

Meeting Agenda

July 12, 2022 | 8:30-10:00am

NKADD | 22 Spiral Drive | Florence | | **Zoom** | Meeting ID: 988 2414 5838

1. **Call to Order and Welcome** – *Dean McKay, Board Vice-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 – *Dean McKay*
4. **Approval of Minutes** – May 10, 2022 meeting – *Dean McKay* *action requested* 8:35am
5. **Mission Moment** – *Douglas Beard, WIOA Direct Services Lead* 8:40am
6. **Committee Status Reports**
 - a. **Program/Youth Committee** –*Dean McKay will report* 8:50am
 - I. Supportive Services Policy *action requested*
 - b. **Business Services Committee** – *Brian Bozeman will report* 9:00am
 - I. Recertification of KCC – Florence *action requested*
 - II. Recertification of KCC – Covington *action requested*
 - c. **Membership & Board Operating** – *John Baines will report* 9:10am
 - I. New Board Member Nomination *action requested*
 - II. Member Spotlight – *Cara Brooks*
 - d. **Diversity Equity Inclusion Committee** – *Catrena Bowman-Thomas will report* 9:20am
 - e. **Executive Committee** – *Dean McKay will report* 9:30am
7. **Career Center Operator report** – *Correy Eimer* 9:40am
8. **WIOA Direct Services report** – *Douglas Beard* 9:45am
9. **NKWIB Director's Update** – *Tara Johnson-Noem* 9:50am
 - a. Director's Report
 - b. Fiscal KPI – *Liberty Kordish, NKWIB Fiscal Specialist*
 - c. Program KPI – *David Klokner, NKWIB Data Analyst*
10. **New Business**
11. **Adjourn** – *Dean McKay* 10:00am

Next meeting: September 13, 2022 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

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.

FY22 MINUTES
MEETING | Tuesday, May 10, 2022 | 8:30 am
NKADD and Via Zoom

MEMBERS PRESENT		GUESTS
John Baines	Dr. Carissa Schutzman	Correy Eimer, Brighton Center
Dr. Vicki Berling	Gina Stough	Natalie Ruppert, Kenton County Public Library
Catrena Bowman-Thomas	Jared Tiemeier	Mindy Puckett, Brighton Center
Brian Bozeman	Michelle Tyson	Todd Kyper, Brighton Center
Joe Buerkley	Alecia Webb-Edgington	Douglas Beard, Brighton Center
Michelle Cestaric	Kristie Henry Willoby	
Dana Dobbs		
Gina Douthat		
Deborah Ramirez	MEMBERS ABSENT	STAFF
Dr. Fernando Figueroa	Nick Birkenhauer	Tara Johnson-Noem
Mike Flannery	Cara Brooks	Katie Jo Kirkpatrick
Ryan Henson	Brent Cooper	Liberty Kordish
Dean McKay	Sherra Dunlap	David Klokner
Dr. Randy Poe	Janet Harrah	Tonia Slone
Deborah Ramirez	Colleen Kirkpatrick	Simon Boxall
Kimberly Rossetti	Dr. Francis O'Hara	
Connie Schnell	Shannon Starkey-Taylor	
Dave Schroeder	William Weier	

CALL TO ORDER

Chairperson Michelle Cestaric called the meeting to order at 9:10 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

Dana Dobbs made a motion to approve the March 8, 2022, Meeting minutes, and Alecia Webb-Edgington seconded the motion. The motion carried.

MISSION MOMENT –*Todd Kyper, Young Adult Talent Development Specialist, Brighton Center*

- Todd Kyper presented the success of a participant in the WIOA program that attended training in machining and attained an associate's degree. The participant, Joel, experienced many challenges due to his disability and the loss of his family due to covid. Still, despite these challenges, the collaborations between community partners helped gain and retain employment.

ACCOUNTABILITY/TRANSPARENCY

Program/Youth Committee

Tara Johnson-Noem – Follow-up on the committee meeting held on April 12, 2022:

- Liberty Kordish, NKWIB Fiscal Specialist, presented the proposed FY23 budget based on projected figures.
 - Brian Bozeman motioned for the approval of the proposed budget for FY23. Kristie Henry Willoby seconded this motion. Motion Carried.
- Staff is requesting the approval of the renewal of the contract with the Brighton Center for FY23.
 - Dave Schroder motioned to approve the contract renewal. Dean McKay seconded the motion. Motion Carried
- Dean McKay stated the current process of the RFP process.

Business Services Committee

Brian Bozeman – Follow-up on the committee meeting held April 20, 2022:

- The committee reviewed a budget modification
- The modification would reallocate funds from unspent funds to improvements and help with compliance with ADA policies
- It is recommended to accept the budget modification except for the line item for a new smart board.
 - Alecia Webb-Edgington motioned for the approval of the budget modification. Dave Schoder seconded this motion. All voted aye, motion carried.

Membership & Board Operating Committee

John Baines– Follow-up on the committee meeting held May 9, 2022:

- John Baines recommended the approval of all the renominations of current board members: Dana Dobbs, Janet Harrah, Kristie Henry Willoby, and Michelle Tyson.
 - Michelle Cestaric motioned to approve all the nominations, Brian Bozeman seconded the motion. Dana Dobbs and Michelle Tyson abstained. Motion carried.
- Summer Morgan, Director of Outreach and Strategic Partnerships at the KY Education & Labor Cabinet.
 - Kimberly Rossetti motioned for the approval of Summer Morgan to the Board. Alecia Webb Edgington seconded the motion. Motion Carried.
- Member Spotlight – Kimberly Rossetti

Diversity, Equity, & Inclusion Committee

Catrena Bowman-Thomas – Follow up on the committee meeting held April 27, 2022:

- The DEI survey sent out last month was presented to the board.
- According to the responses, the survey results showed that the board membership was the top priority.

