

## Meeting Agenda

May 9, 2023 | 8:30-10:00am

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

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1. **Call to Order and Welcome** – *Michelle Cestaric, Board Chair* 8:30 am
2. **Roll Call of Members** (if necessary) – *Correy Eimer, NKWIB Director*
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 – *Michelle Cestaric*
4. **Approval of Minutes** – March 14<sup>th</sup> meeting – *Michelle Cestaric* *action requested* 8:35 am
5. **Programmatic KPI** – *Melinda Ford, NKWIB Quality Assurance & Data Specialist* 8:40 am
6. **Mission Moment** – *Douglas Beard, WIOA Direct Services Lead* 8:50 am
7. **Committee Status Reports**
  - **Program/Youth Committee** – *Dean McKay* 9:00 am
    - WIOA subcontractor recommendations, starting FY24
      - *Direct Services* – *Brighton Center* *action requested*
      - *Operator* – *Brighton Center* *action requested*
  - **Business Services Committee** – *Brian Bozeman* 9:05 am
  - **Membership & Board Operating Committee** – *John Baines* 9:10 am
    - **Member Spotlight** – *Michelle Cestaric*
    - **Board Members renewing terms** *action requested*
      - *Michelle Cestaric, Ryan Henson and Gina Stough*
  - **Diversity Equity Inclusion Committee** – *Catrene Bowman* 9:20 am
  - **Executive Committee** – *Michelle Cestaric* 9:25 am
8. **Fiscal KPI** – *Liberty Kordish, NKWIB Fiscal Specialist* 9:30 am
  - **Fiscal Year 2024 Budget** *action requested*
9. **WIOA Direct Services report** – *Douglas Beard* 9:40 am
10. **WIOA Operator report** – *Lauren Allhands* 9:50 am
11. **Adjourn** – *Michelle Cestaric* 10:00 am

**Next meeting: July 11, 2023 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.

**FY23 MINUTES**  
**NORTHERN KENTUCKY WORKFORCE INVESTMENT BOARD**  
**MEETING | Thursday, March 14th, 2023 | 8:30 AM**  
**NKADD and Via Zoom**

MEMBERS PRESENT	MEMBERS ABSENT	GUESTS
John Baines	Dr. Vicki Berling	Lauren Allhands, Brighton Center
Lisa Blank	Nick Birkenhauer	Douglas Beard, Brighton Center
Catrena Bowman-Thomas	Kevin Bonhaus	Dorisa Johnson, Kentucky Career Center
Brian Bozeman	Brent Cooper	Jane Myers, E&L CDO
Joe Buerkley	Mike Flannery	Ingrid Nunes, Brighton Center
Michelle Cestaric	Janet Harrah	Steven W. Peed, Kentucky Career Center
Dana Dobbs	Kristie Henry	Rachel Schnatz, Kentucky Career Center
Kate Doolittle	Colleen Kirkpatrick	Dale Zdolshek, Life Learning Center
Gina Douthat	Anna Larson	
Sherra Dunlap	Dean McKay	
Matt Elberfeld	Lisa Morris	
Dr. Fernando Figueroa	Dr. Francis O'Hara	<b>STAFF</b>
Janet Harrah	Jamie Parsons	Correy Eimer
Heather McClanahan	Kimberly Rossetti	Melinda Ford
Dr. Randy Poe	Carissa Schutzman	Katie Jo Kirkpatrick
Connie Schnell	Dr. Robert Stafford	Liberty Kordish
Dave Schroeder	Gina Stough	Todd Kyper
Shannon Starkey-Taylor	Jared Tiemeier	Amy Scalf
Michelle Tyson	Alecia Webb-Edgington	Tonia Slone
Bill Weir		

Chairperson Michelle Cestaric called the meeting to order at 8:33 a.m. 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 moved to approve the January 10, 2023, minutes, and Catrena Bowman seconded the motion. The motion carried.

**PROGRAMMATIC KPI**

*Melinda Ford, NKWIB Quality Assurance and Data Specialist*

- Have been revamping with a couple of goals in mind – simplifying, easy to understand, cut down on confusion and questions, include important information.
  - WIOA Enrollment breakdowns, all current information at the top.
  - Performance piece at the bottom, cases that have exited prior to this fiscal year, not current enrollments.
  - Exception is MSG Measurable Skills Gain – is current. Still have until the end of the fiscal year for them to get an attainment.
  - Non-NKWIB counties, can be Ohio or counties outside the NKWIB eight counties. WIOA has no borders.



