



**FY20 MINUTES**

**BUSINESS SERVICES COMMITTEE**

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

**December 11, 2019**

**2:00 PM**

**MEMBERS PRESENT**

Andrew Aiello  
Carissa Schutzman  
Dr. Fernando Figueroa  
Janet Harrah  
Dave Fleischer  
Jamie Parsons  
Michelle Tyson  
Sybil Murphy

**STAFF PRESENT**

Barbara Stewart  
Jason Ashbrook  
David Klokner  
Katie Jo Kirkpatrick  
Tonia Slone

**MEMBERS EXCUSED**

Brent Cooper  
Robert Stafford  
Rhonda Whitaker  
Jeff Greelish

**ZOOM Conferencing**

None

**MEMBERS ABSENT**

None

**GUESTS PRESENT**

Talia Frye, Brighton Center  
Correy Eimer, Brighton Center  
Ellen Bates, Brighton Center  
Eric Owsley, Brighton Center  
Tara Johnson-Noem, Incoming WIB Director

- 1. Call to Order-** In the absence of Chairperson Jeff Greelish, Andrew Aiello called meeting to order at 2:05 pm.
- 2. Introductions and Self-Identifications** (no self-identifications were expressed)
- 3. Approval of Minutes**  
Carissa Schutzman motioned to approve the minutes from **June 19, 2019**. Jamie Parsons seconded the motion. Motion carried unanimously.

**4. Updates from KCC's Lead Business Services Provider (Ellen Bates, Brighton Center)**

- Targeted outreach provided to following, local organizations over the past two months: DCBS, Brighton Center's Family Center, and Be Concerned – resulting in 11 new WIOA customers
- KCC Williamstown has developed a new working relationship with Pendleton County Family Court; customer referrals will likely serve as an outcome of this relationship
- Fall Career Fair in Burlington was held last month with over 100 job Seekers and 30 participating employers
- Rural County updates:
  - Hired a new Youth Talent Development Specialist, based in the Carrollton location
  - Carroll County Career Fair in the planning stages for Spring 2020
  - Workforce Professionalism Workshop was held at the Carroll County ATC, with over 300 students in attendance
- Expanded partnership with NAVIGO to serve youth/ young adults in the river cities with workforce/ training services
- City Futures program for residents of City Heights- 159 have been served so far, with 43 participants obtaining employment. Additionally, working with Tri-Health to provide an Apprenticeship program in collaboration with the Cincinnati Health Collaborative/ Partners for a Competitive Workforce

**5. KPIs**

**a. 2019 (year-to-date) KPI (current template)**

- i. Jason and David highlighted the metrics on the current YTD KPI
- ii. "Active WIOA Enrollments" include carryover customers.

**b. New KPI draft Template**

- i. Overall, the feedback on this new template was very positive from the members, with the following suggestions/guidance from members:
  1. Janet asked about the age groups for the Labor Participation rate as well as the WIOA Youth. Labor Participation is 16 and up, while WIOA Youth is categorized as 16-24. Requested to add footnotes to distinguish these characteristics
  2. Fernando recommended that a footnote be added to address the job postings by sector to distinguish the top three subsectors that fall under the Non-NKWIB sectors
  3. Andy and David added that having the average wages would also be a meaningful metric to add, if the data is available; this suggestion caused some additional discussion about developing a companion document to provide some additional metrics on wages as well as job equity. This companion document will crosswalk with the new KPI,

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include trending data, along with a focus on job quality; relevant, editable to the NKWIB's strategic plan

4. Jamie and Carissa pointed out that entry level wages aren't necessarily the total compensation amount when factoring in levels of benefits, tuition reimbursement, etc.
5. Andy added that this KPI report/ template typically focuses on this needs and metrics of the NKWIB versus the metropolitan region.
- ii. Dave Fleischer motioned to accept the new KPI format with the additional, recommended footnotes. Dr. Fernando Figueroa seconded the Motion. Motion passed unanimously. This new KPI template (with additional footnotes along with the FY2020 data elements) will be submitted to the full NKWIB for approval at the January 14, 2020 meeting.

#### **6. RFP for One-Stop Operator and Direct Services Provider- FY2021**

- a. Jason provided updates on this upcoming process, along with a draft timeline
  - i. Bidders Conference for any potential applicants will be held at the NKADD
  - ii. Effective dates of the new contract would be July 1, 2020- June 30, 2021, with the opportunity to renew for up to two additional one-year renewals (pending performance, available funding, etc.).
  - iii. BSC members are welcomed and encouraged to participate in this process by attending the NKWIB's Program/Youth Committee (P/Y) meeting on April 14, 2020, where applicants/ bidders' proposals will be reviewed, along with a question/ answer session. That meeting is open for all NKWIB members (and the public) to attend. BSC members can participate in the Q&A and discussions during that meeting; however, the P/Y Committee members will be scoring the proposals and voting on their recommendations; P/Y Committee actions will then move forward to the full NKWIB meeting on May 12, 2020.
  - iv. The action/ recommended Vendor(s) would move forward to the WIOA Local Elected Officials (LEOs) to conjoined approval.

#### **7. Development Updates**

- a. Katie Jo provided the following updates:
  - i. The Career Center's Innovation Center received \$75,781 in state discretionary (WIOA) funding to upgrade the equipment to increase network speed and overall performance. This will allow the career center to provide additional onsite training opportunities for employers and job seekers.

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- ii. Received an additional \$212,859 in WIOA formula funds for Dislocated Workers. This funding will help address the previous funding shortage and allow job training for up to 50 additional individuals.

**ADJOURNMENT** – Michelle Tyson motioned to adjourn the meeting; Dave Fleischer seconded the motion. Meeting was adjourned at 3:10PM.

**NEXT MEETING: February 19, 2020 at 2:00PM**

jg/ja