

Membership and Business Operations Committee

August 24, 2021 | 2-3:30pm

Via Zoom | Meeting ID: **977 0090 7017** | Password: 158371

AGENDA

1. **Call to Order** – *John Baines, Committee Chair 2:00pm*
2. **Welcome** – *John Baines*
3. **Roll Call of Members** (if necessary) – *Tara Johnson-Noem, Director, NKWIB*
4. **Self-identification of members**- at this time, any member of the board having a potential conflict of interest regarding any issue on today's agenda should self-identify – *Dave Fleischer*
5. **Approve Minutes** from previous meeting – *John Baines action requested 2:05pm*
6. **Future Member Nominations** - *John Baines 2:10pm*
7. **Review of Membership Analysis Grid 2:25pm**
8. **Review of Meeting Attendance Grid 2:35pm**
9. **Strategic Plan implementation – creation of DEI committee 2:50pm**
10. **New Business, 3:10pm**
11. **Adjourn- John Baines 3:30pm**

Next meeting: October 26, 2021 at 2PM
NKADD, 22 Spiral Drive, Florence
Or via Zoom

Vision Statement

Every Northern Kentucky community thrives as a result of sustained economic prosperity.

Mission Statement

We drive innovative policy and direct funding for workforce investment through strong community partnerships to promote: engaged employers, skilled jobseekers and collective impact.

Diversity, Equity, Inclusion Statement

The Northern Kentucky Workforce Investment Board embraces the need for diversity, equity and inclusion to be a component of everything we do. We strive to create a network that meets business needs while it also supports the dignity of our clients. We respond to regional employment needs through the perspectives of local employers' demand for talent and economic empowerment. We are a catalyst for equity, inclusion and life-changing results for all our clients. These priorities are supported through the values below and outlined in our diversity, equity and inclusion action plan.

NKWIB Strategic Plan Elements

1. Employer Services

Engage employers in the design of services that support talent recruitment, incentivize workforce participation and remove employment barriers.

- Monitor and respond to employer feedback on Career Center business services.
- Serve as a trusted resource and collaborator for employer and workforce partners.
- Assess and deploy WIOA resources as available to support hiring and upskilling.

2. Jobseeker Services

Prepare individuals to enter and advance along the talent pipeline by aligning with P-12, adult and post-secondary education to provide lifelong opportunities for the rapidly shifting realities of work.

- Monitor and assess outcomes for individuals utilizing Career Center and WIOA services.
- Leverage partnerships and resources to effectively engage clients in work and training opportunities.
- Connect educational and training partners with employers to further align career pipeline preparation.

3. Board Governance

Maintain strong leadership and community connectivity by fostering board member recruitment, retention and education efforts with an emphasis on diversity, equity and inclusion.

- Create a Diversity, Equity and Inclusion Committee comprised of board and community members to report regularly to the board and oversee DEI Action Plan.
- Create and implement a Diversity, Equity and Inclusion Action Plan.
- Increase initiatives designed to engage current board members and attract new board members from all five in-demand industry sectors and all eight counties in our region.

4. Data-Driven Decision Making

Respond to changing employer and individual needs by effectively leveraging local, state and federal resources and benchmarking impact through data and metrics through an equity lens.

- Collaborate with regional workforce partners to assess and drive progress toward local and statewide goals.
- Update financial and programmatic key performance indicators and analyze regularly through the NKWIB and its committees.
- Establish innovative workforce policy and funding using regional labor market information and local Career Center performance data.

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FY 21 MINUTES
MEMBERSHIP & BOARD OPERATING COMMITTEE | Zoom Meeting
Tuesday, June 22, 2021 – 2:00 PM

CALL TO ORDER AND INTRODUCTIONS

Chairman John Baines called the meeting to order at 2:02 PM. Present were John Baines, Nick Birkenhauer, Dave Fleischer, and Anna Larson. A quorum was present.

SELF-IDENTIFICATION OF MEMBERS

The Chairman asked for self-identification of members who might have a conflict of interest. No member self-identified as having a conflict of interest with agenda topics.

APPROVAL OF THE MINUTES – APRIL 27, 2021, MEETING

There were no questions or revisions to the minutes. Nick Birkenhauer made a motion to approve the minutes. Anna Larson seconded the motion, and all voted in favor. The motion passed.