- Correy Eimer said we don't want to be surprised if we're not meeting state negotiated rates, which is why we want these important metrics reflected in the KPI document. Do intend to add benchmark ranges and business services related information.
- Lisa Blank suggested putting an asterisk by the fiscal year to say it's always running a year behind.

## **FISCAL KPI**

*Liberty Kordish, NKWIB Fiscal Specialist*

- January 2023 report, still working on February's numbers
- 43 percent expended at 58 percent through the fiscal year
- Overall, percentages are a little lower. Todd will be working on Work for Success. Outreach is at 2 percent, also working on that.
- Incumbent worker funds – expended 0. Have served two and have to more in the pipeline, to be reflected on the February or March report.
- Receive allocations in August, 15-18 percent of overall funding, rest comes in October. We do rely on carryover funds. Ideally, we want \$3-400,000 in carryover.
- Youth Work Experience – we are over our 20 percent requirement.
- Doug Beard said the Youth Internship Program, intern is hired and paid through Brighton Center, placed at the site for experience, and we hope the employer hires them on.

## **MISSION MOMENT**

*Douglas Beard, Brighton Center*

- Jeffrey Hood was previously in law enforcement, got his Class B CDL as a bus driver and was eventually laid off. Through Dislocated Worker funds, he's now pursuing a Class A CDL through Gateway. He's excited to see the country.

## **Committee Status Reports**

### **Program/Youth Committee**

*Tonia Slone for Dean McKay – Follow-up on the committee meeting held February 14, 2023*

- Received responses to RFP. Two for direct services, one for operator. Undergoing technical review and will go to committee. Three of our PY Committee members will not be voting. Please come April 11 because we need everyone there to vote. If you can't come, please let us know as soon as possible.
- Michelle Cestaric asked about funding outside WIOA. Correy said the Work for Success Grant is in place until June 30, 2024.

### **Business Services Committee**

*Brian Bozeman – Follow-up on the committee meeting held February 15, 2023:*

- Quickest meeting ever. Talked about benchmarking and metrics.
- Introduced Todd Kyper as Business Services Specialist.

### **Membership & Board Operating Committee**

*John Baines – Follow-up on the committee meeting held February 21, 2023:*

- Two member nominations – Ken Muth to replace Cara Brooks from Duke

Randy Poe moved to approve the membership of Ken Muth, seconded by Lisa Blank. The motion carried.

- Christina Marsh from Jeffersonville Community & Technical College, as a secondary education representative, which has been previously filled at the state level. New guidance does not support that, and we are looking for diversity in every way, including voices from southern counties, nominated by the Judge Executive, said Correy Eimer.

Michelle Cestaric moved to approve the membership of Christina Marsh, seconded by Connie Schnell. The motion carried.

**Diversity Equity and Inclusion Committee**

*Catrena Bowman – Follow-up on the committee meeting held January 24, 2023:*

- Gina Douthat presented a powerpoint presentation to discuss diversity, equity, inclusion and the WIB – embracing the need for DEI as a component in everything we do. Feeling respected for who we are as individuals, to feel welcomed and supported..
- Sent the powerpoint to Board Members.

**Executive Committee**

*Michelle Cestaric – Follow-up on the committee meeting held February 22, 2023:*

- May 30 is strategic retreat, to create the plan to go forward with Dean as new chair.
- Committee meeting attendance is very important.
- April 11 is a critical meeting for the Program Youth Committee. Be there!

**Career Center Operator report**

*Lauren Allhands, Brighton Center*

- New Year New Career Job Fair at Erlanger branch of Kenton County Library in January, represented a nice shift from Covid. 40 employers and 150 employees.
- Welcomed new First Impression and Marketing Specialist Kairi Freudenberg. Has created some great training tools.
- Social media outreach, everyone is pretty up to date with our Facebook experience. Page with 4,000 followers was unpublished by Meta in December. Kairi is launching a new page.
- Outreach strategies – Since unemployment is really really low, have to go to where the people are. KCCO on the go, every Thursday, take orientation on the road and meet in the places and spaces we go.

**WIOA Direct Services report**

*Douglas Beard, Brighton Center*

- New Year New Career Job Fair at Erlanger branch of Kenton County Library in January, represented a nice shift from Covid. 40 employers and 150 employees.