Executive Committee

Michelle Cestaric – Reported on the executive committee held on April 27, 2022:

- Requesting approval of the FY23 Calendar Meeting Schedule.
 - At the moment, there are current attempts to change the DEI committee meeting
 - Michelle Tyson motioned for the approval of FY23 Calendar Meeting Schedule, Kristie Henry Willoby second the motion. Motion Carried

PROGRAMMING

WIOA Direct Services Report

Douglas Beard, WIOA Direct Services Lead, reported:

- Good turnout at April & May's career expos at Holmes, Newport, and Dayton high schools
- Increased outreach via radio commercials
- 16th annual Veterans Career Fair had 53 employers

Career Center Operator Report

Correy Eimer, One-Stop Operator, reported:

- Partner Leadership KCC – NKY Action Plan
- Will not be renewing the lease in Williamstown due to low foot traffic.

Director's Report

Tara Johnson-Noem Director's Report reviewed her Director's report and highlighted:

- At the next meeting, there will be a new data dashboard that David Klokner can review
- KPI Financial report is attached to the agenda packet.
- An opportunity list was presented to the board by Katie Jo Kirkpatrick for board members to volunteer for the board
- Grant applications that staff applied to were reviewed and awaiting approval.

NEW BUSINESS

- No new business.

ADJOURNMENT – Dave Schroder motioned for adjournment; Dean McKay seconded. Michele Cestaric adjourned the meeting at 10:06 am.

Definition | Supportive Services

The term “supportive services” includes any services and needs-related payments which are necessary to enable an individual to participate in activities authorized under WIOA.

Supportive services include, but are not limited to:

- Assistance with uniforms and other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Dependent care
- Educational testing
- Housing
- Linkages to community services
 - Free legal aid to help with the expungement of criminal records
 - Securing government identification
- Referrals to agencies offering other assistance
- Transportation

Northern Kentucky Adult/Dislocated Worker Supportive Service Policy

Documentation for Supportive Services are required to show that the supportive service is allowable, reasonable, and not otherwise available to the participant. This can be in the form of a detailed case note or other reasonable proof. Proof must also include the strategy for aligning core programs, including a description of how the entities conducting the respective core programs will coordinate activities and provide comprehensive high-quality services.

Example

J Smith was referred to DCBS for assistance with transportation through the TANF program, which he has been enrolled in since Jan. 5, 20XX. His DCBS case manager agrees that transportation will enable him to start his educational program on May 2, 20XX as planned through WIOA. Since we cannot find assistance beyond WIOA and TANF, WIOA will pay for goggles and steel toed boots, as required by the Lineman program and documented on his class syllabus which has been uploaded into KEE-Suite documents.

Procedures for referral to supportive services

Adults and Dislocated Workers Employment and Training Activities Supportive services may only be provided to eligible individuals who have been documented as being eligible for:

- Participation in career or training services; and
- Unable to obtain supportive services through other programs providing such services.

Eligibility | WIOA Adult

Adults must meet all of the following conditions:

- Be unemployed
- Not qualify for, or have ceased qualifying for, unemployment compensation; and
- Be enrolled in a program of training services under Sec. 134(c)(3) of WIOA.16

Eligibility | WIOA Dislocated Workers

Dislocated Workers must:

- Be unemployed, and:
 - Have ceased to qualify for unemployment compensation or trade readjustment allowance under Trade Adjustment Assistance (TAA); and
 - Be enrolled in a program of training services under Sec. 134(c)(3) of WIOA by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
- Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA and be enrolled in a program of training services under Sec. 134(c)(3) of WIOA.¹⁸

FINAL REPORT: Northern Kentucky Youth Response Team

Beatriz Aldereguia
Sharon Velasquez-Soto

Executive summary

As the Youth Response Team readies to enter a new phase in its efforts to improve outcomes for Opportunity Youth in the Northern Kentucky region, our team recommends that it revamp its 2017 work plan by either removing or revising 10 of its original strategic goals across all five core issue areas. We also recommend that it add two new goals to the next iteration of the strategic work plan in the core issue areas of (1) Housing and (2) Education, Training, and Employment, as informed by interviews with partners of the collective.

The focus of our project, as originally defined, was to use partner input to revise the collective's 2017 work plan to bring it up to date in a world where COVID-19 has exacerbated barriers that affect opportunity youth and created new challenges for this population. As such, a guiding question this project seeks to address is:

What are outstanding needs and challenges impacting this collective's work and capacity in serving opportunity youth in a post-COVID world?

Yet, interviews with partners in the collective quickly revealed that beyond needing an updated work plan, the Youth Response Team required new systems of governance, infrastructure, and stakeholder engagement to best support its members in reaching the collective's strategic goals.

To support the collective in more efficiently and effectively driving forward its renewed work plan, our team offers recommendations in the following three areas:

- Recommendations for updating the Youth Response Team's work plan, to promote strategic alignment and direction across the collective
- Recommendations for the introduction of a governance framework and internal infrastructure, which are needed to set expectations, culture and accountability across the collective
- A third set of recommendations that addresses the Youth Response Team's engagement and partnership development, based on needs voiced by partners and informed by conversations



Contract Compliance and Monitoring Report

Subcontractor Name: Brighton Center, Inc.

Contract Number: E22-115-05-0026

Date of Report: 05-02-2022

Reporting Period: PY (Program Year) 2021 (YTD)

Workforce Innovation and Opportunity Act (WIOA) Direct Services

Contractor's Lead Staff: Eric Owsley/Douglas Beard

NKWIB Contract Monitor: Tara Johnson-Noem, Tonia Slone, Liberty Kordish, Melissa Patchell and Melinda Ford

Executive Summary

The following is a description of findings and observations found when monitoring the WIOA Brighton Center Contract.

The Program monitor(s) identified findings and observations during the PY 2021 Comprehensive Monitoring Review. Findings identified within this report are indicative of operational or quality issues worthy of attention and/or follow-up.

Incorporated in this summary is a list of applicable findings and observations based on the Comprehensive Monitoring Review.

Terminology

Finding - A finding is an issue serious enough to require immediate attention and corrective action, up to and including a corrective action plan and or questioned costs.

Observation - An observation may be a concern that, if left unaddressed, may result in a future finding(s). An observation may also be a concern, in which a written clarification from the subcontractor could alleviate the concern. The operational challenges identified in the observations are related to those activities for which the LWDA has a strategy or initiative, but for several reasons, the action is incomplete or deficient.

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.

This report is critical to the continuous improvement of the local workforce system leading to better services and outcomes for jobseekers and employer customers.

