



Membership and Board Operating Committee | Agenda

December 12, 2022 | 2:00-3:30pm

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

1. **Call to Order** – *John Baines, Committee Chair* 2:00pm
2. **Welcome** – *John Baines*
3. **Roll Call of Members** (if necessary) – *Correy Eimer, NKWIB Director*
4. **Self-identification of members**- at this time, any member of the board having a potential conflict of interest regarding any issue on today's agenda should self-identify – *John Baines*
5. **Approve Minutes** from previous meeting – *John Baines* 2:05pm *action requested*
6. **New Member Nomination** – 2:10pm *action requested*
 - a. Kate Doolittle, PNC Bank Financial Services Inc.
7. **Review of Meeting Attendance Grid** – 2:20pm
8. **Review of Membership Analysis Grid** – 2:30pm
 - a. Adult ED Membership
9. **New Business** – 3:20pm
10. **Adjourn** – *John Baines* 3:30pm

Next meeting: February 21, 2022, at 2PM
NKADD, 22 Spiral Drive, Florence
Or via Zoom

Vision Statement

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

Mission Statement

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

Diversity, Equity, Inclusion Statement

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

NKWIB Strategic Plan Elements

1. Employer Services

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

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

2. Jobseeker Services

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

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

3. Board Governance

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

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

4. Data-Driven Decision Making

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

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

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Membership and Board Operating Committee | Minutes

October 25, 2022 | 2:00-3:30pm

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

Attendance

Members Present	Members Absent
John Baines	Kimberly Rossett
Nick Birkenhauer	
Dana Dobbs	
	Staff Present
	Correy Eimer
	Simon Boxall

John Baines called the meeting to order at 2:02 pm.

Self-Identification

No members self-identified as having a conflict of interest on today’s agenda.

Approval of Minutes

Dana Dobbs motioned that the minutes from the previous meeting be approved, and Nick Birkenhauer seconded. All voted in favor and the motion carried.

Board Changes

Nomination

- Lisa Blank, System Director of the Office of Workforce Development at St. Elizabeth
- Heather McClanahan, Director of HR for Fives Machining Systems

Nick Birkenhauer moved to recommend Lisa Blank to the NKWIB for board membership. Seconded by Dana Dobbs. All voted in favor, motion carried.

Dana Dobbs moved to recommend Hanah McClanahan to the NKWIB for board membership. Seconded by Nick Birkenhauer. All voted in favor, motion carried.

Review of Membership Analysis Grid

- John Baines discussed the composition of the membership grid and the board will be in compliance with all requirements. The committee will be limited to nominating non-business members to the board to keep the ‘Workforce Representatives’ at atleast a 20% minimum.
- The list of different potential members was reviewed and the status of reaching out to these contacts. The list will be sent out with the next agenda packet for the committee’s future reference.

Review of Attendance Grid

- The committee reviewed the attendance record of the board and each committee.

New Business

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- The committee discussed a few bylaw clarifications that were needed for staff.
- The committee also discussed creating a section in the bylaws for DEI to include their committee functions. The DEI committee will be tasked with determining what will be amended into the bylaws.

The meeting was adjourned at 3:02pm.

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MEMBERSHIP NOMINATION FORM LOCAL WORKFORCE DEVELOPMENT BOARD

NEW NOMINATION	<input checked="" type="checkbox"/>
or	
TERM RENEWAL	<input type="checkbox"/>
or	
REPLACEMENT	<input type="checkbox"/>

By:	Name: <u>Brent Cooper</u>
	Agency: <u>NKY Chamber</u>
	Position: <u>President & CEO</u>
	Address: <u>300 Buttermilk Pike, Suite 330, Ft Thomas, KY 41017</u>
	Phone: <u>859.578.6380</u>

<input checked="" type="checkbox"/> Initial Term: <u>Jan 10, 2023</u>	<input type="checkbox"/> 2 nd Term: _____	<input type="checkbox"/> 3 rd Term: _____
<small>(Beginning & Ending Dates Required for All Terms When Applicable)</small>		

* If a New Nominee to represent (check one):	<input checked="" type="checkbox"/> Business	<input type="checkbox"/> Education	<input type="checkbox"/> Organized Labor
	<input type="checkbox"/> CBO	<input type="checkbox"/> Economic Development	<input type="checkbox"/> One-Stop Partner
Workforce Sector (if representing Business):	<u>Healthcare</u>		
*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)			
<input type="checkbox"/> Labor/Representative of Labor	<input type="checkbox"/> Employee Representative (Labor)	<input type="checkbox"/> Adult Education	<input type="checkbox"/> Vocational Rehabilitation
<input type="checkbox"/> Community Based Organization	<input type="checkbox"/> Youth Serving Organization	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Local Education Agencies
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program		<input type="checkbox"/> Other (Specify): _____	
Category member represents:			
<input checked="" type="checkbox"/> Business	<input type="checkbox"/> Workforce	<input type="checkbox"/> Education and Training	
<input type="checkbox"/> Government and Economic Development		<input type="checkbox"/> Other (Specify): _____	
<small>*Entity represented is primary employer of nominee. Nominee is an individual with optimum policy and decision making authority for the organization.</small>			

Name of Nominee: <input type="checkbox"/> Mr. or <input checked="" type="checkbox"/> Ms. <u>Kate Doolittle</u>	Title: <u>VP, Business Banking Center Manager- Covington</u>		
Business Address: Street: <u>404 Madison Ave.</u>			
City: <u>Covington</u>	State: <u>KY</u>	Zip: <u>41011</u>	County: <u>Kenton</u>
Employer: <u>PNC Bank Financial Services Inc.</u>	Business Phone: <u>859-491-7300</u>		
Cell Phone: <u>513-630-2529</u>	Email Address: <u>Katharine.doolittle@pnc.com</u>		
Explain Basic Responsibilities: <u>Leads, coaches and executes on existing business development and community outreach programs/events.</u>			
Organization Affiliations (Civic & Professional): <u>NKY Chamber of Commerce DEI Committee, PNC Women in Business certified Advocate, VP Business Banking Microspace Manager</u>			
Qualifying Experience: <u>10+ years in financial services industry assisting businesses and employees develop</u> <small>Background information that reflects experience in human resource activities or Workforce Development related programs</small>			

<small>For use by Chief Local Elected Official-This box must be completed entirely to meet WIOA requirements.</small>			
Appointed By:			
Cleo Signature: _____		Date: _____	
Printed Name: _____	, <input type="checkbox"/> Judge Executive or <input type="checkbox"/> Mayor	County: _____	