



**FY19 MINUTES**

**EXECUTIVE COMMITTEE**

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

**April 24, 2019**

Chair Andrew Aiello was video conferencing in to the meeting and ask Dana Dobbs to chair the meeting. Dana Dobbs called the meeting to order at 3:34.

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

**SELF-IDENTIFICATION OF MEMBERS**

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

**APPROVAL OF MINUTES**

John Baines motioned to approve the minutes from **February 27, 2019**

Michelle Cestaric seconded the motion. The motion carried.

Michelle Cestaric motioned to approve the minutes from the Executive Committee **Special Meeting on April 2, 2019**. Dana Dobbs seconded the motion. The motion carried.

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### **Mission Moment**

The Mission Moment will be provided by Brighton Center at the May WIB Meeting.

### **ACCOUNTABILITY/TRANSPARENCY**

Barbara Stewart reported the state is requesting a certification process and is due by June 30, 2019.

Barbara Stewart reported the Local Plan and Strategic Plan had been out for review by the public. No comments were made.

### **Motion**

Micelle Cestaric motioned to approve the Local and Strategic Plan. Dana Dobbs seconded the motion. The motion carried.

### **COMMITTEE STATUS REPORTS**

#### **Membership & Board Operating**

Michelle Cestaric reported – Member Intro for the WIB will be Sybil Murphy

Michelle Cestaric reported - Nominations to be put before the WIB Board to replace Vera Hall and April Brown.

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

Michelle Cestaric reported on suggestions made by the Committee Members to help with attendance.

- BSC Committee becoming more involved in the apprenticeship/internship programs through the Career Centers
- Assign task to Committees and Members

Percentage guidelines for Business representation for the Workforce Investment Board Membership is low. Business Representation needs to be 51% and now it is at 50% The MBO needs to continue focusing on the Healthcare sector and especially Advanced Manufacturing.

#### **Program/Youth Committee**

Dana Dobbs reported - Jason Ashbrook gave an overview of the Contracted Services. Effective July 1, 2017, Brighton Center, Inc. became the One-Stop Operator and the lead WIOA Direct Services Provider for the local Kentucky Career Center (KCC) system, selected by the Northern KY Workforce Investment Board through a competitive-bidding (Request for Proposal/RFP) process.

The Brighton Center as the WIOA Direct Service Provide is responsible for providing the leadership, coordination, and delivery of all WIOA workforce development services to Adults, Dislocated Workers, Youth, and Business/Employers in Northern KY.

As the One-Stop Operator, Brighton Center is responsible for the following key functions at the Kentucky Career Center: Customer Service and First Impressions, Coordination of partner services, Continuous Quality Improvement, Outreach/ Marketing/ Social Media, Safety/ Security/ Wellness, Collaboration, Staff/partner communication, verification of WIOA eligibility, and maintaining a professional firewall between the Direct Services Provider (a function also being delivered by Brighton Center).

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Based on the results of the annual contract monitoring activity, Brighton Center's Direct Service Provider and One-Stop Operator's overall performance during this review period was noted as excellent.

#### FY2020 Projected Available Funding Request

Jason Ashbrook, Tonia Slone, and Liberty Kordish reported on the Projected Funding Request and Budget Analysis. The Committee Members had several questions on the carryover in past years and the shortfall for FY20. Committee Members recommended Board staff and Brighton Center work on a contingency plan to reconcile the budget shortfall and report the revised budget back to the P/Y Committee at the June 11, 2019 meeting. The federal government released allocation numbers to the State of Kentucky, the amount is 5% less the last year. Tonia reminded Committee Members of the withdraw of Medicaid/SNAP funding.

#### **Business Services Committee**

Jason Ashbrook reported – The Business Services Committee did not have a Quorum. There was an information session. The agenda items discussed in the meeting were:

- Brighton Center's KCC Lead Business Services
- Supply Chain OKI goals
- Business Services and Workforce Data
- KY STATS (KCEWS) draft NKY Workforce Profile
- Indiana Region 9 Workforce profile/Report
- Employer feedback/surveys update

#### **Activity Updates:**

##### 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.

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#### CVG Career Center

Jason Ashbrook reported the CVG Career Center had their soft opening on April 8, 2019. There is a full-time staff member there Monday – Thursday and Friday by appointment only. A grand opening is being planned.

#### MOU and IFA

Jason Ashbrook reported there was one minor revision to the MOU and will be re-submitted. The state has requested to use our MOU as a template throughout the state.

#### GROW Northern Kentucky

Barbara Stewart reported the Pillars are continuing to meet working on their goals and objectives. Andrew Aiello reported the NKY Chamber of Commerce received a grant for MIT students to help create a communications plan. Their draft will be submitted sometime in May and go to the GROW Board for approval.

#### Key Performance Indicators (KPI)

Barbara Stewart reported on the Key Performance Indicator Financial Report for FY19. As of March 31, 2019, we are through 75% of the fiscal year and the overall expenditures are 58%.

Jason Ashbrook reported on the Key Performance Indicator. BSC Committee is looking specifically at the Employer Job Orders, Available Jobs, and NKY Unique Employers. Since the launch of KEE-Suites in October WIB staff no longer have direct access to Business Objectives which has created problems when gathering the data for specific section of the report. The BSC Committee recommended making changes to that portion of the report using local data instead of state-wide data. The WIB staff has requested from the state direct/indirect access to the state employment and wage data system. The state is not willing to give access to that data currently.

There was a request for past presenters.

**ADJOURNMENT** – Andrew Aiello adjourn the meeting at 4:40 pm.

aa/ds