Overview of Contracted Services:

Brighton Center, Inc. is the WIOA Direct Services Provider for the local Kentucky Career Center – NKY system, selected by the Northern Kentucky Workforce Investment Board (NKKWB) through a competitive-bidding (Request for Proposal) process. Brighton Center provides the coordination and delivery of WIOA direct services to Adults, Dislocated Workers, Trade, Youth, and Employers in Northern Kentucky.

WIOA Direct Services Team Members under this Contract: *See attached Organizational Chart*

Contract Performance and Outcomes

WIOA Preliminary Performance Data PY 2021 (official performance reported by the Cabinet for Education and Workforce Development) in comparison to the negotiated performance rate (goal).

21025 NKY (Northern Kentucky) Preliminary Performance						
PY 2021 through 3 rd quarter						
ADULT	PY 21 NEG	PY 21 Q1	PY 21 Q2	PY 21 Q3	PY 21 Q4	PY 21 Annual Report
2nd Qtr. Emp. Rt.	69.0%	58.3%	100%	100%		
4th Qtr. Emp. Rt.	69.0%	100%	80%			
Med. Earnings.	\$5,700	\$5,365	\$11,428	\$16,633		
Credential	57.0%	50%	55%			
MSG	55.0%		35.7%	33.3%		
DW						
2nd Qtr. Emp. Rt.	73.0%	100%	100%	100%		
4th Qtr. Emp. Rt.	72.0%	50%	77.8%	100%		
Med. Earnings.	\$7,200	\$12,137	\$12,522	\$16,633		
Credential	63.0%	50.0%	44.4%			
MSG	55.0%		57.1%	25.0%		
Youth						
2nd Qtr. Emp. Rt.	66.0%			50.0%		
4th Qtr. Emp. Rt.	69.0%					
Med. Earnings.	\$3,700			\$3,978		
Credential	55.0%					
MSG	55.0%			33.3%		

WIOA-Enrolled Participant File Reviews

The intent of the file review is to verify compliance of the WIOA assessment, eligibility, priority of service, case management, individual employment plan/career planning, Individual Training Accounts, Equal Opportunity, Economic Self-Sufficiency, Eligible Training Provider List, Follow-up services, and Confidentiality and Security as well as appropriate usage of program costs.

Note: Monthly case management spreadsheets should be submitted no later than the 10th of each month following the end of the previous month.

Adults, Dislocated Workers, Trade-impacted During this file review process, a sample of 15 Adult/Dislocated Worker/Trade participant files were randomly selected out of 123 active files (12%). File reviews were conducted utilizing KEE (Kentucky Enterprise Engagement) Suite, the required WIOA participant tracking/case management system.

Findings: based on this monitoring process, no findings were identified during the file review of Adult/Dislocated Worker/Trade participant files.

Observations: Several deficiencies were found in the data entry of KEE Suite. A detailed spreadsheet will be reviewed with staff for corrections. Ten files were found to be deficient, ranging from insignificant to concerns that could lead to a finding/(s) if not corrected with plans to prevent similar deficiencies in the future.

1. Missing required document uploads (ITA's, attendance sheets, grades and credentials)
 - a. KEE001528246
 - b. KEE000096000
 - c. KEE002586446
 - d. KEE0002351573
 - e. KEE001529070
 - f. KEE002221422
2. Key data missing – (MSG's, outcomes, assessment and outcomes not complete)
 - a. KEE001576939
 - b. KEE000575113
 - c. KEE0026004021
 - d. KEE000681065

Highlights

WIOA enrollment numbers are down significantly from previous years while WIOA training services are slated to meet or surpass the previous year's numbers.

Youth

During this file review, a sample of 12 youth participant files were randomly selected out of 64 active files (19%). File reviews were conducted utilizing KEE-Suite, the required WIOA participant tracking/case management system.

Findings:

1. KEE000346514 – WEX (work experiences) worksite agreement dates are 7/19/2021 through 2/11/2022 but client is still working on 3/22/2022 per case notes. This constitutes a questioned cost. Without an updated worksite agreement, the subcontractor will be asked to refund any wages on or after 2/12/2022 paid by the NKADD (Northern Kentucky Area Development District).

Observations: Several deficiencies were found in the data entry of KEE Suite. A detailed summary will be reviewed with staff for corrections. Of the 12 files reviewed, 11 were found to be deficient, ranging from

minor infractions to concerns that could lead to a finding/(s) if not corrected with plans to prevent similar deficiencies in the future.

1. Not in compliance with data entry 10-day policy
 - a. KEE000838640
 - b. KEE000166488
 - c. KEE001035949
 - d. KEE000471374
2. Missing required document uploads
 - a. KEE000487535
 - b. KEE001701041
 - c. KEE001066667
 - d. KEE000346514
3. Missing data
 - a. KEE002755200
 - b. KEE002026190
 - c. KEE002190178

Highlights

There are currently 14 youth interns/work experience customers, close to last year's ending enrollment of 17.

Business Services

Basic Career Services and customers served by 3rd quarter (PY '21) have exceeded PY '20's total numbers. Compared to last year, these customers were predominantly served in-person at one of the Kentucky Career Centers or KCC (Kentucky Career Center) Access Points as opposed to virtual/off-site events. Business Service staff have continually and significantly increased their Market Penetration Rate for the 4th year in a row and are on track to exceed last year's rate in the final quarter of PY '21. Business Services have served 650 unique employers and reported 580 verifiable job placements.

Key Performance Indicator (KPI)	PY2021 through 3 rd quarter
Hiring Events and Job Fairs	355
• Participating Employers	122
In the Door	10,603
Customers Served	2,225
Reported Job Placements	558
Customer Satisfaction	
• Employer	94%
• Job Seeker	93%

Highlights

The Business Services Representatives are working with employers to gain a deeper understanding of their workforce needs to adjust services to meet the most demands. They are in the process of hiring a Workforce Strategies Manager to assist with a deeper level of services with employers and to

strengthen the access points. Market Penetration percentages have risen over the last 3 years; 5.49% (PY '18), 7.73% (PY '19) and 8.16% (PY '20). Currently market penetration is at 5% in the 3rd quarter of PY '21

Fiscal/ Financial Monitoring

A financial monitoring occurred on-site as part of this contract monitoring. The files were found to be in good order with a high level of organization. No findings or observations were noted. Additional details are available in the financial monitoring documentation.

