

FY22 Executive Committee Agenda Wednesday, February 23, 2022 | 3:30-5:00 pm 22 Spiral Drive, Florence, Kentucky 41042

1.	Call to Order and Roll Call	3:30 PM
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2. 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.

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3.	Approval of Minutes – December 2021 (handout)	action requested
4.	Appointment of a new Vice Chair	action requested
5.	Committee Status Reports	
	A. Program/Youth Committee – Dean McKay	(3:45 PM)
	B. Membership & Board Operations – John Baines	(4:00 PM)
	C. Business Services Committee – Brian Bozeman	(4:15 PM)
	D. Board Chair Updates – Michelle Cestaric	(4:30 PM)
6.	Activity Updates: A. Director's Report – Tara • GROW NKY Update	(4:45 PM)

- B. Key Performance Indicators (KPI)
 - Fiscal Tara and Liberty
 - WIOA Monitoring and Performance Tara
- **7.** Adjourn (5:00 PM)

The next Executive Committee meeting will take place on April 27, 2022 at 3:30pm at NKADD, 22 Spiral Drive, Florence

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

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.



FY2022 MINUTES EXECUTIVE COMMITTEE | NKADD and Teams Meeting December 15, 2021 @ 3:30 PM

MEMBERS PRESENT	STAFF PRESENT
Catrena Bowman-Thomas	Tara Johnson-Noem
Brian Bozeman	Simon Boxall
Michelle Cestaric	Katie Jo Kirkpatrick
Dean McKay	David Klokner
Dave Schroeder	Liberty Kordish
	Tonia Slone
MEMBERS ABSENT	GUESTS
John Baines	

Chairperson Michelle Cestaric called the meeting to order at 3:38 PM. A quorum was present.

SELF-IDENTIFICATION OF MEMBERS

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

MINUTES - October 29, 2021

Dean McKay made a motion to approve the minutes from October 29, 2021. Dave Schroeder seconded the motion; all voted aye. The motion carried.

ACCOUNTABILITY/TRANSPARENCY - COMMITTEE STATUS REPORTS

<u>Membership and Board Operations – Tara Johnson Noem</u>

Update from December MBO Meeting:

- The committee discussed and approved the nomination of Joe Buerkley, Pendleton Co Schools Superintended, to the board. The nomination will be presented to the full board at the January meeting.
- Over the last couple of months, several business members representatives have resigned. The committee discussed filling those vacancies soon to meet board requirements.
- There was a discussion on the DEI committee meetings being scheduled for January.

Program/Youth Committee - Dean McKay

Update from the December Program/Youth Committee

- The first RFP subcommittee meeting will be this week.
- The direct service provider and the one-stop operator provided an update.
- Lorraine O'Moore, Navigo, provided an overview of the College and Career Connector with Navigo, including partnerships, priorities, purpose, and programs.

Business Services - Brian Bozeman/Tara Johnson-Noem

Update from December Meeting:

- The committee discussed revising the current KPI to include data points that provide a more detailed picture of our local workforce ecosystem.
- Workforce housing was discussed concerning attainable and available housing opportunities.

Board Chair Update-Michelle Cestaric

- With the changes to the board, there is now a Vice-Chair vacancy. The executive committee discussed the importance of filling the position and the process to fill the vacancy.
- During a recent KWIB partner spotlight, the spotlight focus related to practices of employers who work with the local community and technical colleges.

<u>Director's Report-Tara Johnson-Noem</u>

- She will speak tomorrow about workforce during the LNK Economic Development Day.
- The local Commonwealth Coder will be graduating from the program tomorrow, and Code Kentucky participants have finished their first cohort in NKY.
- As mentioned, David Klokner is back, and Simon Boxall has started this week.
- Provided an update on the COVID-NDWG grant, which will end in the 1st quarter of 2022, a push for On the Job and incumbent worker training, the upcoming workforce forums, WORK NKY, attracting the National Fund site to our region and the EDA Good Job Challenge.
- Catrena Bowman-Thomas started a discussion about finding attainable housing for City Heights residents as they relocate.

Key Performance Indicators (KPI)

• Tara Johnson-Noem reviewed the 1st quarter state-generated performance for the program year 2021. Liberty Kordish reviewed the October 2021 KPI, presented at 33% of the fiscal year.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Chairman Cestaric adjourned the meeting at 5:03 PM.

