



**FY19 MINUTES**

**EXECUTIVE COMMITTEE**

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

**April 2, 2019 Special Meeting**

Chair Andrew Aiello called the meeting to order at 3:08 pm

<b>MEMBERS PRESENT</b>	<b>MEMBERS EXCUSED</b>
Andrew Aiello	John Baines
Michelle Cestaric	
Carissa Schutzman	
Dana Dobbs	<b>MEMBERS ABSENT</b>
Jeff Greelish	
Vera Hall	
<b>STAFF PRESENT</b>	
David Klokner	
Katie Jo Berkshire Kirkpatrick	
Jason Ashbrook	<b>GUESTS</b>
Dena Shea	

**SELF-IDENTIFICATION OF MEMBERS**

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

**Strategic Action Plan Review**

Jason Ashbrook, and Katie Jo Berkshire Kirkpatrick - presented the draft of the Local/Regional Plan and Strategic Plan to the Executive Committee Members (Andrew Aiello, Michelle Cestaric, Dana Dobbs, Jeff Greelish, Vera Hall, and Carissa Schutzman). At this time the members made several recommended changes to the Strategic plan, including the following key areas

- Updating the Responsible Party "Note" column to read "Partner"
- Re-formatting the "Status" column with a "Completed month/year, Next Review Month/Year" format throughout the plan

- Re-formatting the “Outcomes” column to include results-oriented information/ content, which was previously found under the “Status” column
- Updating Measures to ensure the goal meets the S.M.A.R.T (specific, measurable, attainable, relevant, and time-bound) criteria for goal-setting
- Adding/ updating Due Dates (Timeline)

The Executive Committee Members decided for any necessary updates to the Local/Regional Plan, to align those updates with the Strategic Plan, including the recommended changes from today’s meeting. The Strategic and Local/Regional Plans after changes, will be posted online for public review and comments for a minimum of 14 days.

### **Motion**

Dana Dobbs motioned for the Board Support staff to make the Executive Committee’s requested changes to the NKWIB’s revised Strategic Plan, as well as any necessary updates to the Local/Regional Plan, to align with the Strategic Plan. Once these changes are in effect, the draft Strategic Plan and Local/ Regional Plan may be posted online for public review and comments as early as April 4, 2019 and remain posted for a minimum of 14 days. Vera Hall second the motion, the motion carried by all members. The Strategic Plan and Local / Regional Plan will go to the full WIB on May 14, 2019 for approval.

**ADJOURNMENT** – Andrew Aiello adjourn the meeting at 5:10 pm.

aa/ds