Kentucky Career Center – NKY Operator

The operator monitoring was conducted by NKWIB Director Tara Johnson-Noem and no findings or observations were noted. Highlights include new efforts to increase community awareness of the Kentucky Career Center – NKY offerings via a public relations campaign. Additional details are available in the Operator monitoring documentation.

State and federal (DOL) monitoring

The results of this contract monitoring could be amended pending results from a planned state monitoring scheduled for June 2022.

Summary of Contract Monitoring Results

After a review of the program files, staff found several files with deficiencies. With the exception of the case note errors, all files can be corrected. Staff requests that corrections be made within 3 weeks of receiving this report. We also request that a plan of action be submitted at the end of the 3 weeks. Staff will review all corrections once reported.

NKWIB Staff completing this program monitoring:

Tonia Slone, NKWIB Project Manager

Date

NKWIB Director review of program monitoring results:

Tara Johnson-Noem, NKWIB Director

Date

Kentucky Career Center

Career Training Employer

Northern Kentucky

Michelle Cestaric, Chairperson
Northern KY Workforce Investment Board (NKWIB)
22 Spiral Drive
Florence, KY 41042

June 9, 2022

Dear Chairperson Cestaric:

On June 9, 2022, our Career Center Certification Review Team reviewed the certification application for the Florence Career Center as an *Affiliate* site; we visited the site at 8020 Veterans Memorial Drive (Florence) to tour the facility and have a dialogue with the associated team members.

Based on our careful review, we have concluded that the Florence Career Center fully meets the certification requirements to be deemed a Certified Affiliate Career Center; therefore, we respectfully request that you bring our recommendation forward to the NKWIB that the Florence Career Center be granted such certification.

Our recommendations going forward, in the spirit of continuous improvement, is that you give attention to:

- Focused outreach activities to do more to engage the community and inform them of all of the comprehensive opportunities available for job seekers and employers beyond Unemployment Insurance services with special attention given to customer success stories.
- Collaborate more with TANK to explore options for having a closer bus route, giving people without private transportation access to the Career Center.
- Increased outreach materials in other languages, particularly Spanish, to make our services more accessible to customers whose first language is not English.
- Ensure wheelchair users can access a customer satisfaction survey, as the current kiosks are not easily accessible to wheelchair users.

Thank you for the opportunity to participate in this process.

Sincerely,



Deborah Ramirez
Mubea NA
Member, NKY Workforce Investment Board



Johnny Pittman
Oxmoor Auto Group
Member, KY Workforce Innovation Board



Gina DeWard
College & Career Navigator
Gateway Community & Technical College
KY Adult Education



Mary Jo Arlinghaus
Recruiter
Crown Staffing

Kelsey Chalfant
Talent Acquisition Coordinator
FedEx Ground



Kentucky Career Center

Career Training Employer

Northern Kentucky

Michelle Cestaric, Chairperson
Northern KY Workforce Investment Board (NKWIB)
22 Spiral Drive
Florence, KY 41042

June 10, 2022

Dear Chairperson Cestaric:

On June 10, 2022, our Career Center Certification Review Team reviewed the certification application for the Covington Career Center as a *Comprehensive* site; we visited the site at 1324 Madison Avenue (Covington) to tour the facility and have a dialogue with the associated team members.

Based on our careful review, we have concluded that the Covington Career Center fully meets the certification requirements to be deemed a Certified Comprehensive Career Center; therefore, we respectfully request that you bring our recommendation forward to the NKWIB that the Covington Career Center be granted such certification.

Our recommendations going forward, in the spirit of continuous improvement, is that attention be given to:

- Focused outreach activities to do more to engage the community and inform them of all of the comprehensive opportunities available for job seekers and employers beyond Unemployment Insurance services with special attention given to customer success stories as well as KCC partner/program success stories.
- Connect Career Center social media platforms to different "workforce/employment-related" social media groups, such as Pendleton County Jobs.
- Increased outreach materials in other languages, particularly Spanish, to make our services more accessible to customers whose first language is not English.
- Ensure wheelchair users can access a customer satisfaction survey, as the current kiosks are not easily accessible to wheelchair users.

Thank you for the opportunity to participate in this process.

Sincerely,



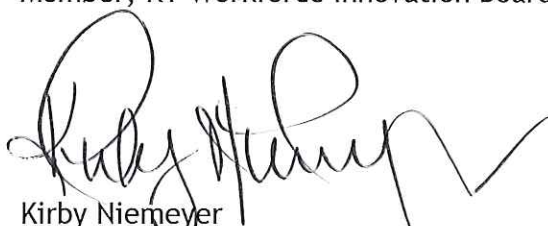
Cara Brooks
Duke Energy
Member, NKY Workforce Investment Board



Johnny Pittman
Oxmoor Auto Group
Member, KY Workforce Innovation Board



Natalie Ruppert
Manager, Workforce Development
Kenton County Public Library



Kirby Niemeyer
Manager, Human Resources
Novolex



LWDB: Northern Kentucky

MEMBERSHIP NOMINATION FORM LOCAL WORKFORCE DEVELOPMENT BOARD

NEW NOMINATION ☒
or
TERM RENEWAL ☐
or
REPLACEMENT ☐

By: Name: _____
Agency: _____
Position: _____
Address: _____
Phone: _____

☐ Initial Term: _____ ☐ 2nd Term: _____ ☐ 3rd Term: _____
(Beginning & Ending Dates Required for All Terms When Applicable)

* If a **New Nominee** to represent (check one): ☐ Business ☒ Education ☐ Organized Labor
☐ CBO ☐ Economic Development ☐ One-Stop Partner

Workforce Sector (if representing Business): _____

*If a **Replacement** – Name of Former Member: _____

- Group Represented: _____

*If a **Term Renewal** - CLEO signature is required with all term renewals as well as new nominees & replacements.

Representing: (Check all that apply)

☐ Labor/Representative of Labor ☐ Employee Representative (Labor) ☐ Adult Education ☐ Vocational Rehabilitation
☐ Community Based Organization ☐ Youth Serving Organization ☐ Higher Education ☒ Local Education
☐ Joint Labor-Management Apprenticeship Program ☐ Other (Specify): _____

Category member represents:

☐ Business ☐ Workforce ☒ 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 authority for the organization.

