

Board Meeting Agenda

November 9, 2021 | 8:30-10:00am

NKADD | 22 Spiral Drive | Florence

Zoom | Meeting ID: 965 650 3011

1. **Call to Order and Welcome** – *Michelle Cestaric, Board Chair 8:30am*
2. **Roll Call of Members** (if necessary) – *Tara Johnson-Noem, Director, NKWIB*
3. **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 – *Michelle Cestaric*
4. **Approve Minutes** from 9/30/21 special meeting – *Michelle Cestaric action requested 8:35pm*
5. **Mission Moment** – *Eric Owsley, Direct Services lead for Brighton Center 8:40am*
6. **Committee Status Reports**
 - a. Program/Youth Committee – *Dean McKay will report (8:50am)*
 - b. Business Services Committee – *Brian Bozeman will report (8:55am)*
 - i. KPI Committee Update
 - c. Membership & Board Operating – *John Baines will report (9:00am)*
 - i. DEI Committee update
 - ii. Member Spotlight – *Colleen Kirkpatrick (9:05am)*
 - d. Executive Committee – *Michelle Cestaric will report (9:15am)*
7. **Career Center Operator report** – *Correy Eimer (9:20am)*
8. **WIOA Direct Services report** – *Eric Owsley (9:25am)*
9. **NKWIB Director's Update** – *Tara Johnson-Noem, (9:30am)*
 - a. Events and Updates
 - b. KPI – financial
 - c. KPI – programmatic
10. **New Business, Michelle Cestaric** – *branding proposal action requested (9:40am)*
11. **Adjourn** - *Michelle Cestaric (10:00am)*

Next meeting: January 11, 2021 at 8:30AM
NKADD, 22 Spiral Drive, Florence

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.

Vision Statement

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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.



FY22 MINUTES
NORTHERN KENTUCKY WORKFORCE INVESTMENT BOARD
MEETING | Thursday, September 30th, 2021 | 12:00 pm
NKADD and Via Zoom

MEMBERS PRESENT	MEMBERS ABSENT	GUESTS
John Baines	Nick Birkenhauer	Correy Eimer, Brighton Center
Dr. Vicki Berling	Mike Flannery	Shellier Baker, NaviGo
Kevin Bonhaus	Janet Harrah	Matthew Webster, Boone Co Fiscal Court
Catrena Bowman-Thomas	Kristie Henry	Eric Owsley, Brighton Center
Brian Bozeman	Dean McKay	
Cara Brooks	Dr. Randy Poe	
Michelle Cestaric	Connie Schnell	STAFF
Brent Cooper	Dr. Robert Stafford	Tara Johnson-Noem
Dana Dobbs		Katie Jo Kirkpatrick
Gina Douthat		David Klokner
Ryan Henson		
Dr. Fernando Figueroa		
Colleen Kirkpatrick		
Anna Larson		
Lisa Morris		
Dr. Francis O'Hara		
Jamie Parsons		
Kimberly Rossetti		
Dave Schroeder		
Carissa Schutzman		
Shannon Starkey-Taylor		
Gina Stough		
Jared Tiemeier		
Michelle Tyson		
Alecia Webb-Edgington		

Chairperson Michelle Cestaric called the meeting to order at 12:02 pm with Business and Overall Attendance Quorums achieved.

SELF-IDENTIFICATION OF MEMBERS

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

MINUTES APPROVAL

Brian Bozeman made a motion to approve the May 11th, 2021 minutes, and Michelle Tyson seconded the motion. The motion carried.

ACCOUNTABILITY/TRANSPARENCY

Business Services Committee

Brian Bozeman – Follow-up on the committee meeting held August 18th, 2021:

- The Business Services Committee discussed changes to the current On-the-Job Training Policy. The committee recommended the following recommendations to the entire board:
 - Max per participant increase from \$5,000 to \$7,000 to reflect higher starting salaries

- Minimum pay for a position that would be eligible for an OJT contract increase from \$10/hour to \$15/hour
- Waiver of the job search requirement for OJT participants.
- Reduce performance measures for employers from retention of 85% of OJT employees during the contract period and 92% in the subsequent six months following the training period to 70% of OJT contract employees complete training period and 60% of the total contract number remain employed six months following the training period.

