



**FY20 MINUTES**

**EXECUTIVE COMMITTEE**

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

**February 26, 2020**

Chair Dana Dobbs called the meeting to order at 3:36. All members were present.

<b>MEMBERS PRESENT</b>	<b>MEMBERS EXCUSED</b>
Dana Dobbs	None
Andrew Aiello	
John Baines	<b>GUESTS</b>
Michelle Cestaric	None
Jamie Parsons	
Carissa Schutzman	<b>STAFF PRESENT</b>
Michelle Tyson	Tara Johnson-Noem
	Tonia Slone
	Jason Ashbrook
	David Klokner
	Liberty Kordish

**SELF-IDENTIFICATION OF MEMBERS**

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

**APPROVAL OF MINUTES**

Michelle Cestaric motioned to approve the minutes from October 23, 2019

Carissa Schutzman seconded the motion. The motion carried.

**Mission Moment**

Tara Johnson-Noem reported the Mission Moment will be in favor of someone who accessed general career services. All were in favor.

**COMMITTEE STATUS REPORTS**

**Program and Youth Committee** – Jamie Parsons reported that there was no quorum at the last meeting. Mr. Parsons informed that Training for the RFP will be held on March 18. Discussion ensued

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about ensuring quorum applicants will be required to sit in the audience during the process. Staff will need to monitor the distribution list.

**Business Services** – Andy Aiello reported direct services provider updated the committee, specifically on the use of training dollars. Mr. Aiello that KPI Data Sheets have moved forward as well.

**Membership & Board Operating** – John Baines reported. Mr. Baines stated that membership is in compliance. Mr. Baines has had discussion with Tara Johnson-Noem about the definition of labor to determine eligibility. Mr. Baines stated that the Committee is looking at attendance and engagement health as well as diversity. The new membership nomination for Danita Pickett will be presented at the WIB meeting.

#### **ACTIVITY UPDATES**

- A. Development Activity - Katie Jo Kirkpatrick presented on new development fundraising strategies to finalize Covington Career Center funding. Dana Dobbs asked for a review of funding dollars on the presentation with sources included.
- B. Key Performance Indicators (KPI)
  - Fiscal Report– During the fiscal report, the committee members had questions about the timing availability of data in the financials. Tara stated that an email will update the Executive Committee regarding more clarification on the rhythm of when financials are updated.
  - Programmatic Report – Jason Ashbrook reported on Programmatic KPI, noting Rapid Response in some sectors. Jason stated we have received an uptick of Warn notices of closings or layoffs, which could indicate changes in the labor market. Suggestions were made to help new members understand why the number of employer percentages are down. Jason stated that 30% are already working 70% are looking for better wages.
  - Director’s Report – A new committee list was presented that includes both the committee schedules and also membership and contact information for each committee. It was requested that Chairs of each respective committee be listed first, at the top of their list.
  - Strategic Plan – Dana Dobbs provided an update on the Strategic Plan timeline. Time should be to allotted to maintain a full review. Dana requested input for goal theories and what objectives will be needed to maintain those goals with a March 10 kickoff at the WIB meeting. A final draft will be provided at the end of August.

It was discussed that the Executive Committee provide feedback that includes the mission statement of the WIB and the goal of the Committee. A mission statement as well as a vision and a value statement and elevator speech will be provided at a later date.

**ADJOURNMENT** – Dana adjourned the meeting at 5:00pm.