Name of Nominee: ☐ Mr. or ☐ Ms. Bill Hogan Title: Dir. Of Innovation

Business Address: Street: 8330 US 42

City: Florence State: KY Zip: 41042 County: Boone

Employer: Boone County Schools Business Phone: (859) 283-1003

Home Phone: (859) 630-4170 Email Address: Bill.hogan@boone.kyschools.us

Explain Basic Responsibilities: I oversee the partnerships with the regional schools in relation to Ignite, I write and collaborate
On the regional MOU's. I oversee and plan for new programs in Boone County Schools: Fire Science, Homebuilders,
ACCEL Academy, Early College Program, and Heavy Equipment (new for 22-23). See Attached Resume

Organization Affiliations (Civic & Professional): Member of the Professional Golfers of America

Qualifying Experience: Was Human Resource Director in Carroll County Schools, currently oversee 11 employees for BC
Schools. See attached Resume

Background information that reflects experience in human resource activities or Workforce Development related programs

For use by Chief Local Elected Official-This box must be completed entirely to meet WIOA requirements.

Appointed By:

Cleo Signature: _____ Date: _____
Printed Name: _____, ☐ Judge Executive or ☐ Mayor County: _____

2014 William J. Hogan
16E 41st Street
Covington, KY 41015

Objective: To obtain the Assistant Superintendent of Operations with Boone County Schools

Education: University of Kentucky, Lexington, KY
Superintendent Certification
Completed May 2002

Northern Kentucky University, Highland Heights, KY
Instructional Leadership/Supervisor of Instruction, K-12, Level 1
Completed May 2002

Northern Kentucky University, Highland Heights, KY
Instructional Leadership, Level 2
Completed May 2000

Northern Kentucky University, Highland Heights, KY
Bachelor of Arts/Graduated Cum Laude
Completed 1996

Administrative

Experience: Boone County Schools, Florence, KY
Director of Innovation/Strategic Initiatives: July 2018-Present

- Investigate future practice of education
- Report to Superintendent direction of district for Strategic Plan
- Work with structure and planning for Ignite Institute
- Recruit and work with regional districts to enroll students at Ignite
- Oversee Early College program
- Collaborate with NKU/Thomas More/Gateway for opportunities for dual credit

Boone County Schools, Florence, KY
Coordinator of School Choice: July 2017-June 2018

- Oversee transition from High School to Alternative programs
- Conduct ILPA meetings for students
- Oversee Virtual program for Boone County Schools
- Enroll students from alternative programs into Boone County Schools

Carroll County Schools, Carrollton, KY
Superintendent: July 2014-June 2017

- Managed construction projects

- Formed iLead Academy
- Oversee the daily operations of the district
- Partner with UL for the All in for Algebra project
- Partnership with Bellarmine for Carroll County Literacy Initiative
- Strategic Plan developed

Carroll County Schools, Carrollton, KY

Assistant Superintendent/Chief Academic Officer: July 2008-June 2014

- Recruit all certified staff
- Director of curriculum, instruction and assessment
- Develop PD for district certified staff
- Trainer for Data Decision for Making Results
- Develop and monitor District Improvement Plan
- Monitor effectiveness of the PLC teams
- Implement and monitor PLC's
- Organize New Teacher Orientation
- Manage and Develop the CEP for district

References: Dr. Randy Poe
Executive Director, Northern Kentucky Education Council
859-282-9214

Dr. James Detwiler
Deputy Superintendent, Boone County Schools
859-283-1003

Dr. Jason Radford
Assistant Superintendent, Boone County Schools
859-283-1003

Mr. Casey Jaynes
Director of Secondary Schools, Boone County Schools
859-283-1003

Ms. Kim Thomson
Coordinator of Professional Development, Boone County Schools
859-283-1003

Mr. Doug Oak
High School Instructional Coach, Carroll County Schools
502-732-7070

NKY Workforce Investment Board

KCC Operator & Direct Workforce Services Update

July 12, 2022

Operator

- ☐ Partner News/Updates
 - ☐ EC LEARN moved into KCC-Florence
 - ☐ KCC-Carrollton held an Open House on June 16th with approximately 30 in attendance
 - ☐ Job Corps hosting “Signing Day” on July 20th
 - ☐ Holding hiring events at Brighton Center’s Family Center as a way to reach customers in need
 - ☐ Goal is for Life Learning Center to become an official Career Center (MOU-level) partner
- ☐ GROW NKY
 - ☐ State is currently evaluating how best to proceed with the *Work-Ready Community* initiative
 - ☐ SWAT meetings continue to take place, with a goal of having two per month
- ☐ Outreach/Marketing
 - ☐ Tina Rollinger promoted to “First Impression and Marketing Specialist”
 - ☐ Hootsuite Professional subscription
 - ☐ Facebook = 3,800+ followers, 120 new in past mo.
 - ☐ Twitter = 1,100+ followers, 10 new in past mo.
 - ☐ The Think Shop contract continuing through July; they will help us roll out the “More Than” campaign

Direct Workforce Services

- ☐ Talent Development Services
 - ☐ May – June Enrollments: Adult-9; Dislocated Worker-2
 - ☐ ARC Advisory County Meeting in Owen County – 15 attendees
 - ☐ Gallatin County Chamber – 28 attendees
 - ☐ Pendleton County Public Library Teleworks Hiring Event at PCPL on June 6th, 35 job seekers attended
 - ☐ Tour of Backfield College. TDS services were explained to the financial director.
 - ☐ Partnered with SNAP E&T to help a WIOA customer receive transportation funds.
 - ☐ Covington WIOA orientation had 15 attendees this month. This orientation seems to be gaining momentum.
 - ☐ New partnership with 160 Driving Academy. They have been sending a lot of CDL customers our way to utilize WIOA.
 - ☐ City of Covington section 8 review; presented WIOA and KCC services to 20+ families.
 - ☐ KCC Korner at Kenton County Libraries.
- ☐ Young Adult Talent Development Services
 - ☐ Dayton High School Career Expo 55 job seekers and 7 employers
 - ☐ Skilled Trades Camp Exploration and Job Fair: 32 youth
- ☐ Business Services
 - ☐ CVG Strategic Workforce Collaborative –presentation of KCC services
 - ☐ Upcoming Job Fairs
 - ☐ July 12th Boone County Schools
 - ☐ August 25th Boone County Public library