**ADJOURNMENT** – Chairperson Michelle Cestaric adjourned the meeting at 10:03 am.



Northern Kentucky  
**Workforce  
Investment**  
B O A R D

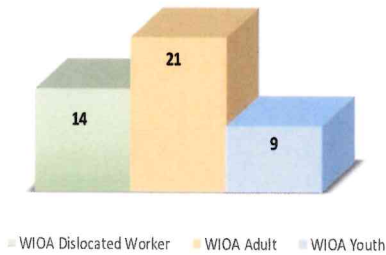
## Key Performance Indicators

WIOA Direct Services

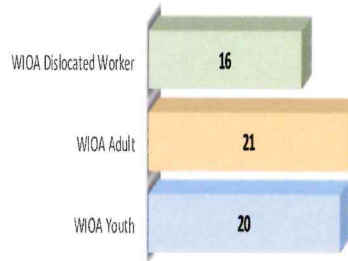
April, 2023 (FY23)  
July 1, 2022 - March 31, 2023

### WIOA Enrollments

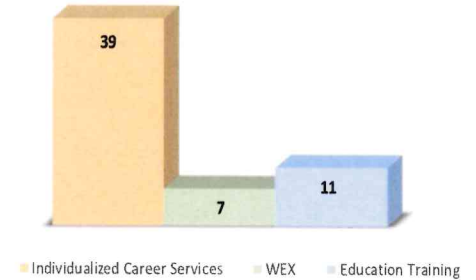
New Enrollments FY23  
July 1, 2022 - March 31, 2023



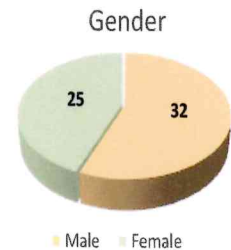
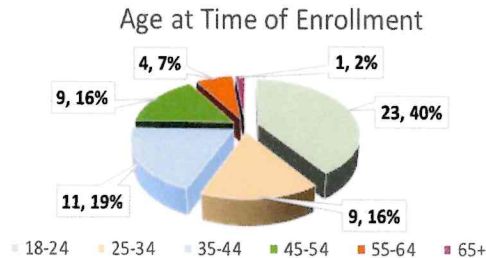
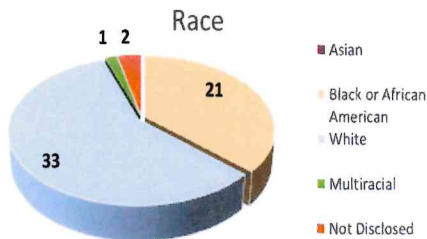
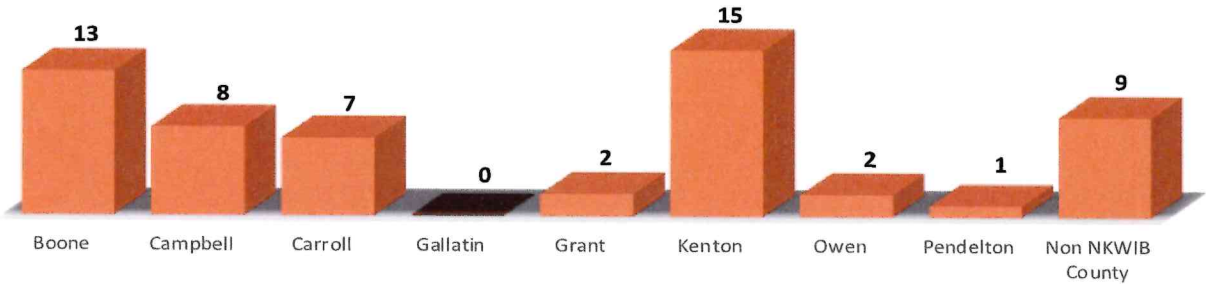
Total Active Enrollments  
Active = New + Carry Over



