



**FY19 MINUTES**

**EXECUTIVE COMMITTEE**

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

**June 26, 2019**

In the absence of Chair Andrew Aiello Dana Dobbs called the meeting to order at 3:30.

<b>MEMBERS PRESENT</b>	<b>MEMBERS EXCUSED</b>
Carissa Schutzman	Jeff Greelish
John Baines	Andy Aiello
Michelle Cestaric	
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 as having a potential conflict of interest with agenda topics.

**APPROVAL OF MINUTES**

John Baines motioned to approve the minutes from **April 24, 2019**

Michelle Cestaric seconded the motion. The motion carried.

**Mission Moment**

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

### **ACCOUNTABILITY/TRANSPARENCY**

**Awards Nominations:** Jason Ashbrook reviewed the submitted nominations and the process to determine the recipients. The process will be completed in time to prepare the wards for the September annual awards luncheon.

### **COMMITTEE STATUS REPORTS**

**Membership & Board Operating** – Michelle Cestaric reported on the following:

- Bylaw review – the MBO will recommend the bylaws be changed to eliminate the reference to the Outreach Committee under F. STANIDNG COMMITTEES, ITEM d. as the outreach function has been included under the Executive Committee functions in ITEM a.
- Slate of Officers for FY20 – Barbara Stewart reported that the slate to be presented to the WIB on July 92019 will be as follows – Chairperson: Dana Dobbs, Vice-Chairperson: Michelle Cestaric, Secretary: Carissa Schutzman, Treasurer: TBD.
- Recruitment for new business members continues.
- Michelle Cestaric reported the “Member Intro” for the WIB will be Brent Cooper.

**Business Services** – Jason Ashbrook reported on the discussions from the BSC meeting. There was a very valuable dialogue regarding the KPI report format and how it will be changed to provide clearer data based on the needs of employers, actions taken to address the needs, resulting data from those actions, and performance results. This will ensure all efforts are reflective of the strategic plan. Also discussed was the business/employer sponsorships opportunities. The committee requested that policies be drafted up to establish processes on how this would be administered. This should be brought back for review at the next meeting.

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

- FY20 Funding Recommendations: Dana explained the process and discussion resulting from the previous direction to have the NKADD and Brighton Center work on a contingency plan to reconcile the budget shortfall. This was accomplished with considerations of projected shortfalls in carryover and allocation funds, reduction of ITA set-aside and then the proportionate assignment of budget for Brighton Center, the NKADD and the remaining set-asides. It was recommended that the explanation provided to the full Board should include results of that reconciliation (eliminating the shortfall, starting the budget with a positive balance, reductions in staffing and remaining set asides).
- Youth Policies and Procedures: Dana and Tonia explained per State policy each local area is to have an approved Youth Policies and Procedures manual. Staff prepared a draft for committee consideration that can be found at <https://nkcareercenter.org/wp-content/uploads/2019/05/2019-Youth-NKY-P-P-Manual.pdf>. The committee will be asking for action at the July 9 WIB meeting.
- Conference call with CHFS Secretary Meier and Workforce Secretary Derrick Ramsey: The committee was informed that Andy Aiello and Brent Cooper scheduled a call with the

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Secretaries to discuss the budget hardship that is being anticipated for FY20, and to ask for support in providing additional resources..

**Activity Updates:**

- As the current agreement for the NKADD to provide subgrant recipient and Board support services expires 9/30/2019, Barb informed the committee that the procurement to have these services on October 1, 2019 will be conducted. The CLEO and the WIB will work jointly on this.
- Katie Jo reviewed the agenda attachment to update the committee on her development activity.
- Barb reported on activity of the GROW Northern Kentucky program, discussing the MIT communication analysis and the Steering Committee's efforts to further define roles and outcomes.
- Key Performance Indicators (KPI) – Barb Stewart reported on the Key Performance Indicator Financial Report for FY19. As of April 30, 2019, we are through 83% of the fiscal year and the overall expenditures are 75%. Jason and David reported on the programmatic KPI.

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.

Information session at the July 9 WIB meeting. The N. Ky. Cooperative for Educational Services (Co-op) will present on their recent efforts to create an Essential Skills curriculum and how it aligns with the Board's in-demand certifications data analysis project. The Board will be asked to allow the BSC to take action at its August meeting.

**ADJOURNMENT** – Dana adjourned the meeting at 4:52 pm.

aa/ds