Development Status Update

July 8, 2022

	Requested Amount	Waiting Approval	Awarded Amount	% Received
NKADD/NKWIB				
EDA Good Job Challenge	\$490,515	\$490,515		
Rapid Response Additional Assistance	\$50,000		\$0	0%
Rapid Response Layoff Adversion Assistance	\$128,000		\$128,000	100%
ETA Pathway Home 3	\$998,625		\$0	0%
GROW NKY Operating Entity				
Horizon Fund Community Impact Fund	\$15,000	\$15,000		
Duke Energy	\$35,000		\$35,000	100%
Total	\$1,717,140	\$505,515	\$163,000	9%

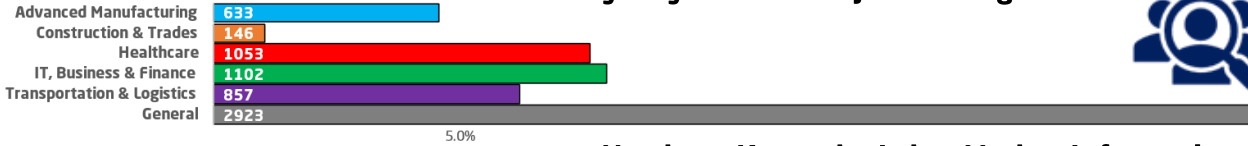
FY 2022 Grant Summary

Date	1/26/2002
Name	EDA American Rescue Plan Act Good Job Challenge
Title	Southwest Ohio/Northern Kentucky NEXT Career Regional Workforce Program (in partnership with the University of Cincinnati)
Status	Pending Amount Requested (NKADD/NKWIB portion) \$490,515
Summary	As a sub-awardee in the UC Good Job Challenge grant, the NKADD will work through the KCC to reduce barriers and provide wrap around services, including but not limited to a satellite location for participants to attend training, assisting participants in overcoming transportation obstacles and connecting participants to childcare subsidies.
Date	2/2/2022
Name	KY Department of Workforce Investment - WIOA Rapid Response Additional Assistance Funding Request
Title	NKY Attainable Housing Study
Status	Declined Amount Requested \$50,000
Summary	To conduct an NKY Attainable Housing Study that would examine regional demographics and existing housing stock to determine if there are sufficient number of housing units accessible to a range of earnings levels, based on average wages in employment hubs in the region.
Date	4/19/2022
Name	Employment and Training Administration Pathway Home 3
Title	Northern Kentucky Occupational Reentry Talent Hub (NORTH)
Status	Declined Amount Requested \$998,625

Summary	<p>To reduce local recidivism rates by providing pre and post-release career services and employment opportunities where little to none currently exists.</p> <p>Partner: Life Learning Center</p> <p>Evaluative Feedback: The application needed a more detailed recruitment and case management plan, additional supporting documentation and higher historical performance rates.</p>		
Date	4/29/2022		
Name	Horizon Fund NKY Community Impact Fund		
Title	Long Term Feasibility and Sustainability Assessment of Growing Regional Outcomes Through Workforce (GROW NKY)		
Status	Pending	Amount Requested	\$15,000
Summary	To complete a full assessment of GROW NKY structure and partnerships to determine the best position for the collective effort continued effectiveness and long-term feasibility.		
Date	4/30/2022		
Name	Duke Energy		
Title	GROW NKY 2.0 Growing Regional Outcomes through Workforce: The next progression of the regional workforce partner collaboration between workforce partners and the alignment of NKY's tactical and systemic workforce resources.		
Status	Awarded	Amount Requested	\$35,000
Summary	To allow the NKADD/NKWIB to continue the essential workforce effort while supporting the GROW NKY 2.0 future.		
Date	6/1/2022		
Name	KY Department of Workforce Investment - WIOA Rapid Response Layoff Aversion Additional Assistance Funding Request		
Title	Additional WIOA Direct Services - Business Services funding		
Status	Awarded	Amount Requested	\$128,000
Summary	To offset the reduction in WIOA formula dollars in order to fund WIOA Direct Services adequately - Business Services in a comprehensive manner since the NKWDA receives the lowest WIOA funding rate of all 10 Kentucky workforce areas. This funding will allow the WIOA Direct Service provider to continue providing exceptional business services to employers.		

FY 2022 as of May 2022 (92% 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)	\$ 323,700.07				\$ 323,700.07		
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)	\$ -			\$ 12,263.13	\$ 12,263.13		
Grant 27420 (Youth Program)	\$ 88,306.49			\$ -	\$ 88,306.49		
Grant 27421 (Youth Program)	\$ 238,036.03				\$ 238,036.03		
271DW20 (Dislocated Worker Program)	\$ 13,991.39			\$ -	\$ 13,991.39		
273AD20 (Adult Program)	\$ 3,096.12	\$ 1,010.01	\$ 385,256.71	\$ -	\$ 389,362.84		
Actual Carryover	\$ 961,630.21	\$ 1,010.01	\$ 385,256.71	\$ 12,263.13	\$ 1,360,160.06		
Actual Allocation							
Adult	\$ 502,314.98				\$ 502,314.98		
Dislocated Worker	\$ 921,867.28				\$ 921,867.28		
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	\$ -				\$ -		
Actual Allocation	\$ 2,049,295.98	\$ -	\$ -	\$ -	\$ 2,049,295.98		
Total Available	\$ 3,010,926.19	\$ 1,010.01	\$ 385,256.71	\$ 12,263.13	\$ 3,409,456.04		
Obligations							
*NKWIB Subgrant Recipient/Fiscal Agent	\$ 718,033.54	\$ 1,010.01	\$ 55,750.53		\$ 774,794.08	\$ 605,389.16	78%
*OS Operator Contracted Provider (Brighton Center)	\$ 237,000.00				\$ 237,000.00	\$ 206,520.79	87%
*OS Direct Workforce Services Contracted Provider (Brighton Center)	\$ 1,185,371.70		\$ 33,000.00		\$ 1,218,371.70	\$ 846,530.53	69%
NDWG- Contracted Providers	\$ -		\$ 292,006.17	\$ -	\$ 292,006.17	\$ 163,046.62	56%
Set-aside Obligations							
JOBS EQ Data Base Agreement	\$ 4,300.00				\$ 4,300.00	\$ 4,313.90	100%
Outreach	\$ 15,000.00				\$ 15,000.00	\$ 588.00	4%
GROW	\$ 31,516.00				\$ 31,516.00	\$ 3,636.00	12%
Training							
Youth Work Experience	\$ 282,980.98				\$ 282,980.98	\$ 179,313.07	63%
Incumbent Worker	\$ 70,000.00				\$ 70,000.00	\$ -	0%
OJT	\$ 20,000.00				\$ 20,000.00	\$ -	0%
Youth Education/Career Funds	\$ 50,000.00				\$ 50,000.00	\$ 15,553.91	31%
*Individual Training Accounts (ITA's)	\$ 175,635.61		\$ 4,500.00	\$ 3,065.68	\$ 183,201.29	\$ 96,642.65	53%
Total Obligations	\$ 2,789,837.83	\$ 1,010.01	\$ 385,256.70	\$ 3,065.68	\$ 3,179,170.22	\$ 2,121,534.63	67%
Remaining Balance	\$ 221,088.36	\$ -	\$ 0.01	\$ -	\$ 221,088.37		