LWDB:	Northern Kentucky	
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MEMBERSHIP NOMINATION FORM LOCAL WORKFORCE DEVELOPMENT BOARD

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NEW NOMINATION 🖂	By: Name:
or	Agency:
TERM RENEWAL	Position:
Or DEDIT OF MENT	Address:
REPLACEMENT	Phone:
	3 rd Term:
(Beginning & Ending Dates F	Required for All Terms When Applicable)
* If a New Nominee to represent (check one):	ss
СВО	☐ Economic Development ☐ One-Stop Partner
Workforce Sector (if representing Business): Manufactur	ing
*If a Replacement – Name of Former Member:	
- Group Represented:	vale as well as now naminaes & ranks saments
*If a Term Renewal - CLEO signature is required with all term renew	rais as well as new nominees & replacements.
Poprocenting: (Check all that apply)	
Representing: (Check all that apply) Labor/Representative of Labor Employee Represent	ative (Labor) Adult Education Vocational Rehabilitation
☐ Community Based Organization ☐ Youth Serving Organ	` ' <u> </u>
☐ Joint Labor-Management Apprenticeship Program	Other (Specify:) Local manufacturing
Category member represents:	
Business	☐ Education and Training
Government and Economic Development	Other (Specify):
*Entity represented is primary employer of nominee.	
Nominee is an individual with optimum policy and decision making au	uthority for the organization.
	Director, Human
Name of Nominee: Mr. or Ms. Deborah Ramirez	Title: Resources Mubea NA
Business Address: Street: 8200 Dixie Hwy	T. 44040
City: Florence State: Kentucky	Zip: 41042 County: Boone
Employer: Mubea Inc.	Business Phone: 513-815-1265
Home Phone: 859-250-5853	Email Address: Deborah.Ramirez@Mubea.com
	In Resources/Labor Relations responsibilities for Mubea's North rence, 1 in Michigan, 2 in Saltillo MX and 1 in Celaya, MX
Covering 2500+ associates	rence, i in michigan, z in Gallilo mix and i in Gelaya, mix
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Organization Affiliations (Civic & Professional):European/Ar	merican Chamber of Commerce – HR Executive facilitator;
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Organization Affiliations (Civic & Professional): European/Ar OESA Human Resources Executive Council Member; Ass Qualifying Experience: 28 years of HR experience – progres	merican Chamber of Commerce – HR Executive facilitator; nt Treasurer – Mubea helps Foundation
Organization Affiliations (Civic & Professional): European/Ar OESA Human Resources Executive Council Member; Ass Qualifying Experience: 28 years of HR experience – progres	merican Chamber of Commerce – HR Executive facilitator; nt Treasurer – Mubea helps Foundation sive roles throughout career – NKY native
Organization Affiliations (Civic & Professional): European/Ar OESA Human Resources Executive Council Member; Ass Qualifying Experience: 28 years of HR experience – progres	merican Chamber of Commerce – HR Executive facilitator; nt Treasurer – Mubea helps Foundation sive roles throughout career – NKY native resource activities or Workforce Development related programs
Organization Affiliations (Civic & Professional): European/Ar OESA Human Resources Executive Council Member; Assi Qualifying Experience: 28 years of HR experience – progres Background information that reflects experience in human For use by Chief Local Elected Official-This box must be completed entirely to mee Appointed By:	merican Chamber of Commerce – HR Executive facilitator; nt Treasurer – Mubea helps Foundation sive roles throughout career – NKY native resource activities or Workforce Development related programs t WIOA requirements.
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MEMBERSHIP NOMINATION FORM LOCAL WORKFORCE DEVELOPMENT BOARD

