



FY20 MINUTES

NORTHERN KENTUCKY WORKFORCE INVESTMENT BOARD

Northern Kentucky Area Development District

Tuesday, July 9, 2019

8:30 am

Chairperson **Andrew Aiello** called the meeting to order at 8:33 am

SELF-IDENTIFICATION OF MEMBERS

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

Dave Fleischer, Brighton Center Board Member

MEMBERS PRESENT	MEMBERS EXCUSED	GUESTS
Andrew Aiello	Chris Bateman	Ellen Bates – Brighton Center
John Baines	Nick Birkenhauer	Talia Frye – Brighton Center
Kevin Bonhaus	Natalie Cummins	Natalie Ruppert – KCPL
Catrena Bowman-Thomas	Chris Fridel	Bill Bradford – Ft. Thomas Schools
Michelle Cestaric	Jeff Greelish	Robin Klaene -Kenton Co. Public Library
Brent Cooper	Francis O’Hara	Dean McKay – Skilcraft LLC
Chad Day	Jamie Parsons	Eric Owsley-Brighton Center
Dana Dobbs		Mindy Puckett – Brighton Center
Sherra Dunlap	ZOOM	Connie Schnell - CDO
Fernando Figueroa		Martha Setters – Kenton Co Schools
Dave Fleischer	STAFF	Correy Eimer – Brighton Center
Janet Harrah	Jason Ashbrook	Melissa Patchell - NKADD
Kristie Henry	David Klokner	Nataly Ruppert – Kenton Co. Public Library
Ryan Henson	Katie Jo Berkshire Kirkpatrick	
Sybil Murphy	Liberty Kordish	
Jennifer Panepinto	Tonia Slone	
Dave Schroeder	Barbara Stewart	
Carissa Schutzman		
Robert Stafford		
Michelle Tyson		
Alecia Webb-Edgington		
Rhonda Whitaker		

APPROVAL OF MINUTES

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

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MISSION MOMENT

Ellen Bates introduced the video of Dean McKay, a dislocated worker who experienced the services of the KCC that led to his success in gaining a management position with Skilcraft LLC. Dean was in attendance and elaborated on his experience and how he couldn't have done this without the support of the Board.

ACCOUNTABILITY/TRANSPARENCY AND DATA ANALYSIS

COMMITTEE STATUS REPORTS:

Membership and Board Operating: Michelle Cestaric reported on the following-

1. The slate of officers was presented:

Chairperson – Dana Dobbs

Vice-Chairperson – Michelle Cestaric

Secretary – Carissa Schutzman

Chad Day moved to approve the Slate of Officers as presented. Dave Fleischer seconded the motion. The open treasurer position will be filled in the future and voted on during the next meeting. Dana Dobbs, Michelle Cestaric and Carissa Schutzman abstained from the voting. Motion carried.

Andy Aiello then passed the gavel to Dana Dobbs. Barb and Dana presented a gift to Andy in appreciation for his service as WIB Chair.

2. A recommended bylaw change on page 7 was presented to eliminate Outreach Committee under F. STANDING COMMITTEES, ITEM d. Item e. MEMBERSHIP AND BOARD OPERATING COMMITTEE will then become item d. This will align with the outreach function already moved to be under the Executive Committee functions in ITEM a. Michelle Cestaric made the motion to approve the recommendation. Janet Harrah seconded the motion. Motion carried.
3. Two new nominations were presented for Connie Schnell, Career Development Office of the Workforce Cabinet, and Jamie Johnson, with Dorman Products. Michelle Cestaric made the motion to approve the nominations. John Baines seconded the motion. Motion carried.
4. Brent Cooper presented for the "Member Intro" portion of the meeting. Brent is the President & CEO of the Northern Kentucky Chamber. He designated Jamie Parsons, St. Elizabeth Healthcare as the next "member Intro" at the next regular WIB meeting.

Business Services Committee: Jason Ashbrook provided an update. The BSC discussed the necessity to update the KPW report that will more clearly reflect the needs, actions, and resulting performance of the Career Center system. It will have a particular focus on services to Youth. Sponsorship of events and board member involvement was also discussed.

Program/Youth Committee: Dana Dobbs reported on the following:

1. The P/Y recommended approving the FY 2020 budget as presented, pending available funding. Chad Day made the motion to approve the FY2020 budget as presented. Kevin Bonhaus seconded. Motion carried.
2. The Youth Policy and Procedure manual was presented with encouragement to submit any questions or comments before submission to the state. Michelle Cestaric made the motion to

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approve the submission of the youth manual to the state. Dave Schroeder seconded the motion.. Motion carried.

3. A suggestion was made to discuss more extensive background checks for youth staff. The topic will be added to the next PY Committee meeting agenda.

ACTIVITY UPDATES:

Funding Shortfall vs Local Growth discussion with Sec. Meier and Sec. Ramsey: On July 12, 2019, Andy Aiello, Brent Cooper and Barb Stewart spoke with Sec. Meier and Sec. Ramsey to discuss local funding shortfalls with an emphasis on how the reduction could affect future business development. As of the meeting date, there has been no additional response from the state.

Annual WIOA Awards Nominations: Jason Ashbrook reported the awards nomination process is closed and the Executive Committee will be selecting the winners. Winners will be announced at the September 10, 2019 WIOA awards.

Fiscal Agent/Subgrant Recipient Procurement: Barb informed the Board, that the current Fiscal Agent/Subgrant Recipient agreement expires September 30, 2019. The CLEO is re issuing the Request for Proposal to procure for these Services. To maintain separation, staff is not involved in the procurement process. A special September 2019 meeting will be required to vote on the Fiscal Agent/Subgrant Recipient provider.

Development Activity: Katie Jo Kirkpatrick reported on development and outreach activity to include funding for the IRS Rapid Repose, NKY Funder Grant, Job of the Day social media posts, and the Innovative Marketing Toolkit. She also thanked the Annual WIOA awards sponsors (CVG, Cummins, Alpha + Beta Strategies, Mubea, and Tri-ED).

GROW NKY: Rhonda Whitaker update included change in Pillar 2 leadership and focus, collaboration with partners and new immigration population data while Brent Cooper added the five GROW NKY pillars are driving the current work of the chamber.

Key Performance Indicators (KPI)

Fiscal: Barb Stewart presented the Fiscal KPI as of April 30, 2019.

Programmatic: Jason Ashbrook reviewed the current KPI through May 31, 2019.

INFORMATION SESSION:

Martha Setters, Kenton County School District, Assistant Superintendent of Curriculum & Instruction, and Bill Bradford, Fort Thomas Independent Schools, Assistant Superintendent for Teaching & Learning, as members of the Northern Kentucky Cooperative for Educational Services (Co-op) presented information on the regional approach to creating the state required Essential Workplace Ethics Certificate. To meet the state required September 1, 2019 submission date and Workforce Investment Board involvement, Michelle Tyson made a motion to allow the Business Service Committee at their next meeting to take appropriate action on the certificate curriculum. Catrena Bowman-Thomas seconded the motion. Motioned carried.