Brent Cooper made a motion to accept all of the committee's recommendations. Dave Schroeder seconded the motion. The motion carried

Program/Youth Committee

- *Tara Johnson Noem – Follow-up on the committee meeting held August 10th, 2021:*
- The committee, under the leadership of chair Dean McKay, is taking an active role in understanding the upcoming RFP process for the One-Stop Operator and the Direct Service Providers to take a fresh look at the existing RFP documentations.

Membership & Board Operating Committee

John Baines – Follow-up on the committee meeting held August 24th, 2021:

- The committee has been reorganized to fill vacancies.
- The next committee meeting will focus on the DEI committee launch, including leadership and potential members (including non WIB members).

PROGRAMMING

Director's Report

Tara Johnson-Noem Director's Report included:

- The Commonwealth Coder and Kentucky Code programs have had a lot of interest and a successful start for the two programs.
- The Business Service Committee has been working towards understanding the importance of certification and what certifications are priorities for employers.
- Staff and board members participated with the KWIB on the two-year modification of the current State WIOA. The staff is drafting a formal document to send to the KWIB with our recommendations.
- The KCC hosted a successful job fair in partnership with Local 12.
- The financial KPI was presented.

ADJOURNMENT – Chairperson Michelle Cestaric adjourned the meeting at 1:03 pm.

Operator

- Partnership / Service Coordination
 - KCC 2021-2024 Partner MOU completed
 - All-Staff/KCC Partner Retreat set for Nov 10th
- Customer Service / Data Collection
 - Transitioned to electronic data collection for in-the-door customers
 - Data collection happening at public library Access Points to track workforce services provided, dating back to July
 - Noticeable increase in career services being sought at our Florence, Carrollton and Williamstown Centers
 - Unemployment Insurance is no longer the primary reason for visits or calls at these Centers
- KWIB Partner Spotlight
 - Our SWAT (Strategic Workforce Action Team) meetings were the topic of the KWIB's October Partner Spotlight
- Bolstering Partnership with KY Skills U
 - Tracking Skills U / GED services at library Access Points
 - Installing Skills U kiosk at KCC-Covington
- Outreach & Communication
 - Resulting from our partnership with Local 12 for the Employment Fest job fair, CH12 is producing a 60-second commercial for us; production is currently underway

Direct Workforce Services

- Talent Development Services
 - Since July we have had 16 training requests.
 - 8 National Dislocated Worker Grant Enrollments since July
 - Workshops in the Rural Counties: Monday October 18th, Smartphone Seminar in partnership with the Senior Center, Resume and Cover Letter Workshops scheduled at Grant County Public Library and Pendleton County Public Library in the coming weeks.
- SAMHSA/Lift Up
 - Partnership with Kenton County Jail- info sessions discussing employment and educational opportunities. This takes place every Wednesday with the Lift Up Partners.
- Youth Talent Development Services
 - Continual Outreach – Dayton HS Open House 10/7, Campbell County Resume Workshop 9/8, Beechwood HS Resume workshop 9/24, Youthbuild Information Session, City Heights 2022 Regional Youth Leadership Class
 - Work Experience Enrollments- projected to have 6 additional intern starts for November. Based on these projections we will meet our expenditure goal.
- Business Services
 - Held Employment Fest- September 29th with Local 12 as the media partner. 75 Job Seekers in attendance, with 15 employers, and multiple on the spot offers.
 - Developing monthly hiring events for recovery population with second chance/transformational employers.
 - The Business Services team is strategizing ways to meet with transitioning Veterans from Fort Campbell.