NEW MEMBER NOMINATIONS

- 1) Colleen Kirkpatrick, Ethos Laboratories – nominated as a new board member:
 - Motion made by Anna Larson and seconded by Nick Birkenhauer. All voted in favor and motion passed. Nomination will be presented at the July full NKWIB meeting.
- 2) Mike Flannery, Amazon – nominated as a new board member
 - Motion made by Anna Larson and seconded by Nick Birkenhauer. All voted aye and motion passed. Nomination will go to full NKWIB meeting in July.
- 3) Cara Brooks, Duke Energy – nominated as a replacement board member for Rhonda Whitaker Hurtt
 - Motion made by Anna Larson and seconded by Nick Birkenhauer. All voted in favor and motion passed. Nomination will be presented at the July full NKWIB meeting.

REVIEW MEMBERSHIP FOR REQUIRED REPRESENTATION FOR WIB AND COMMITTEES

Tara Johnson-Noem

- “WIOA WIB Member Analysis Grid with Terms” file was reviewed:
 - We must have 20% of membership from the Education, Economic Development sector. We are in compliance.
 - We must have more than 51% of membership from the Business Sector. With the three new nominations, we are at 51.42% and in compliance.
 - With several board members terming out in the upcoming 12 months, we will need to be intentional about nominating individuals with diverse backgrounds, underrepresented sectors, or rural representation to serve on the board.

REVIEW MEMBER ATTENDANCE SPREADSHEET FY 21

Tara Johnson-Noem

- Overall attendance is strong with a few individuals who are missing meetings. Dr. Stafford and Dr. O’Hara have a number of conflicts.

IMPLEMENTATION OF STRATEGIC PLAN - creation of DEI Committee

- During the strategic planning process, the strategic plan committee discussed diversity, equity, and inclusion conceptually. The newly created DEI committee will shape how we look at DEI. The MBO committee will support and collaborate with the DEI committee as needed.

ADJOURNMENT

The meeting was adjourned at 2:54 PM by John Baines, Chairperson.

NKWIB		FISCAL YEAR 2022 - MEETING DATES																	
MEETING ATTENDANCE - FY 2022		7/13/2021			9/14/2021			11/9/2021			1/11/2022			3/8/2022			5/10/2022		
Member	Type	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present
BAINES, John - MBO Chair	B	A	Y	Z	A			A			A			A			A		
BERLING, Dr. Vicki		A	Y	Z	A			A			A			A			A		
BIRKENHAUER, Nick	B	A	N		A			A			A			A			A		
BONHAUS, Kevin	B	A	Y	Y	A			A			A			A			A		
BOWMAN-THOMAS, Catrena - WIB Secretary		A		Z	A			A			A			A			A		
BOZEMAN, Brian - Business Services Chair	B	A	Y	Y	A			A			A			A			A		
BROOKS, Cara	B	I			A			A			A			A			A		
CESTARIC, Michelle - WIB Chair/ EXEC Chair	B	A	Y	Z	A			A			A			A			A		
COOPER, Brent	B	A			A			A			A			A			A		
DOBBS, Dana	B	A	Y	Y	A			A			A			A			A		
DOUTHAT, Gina	B	A	Y	Z	A			A			A			A			A		
DUNLAP, Sherra	B	A	Y	Z	A			A			A			A			A		
FIGUEROA, Dr. Fernando		A	Y	Y	A			A			A			A			A		
FLANNERY, Mike	B	I			A			A			A			A			A		
HARRAH, Janet		A		Z	A			A			A			A			A		
HENRY, Kristie	B	A			A			A			A			A			A		
HENSON, Ryan		A	N		A			A			A			A			A		
JOHNSON, Jamie	B	A	N		A			A			A			A			A		
KIRKPATRICK, Colleen	B	I			A			A			A			A			A		
LARSON, Anna		A	Y	Z	A			A			A			A			A		
MCKAY, Dean - Program Youth Chair	B	A	Y	Z	A			A			A			A			A		
MORRIS, Lisa	B	A	Y		A			A			A			A			A		
O'HARA, Dr. Francis		A	Y	Z	A			A			A			A			A		
PARSONS, Jamie - Vice Chair	B	A	N		A			A			A			A			A		
POE, Dr. Randy		A	N		A			A			A			A			A		
ROSSETTI, Kimberly		A		Z	A			A			A			A			A		
SCHNELL, Connie		A	Y	Y	A			A			A			A			A		
SCHROEDER, Dave - WIB Treasurer		A	Y	Z	A			A			A			A			A		
SCHUTZMAN, Dr. Carissa		A	Y	Z	A			A			A			A			A		
STAFFORD, Dr. Robert		A	Y		A			A			A			A			A		
STARKEY-TAYLOR, Shannon		A	N		A			A			A			A			A		
STOUGH, Gina	B	A	Y	Z	A			A			A			A			A		
TIEMEIER, Jarrod		A			A			A			A			A			A		
TYSON, Michelle	B	A	Y	Z	A			A			A			A			A		
WEBB-EDGINGTON, Alecia		A		Y	A			A			A			A			A		
	35																		
Business Quorum / Attendance		10	11	7	10	0	0	10	0	0	10	0	0	10	0	0	10	0	0
Overall Quorum / Attendance		16	19	21	18	0	0	18	0	0	18	0	0	18	0	0	18	0	0

