Technology Administration Program. She was hired by ENT and Allergy Specialist before her training program was finished. She is now their Lead Receptionist.

#### **ACCOUNTABILITY/TRANSPARENCY AND DATA ANALYSIS**

##### **Local Plan and Strategic Plan**

Barbara Stewart reported on the Local and Strategic Plan, the Plans were posted for public review, and no comments were received. After the WIB approval the Plans will be sent to Judge Moore for his approval and then on to the State.

##### **MOTION**

Chad Day moved to approve the Local Plan and Strategic Plan implemented by the State. The motion was seconded by Polly Lusk Page, the motion carried.

##### **Board Certification**

Barbara Stewart reported on April 22, 2019 the State notified Local WIB staff of the expiration of the Northern Kentucky Workforce Investment Board's Certification. The Certification needs to be updated every two years. The updated Certification will need to be submitted by June 30, 2019.

As such, the following items have been prepared for submission to the State by that date:

Certification packet that addresses required documents and agreements:

- a. NKWIB/LEOs Interlocal Agreement (already on file with DWI),
- b. NKWIB Bylaws , (already on file with DWI),
- c. NKWIB/CLEO Partnership Agreement (already on file with DWI),
- d. NKWIB nomination/Appointment forms (already on file with DWI),
- e. NKWIB Roster
- f. NKWIB Function Tracking Form
- g. Contract with Brighton Center for Direct Services and Operator functions,
- h. Statement regarding NWIB efforts to monitor and achieve performance,
- i. Statement regarding NKWIB efforts to sustain fiscal integrity.

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**Motion**

Tim Hanner moved to approve the updated Northern Kentucky Workforce Investment Board Certification. Janet Harrah seconded the motion, the motion carried.

**Get to Know You Moment**

Sybil Murphy presented a brief overview of her career as Vice President of Human Resource at Kenton County Airport Board (CVG). Currently, she is working with the Strategic Workforce Collaborative bringing over 70 employers at CVG together. Sybil thanked the Northern Kentucky Career Centers for bring an office back to CVG.

**Membership & Board Operating**

Michelle Cestaric presented nominations to replace members: April Brown, and Vera Hall.

- Jamie Parsons – St Elizabeth
- Sherra Dunlap – Owen Electric

**Motion**

Michelle Cestaric moved to approve the nominations. Michelle Tyson seconded the motion, the motion carried.

**Business Services**

Jason Ashbrook reported the Business Services Committee did not have a quorum. There was a discussion on opportunities and goals for the BSC to help members become more engage. David Klokner reported on the new online LMI. The new LMI replaces the LMI booklet, reduces paper, and is easier to update. There will be a one-pager that can be printed out. Some of the links are still a work in-progress. The information from the LMI can be sent to the community by Fast-Facts. Fast-Facts are tweets sent out by different WIB Members are WIB staff. Katie Jo Berkshire Kirkpatrick and Brent Cooper have been tweeting these Fast-Facts.

**Program/Youth**

Barbara Stewart reported on FY2020 Projected Budget:

- Revenue
- Projected Allocation
- Obligations
- Projected Carry Over Decrease
- Projected FY20 Allocation Decrease
- ITA obligations reduce to reflect projected FY19 expenditures. FY19 budget was \$235.00

The Program/Youth Committee decided the Board staff work with the Brighton Center on the FY2020 projected budget, pending available funding and report back to the Program/Youth Committee on the June 11, 2019 meeting.

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**Motion**

John Baines moved to approve the FY 2020 projected budget, pending available funding, with the Board staff and Brighton Center working on a contingency plan to reconcile the budget shortfall, with as minimal service impact as possible and reporting the revised budget back to the Program/Youth Committee at the June 11, 2019 meeting. Upon review of the balanced plan, the Program/Youth committee will take the recommendation to the NKWIB for approval at its next regular meeting on July 9, 2019. Seconded by Fernand Figueroa, the motion carried.

**Activity Updates:**

SNAP E&T

Tonia Slone reported The Cabinet for Health and Family Services approached the NKADD to add the SNAP portion of the Medicaid/SNAP Program into a contract that has been in place for eleven years, which is Kentucky Works TANF Program. The role out will start July 1, 2019. This is being implemented throughout all Workforce Investment Boards in the state.

Development Activity

Katie Jo Berkshire Kirkpatrick reported on the NKWIB year to date totals.

- Covington Career Center requested \$130,000 and received \$95,000
- Rapid response Additional Assistance requested \$419,023 and received \$285,132
- KY Dept of Workforce Investment Business Driven Innovation and Impact Fund requested \$51,177 and received \$16,881
- Community Grants requested \$19,566 received \$0

Katie Jo reported on what is on the horizon:

- Covington Career Center Project Phase II -Outstanding Funds (\$173,000) *Committed Support Received - 62% of the \$450,000 Goal*
- IRS Closure Rapid response -Kentucky Office of Employment & Training (\$480,000 (estimated 150 affected workers @ \$3,200))
- Innovation Center at the Covington Career Center Upgrades -Kentucky Department of Workforce Investment (\$50,000)
- High-Resolution LED Signage for the Kentucky Career -Kentucky Department of Workforce Investment (\$34,296)
- Career, training and supportive services for Job Seekers with barriers (addressing the opioid crisis)
- Opportunity Youth
- On the Job Training

There was a request for ideas on funding streams. Katie Jo reminded the WIB members the cost of the Annual Awards Luncheon and let the members know if there is a shortfall in sponsorship a decision will be made by the Executive Committee on June 26, 2019 whether to charge for the luncheon or to stop having the Awards Luncheon.

CVG Career Center space

Jason Ashbrook reported the Career Center at CVG had their soft opening April 8, 2019. A full-time staff is available Monday – Thursday, and Friday by appointment. A grand opening will be planned in the future.

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The American Job Center is one out of only two in the country located at an International Airport.

MOU and IFA

Jason Ashbrook reported the final MOU had been submitted and the state has requested to use our MOU as a template throughout the state.

GROW Northern Kentucky

Andrew Aiello reported the work continues in the pillars to define region wide metrics in each of the five key areas. GROW is working with MIT students to create more of an infrastructure on how the group works, how the metrics can be tracked, and how information will be reported to the Strategic Steering Committee.

KPIs

Andrew Aiello reported that throughout the meeting areas of the Financial and the Programmatic KPIs had been discussed.

**ADJOURNMENT** –Andrew Aiello adjourn the meeting at 11:00 am.

aa/ds