FY 2022 as of September 2021 (25% of Fiscal Year)	WIOA Formula Funds Totals	Statewide Reserve (Special Projects) Total	National Dislocated Worker Grant (NDWG)	Trade Total	Grand Total	YTD Expended	% Expended
Actual Carryover From FY 2021							
Grant 27121 (Dislocated Worker Program)	\$ 325,805.10				\$ 325,805.10		
Grant 27221 (Dislocated Worker Program)	\$ 77,724.77				\$ 77,724.77		
Grant 27021 (Adult Program)	\$ 8,143.82				\$ 8,143.82		
Grant 27321 (Adult Program)	\$ 208,631.52				\$ 208,631.52		
Grant 205BE19 (Trade Training Program)	\$ -			\$ 44,721.42	\$ 44,721.42		
Grant 27420 (Youth Program)	\$ 88,306.49			\$ -	\$ 88,306.49		
Grant 27421 (Youth Program)	\$ 237,096.08			\$ -	\$ 237,096.08		
271DW20 (Dislocated Worker Program)	\$ 13,991.39			\$ -	\$ 13,991.39		
273AD20 (Adult Program)	\$ 3,096.12	\$ 1,010.01	\$ 485,256.93	\$ -	\$ 489,363.06		
Actual Carryover	\$ 962,795.29	\$ 1,010.01	\$ 485,256.93	\$ 44,721.42	\$ 1,493,783.65		
Projected Allocation							
Adult	\$ 498,573.46				\$ 498,573.46		
Dislocated Worker	\$ 773,954.62				\$ 773,954.62		
Youth	\$ 495,935.89				\$ 495,935.89		
*Rapid Response Funding (Requested from State as Pass Thru)	\$ 129,177.83				\$ 129,177.83		
Trade Training Funds	\$ -				\$ -		
Projected Allocation	\$ 1,897,641.80	\$ -	\$ -	\$ -	\$ 1,897,641.80		
Total Available	\$ 2,860,437.09	\$ 1,010.01	\$ 485,256.93	\$ 44,721.42	\$ 3,391,425.45		
Obligations							
*NKWIB Subgrant Recipient/Fiscal Agent	\$ 704,737.89	\$ 1,010.01	\$ 65,750.52		\$ 771,498.42	\$ 154,499.90	20%
*OS Operator Contracted Provider (Brighton Center)	\$ 237,000.00				\$ 237,000.00	\$ 45,754.76	19%
*OS Direct Workforce Services Contracted Provider (Brighton Center)	\$ 1,100,371.70		\$ 33,000.00		\$ 1,133,371.70	\$ 210,726.63	19%
NDWG- Contracted Providers	\$ -		\$ 363,706.41	\$ -	\$ 363,706.41	\$ 54,570.57	15%
Setaside Obligations							
JOBS EQ Data Base Agreement	\$ 4,300.00				\$ 4,300.00	\$ 149.90	3%
Outreach	\$ 15,000.00				\$ 15,000.00	\$ -	0%
Training							
Youth Work Experience	\$ 282,980.98				\$ 282,980.98	\$ 35,831.37	13%
Incumbent Worker	\$ 70,000.00				\$ 70,000.00	\$ -	
OJT	\$ 20,000.00				\$ 20,000.00	\$ -	
Youth Education/Career Funds	\$ 50,000.00				\$ 50,000.00	\$ 7,483.91	15%
*Individual Training Accounts (ITA's)	\$ 175,000.00		\$ 22,800.00	\$ 44,721.42	\$ 242,521.42	\$ 60,858.75	25%
Total Obligations	\$ 2,659,390.57	\$ 1,010.01	\$ 485,256.93	\$ 44,721.42	\$ 3,190,378.93	\$ 569,875.79	18%
Remaining Balance	\$ 201,046.52	\$ -	\$ -	\$ -	\$ 201,046.52		



FY22 MINUTES
NORTHERN KENTUCKY WORKFORCE INVESTMENT BOARD
MEETING | Tuesday, July 13th, 2021 | 8:30 am
NKADD and Via Zoom

