

FY23 Executive Committee Agenda
Wednesday, February 22, 2023 | 3:30-5:00 pm
22 Spiral Drive, Florence, Kentucky 41042

1. Call to Order – Michelle Cestaric 3:30 PM
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.
3. Approval of Dec 2022 Minutes – Michelle Cestaric 3:35 PM
(action requested)
4. Welcome New Staff – Correy Eimer 3:40 PM
 - Todd Kyper, Business Services Specialist
 - Melinda Ford, Quality Assurance and Data Specialist
5. Performance Monitoring Update – Dean/Tonia 3:45 PM
6. Committee Status Reports
 - PY Committee – Dean McKay 3:50 PM
 - MBO Committee – John Baines 3:55 PM
 - DEI Committee – Catrena Bowman 4:00 PM
 - Business Services Committee – Brian Bozeman 4:05 PM
 - Board Chair Updates – Michelle Cestaric 4:10 PM
7. New Business – Correy Eimer 4:15 PM
 - Adjusting the meeting times for FY 2024
 - Key Performance Indicator (KPI) document update
8. Adjourn – Michelle Cestaric 5:00 PM

The next Executive Committee meeting will take place on
April 26, 2023 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.



FY2023 MINUTES
EXECUTIVE COMMITTEE | NKADD and Teams Meeting
December 14, 2022 @ 3:30 PM

MEMBERS PRESENT

John Baines
Catrena Bowman
Brian Bozeman
Michelle Cestaric
Dean McKay
Dave Schroeder

MEMBERS ABSENT

N/A

STAFF PRESENT

Correy Eimer
Simon Boxall
David Klokner
Liberty Kordish
Tonia Slone

GUESTS

N/A

Chairperson Michelle Cestaric called the meeting to order at 3:32 PM. A quorum was present.

SELF-IDENTIFICATION OF MEMBERS

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

MINUTES – August 24, 2022

Dave Schroeder made a motion to approve the minutes from August 24, 2022. Catrena Bowman seconded the motion; all voted aye. The motion carried.

PERFORMANCE MONITORING

Correy Eimer indicated that in the effort of correcting performance, all future meetings will have the KPIs at the top of the agenda so there is accurate monitoring.

Staff provided training to Brighton Center staff to assist with future monitoring reports. There will also be an extra layer of review starting December 19th as a follow-up to the state monitoring.

Catrena Bowman inquired about the KPIs and if there are any benchmarks related to the information presented in the program KPI. Staff responded that performance had been evaluated only with our records but no official benchmarks. Due to the lack of official benchmarks, Michelle Cestaric asks for the KPIs to be presented at the board meeting with context to dissect the KPI numbers to better the board's understanding.

Dean McKay is questioning what data is really needed in the KPIs that show the best correlation between the recorded numbers and evidence of high performance. The general question by the committee is what inputs really impact the outcomes. Rather than just the snapshots, are there trends that can be displayed instead. John Baines wants to divert a deeper discussion of the KPI to committee as opposed to a deep dive during the board meeting.

Correy Eimer recommended that David Klokner, NKWIB Data Specialist, have 15 minutes to discuss the program KPI.

GRANTS UPDATE

NKWIB has received two grants:

Work for Success – \$289,000 awarded. A majority of the funds will be directed to training at the workplace which may lead to full-time employment. The grant will be over 18 months including the hiring of a business specialist to oversee the program.

Covington Works – \$150,000 awarded. The City of Covington is awarding workforce funds to the NKWIB. These funds will assist with transportation for Covington residents and/or businesses. Utilization of this grant will also be directed to subsidizing other programs that serve Covington residents and/or businesses. \$10,000 of the funds will be utilized in partnership with SCOKI.

IMPACT OPPORTUNITIES – Board of Consequence

Correy Eimer asked the committee if they would be open to there being a board-wide retreat. The committee discussed the need for a facilitator and location to host the retreat.

BOARD ENGAGEMENT

The board will be refocusing to be an in-person majority and will be recommended to members if it takes more than 40 minutes to travel to NKADD, then they should use the zoom link.

ACCOUNTABILITY/TRANSPARENCY - COMMITTEE STATUS REPORTS

Program/Youth Committee – Dean McKay

Update from the December PY Meeting:

- The committee discussed allowing Brighton Center to lease VR to assist in job training for at least one year. The committee approved an adjustment to the budget to accommodate this lease.
- The RFP timeline was presented at the last meeting
- There was also an approval to transfer \$40,000 from the Dislocated Workers fund and Adult funds.

Membership and Board Operating Committee – John Baines

Update from the December MBO Meeting

- Board composition is within compliance except the committee is in search of an adult education representative.
- Committee approved Kate Doolittle from PNC to be nominated to the board and will be up for final approval at the board meeting

Diversity, Equity, and Inclusion Committee – Catrena Bowman

Update from last DEI meeting:

- DEI did not meet in November.
- Gina Douthat agreed to be the NKWIB representative at the NKY Chamber of Commerce DEI committee.

Business Services Committee– Brian Bozeman

Update from December BSC Meeting:

- The committee discussed the utilization of funds that have in the past not been fully used by the end of the fiscal year.
- In relation to the earlier discussion, the business services committee will be delegating the oversight to optimize the KPI.

NEW BUSINESS

- Dean McKay asked the group if the NKWIB could memorialize/honor Talia Frye.
 - Michelle Cestaric suggested naming a room or part of the KCC after her.
 - Catrena Bowman also recommended naming a reward after her as well.
 - The next step may be to include this discussion at the GROW NKY steering committee and reach out to the Brighton Center to see if there can be some partnership

Dean McKay motioned for the approval of a new E-signature policy to be passed on to the NKWIB. Dave seconded the motion. All voted aye. Motion carried.

ADJOURNMENT

Chairman Cestaric adjourned the meeting at 5:00 PM.