TYPE - BUSINESS MEMBER B
 STATUS ACTIVE A
 STATUS INACTIVE I
 RSVP - WILL ATTEND MEETING Y
 RSVP - CANNOT ATTEND MEETING N
 ATTENDANCE IN PERSON P
 ATTENDANCE VIA ZOOM Z

EXECUTIVE COMMITTEE MEETING ATTENDANCE - FY 2022				FISCAL YEAR 2022 - MEETING DATES														
Member	8/25/2021			10/27/2021			12/15/2021			2/23/2022			4/27/2022			6/22/2022		
	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present
1 BAINES, John	A			A			A			A			A			A		
2 BOWMAN-THOMAS, Catrena	A			A			A			A			A			A		
3 BOZEMAN, Brian	A			A			A			A			A			A		
4 CESTARIC, Michelle - WIB Chair/ EXEC Chair	A			A			A			A			A			A		
5 MCKAY, Dean	A			A			A			A			A			A		
6 PARSONS, Jamie	A			A			A			A			A			A		
7 SCHROEDER, Dave	A			A			A			A			A			A		
ATTENDANCE/COUNT		0	0		0	0		0	0		0	0		0	0		0	0
QUORUM	4	0	0	4	0	0	4	0	0	4	0	0	4	0	0	4	0	0

STATUS ACTIVE A
 STATUS INACTIVE I
 RSVP - WILL ATTEND MEETING Y
 RSVP - CANNOT ATTEND MEETING N
 ATTENDANCE IN PERSON P
 ATTENDANCE VIA ZOOM Z

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MEMBERSHIP & BOARD OPERATING COMMITTEE MEETING ATTENDANCE - FY 2022	FISCAL YEAR 2022 - MEETING DATES																	
	8/24/2021			10/26/2021			12/14/2021			2/22/2022			4/26/2022			6/21/2022		
Member	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present
1 BAINES, John - MBO Chairperson	A			A			A			A			A			A		
2 BIRKENHAUER, Nick	A			A			A			A			A			A		
3 DOBBS, Dana	A																	
4 LARSON, Anna	A			A			A			A			A			A		
ATTENDANCE/COUNT		0	0		0	0		0	0		0	0		0	0		0	0
QUORUM	2	0	0	2	0	0	2	0	0	2	0	0	2	0	0	2	0	0

STATUS ACTIVE A
STATUS INACTIVE I
RSVP - WILL ATTEND MEETING Y
RSVP - CANNOT ATTEND MEETING N
ATTENDANCE IN PERSON P
ATTENDANCE VIA ZOOM Z

PROGRAM/YOUTH COMMITTEE MEETING ATTENDANCE - FY 2022	FISCAL YEAR 2022 - MEETING DATES																	
	8/10/2021			10/12/2021			12/7/2021			2/8/2022			4/12/2022			6/14/2022		
Member	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present
1 BONHAUS, Kevin	A	N		A			A			A			A			A		
2 BOWMAN-THOMAS, Catrena	A	N		A			A			A			A			A		
3 DUNLAP, Sherra	A	Y	Z	A			A			A			A			A		
4 HENRY, Kristie	A	Y		A			A			A			A			A		
5 HENSON, Ryan	A	Y	Z	A			A			A			A			A		
6 JOHNSON, Jamie	I			A			A			A			A			A		
7 MCKAY, Dean	A	Y	Y	A			A			A			A			A		
8 O'HARA, Dr. Francis O.	A	Y	Y	A			A			A			A			A		
9 PARSONS, Jamie	A			A			A			A			A			A		
10 POE, Dr. Randy	A	Y	Z	A			A			A			A			A		
11 SCHROEDER, Dave	A	Y	Z	A			A			A			A			A		
12 STARKEY-TAYLOR, Shannon	A	Y		A			A			A			A			A		
13 TIEMEIER, Jarrod	A			A			A			A			A			A		
14 WEBB-EDGINGTON, Alecia	A	Y	Z	A			A			A			A			A		
ATTENDANCE/COUNT					0	0		0	0		0	0		0	0		0	0
QUORUM	7	9	7	7	0	0	7	0	0	7	0	0	7	0	0	7	0	0