MEMBERS PRESENT	MEMBERS ABSENT	GUESTS
John Baines	Nick Birkenhauer	Mindy Puckett, Brighton Center
Dr. Vicki Berling	Brent Cooper	Correy Eimer, Brighton Center
Kevin Bonhaus	Kristie Henry	Talia Frye, Brighton Center
Catrena Bowman-Thomas	Ryan Henson	Elizabeth Adams, Brighton Center
Brian Bozeman	Jamie Johnson	Natalie Ruppert, Kenton Co Public Library
Michelle Cestaric	Lisa Morris	Leisa Mulcahy, NKY Chamber of Commerce
Dana Dobbs	Jamie Parsons	
Gina Douthat	Dr. Randy Poe	
Dr. Fernando Figueroa	Dr. Robert Stafford	STAFF
Janet Harrah	Shannon Starkey-Taylor	Tara Johnson-Noem
Colleen Kirkpatrick	Jared Tiemeier	Melinda Ford
Anna Larson		Katie Jo Kirkpatrick
Dean McKay		David Klokner
Dr. Francis O'Hara		Liberty Kordish
Kimberly Rossetti		Melissa Patchell
Connie Schnell		Tonia Slone
Dave Schroeder		
Carissa Schutzman		
Gina Stough		
Michelle Tyson		
Alecia Webb-Edgington		

Chairperson Michelle Cestaric called the meeting to order at 8:34 am with Business and Overall Attendance Quorums achieved.

SELF-IDENTIFICATION OF MEMBERS

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

MINUTES APPROVAL

Dave Schroeder motion to approve the April 29th, 2021 Special Meeting minutes and Alecia Webb-Edgington seconded the motion. The motion carried. Connie Schnell made a motion to approve the May 11th, 2021 minutes, and Dean McKay seconded the motion. The motion carried.

MISSION MOMENT *Mindy Puckett – Brighton Center and Natalie Ruppert – Kenton County Public Library*

Natalie Ruppert presented Jeffery's story for the mission moment. He was a strategic operations professional for Macy's for more than 15 years and was laid off in 2020. Jeffery worked with WIOA direct service staff and received funding to receive Operations Training. He was active with the NKY Accountability Group and became Lean Six Sigma Black Belt Certified. Jeffery is now working at Amazon Logistics in operations.

ACCOUNTABILITY/TRANSPARENCY

Program/Youth Committee

Dean McKay – There was no Program Youth meeting in June due to lack of action items.

Business Services Committee

Brian Bozeman – Follow-up on the committee meeting held June 16th, 2021:

- The Business Services Committee hosted staff from the Council on Post-Secondary Education for an overview of their 60 by 30 goal. Currently, Boone, Campbell and Kenton Counties are on track to meet the goal in advance of 2030, while our more rural counties are further behind. Also shows challenges in tracking credential / certificate attainment. The discussion on how to address these challenges will continue.

Membership & Board Operating Committee

John Baines – Follow-up on the committee meeting held June 22nd, 2021:

- Cara Brooks, Duke Energy, Mike Flannery, Amazon and Colleen Kirkpatrick, Ethos Laboratories were nominated as new board members. Motion made by Janet Harrah and second by Brian Bozeman. All voted in favor and motion passed.

Member Spotlight – Gina Stough, CVG

- Gina talked about being raised in Dayton, her son, and being a Sol del Caribe Classic Salsa Orchestra member.
- Before starting at CVG in February, Gina worked in the nonprofit sector as a bilingual civil rights investigator and human resources leadership, including a human resources director in Panama.
- Gina selected Colleen Kirkpatrick as the next member spotlight.

Executive Committee

Michelle Cestaric – Update on the committee meeting held July 7th, 2021:

- The new officers and committee chairs are
 - Chair Michelle Cestaric
 - Vice-Chair Jamie Parsons
 - Secretary Catrena Bowman-Thomas
 - Treasurer Dave Schroeder
 - Business Services Chair Brian Bozeman
 - Membership and Board Operations Chair John Baines
 - Program and Youth Chair Dean McKay
- The officers and committee chairs introduced themselves.

Partner Spotlight

Kenton County Public Library – Natalie Ruppert

- Natalie presented an overview of the Kenton County Public Library, their workforce development goals, partnerships and accomplishments.
- Programs include GED prep classes and testing sites, digital skills programming, laptop and hotspot available for check out, beginning career change classes, foundational workshops, and advanced job search programming.
- Tech Specialists and Career Navigators based throughout the library system work with patrons to address their needs.
- The NKY Accountability Group has been credited for helping many professionals find sustainable employment.