Northern Kentucky May Advertised Job Postings



**Northern Kentucky
Unique Employers Served**

849

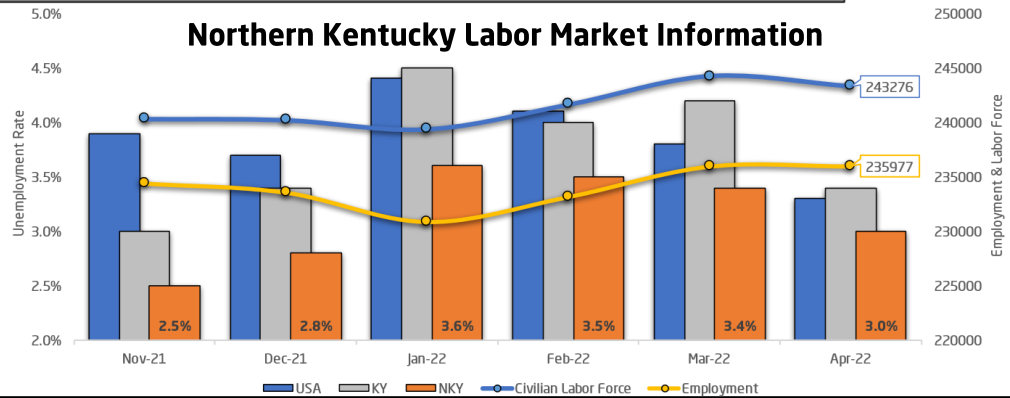
Northern Kentucky Labor Market Information



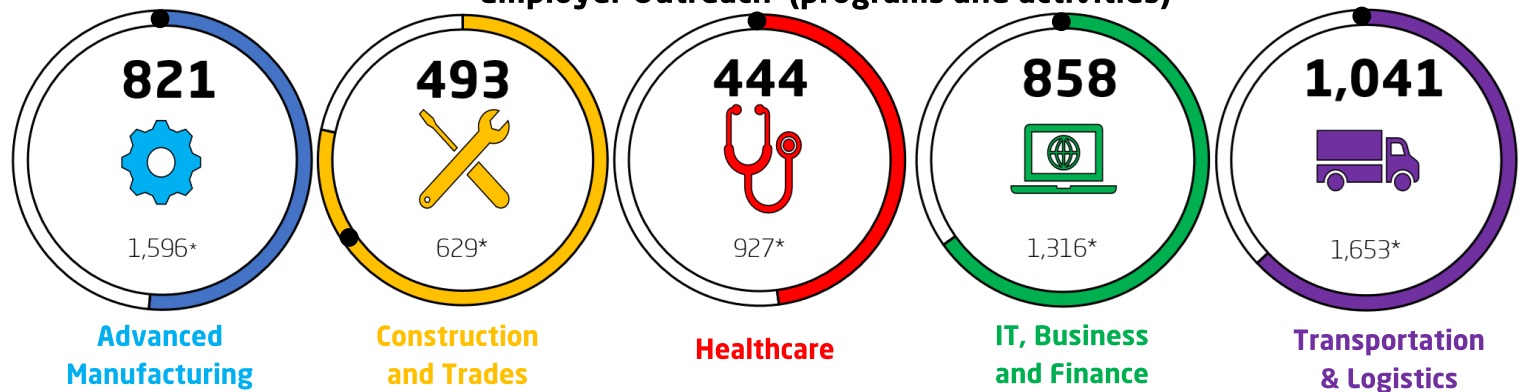
**Labor Force
Participation Rate**

NKY 67.5%
KY 57.9%
US 62.0%

Civilian Labor Force is the sum of the civilian, non-institutionalized population ages 16+ (source: American Community Survey S2301 EMPLOYMENT STATUS) Point in Time: April 2022



Employer Outreach (programs and activities)



Employer Hiring Events & Job Fairs: 433 / 518*

Employer Tours (onsite and virtual): 21 / 7*

Participating Employers: 175 / 214*

Rapid Response Assistance: 1 / 8*

Basic Career Services (in person, on site services available to all customers) : 12,205 9,069*

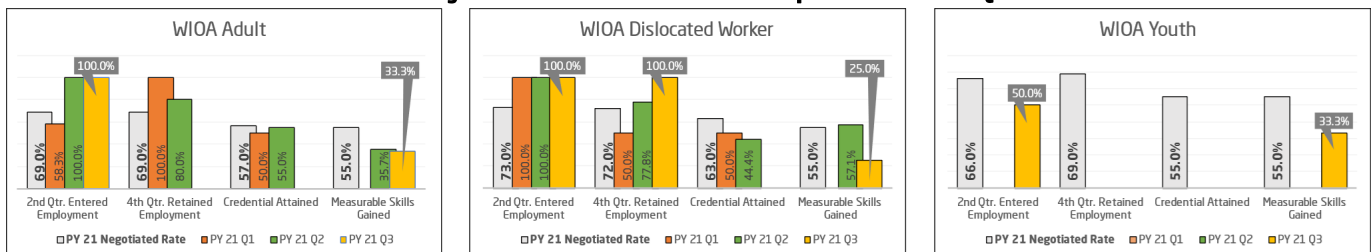
WIOA Individualized Career Services (eligibility / enrollment required) : 157 308*