Total Active Enrollment Break Down



### County of Residence



Performance PY22/FY23	Negotiated Rate	Q1	Q2	Q3	Q4
<b>Adult</b>					
Empl Rate Q2	77%	100%	77.10%		
Empl Rate Q4	74%	100%	75%		
Median Earnings Q2 a/exit	\$7,800	\$7,230	\$7,458		
Credential Attainment	74%	100%	71.40%		
MSG (Currently Active)	70%	73.30%	53.80%		
<b>Dislocated Worker</b>					
Empl Rate Q2	85%	100%	76.50%		
Empl Rate Q4	76%	100%	100%		
Median Earnings Q2 a/exit	\$11,000	\$5,750	\$10,769		
Credential Attainment	72%	100%	75%		
MSG (Currently Active)	85%	71.40%	X		
<b>Youth</b>					
Empl Rate Q2	67%	100%	77.30%		
Empl Rate Q4	70%	50%	66.70%		
Median Earnings Q2 a/exit	\$3,900	\$5,732	\$6,979		
Credential Attainment	60%	X	X		
MSG (Currently Active)	65%	66.70%	7.70%		



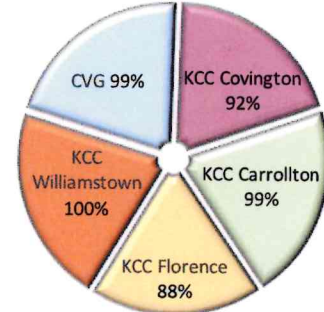
Customers Served Onsite & Offsite 9,573

Outreach  
3,103



In the Door  
7,613

Customer Satisfaction Rate 95.6%



**Labor Force Participation  
Rate**

United States	62%
Kentucky	58%
NKY	67%

**Unique Employers**  
(Individual Establishments Served  
July 1, 2022-March 31, 2023)

**1,115**

**Market Penetration Rate**  
(July 1, 2022-March 31, 2022)

**7.37%**

**Repeat Customer Rate**

**TBD**

**Coming Soon**

**Employers Served by Location (county of business)**

**Employer Services by Sector**

**Benchmarks...**

FY23 as of March, 2023 (75% of Fiscal Year)	WIOA Formula Funds Totals	Statewide Reserve (Special Projects) Total	National Dislocated Worker Grant (NDWG)	Grand Total	YTD Expended	% Expended
<b>Actual Carryover From FY 2022</b>						
Grant 27122 (Dislocated Worker Program)	\$ 393,365.21			\$ 393,365.21		
Grant 27222 (Dislocated Worker Program)	\$ 72,115.30			\$ 72,115.30		
Grant 27022 (Adult Program)	\$ 37,730.54			\$ 37,730.54		
Grant 27322 (Adult Program)	\$ 165,395.20			\$ 165,395.20		
Grant 27422 (Youth Program)	\$ 207,908.47			\$ 207,908.47		
Grant 27421 (Youth Program)	\$ 41,568.20			\$ 41,568.20		
272DW21 (Dislocated Worker Program)	\$ 763.53			\$ 763.53		
271DW21 (Dislocated Worker Program)	\$ 4,901.31			\$ 4,901.31		
273AD20 (Adult Program)	\$ -			\$ -		
258CV20 NDWG	\$ -		\$ 7,060.94	\$ 7,060.94		
<b>Actual Allocation</b>	<b>\$ 923,747.76</b>	<b>\$ -</b>	<b>\$ 7,060.94</b>	<b>\$ 930,808.70</b>		
Adult	\$ 425,050.57			\$ 425,050.57		
Dislocated Worker	\$ 846,529.02			\$ 846,529.02		
Youth	\$ 420,271.70			\$ 420,271.70		
*Rapid Response Funding (Requested from State as Pass Thru)	\$ 128,000.00			\$ 128,000.00		
SWR -Work for Success	\$ -	\$ 289,457.40		\$ 289,457.40		
<b>Actual Allocation</b>	<b>\$ 1,819,851.29</b>	<b>\$ 289,457.40</b>	<b>\$ -</b>	<b>\$ 2,109,308.69</b>		
<b>Total Available</b>	<b>\$ 2,743,599.05</b>	<b>\$ 289,457.40</b>	<b>\$ 7,060.94</b>	<b>\$ 3,040,117.39</b>		
<b>Obligations</b>						
*NKWIB Subgrant Recipient/Fiscal Agent	\$ 805,527.01	\$ 137,457.40	\$ 1,513.45	\$ 944,497.86	\$ 495,780.05	52%
*OS Operator Contracted Provider (Brighton Center)	\$ 208,453.00			\$ 208,453.00	\$ 124,095.36	60%
*OS Direct Workforce Services Contracted Provider (Brighton Center)	\$ 1,056,194.00	\$ 5,547.49		\$ 1,061,741.49	\$ 734,469.62	69%
Set-aside Obligations						
JOBES EQ Data Base Agreement Outreach GROW	\$ 4,400.00			\$ 4,400.00	\$ 3,325.41	76%
	\$ 15,000.00			\$ 15,000.00	\$ 344.51	2%
	\$ 27,880.00			\$ 27,880.00	\$ 27,880.00	100%
Training						
Youth Work Experience	\$ 167,311.75			\$ 167,311.75	\$ 118,702.79	71%
Work For Success Work Experience	\$ 150,000.00	\$ 150,000.00		\$ 150,000.00	\$ -	0%
Incumbent Worker	\$ 70,000.00			\$ 70,000.00	\$ 750.00	1%
Transitional Jobs	\$ 35,000.00			\$ 35,000.00	\$ -	0%
Youth Education/Career Funds	\$ 50,000.00			\$ 50,000.00	\$ 4,500.00	9%
*Individual Training Accounts (ITAs)	\$ 135,000.00			\$ 135,000.00	\$ 96,647.08	72%
Supportive Services	\$ 10,000.00	\$ 2,000.00		\$ 12,000.00	\$ 1,582.39	13%
<b>Total Obligations</b>	<b>\$ 2,584,765.76</b>	<b>\$ 289,457.40</b>	<b>\$ 7,060.94</b>	<b>\$ 2,881,284.10</b>	<b>\$ 1,608,077.21</b>	<b>56%</b>
<b>Remaining Balance</b>	<b>\$ 158,833.29</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 158,833.29</b>		