NEW NOMINATION	By: Name:
or TERM RENEWAL	Agency: Position:
or	Address:
REPLACEMENT	Phone:
	erm: 3 rd Term:ling Dates Required for All Terms When Applicable)
* If a New Nominee to represent (check one): Workforce Sector (if representing Business):	Business
*If a Replacement – Name of Former Member: - Group Represented:	
*If a Term Renewal - CLEO signature is required with all te	rm renewals as well as new nominees & replacements.
	Representative (Labor) Adult Education Toganization Adult Education Dispersion Wocational Rehabilitation Local Education Agencies Other (Specify:)
Category member represents: Business	Other (Specify):
Business Address: Street: 8025 Productive: Florence State: 10 Employer: MAZAK Home Phone: (513) UT7-1993	AM Weier Title: HR Director (Ction) Drive (Cy Zip: 41022 County: Kenton) Business Phone: (859) 342-15100 Cell Email Address: Weier & MAZAKCUID. COM CES POUSI DILITES FUR US, CANADA S Denofits & PAYROLL
Organization Affiliations (Civic & Professional):	sae Attched Biu
	in human resource activities or Workforce Development related programs
For use by Chief Local Elected Official-This box must be completed en Appointed By:	ntirely to meet WIOA requirements.
Cleo Signature:	Date:
Printed Name:	, Judge Executive or Mayor County:



GROW NKY Backbone Entity Proposal

Backbone Entity

Growing Regional Outcomes through Workforce (GROW NKY) was formed as a collective impact model comprised of leaders across key industries, educational institutions and community organizations working collaboratively to leverage the region's assets to grow, retain and attract a globally competitive workforce. GROW NKY focuses on five key areas of workforce development, following a cradle-to career model. A Steering Committee comprised of a number of key partners governs the work of GROW NKY, following a set of by-laws. The NKY Chamber has served as the "backbone" entity for this initiative since its inception in 2019.

In partnership with the GROW NKY Steering Committee and the NKY Chamber, NKWIB staff propose accepting "backbone" responsibilities for GROW NKY for the interim period of calendar year 2022. During this year, the NKWIB would drive the ongoing work of the GROW pillars and provide staff support to the GROW Steering Committee as it assesses the preferred long-term governance structure of GROW NKY and other next steps. This time is critical for the NKWIB to also determine if this alignment is a good fit for the NKWIB's long-term vision and goals.

NKWIB staff already work on multiple aspects of GROW NKY initiatives, including:

- NKWIB Board Chair serves as voting member on GROW NKY Steering Committee
- NKWIB Director serves as non-voting member on GROW NKY Steering Committee
- NKWIB Director serves as Secretary for GROW NKY Steering Committee, with support from staff, including creating and sending out minutes
- NKWIB Director serves as a regular member of the Pillar 3 committee
- NKWIB Director receives updates from Pillar 5 committee and participates when possible
- GROW NKY Pillar 2 covers aspects of the Career and Technical Education (CTE), industryrecognized credentials alignment that NKWIB is mandated by state statute to review, and NKWIB staff support the work of the pillar to ensure alignment with K-12 and post-secondary partners.

NKWIB staff will need to increase activity in the following areas:

- Engagement with Pillars 1, 2 and 4 on the topics of childcare, college and career readiness and talent attraction to ensure alignment across regional partners and movement toward goals
- Convening of pillar leads
- Support of Steering Committee and Steering Committee Chair with aspects of strategy, meeting organization, etc.
- Application to funders for financial support for third-party assessment of governance structure (letter of intent submitted to Horizon Community Funds January 2022)

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



Fiscal Agent

The GROW NKY by-laws call for the official backbone entity to serve as the fiscal agent when needed. Often in practice, GROW NKY applications for funding have been awarded to the key GROW partners involved in the work. For example, with the K-Tech/Kentucky Youth Apprenticeship grant award, the funds went directly to the Northern Kentucky Co-op for Educational Services (NKCES) to implement the project.

There are only a handful of projects currently under the umbrella of GROW NKY being administered financially by the NKY Chamber. All but one of them will continue being administered by the NKY Chamber, under the agenda of Pillar 4's talent attraction work.

The one project that is currently being administered by the NKY Chamber only under the fiscal agent responsibilities for GROW is the MyCareerE3 platform's contract with site developer Rare Bird. This contract is in the second year of a three-year contract. Costs are paid up through March 2022 and then additional fundraising will be needed to continue meeting the financial obligations of this contract. Consensus is that MyCareerE3 is a critical project to foster work-based learning in the region. The recommendation of NKWIB staff is that the contract not be transferred, however, to NKADD/NKWIB for administration until a more clear financial plan is developed.

