



Membership and Board Operating Committee | Agenda  
February 21, 2023 | 2:00-3:00pm  
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 Nominations** – *John Baines* – 2:10pm *action requested*
  - a. Ken Muth, Duke Energy (replacing Cara Brooks)
  - b. Cristina Marsh, Jefferson Community and Technical College
7. **Review of Meeting Attendance Grid** – 2:20pm
8. **Review of Membership Analysis Grid** – 2:30pm
9. **New Business** – 2:45pm
10. **Adjourn** – 3:00pm

**Next meeting: April 25, 2023, 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

December 12, 2022 | 3:00-4:30pm

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

### Attendance

Members Present	Members Absent
John Baines	N/A
Nick Birkenhauer	
Dana Dobbs	Staff Present
Kimberly Rossetti	Correy Eimer
	Simon Boxall

John Baines called the meeting to order at 3:03 pm.

### Self-Identification

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

### Approval of Minutes

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

### Board Changes

#### *Nomination*

- Kate Doolittle, Vice-President of Business Banking Center Manager (Covington) at PNC Bank Financial Services Inc.

Nick Birkenhauer moved to recommend Kate Doolittle to the NKWIB for board membership. Seconded by Kimberly Rossetti. All voted in favor, motion carried.

### Review of Membership Analysis Grid

- The board needs a new Adult Education representative, as is required by WIOA, previously filled by Morgan Summer.
- One option is Peg Russell with Gateway who is the official representative for adult education.
  - Gateway's Adult Education covers 5 out of the 8 NKY counties. Helping to provide representation from counties that are not just Boone, Campbell, and Kenton.
- Although Gateway is already represented on the NKWIB, Peg would be fulfilling the role of adult education representation. John Baines will be reaching out to Dr. Figueroa since he is already serving as a representative of Gateway.
- Nicole Braun is another option; she is with Newport Independence Schools and can serve adult education in Campbell County.

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**Review of Attendance Grid**

- Brief discussion on the attendance trends of the other committees and the board.

**New Business**

- A draft of a board overview was presented to the committee.
- The board recommended drafting a two-page version of the current draft. The first page would include board obligations, mission, and the meeting schedule for potential board members. While the second page would show the current impact and outcomes that are produced by the board.

The meeting was adjourned at 3:35 pm

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## MEMBERSHIP NOMINATION FORM

### LOCAL WORKFORCE DEVELOPMENT BOARD – 19-007 ATTACHMENT III

NEW ☒  
 NOMINATION  
 or  
 TERM RENEWAL ☐  
 or  
 REPLACEMENT ☐

By: Name: David Wilhoite

Agency: Carroll County Fiscal Court

Position: Judge Executive

Address: 440 Main Street, Carrollton, KY 41008

Phone: 502-732-7000

☒ Initial Term: 3/14/2023 ☐ 2<sup>nd</sup> Term: \_\_\_\_\_ ☐ 3<sup>rd</sup> 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 Agencies  
☐ 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. Cristina Marsh Title: Adult Education Director

Business Address: Street: 1607 Hwy 227

City: Carrollton State: KY Zip: 41008 County: Carroll

Employer: Jefferson Community and Technical College Business Phone: 502-732-4846

Home Phone: N/A Email Address: Cristina.marsh@kctcs.edu

Explain Basic Responsibilities: JCTC- KY Adult Ed. Program Director for 8 counties. Administration and budgeting, coordination of services and implementing new partnerships, curriculum research, evaluation and alignment, payroll and purchasing reconciliation, grant writing, planning & delivery of instruction, data analyses, implementation of policies and procedures

Organization Affiliations (Civic & Professional): Code Enforcement ex-officio, Carroll County Councilwoman, Carroll County Rotary Club secretary, Carroll Co. Chamber of Commerce, COABE member,

Qualifying Experience: Payroll, purchasing, development of partnerships for JCTC- KY Adult Ed. Programs, policies & procedures. Hiring and evaluating personnel. Leading others to success, data analyses

*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: \_\_\_\_\_

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

LWDB: Northern Kentucky

**MEMBERSHIP NOMINATION FORM**  
**LOCAL WORKFORCE DEVELOPMENT BOARD – 19-007 ATTACHMENT III**

NEW NOMINATION ☒ X  
or  
TERM RENEWAL ☐  
or  
REPLACEMENT ☒ X

By: Name: Brent Cooper  
Agency: NKY Chamber of Commerce  
Position: President/CEO  
Address: 300 Buttermilk Pike, Suite 330 Ft.  
Thomas, KY 41017  
Phone: 859-578-8800

☒ Initial Term: 2/1/23 ☐ 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: Cara Brooks  
- Group Represented: Duke Energy  
\* 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 Agencies  
☐ Joint Labor-Management Apprenticeship Program ☒ Other (Specify): utilities  
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. Ken Muth Title: Community relations mgr  
Business Address: Street: 139 East 4th St 1409M  
City: Cincinnati State: Ohio Zip: 45202 County: Hamilton  
Employer: Duke Energy of Kentucky Business Phone: 859-760-0292  
Home Phone: same Email Address: ken.muth@duke-energy.com  
Explain Basic Responsibilities: Gov't and community relations for Kentucky  
Organization Affiliations (Civic & Professional): Brighten Properties 2030 District  
Qualifying Experience: Brighten Properties board member past chair of Regional Business Retention comm  
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: \_\_\_\_\_  
Cleo Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_, ☐ Judge Executive or ☐ Mayor County: \_\_\_\_\_