

**FY21 MINUTES
PROGRAM/YOUTH COMMITTEE | Zoom Meeting
Tuesday, December 8, 2020 | 8:30 AM**

MEMBERS PRESENT - Zoom	GUESTS - Zoom
Kevin Bonhaus	Ellen Bates, Brighton Center
Catrena Bowman-Thomas	Correy Eimer, Brighton Center
Ryan Henson	
Jamie Johnson	
Francis O’Hara	
Jamie Parsons – P/Y Chairperson	
Randy Poe	STAFF PRESENT
Dave Schroeder	Tara Johnson-Noem
Shannon Starkey-Taylor	Tonia Slone
Jarrold Tiemeier	Melinda Ford
Alecia Webb-Edgington	Katie Jo Kirkpatrick
	David Klokner
MEMBERS ABSENT	Liberty Kordish
Chad Day	Connie Madden
Sherra Dunlap	Melissa Patchell
Kristie Henry	
Danita Pickett	

CALL TO ORDER

The meeting was called to order at 8:30 AM by Jamie Parsons, Committee Chairperson. A quorum was present.

SELF-IDENTIFICATION OF MEMBERS

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

APPROVAL OF MINUTES

Dave Schroeder made a motion to approve the minutes for the committee meeting held October 13, 2020. Kevin Bonhaus seconded the motion. The motion carried.

DATA ANALYSIS

Program Deep Dive: Workshops and Hiring Events through October 31, 2020 - David Klokner

- A number of dashboards were presented that took a “deeper dive” into the data included on the KPI. Provided information on event format, whether on site or off site, event type, and location name.
- In-person/on site events are promoted through info sent out by the library, direct mail, press releases to the media, radio spots, etc. Kentucky Career Center/Brighton Center staff organize, host, and facilitate these events and work to bring in partners to participate.
- Through October 31, 448 individuals attended 90 in-person/on-site events at various KCC locations.
- There were 124 total events through October 31 that served 1,011 customers. There were 348 job placements through this timeframe.

- Discussion followed regarding data driven information: Utilize data in our strategic planning process, work toward providing more “results” data, determine which type of events are attracting job seekers and are most effective in job placements, etc.

PROGRAMMING

Subcontractor Contract Update – Tara Johnson-Noem

- On November 9, 2020, the full Board voted to accept the P/Y Committee recommendation to approve a new contract with our current subcontractor, Brighton Center. The initial contract term will be from January 1, 2021 through June 30, 2021 and will be renewable for up to two (2) additional fiscal years pending Board oversight and review.
- On November 13, 2020, our Local Elected Officials (LEOs - all 8 county judges executive) voted to approve the Board recommendation for a new contract with our current subcontractor, Brighton Center.
- We are now in the process of preparing the contract document with Brighton Center to be certain it contains updated information and that it fully reflects everything in the RFP that the Board put forward. We must obtain final financial numbers as of December 31, 2020 from the current contract in order to finalize the new contract. We anticipate having the new contract prepared and fully executed during the 2nd week of January 2021.

Update on SAMHSA – Lift Up Grant – Tonia Slone

- The recipient of the Lift Up Grant is St. Elizabeth Hospital who we will be collaborating with as well as other community partner organizations such as Learning Center, Brighton Center, and NKU.
- Our major role will be as a facilitator in connecting the grant participants with employers. The target group for this grant is people in recovery.
- We have a few public events scheduled in order to communicate with the business community and with the community, in general:
 - January 13, 2021 – A Chamber of Commerce panel discussion event which will be moderated by Amanda Peters of the NKYODCP (Northern Kentucky Office of Drug Control Policy). Title of the event is “Proven Results of Recovery Friendly Workplaces.”
 - Partner for Success, which Tara Johnson-Noem runs, will join the Youth Response Team to present an event titled “Recovery in the Workplace.” This event is in the planning stages; more information to come.
- Term of the Lift Up Grant is 5 years with a goal to serve 350 participants/year. We are in the start-up stages at this time, are preparing to sign a MOU, and anticipate beginning to serve people in March 2021.

PARTNERSHIP

Brighton Center Provider Services Update – Ellen Bates

- Have enrolled 25 customers into WIOA registered services in the last 2 months. There has been an uptick in registrations and referrals to WIOA since we resumed limited in-person services and locally managed phone services within the KCC locations.
- Strategic Workforce Action Team (SWAT) model has been lifted up to Department of Labor as a best practice for layoff aversion. We also recently met with Kentuckiana Works as they wanted to learn more about the SWAT process for employers. We have seen an increase in SWAT meetings with employers.
- We are pleased to be a partner in the SAMHSA Lift Up Grant which is focused on employment services for customers with Substance Use Disorder. We will be actively recruiting for a talent specialist to work with Lift Up Grant participants as well as a part-time business service representative who will be working on the employer side of the grant program.
- Advanced Manufacturing job fair was held on November 18 in partnership with Gateway and NaviGo. This was a virtual event with 10 local employers and 31 attendees.
- City Futures Update:
 - Two customers dual enrolled in CET and City Futures graduated CET and were hired full-time by their externship sites. An additional dual enrolled customer was accepted to a fellowship at St. Elizabeth (she was one of 16 who are selected for this fellowship each year).
 - Utilizing a Healthy at Work Protocol, City Futures team has maintained in-person services since June.
 - City Futures will be hosting an End of Year Celebration on December 16 via Facebook Live to recognize 11 customers who have made significant progress toward their goals during 2020
 - A door-to-door blitz in City Heights took place on October 8. Resource packets containing information about Brighton Center programs and Covington Housing Authority services were distributed.