Moving forward, financial obligations for NKWIB on behalf of GROW NKY for 2022 would be:

- Continued staff support as described above
- Additional career pathway alignment and workforce connections via a contracted staff person
- Potential transfer of Rare Bird contract for pass-through payment if a financial plan is solidified

Vision Statement

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

FY 2022 as of December 2021 (50% of Fiscal Year)	F	WIOA Formula unds Totals	F (tatewide Reserve Special Projects) Total		National Dislocated Orker Grant (NDWG)	Tr	ade Total	C	Grand Total	YTD Expended	% Expended
Actual Carryover From FY 2021 Grant 27121 (Dislocated Worker Program) Grant 27221 (Dislocated Worker Program) Grant 27021 (Adult Program) Grant 27321 (Adult Program)	\$ \$ \$	325,805.10 77,724.77 8,143.82 208,631.52							\$ \$ \$	325,805.10 77,724.77 8,143.82 208,631.52		
Grant 205BE19 (Trade Training Program) Grant 27420 (Youth Program) Grant 27421 (Youth Program) 271DW20 (Dislocated Worker Program) 273AD20 (Adult Program)	\$ \$ \$ \$	88,306.49 237,096.08 13,991.39 3,096.12	\$	1,010.01	\$	385,256.93	\$ \$ \$	44,721.42	\$ \$ \$ \$ \$	88,306.49 237,096.08 13,991.39 389,363.06		
Actual Carryover Actual Allocation	\$	962,795.29	\$	1,010.01	\$	385,256.93	\$	44,721.42	\$	1,393,783.65		
Adult Dislocated Worker Youth	\$	502,314.98 921,794.99 495,935.89							\$ \$ \$	502,314.98 921,794.99 495,935.89		
*Rapid Response Funding (Requested from State as Pass Thru) Trade Training Funds	\$	129,177.83							\$	129,177.83		
Actual Allocation		2,049,223.69	\$	_	\$	-	\$		\$	2,049,223.69		
Total Available	Г		\$	1,010.01	\$	385,256.93	\$	44,721.42	\$	3,443,007.34		
Obligations	Ť	0,012,010.00	Ť	1,010.01		000,200.00	Ť	77,121172	Ť	0,440,007.04		
*NKWIB Subgrant Recipient/Fiscal Agent	\$	719,521.92	\$	1,010.01	\$	55,750.52			\$	776,282.45	\$ 311,556.55	40%
*OS OperatorContracted Provider (Brighton Center)	\$	237,000.00							\$	237,000.00	\$ 102,027.12	43%
*OS Direct Workforce Services Contracted Provider (Brighton Center)	\$	1,100,371.70			\$	33,000.00			\$	1,133,371.70	\$ 438,572.95	39%
NDWG- Contracted Providers	\$	-			\$	292,006.41	\$	-	\$	292,006.41	\$ 111,003.97	38%
Setaside Obligations JOBS EQ Data Base Agreement Outreach		4,300.00 15,000.00							\$	4,300.00 15,000.00	\$ 2,216.88 \$ 588.00	52% 4%
Training Youth Work Experience Incumbent Worker	\$	282,980.98 70,000.00 20,000.00							\$ \$	282,980.98 70,000.00 20,000.00	\$ 91,268.09 \$ - \$ -	32% 0% 0%
OJT									D I	50,000.00		
OJT Youth Education/Career Funds	\$	50,000.00			¢	4 500 00	Ф	11 721 12	¢	,	\$ 15,553.91 \$ 64.358.75	31% 20%
OJT	\$		\$	1,010.01	\$ \$	4,500.00 385,256.93	\$ \$	44,721.42 44,721.42	\$ \$	224,221.42 3,105,162.96	\$ 15,553.91 \$ 64,358.75 \$ 1,136,558.22	31% 29% 37%