PROGRAMMING

Director's Report

Tara Johnson-Noem Director's Report included:

- Highlights from FY21:
 - Completed Local and Regional WIOA Plan,
 - Completed 2021-2025 Strategic Plan
 - Completed RFP for Operator and Direct Services
 - Nearly completed Biennial Board Certification
 - Certified Affiliate and Access Points in KCC system locally
 - Achieved sign on for a new Interlocal Agreement with all the eight county fiscal courts
 - Updated a number of internal policies to better serve employers and job seekers
 - Navigated the pandemic world and changes at the state level

- News:

- Kable Academy has expanded their Cybersecurity/IT training from Cincinnati into Northern Kentucky. A few clients have signed up for this opportunity.
 - Making use of funds through the National Dislocated Worker grant – we are funding a max of 10 spots in the Commonwealth Coders app and web development training program. We received a statewide reserve grant to purchase loaner laptops for local participants. Starts in August.
 - With both Kable Academy and Commonwealth Coders being full time "boot camp" style trainings, we had concerns about accessibility for people who need to maintain income so we are working with United Way of Greater Cincinnati on a pilot program to test the effectiveness of stipends. Eligible clients will receive an additional \$236/week to support them during their training.
 - Announcing this week that NKY will be the location of an expansion of Code Louisville. Code Kentucky will be gearing up for this fall to offer part-time course work. The NKADD will host the Code Kentucky staff and work to integrate them into our workforce and training ecosystem. I'm looking forward to connecting this program into the Cincinnati chamber's Apprenti group and KY Chamber's Talent Pipeline Management (TPM) program to ensure that we are hearing employers' needs as to the types of tech training that is needed.
- Items to watch – need to spend down Youth Work Experience funds, spend down National Dislocated Worker funds, and overcome an estimated \$145,000 cut in our adult/dislocated worker funds, which we plan to do by applying for state Rapid Response Layoff Aversion dollars.

David Klokner provided an overview of the programmatic KPI, while Liberty Kordish reviewed the financial KPI.

Direct Services Report/Update

Mindy Puckett on Direct Workforce Services – highlights from the presentation:

- The Veteran's Career Cruise-in on June 17th was a success and thank you, Gateway Community and Technical College, for the use of your parking lot. The upcoming job fair on August 17th at the Kentucky Career Center – Williamstown is a partnership with NKU Grant County and the Grant County Chamber of Commerce. There will be a KCC-Williamstown Open House at the same time.
- In-Demand Career Days have received positive feedback from clients and will continue.
- Talent Development Services updates include 6 new WIOA eligibility enrollments since May, 4 A/DW started training services, and under the NDWG – 18 participants enrolled in Career Services, 7 obtained employment, and 10 customers in the pipeline for potential eligibility.
- Technical training opportunities include Kable Academy and Commonwealth Coders. Youth programming.
- The Youth Talent Development Services team participated in a City Futures event, worked with 3 young adults to start internships, CISCO Comp-U-Dopt, and future developed collaborations.
- Through the SAMSHA/Lift UP grant, the Talent Development Services staff is working with 53 active customers, have had 16 job placements, and 4 pursuing educational pathways.

Kentucky Career Center Operator Update - Correy Eimer

Correy provided an overview of the Operator's responsibilities.

Guest Speaker –

Zach Morgan, KY Chamber, Talent Pipeline Management Project Manager-Northeast, presented an overview of the TPM program. He discussed how TPM is modeled after the supply chain approach and the strategies used to communicate employers' needs and manage the talent supply chain. Zach highlighted accomplishments in the local manufacturing and healthcare sectors while also looking forward to future collaborations.

ADJOURNMENT – Chairperson Michelle Cestaric adjourned the meeting at 10:04 am.

