

**FY23 Executive Committee Agenda**  
**Monday, May 15, 2023 | 3:00-3:30 pm**  
**22 Spiral Drive, Florence, Kentucky 41042**

1. Call to Order – Michelle Cestaric 3:00 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 Feb 2023 Minutes – Michelle Cestaric 3:05 PM  
(action requested)
4. Discuss Committee Chair positions – All 3:10 PM
5. Adjourn – Michelle Cestaric 3:30 PM

**Following Meeting Adjournment this committee will have a planning session for the May 30<sup>th</sup> Board Member Retreat that is expected to go until 5:00 PM.**

**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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**FY2023 MINUTES**  
**EXECUTIVE COMMITTEE | NKADD and Teams Meeting**  
**February 22, 2023 @ 3:30 PM**

**MEMBERS PRESENT**

John Baines  
 Brian Bozeman  
 Michelle Cestaric  
 Dean McKay  
 Dave Schroeder

**MEMBERS ABSENT**

Catrena Bowman

**STAFF PRESENT**

Correy Eimer  
 Melinda Ford  
 Liberty Kordish  
 Todd Kyper  
 Amy Scalf  
 Tonia Slone

**GUESTS**

N/A

Chairperson Michelle Cestaric called the meeting to order at 3:35 PM. A quorum was present.

**SELF-IDENTIFICATION OF MEMBERS**

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

**MINUTES – December 14, 2022**

Dean McKay moved to approve the minutes from December 14, 2022. Brian Bozeman seconded the motion; all voted aye. The [motion carried](#).

**WELCOME NEW STAFF**

Correy Eimer welcomed Todd Kyper, Business Services Specialist, and Melinda Ford, Quality Assurance and Data Specialist..

**PERFORMANCE MONITORING UPDATE**

Tonia Slone said compliance monitoring was done a week and a half ago, and because of the depth of the issues, the next State monitoring won't look better than last year's, but that the new client information is improved. The official full date monitoring net week that will be presented to the NKWIB to determine funding decisions. Melinda will be working on compliance.

**ACCOUNTABILITY/TRANSPARENCY - COMMITTEE STATUS REPORTS**

*Program/Youth Committee – Dean McKay*

Update from the February PY Meeting:

- The committee discussed the importance of having members present at the April 11 PY meeting to award the RFP.
- There was a conversation about the challenges of transporting students to off-campus learning opportunities, like the recent one at St. Elizabeth.

*Membership and Board Operating Committee – John Baines*

Update from the February MBO Meeting

- Two member nominations – Ken Muth to replace Cara Brooks from Duke, and Christine Marsh, replacing Summer Morgon from Jefferson Community and Technical College.
- For membership, we are at 54% on business, above that threshold; and 20% on workforce, our minimum requirement, so we cannot add any more business without adding workforce. We will work with DEI to have the conversation with representatives to be conscious of our board makeup.

#### Diversity, Equity, and Inclusion Committee – Correy Eimer

Update from January 24 DEI meeting:

- DEI main topic was to establish committee objectives. All NKWIB committees have clear objectives.
- John Baines noted there's nothing in the bylaws about DEI.

#### Business Services Committee– Brian Bozeman

Update from February 15 BSC Meeting:

- Talked a lot about the KPI, and based on feedback, developing the KPI document will live in the Executive Committee, and this is where we'll provide feedback for Melinda.
- Would love for Todd to report regularly what we are doing and what businesses we are working with.
- KCC Facebook page was down for a while, and they're recreating a page. Lost 4,000 followers.

#### Board Chair Update– Michelle Cestaric

- May 30 scheduled for retreat. I'm excited about creating that synergy with our group.
- Correy said Katie Jo has been in contact with Angie Taylor as facilitator, but it's not locked in.
- To be held at the St. Elizabeth Education and Training Center.
- Last full WIB, had the most people we've had in a couple of years and it was really great. I'd like to see us continue to push in-person attendance.
- Attended the Judge Executives meeting in January. I did report out on our performance and monitoring, and I think they appreciated it.

#### **NEW BUSINESS**

- Correy Eimer discussed changing the meeting times for FY 2024, to encourage in-person attendance as much as possible. The MBO Committee discussed this yesterday, might we consider moving a lot of our smaller committees to exclusively virtual. Hybrid meetings are a challenge to group dialogue, and it's different if we're all in a little box. Full in-person attendance at full WIB meetings, unless the member is more than 45 minutes one way, then they can be virtual.
- Dave Schroder wanted to see if virtual meetings have different legal requirements.
- Correy said he thinks the Zoom link needs to be accessible on the website to anyone so it remains a public meeting.
- Michelle said the GROW Committee is all virtual, and they have great dialogue. She agreed that hybrid meetings are more difficult.
- Tonia said discussion of the RFP should be in-person.
- Michelle said making quorum is the most important thing to moving projects forward.
- John suggested posting to contact someone to get the Zoom link, and said the meeting administrator can mute people and turn off cameras for the meeting.
  - Correy said starting in July, doing in person meetings for the full WIB and Executive Committee meetings, and virtual for all the others.
- Melinda and Tonia discussed the KPI document draft. Melinda said she focused on simplification, and making it easier to understand without losing important information. New enrollment section to show how many enrolled since the beginning of the fiscal year, defined active new enrollments, and breaking it down to total enrollment: where are those folks in the process, how many are involved in specific programs, then keeping specific information about counties, broken out into all of them including the non-NKWIB counties
- Tonia said the 15 non-NKWIB counties are in Ohio, and according to WIOA law there are no borders. It's important to see that 25 percent of our clients are not in the eight NKWIB counties.
- Correy wanted to separate discussions about monitoring and negotiated performance with the state. The identified issues on the monitoring will not be on the KPI. The monitoring is making sure case management is being done diligently and documenting case notes. The KPI document should be simple, but should show where NKWIB stands related to state negotiated performance rates.
- Findings negatively impact future funding opportunities, according to Liberty. Tonia said if we don't meet the performance measures for two years in a row then we could be penalized.
- Correy said two metrics that aren't in there yet are Business Services metrics: market penetration rate and repeat business customer rate, aren't really state-negotiated rates, but it's something we think is worth being on there.
- Outcomes will be listed on the new KPI document.

- Benchmarks are still being discussed, and Melinda is figuring out how to display those on the document so that it's easy to read.
- Correy also wants to establish benchmark ranges for metrics that are important but lie outside the state negotiated metrics.
- NKWIB website will retain the NKY stats page, but it will include links to other sources, not information that we maintain in-house.
- Next Executive Committee Meeting is April 26

#### **ADJOURNMENT**

Chairman Cestaric adjourned the meeting at 5:00 PM.