FY 2022 as of December 2021 (50% of Fiscal Year)	WIOA Before Changes	WIOA After Changes Totals	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) Grant 27221 (Dislocated Worker Program) Grant 27021 (Adult Program) Grant 27321 (Adult Program) Grant 27321 (Adult Program) Grant 205BE19 (Trade Training Program)	\$ 77,724.77 \$ 8,143.82 \$ 208,631.52				\$ 44.721.42	\$ 325,805.10 \$ 77,724.77 \$ 8,143.82 \$ 208,631.52 \$ 44,721.42		
Grant 27420 (Youth Program) Grant 27421 (Youth Program) 271DW20 (Dislocated Worker Program) 273AD20 (Adult Program) Actual Carryover	\$ 88,306.49 \$ 237,096.08 \$ 13,991.39 \$ 3,096.12	\$ 88,306.49 \$ 237,096.08 \$ 13,991.39 \$ 3,096.12		\$ - \$ 88,306.4 \$ 237,096.0 \$ 1,010.01 \$ 385,256.93 \$ - \$ 389,363.0				
Actual Allocation	\$ 962,795.29	\$ 962,795.29	\$ 1,010.01	\$ 385,256.93	\$ 44,721.42	\$ 1,393,783.65		
Adult Dislocated Worker Youth	\$ 502,314.98 \$ 921,794.99 \$ 495,935.89	\$ 502,314.98 \$ 921,794.99 \$ 495,935.89				\$ 502,314.98 \$ 921,794.99 \$ 495,935.89		
*Rapid Response Funding (Requested from State as Pass Thru) Trade Training Funds	\$ 129,177.83 \$ -	\$ 129,177.83 \$ -				\$ 129,177.83 \$ -		
Actual Allocation	\$ 2,049,223.69	\$ 2,049,223.69	\$ -	s -	\$ -	\$ 2,049,223.69		
Total Available		\$ 3,012,018.98	•	\$ 385,256.93	\$ 44,721.42	\$ 3,443,007.34		
Obligations	\$ 3,012,010.90	\$ 3,012,010.90	¥ 1,010.01	\$ 303,230.33	\$ 44,721.4Z	\$ 3,443,007.34		
Obligations								
*NKWIB Subgrant Recipient/Fiscal Agent	\$ 719,521.92	\$ 719,521.92	\$ 1,010.01	\$ 55,750.52		\$ 776,282.45	\$ 311,556.55	40%
*OS OperatorContracted Provider (Brighton Center)	\$ 237,000.00	\$ 237,000.00				\$ 237,000.00	\$ 102,027.12	43%
*OS Direct Workforce Services Contracted Provider (Brighton Center)	\$ 1,100,371.70	\$ 1,185,371.70		\$ 33,000.00		\$ 1,218,371.70	\$ 438,572.95	36%
NDWG- Contracted Providers	\$ -	\$ -		\$ 292,006.41	\$ -	\$ 292,006.41	\$ 111,003.97	38%
Setaside Obligations JOBS EQ Data Base Agreement Outreach GROW	\$ 4,300.00 \$ 15,000.00	\$ 4,300.00 \$ 15,000.00 \$ 40,000.00				\$ 4,300.00 \$ 15,000.00 \$ 40.000.00	\$ 2,216.88 \$ 588.00	52% 4% 0%
Training		\$ 40,000.00				\$ 40,000.00	-	0 76
Youth Work Experience Incumbent Worker OJT Youth Education/Career Funds *Individual Training Accounts (ITA's)	\$ 282,980.98 \$ 70,000.00 \$ 20,000.00 \$ 50,000.00 \$ 175,000.00	\$ 282,980.98 \$ 70,000.00 \$ 20,000.00 \$ 50,000.00 \$ 175,000.00		\$ 4,500.00	\$ 44,721.42	\$ 282,980.98 \$ 70,000.00 \$ 20,000.00 \$ 50,000.00 \$ 224,221.42	\$ 91,268.09 \$ - \$ - \$ 15,553.91 \$ 64,358.75	32% 0% 0% 31% 29%
Total Obligations	\$ 2,674,174.60	\$ 2,799,174.60	\$ 1,010.01	\$ 385,256.93	\$ 44,721.42	\$ 3,230,162.96	\$ 1,136,558.22	35%
	\$ 337,844.38	\$ 212,844.38	e	s -	\$ -	\$ 212,844.38		

Additional Notes

New Obligation Total		\$ 125,000.00
	GROW	\$ 40,000.00
	New BSR Brighton Center	\$ 85,000.00

Difference Additional Amt.	\$ 147,840.37
October Allocation	746,384.43
Anticipated Oct Dislocated Worker	598,544.06

Anticipated Oct Adult	\$ 409,404.59
October Allocation	\$ 413,146.10
Difference Additional Amt.	\$ 3,741.51

New Obligations \$	151,581.88
	125,000.00
Additional Needs or Additional Carryover \$	26,581.88