State Compliance

Cabinet for Education and Workforce Development - WIOA Monitoring The state monitoring process reviews both case management files for WIOA direct services as well as financial documents and procedures. The monitoring review was conducted to determine if WIOA formula funds were utilized consistently with federal requirements and grant agreements, as well as to familiarize and collect effective grant management practices. A comprehensive financial review was also conducted in respect to the WIOA program. In summary, there are no findings or observations. This means that all aspects of the cases and financial documents reviewed were found to be in good order.

Cabinet for Education and Workforce Development – WIOA Performance This is the first year since the creation of the KEE Suite platform that the Cabinet is tracking WIOA performance with potential for penalties if goals are not met. Performance is tracked on all three categories of WIOA job seeker direct services: Adult, Dislocated Worker and Youth. NKWIB staff have been working with our subcontractor extensively over the past four quarters to improve case notes documentation and track other elements of performance. On the attached spreadsheet, you will see that while most of the rates were met or exceeded, two areas of performance did not meet expectations: employment following the 2nd quarter for Dislocated Workers and Measurable Skills Gain for WIOA Youth participants. NKWIB staff have instituted additional training procedures and are monitoring case files to ensure compliance.

Program Updates

Code Kentucky - The first Code Kentucky cohort in Northern Kentucky will complete its 16-weeks in December. They started the 12-week cohort with 47 Northern Kentucky participants and have a 62% retention rate with 29 still enrolled. The team has reached out to those who have withdrawn and identified a number of reasons. Participants have built websites and continue to refine their portfolios. We are working to connect participants with local technology employers. There are 170 applications from NKY for January enrollment.

Commonwealth Coders – The first Commonwealth Coders cohort will complete its 16-weeks in December. Nine individuals from Northern Kentucky took part and all continue to stay engaged. Participants have built websites and continue to refine their portfolios. We are working to connect participants with local technology employers.

Lift Up - A special event will take place Monday, November 8th to celebrate the successes to date of the Lift Up Program, in which NKWIB is a partner. This partnership is creating a no wrong door approach for individuals coming out of substance use recovery in order to better connect with workforce opportunities.

NKWIB Staff – We are working to hire a new position called Workforce Development Specialist that will support our team by working on compliance and policy analysis components of our work. The ideal candidate will be highly organized and will serve as coordinator of board communications as well as state and federal reporting requirements.



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

Andy Beshear
Governor

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Frankfort, KY 40601
502-564-5331

Mary Pat Regan
Deputy Secretary

Jacqueline Coleman
Lieutenant Governor
and Secretary

Marty Hammons
Commissioner

October 18, 2021

Dana Dobbs, Chair
Northern Kentucky Workforce Development Board
Citi HR Generalist Lead, VP
4600 Houston Road
Florence, KY 41042

Tara Johnson-Noem, Director
Northern Kentucky Local Workforce Development Area
22 Spiral Drive
Florence, KY 41042

Dear Ms. Dobbs and Ms. Johnson-Noem:

Enclosed is the Department of Workforce Investment (DWI) report of the monitoring review that was conducted on June 17, 2021 by the DWI monitoring team. The monitoring review covered the Workforce Innovation and Opportunity Act (WIOA) federally funded program of the Northern Kentucky Local Workforce Development Board (LWDB).

The monitoring review was conducted to determine if WIOA formula funds were utilized consistent with federal requirements and grant agreements, as well as to familiarize and collect effective grant management practices. A comprehensive financial review was also conducted in respect to the WIOA program.

In summary, there are no findings or observations.

If you have any questions, please contact Rachel Adams at (606) 335-9029, or via email at oaetmonitoringteam@ky.gov.

Sincerely,

A handwritten signature in black ink that reads "Rachel R. Adams".

Rachel R. Adams
Staff Assistant

Attachments: Comprehensive Compliance Review

Comprehensive Review

Northern Kentucky LWDB

June 17, 2021

Monitoring of the Northern Kentucky Local Workforce Development Area

The Northern Kentucky Local Workforce Development Area was monitored by the monitoring team staff on June 17, 2021. Department of Workforce Investment (DWI) monitoring staff included Anita Doster, John Burrell, Amanda Cummins, and Donna Burke. The team reviewed Workforce Innovation and Opportunity Act (WIOA) Title 1B programs, specifically Adult, Dislocated Worker (DW), and Youth relating to Program Year 2019. Also, a comprehensive financial review was conducted of all referenced programs.