WIOA Career Training Services (eligibility / enrollment required) : 64 75*

WIOA Youth Paid Work Experience / Internships : 15 17*

Advanced Manufacturing Healthcare IT, Business and Finance General

Preliminary Outcomes of WIOA Participants - FY22 - Qtr. 3



Applicant Interviews

Job Placements

Customer Satisfaction

3,108 2,146*

767 901*

Job Seeker 96% Employer 93%

Northern Kentucky June Advertised Job Postings



Northern Kentucky
Unique Employers Served

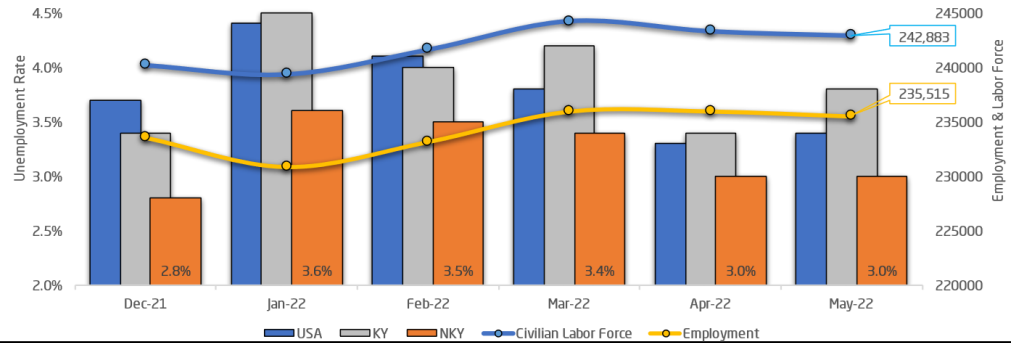
874

Northern Kentucky Labor Market Information

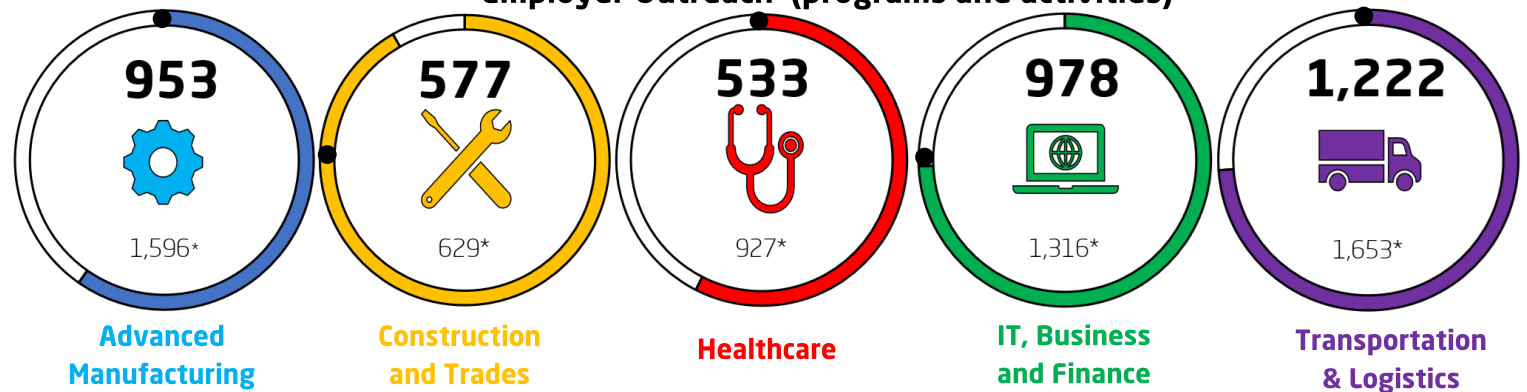


**Labor Force
Participation Rate**

NKY 67.4%
KY 57.9%
US 62.3%



Employer Outreach (programs and activities)



Employer Hiring Events & Job Fairs: 577 / 518*

Employer Tours (onsite and virtual): 22 / 7*

Participating Employers: 211 / 214*

Rapid Response Assistance: 1 / 8*

Basic Career Services (in person, on site services available to all customers) : 12,782 9,069*

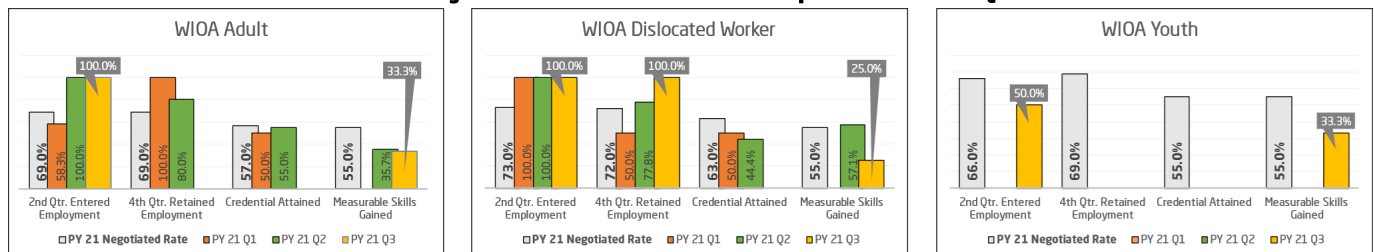
WIOA Individualized Career Services (eligibility / enrollment required) : 161 308*

WIOA Career Training Services (eligibility / enrollment required) : 67 75*

WIOA Youth Paid Work Experience / Internships : 15 17*

Advanced Manufacturing Healthcare IT, Business and Finance General

Preliminary Outcomes of WIOA Participants - FY22 - Qtr. 3



Applicant Interviews

Job Placements

Customer Satisfaction

3,207



2,146*

985



901*

Job Seeker

96%



Employer

93%