STATUS ACTIVE A
STATUS INACTIVE I
RSVP - WILL ATTEND MEETING Y
RSVP - CANNOT ATTEND MEETING N
ATTENDANCE IN PERSON P
ATTENDANCE VIA ZOOM Z

BUSINESS SERVICES COMMITTEE MEETING ATTENDANCE - FY 2022	FISCAL YEAR 2022 - MEETING DATES																	
	8/18/2021			10/20/2021			12/8/2021			2/16/2022			4/20/2022			6/15/2022		
	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present	Status	RSVP	Present
Member																		
1 BERLING, Dr. Vicki	A	N		A			A			A			A			A		
2 BOZEMAN, Brian	A	Y	Y	A			A			A			A			A		
3 BROOKS, Cara	A	Y	Z	A			A			A			A			A		
4 COOPER, Brent	A	Y	Z	A			A			A			A			A		
5 DOUTHAT, Gina	A	Y	Z	A			A			A			A			A		
6 FIGUEROA, Dr. Fernando	A	Y	Z	A			A			A			A			A		
7 FLANNERY, Mike	A		Z	A			A			A			A			A		
8 HARRAH, Janet	A	N		A			A			A			A			A		
9 MORRIS, Lisa	A	Y	Z	A			A			A			A			A		
10 ROSSETTI, Kimberly	A	N		A			A			A			A			A		
11 SCHNELL, Connie	A	Y	Z	A			A			A			A			A		
12 SCHUTZMAN, Dr. Carissa	A	N		A			A			A			A			A		
13 STAFFORD, Dr. Robert	A			A			A			A			A			A		
14 STOUGH, Gina	A	Y	Z															
15 TYSON, Michelle	A	N	Z	A			A			A			A			A		
ATTENDANCE/COUNT		8	10		0	0		0	0		0	0		0	0		0	0
QUORUM	8	8	10	7	0	0	7	0	0	7	0	0	7	0	0	7	0	0

STATUS ACTIVE A
 STATUS INACTIVE I
 RSVP - WILL ATTEND MEETING Y
 RSVP - CANNOT ATTEND MEETING N
 ATTENDANCE IN PERSON P
 ATTENDANCE VIA ZOOM Z

