



**FY19 MINUTES**

**EXECUTIVE COMMITTEE**

**NKADD, 22 Spiral Drive, Florence, KY 41042**

**October 23, 2019**

Chair Dana Dobbs called the meeting to order at 3:30.

| <b>MEMBERS PRESENT</b> | <b>MEMBERS EXCUSED</b> |
|------------------------|------------------------|
| Michelle Cestarcic     | Jeff Greelish          |
| Dana Dobbs             |                        |
| Carissa Schutzman      | <b>GUESTS</b>          |
| Michelle Tyson         | Ellen Bates            |
|                        | Correy Eimer           |
| <b>STAFF PRESENT</b>   |                        |
| Barb Stewart           |                        |
| Tonia Slone            |                        |
| Jason Ashbrook         |                        |
| Dena Shea              |                        |
| David Klokner          |                        |
| Liberty Kordish        |                        |

**SELF-IDENTIFICATION OF MEMBERS**

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

**APPROVAL OF MINUTES**

Michelle Cestarcic motioned to approve the minutes from August 28, 2019

Carissa Schutzman seconded the motion. The motion carried.

**Mission Moment**

A video was viewed about the success of Victoria – a client from Employment Connections at the Covington Career Center.

**COMMITTEE STATUS REPORTS**

**Membership & Board Operating** – Michelle made the motion to approve Dean McKay, HR Director, Skillcraft for membership. Carissa Schutzman seconded the motion. Motion carried. Michelle also informed the Executive Committee that Jamie Parsons be the member spotlight at the November 12 NKWIB meeting.

### Activity Updates

- A. Hiring of NKWIB Director – Dana Dobbs informed the committee that 75 resumes had been received. Seven were selected for first round interviews. 3 were invited back for the second round of interviews. The decision will be made to provide approximately a month of transition for when Barb retires on December 31<sup>st</sup>.
- B. Direct Service and Operator Updates – Correy Eimer presented activity of the Operator including hiring of Lewis Fugeman to provide assistance with outreach efforts, updates on the October 15 Partner meeting, customer satisfaction rate of 99.6%, and facility updates. Ellen Bates reported on Direct Services activity including the new digital literacy workshop for IRS employees, career expos in rural counties, CVG activities (91 hiring events, 222 applicant interviews and 161 job placements), Youth activity in Owen County, City Futures program now engaged 185 residents, Youth Summer Cohort.
- C. Development Activity was reviewed by Barb Stewart on behalf of Katie Jo. In particular was noted the effort to attain funds from the Impact Fund Community Grants to support City Futures. Although we didn't make it to the last round of presentations, \$500 was awarded is a recognition of our effort. This will be used to support the City Futures program.
- D. FY21 RFP for Direct Services and Operator Activity – Jason Ashbrook informed the committee that over the last 6 months of the current fiscal year, this RFP process will be developed and carried out for implementation on July 1, 2020.
- E. Florence Career Center Space Discussions. Jason Ashbrook informed the committee that he has had discussions with City of Florence leadership regarding the available space in the Florence Career Center. There is some interest from another State agency to attain the space. Jason will keep the Board informed on progress of these discussions.
- F. Key Performance Indicators (KPI)
  - Fiscal Report– Barb Stewart reported on the 9/30/19 report. As of that date (25% of the fiscal year) overall expenditures are at 17%. Barb also explained that the carryover and allocations funds are still estimates as the FY19 audit is not complete nor have the actual allocations been received.
  - Programmatic Report – Jason Ashbrook and David Klokner reported on the 8/31/19 report. They informed the committee that the template continues to be under review by the Business Services Committee. Their recommendation for updating will be provided at the December Executive Committee meeting.

**Information presentation at the November 12, 2019 NKWIB meeting.** Barb informed the committee that Leisa Mulcahy will present on the progress of GROW NKY activity now that it has reached it's one year of operations.

**ADJOURNMENT** – Dana adjourned the meeting at 4:32 pm.