FY 2024		WIOA Formula Funds Totals	Statewide Reserve Work for Success Total	Grand Total	YTD Expended	% Expended
<b>Projected Carryover From FY 2023</b>						
Grant 27123 (Dislocated Worker Program)		\$ 196,500.00		\$ 196,500.00		
Grant 27223 (Dislocated Worker Program)		\$ 33,500.00		\$ 33,500.00		
Grant 27023 (Adult Program)		\$ 10,500.00		\$ 10,500.00		
Grant 27323 (Adult Program)		\$ 82,000.00		\$ 82,000.00		
Grant 27423 (Youth Program)		\$ 127,000.00		\$ 127,000.00		
270SR22 (Work For Success)			\$ 260,000.00	\$ 260,000.00		
<b>Projected Carryover</b>		<b>\$ 449,500.00</b>	<b>\$ 260,000.00</b>	<b>\$ 709,500.00</b>		
<b>Projected Allocation</b>						
Projected Allocation		\$ 425,050.57		\$ 425,050.57		
Dislocated Worker		\$ 846,529.02		\$ 846,529.02		
Youth		\$ 420,271.70		\$ 420,271.70		
<b>Projected Allocation</b>		<b>\$ 1,691,851.29</b>	<b>\$ -</b>	<b>\$ 1,691,851.29</b>		
<b>Total Available</b>		<b>\$ 2,141,351.29</b>	<b>\$ 260,000.00</b>	<b>\$ 2,401,351.29</b>		
<b>Obligations</b>						
*NKWIB Subgrant Recipient/Fiscal Agent		\$ 750,985.13	\$ 108,000.00	\$ 858,985.13		0%
*OS Operator Contracted Provider (TBD)		\$ 220,000.00	\$ -	\$ 220,000.00		0%
*OS Direct Workforce Services Contracted Provider (TBD)		\$ 790,000.00		\$ 790,000.00		0%
<b>Set-aside Obligations</b>						
JOBS EQ Data Base Agreement		\$ 4,400.00		\$ 4,400.00		0%
Career Center Space Cost		\$ 177,000.00		\$ 177,000.00		0%
<b>Training</b>						
Work Experience		\$ 75,648.91	\$ 150,000.00	\$ 225,648.91		0%
Incumbent Worker		\$ 20,000.00		\$ 20,000.00		0%
Youth Educational/Career Funds		\$ 40,000.00		\$ 40,000.00		0%
Individual Training Accounts (ITA's)		\$ 40,000.00		\$ 40,000.00		0%
Supportive Services		\$ 13,000.00	\$ 2,000.00	\$ 15,000.00		0%
<b>Total Obligations</b>		<b>\$ 2,131,034.04</b>	<b>\$ 260,000.00</b>	<b>\$ 2,391,034.04</b>	<b>\$ -</b>	<b>0%</b>
<b>Remaining Balance</b>		<b>\$ 10,317.25</b>	<b>\$ -</b>	<b>\$ 10,317.25</b>		