The closing conference was held on August 11, 2021. A brief review of monitoring was given by Anita Doster, John Burrell, Amanda Cummins, and Donna Burke.

The purpose of the monitoring review was to analyze information regarding the above-noted formula programs and grants operated by Northern Kentucky's LWDB in order to:

- determine if the programs are meeting their goals and objectives;
- assess whether the programs are operating in accordance with federal, state, and local requirements, and
- identify promising practices.

For purposes of this monitoring review, a finding could denote noncompliance with the following:

- applicable laws and regulations;
- relevant Office of Management and Budget (OMB) circulars;
- uniform administrative requirements;
- state policies and directives; and/or
- local policies and procedures.

The monitoring team appreciates the time and information provided by Northern Kentucky LWDB staff. This report is critical to the continuous improvement of the workforce system leading to better services and outcomes for jobseeker and employer customers.

Title 1B Executive Summary

The following is a description of issues found when monitoring WIOA Title 1B Programs:

The Program monitor(s) identified no findings and observations during the PY 2019 Comprehensive Monitoring Review. The financial monitor identified no findings and no observations. The issues identified within this report are indicative of operational or quality issues worthy of attention and/or follow-up.

A finding requires immediate attention and corrective action, up to and including a corrective action plan. An observation may be a concern that, if left unaddressed, may result in future finding(s). An observation may also be a concern in which a written clarification from the LWDB could alleviate the concern. The operational challenges identified in the observations are related to those activities for which the Commonwealth has a strategy or an initiative, but for various reasons, the action is incomplete or insufficient.

Following the summary are the individual program details.

Program Monitoring

Finding(s):

1. Program monitors did not find any issues in the files reviewed.

Financial Monitoring

Finding(s):

1. Financial monitor did not find any issues in the files reviewed

Program Year 20
(July 1, 2020 - June 30, 2021)

Northern Kentucky							
	PY 20 Negotiated Rate		PY 20 Q1	PY 20 Q2	PY 20 Q3	PY 20 Q4	PY 20 Annual Report
WIOA - Adult							
2nd Qtr. Emp. Rt.	68.0%		73.3%	77.0%	72.3%	74.1%	74.1%
4th Qtr. Emp. Rt.	66.0%		69.5%	76.6%	77.6%	74.9%	74.9%
Med. Erngs.	\$5,400		\$8,413	\$7,852	\$7,852	\$8,528	\$8,528
Credential	54.0%		50.0%	66.7%	66.7%	71.3%	71.3%
MSG	50.0%					54.5%	54.5%
WIOA - Dislocated Worker							
2nd Qtr. Emp. Rt.	72.0%		78.3%	77.2%	75.6%	70.6%	70.6%
4th Qtr. Emp. Rt.	70.0%		78.0%	73.2%	73.8%	73.1%	73.1%
Med. Erngs.	\$7,000		\$8,450	\$10,013	\$9,765	\$10,586	\$10,586
Credential	61.0%		30.8%	42.9%		61.5%	61.5%
MSG	50.0%					65.2%	65.2%
WIOA - Youth							
2nd Qtr. Emp. Rt.	62.0%		75.0%	83.7%	84.4%	94.4%	94.4%
4th Qtr. Emp. Rt.	67.0%		60.0%	78.3%	78.2%	73.2%	73.2%
Med. Erngs.	\$3,000		\$4,438	\$4,486	\$4,019	\$4,680	\$4,680
Credential	50.0%		78.9%	85.4%	100.0%	84.4%	84.4%
MSG	50.0%					20.0%	20.0%
Wagner-Peyser							
2nd Qtr. Emp. Rt.	65.0%		24.5%	70.5%	60.3%	53.7%	53.7%
4th Qtr. Emp. Rt.	60.0%		53.2%	70.7%	69.5%	62.6%	62.6%
Med. Erngs.	\$5,700		\$8,134	\$79	\$7,723	\$7,154	\$7,154
Credential	N/A						
MSG	N/A						