NOTES on replacements for expiring members	NAME	Title	ORGANIZATION	WIOA Req Categ	Boone	Campb	Carro	Galla	Grant	Kenton	Owen	Pendle	Adv Mfg.	Health Care	Transp/Logistics	IT/Bus Oper/Fin	Constructio n/ Trades	Other	Start of 1st Term	Start of 2nd Term	Start of 3rd Term	Current Term Expires	Exec	P/Y	MBO	BSC	Currently Serving in Term #		
	Figueroa, Fernando	President/CEO	Gateway Community & Tech College	Higher Ed	1					1								1	7/1/2018	7/1/2020		6/30/2022				X	2		
	Harrah, Janet	Senior Director	NKU	Higher Ed		1			1									2	7/1/2016	7/1/2018	7/1/2020	6/30/2022				X	3		
	Larson, Anna	Director of Strategic Partnerships	Ky. Adult Education	Adult Ed	1	1	1	1	1	1	1	1						3	3/9/2021			3/8/2023			X		1		
	O'Hara, Francis	Director	Kenton Co. Public School	Educ.						1								4	7/1/2019	7/1/2021		6/30/2023		X			2		
	Schutzman, Carissa	Associate VP Adult & Grad. Educ	University of Cincinnati	Higher Ed						1								5	11/10/2020			11/9/2022	X			X	1		
	Stafford, Robert	Superintendent	Owen Co. Board of Educ.	Educ.							1							6	7/1/2016	7/1/2018	7/1/2020	6/30/2022				X	3		
	Henson, Ryan	Branch Manager	OVR	Voc Rehab	1													1	5/11/2021			5/10/2023		X			1		
	Rossetti, Kimberly	VP Economic Development	Tri-ED	Econ Dev							1							2	10/2/2019	10/2/2021		10/1/2023				X	2		
	Schnell, Connie	Regional Program Manager	OCD	Emply Serv	1		1				1							3	7/8/2019	7/8/2021		7/7/2023				X	2		
	Berling, Vicki	Vice President	Enzweiler Institute	Labor Partnership						1								1	7/14/2020			7/13/2022				X	1		
	Bowman-Thomas, Catrena	Executive Director	NKCAC	CBO/Yth Org	1	1	1	1	1	1	1	1						2	7/1/2018	7/1/2020		6/30/2022				X	2		
	Poe, Randy	Executive Director	N. Ky. Ed Council	Youth Org	1													3	7/1/2019	7/1/2021		6/30/2023		X			2		
	Schroeder, Dave	Executive Director	Kenton Co. Public Library	CBO/Yth Org						1								4	7/1/2018	7/1/2020		6/30/2022		X			2		
	Starkey-Taylor, Shannon	CEO	Learning Grove / Navigo	Youth Org						1								5	9/25/2019	9/25/2021		9/24/2023		X			2		
	Tiemeier, Jarrod	Business Agent	Ironworkers Local 44	Labor	1													6	7/14/2020			7/13/2022		X			1		
	Webb-Edgington, Alecia	President	Life Learning Center	CBO/Yth Org							1							7	7/1/2018	7/1/2020		6/30/2022		X			2		
20.59%																													
	Baines, John	Partner	Insight Partners, LLC	Business	1											1		1	n/a	7/1/2019	7/1/2021	6/30/2023	X		X		3		
	Birkenhauer, Nick	Attorney	DBL Law	Business						1						1		2	7/1/2019	7/1/2021		6/30/2023			X		2		
	Bonhaus, Kevin	HR Recruiting Manager	Mubea	Business	1								1					3	7/1/2017	7/1/2019	7/1/2021	6/30/2023		X			3		
	Bozeman, Brian	Vice President	Skanska	Business		1										1		4	7/14/2020			7/13/2022					1		
	Brooks, Cara		Duke Energy	Business														5	7/13/2021										
	Cestarc, Michelle	Business Manager	Staffmark	Business	1											1		6	5/11/2021			5/10/2023			X		1		
	Cooper, Brent	President/CEO	NKY Chamber of Commerce	Business						1						1		7	7/1/2018	7/1/2020		6/30/2022				X	2		
	Dobbs, Dana	HR Lead, V.P.	Citi	Business												1		8	7/1/2016	7/1/2018	7/1/2020	6/30/2022	X	X			3		
	Douthat, Gina	Deputy General Manager	TANK	Business						1								9	7/14/2020			7/13/2022					1		
	Dunlap, Sherra	HR Manager	Owen Elec	Business							1							10	7/1/2019	7/1/2021		6/30/2023		X			2		
	Flannery, Mike		Amazon	Business														11	7/13/2021										
	Henry, Kristie	Branch Manager/VP	Heritage Bank	Business								1				1		12	7/1/2015	7/1/2018	7/1/2020	6/30/2022		X			3		
	Kirkpatrick, Colleen		Ethos Laboratories	Business														14	7/13/2021										
	McKay, Dean	Organizational Dev. Director	Skilcraft	Business	1								1					15	11/12/2019	11/12/2021		11/11/2023			X		2		
	Morris, Lisa	HR Lead	North American Stainless	Business			1						1					16	3/12/2020			3/11/2022	X			X	1		
	Parsons, Jamie	Sr. Vice President HR	St. Elizabeth Healthcare	Business	1	1			1	1		1						17	7/1/2019	7/1/2021		6/30/2023				X	2		
	Stough, Gina	VP, HR	CVG Airport/Kenton Co. Airport Board	Business	1													18	3/9/2021			3/8/2023					1		
	Tyson, Michelle	Sr. Financial Analyst	Cummins, Inc.	Business	1													19	7/1/2015	7/1/2018	7/1/2020	6/30/2022	X			X	3		
52.94%																		35											
					14	5	4	2	5	15	4	3	3	2	4	6	1	2											

EDUCATION AND TRAINING - entites adminstering education and trainig (including ABE, Higher Education)

GOVERNMENT AND ECONOMIC DEVELOPMENT (including representative of State employment service & vocational rehab)

WORKFORCE REPRESENTATIVES (Labor, Community Based Organizations and Youth Serving Organizations)

Note: Must be 20% of membership - SEE COMMENT BELOW

Note - Category for N Ky Education Council was Education under WIA. Under WIOA, the org does not seem to fit the definition of Education. It does fit under the WIOA definition of Yth-serving organization.

BUSINESS REPRESENTATIVES

Note: Must be minimum 51% of membership

Small businesses include Mubea (250) and _____