- On October 30, a COVID safe Trick or Treat was hosted. Children dressed up in costumes and received treats while their parents were able to collect information on resources available to them through various organizations in the NKY area.

Kentucky Career Center Update – Correy Eimer

- With approval of Kenton County Public Library as a KCC Access Point, we have 6 locations open. All locations are providing services in a limited way while following COVID safe protocols.
- Site visit/inspection scheduled at KCC Carrollton this afternoon.
- During November, we served a total of 1,658 individuals either by phone or through in-person visits at the Covington and Florence locations. Approximately 85% of the individuals served, came to us with UI related questions and issues.
- In anticipation of UI related requests for information, we honed our message to these individuals. Since we cannot assist with their UI claims/issues, we focused on what we can do for them:
 - Provide support and guidance on the UI process and ways to make contact with appropriate office in Frankfort.
 - Provide information on what the Career Center can do to get them connected to employers who are hiring and to help them become re-employed.
- The CVG and Williamstown locations have provided services since August. The Carrollton location restored services in October. Collectively, these three locations provided services to a total of 105 customers during November.

ACCOUNTABILITY/TRANSPARENCY

Fiscal KPI – Liberty Kordish

- Through October 2020, we are 33% into our current fiscal year. Expenditures are at 15%.
- October allocations received at a net negative of \$20K which is an improvement from the same period last year.
- Tonia Slone explained that there were fewer hires made than anticipated by the entities participating in the National Dislocated Worker Grant. However, we have been meeting and are preparing a plan to involve additional entities and to get more people hired. We do anticipate spending the grant money received.
- Tonia Slone also added that for the Work Experience for Youth program, we have some partners in the works for after the first of the year. We do anticipate increased spending on this program at that time.
- Jamie Parsons emphasized that we must do everything possible to not lose any grant money.

OTHER

Director's Update – Tara Johnson-Noem

- The additional funds received for the National Dislocated Worker Grant (NDWG) will run through March 2022. We are reviewing the successes and opportunities to date and are seeking a few different ways to utilize the additional funds.
 - We want to be certain we are reaching a sufficient number of job seekers for whom this grant might be a good fit. These are temporary subsidized jobs, so they are not for everyone. The current job market in northern Kentucky is hiring, so if someone can land a full-time, more permanent job, they are likely to accept that type position rather than one available through the NDWG. We also know that we have a number of community members who are struggling to find their next position and this does come with the job seeking support offered through the KCC.
 - We are seeking better ways to extend these opportunities into our rural areas. When we put the call out for partners, it was a fairly quick turnaround time. However, we had no takers from our rural communities, so we want to be very intentional about reaching these communities with the additional NDWG funds.
 - We are receiving some mixed messaging from the community and workforce in general regarding the need for training. Feedback is welcomed and needed on whether you need people with specific skills as some of the NDWG funds can be utilized for training.
 - We are looking forward to working with Amanda Greenwell of United Way in hopes of finding more dislocated workers by getting information out through her organization's network.
 - It was noted that finding dislocated workers is very challenging given the current situation of the economy, schools having unpredictable schedules, formerly employed workers having to become caregivers for their family members, etc. The Career Center team has done a great job of outreach, but we are going to be very creative in finding new people in new places.
- We are fortunate to be working with the City of Covington through their Covington Connect program to bring Wi-Fi to the public. The KCC Covington location was selected as one of their locations and Wi-Fi is available there as of today.
- Last month we were able to share our WIOA Annual Report which was put together and submitted to the State by Ellen Bates and her team. This month, we will be sharing a 2019/2020 Area Development District/Workforce Annual Report

that provides in depth information on all the workforce efforts that we have including Employment Connections, City Futures, all programming, grants, events, outreach, etc. This report will be emailed to you.

- All of the WIBs are required to update their Local Plan every 4 years. We've been referring to it as our Strategic Plan, but from the State's standpoint, it is a more comprehensive plan that goes into the things that are provided. This will be a team effort among staff and the Board in order to complete the plan document.
 - The Local Plan contains 5 sections: Overall workforce analysis, strategic vision and goals, alignment of local and regional area partnerships investment strategies, program design and evaluation, and compliance/conformance administration.
- During the Business Services Committee meeting on December 9, an in-depth conversation will be initiated around career pathways and industry certifications for high school and technical school students. This topic ties in perfectly with the timing for our strategic planning process.
- The Executive Committee has asked for us to recruit a few additional board members to be "sounding boards" for the strategic planning process. If you have interest in being engaged in this process, please contact Tara Johnson-Noem. (Dave Schroeder and Shannon Sharkey-Taylor volunteered to participate via this meeting's chat feature.)

MEETING ADJOURNMENT

The meeting was adjourned at 9:33 AM by Jamie Parsons, Chairperson.