

## **KWIB Collaborative Metrics Sub-committee**

**AGENDA**  
**March 30, 2022**  
**1:30–3:00 p.m. EST**

### **Via Zoom**

Join from PC, Mac, Linux, iOS or Android:

<https://us02web.zoom.us/j/81985302155?pwd=U0czZ2c1RVVDbFNxRIhnWnpEUG45Zz09>

Password: 023225

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➤ Call Meeting to Order

*Stefanie Ebbens-Kingsley*  
*KWIB Executive Director*

➤ Introductions and Statement of Purpose

*Kim Menke, KWIB Vice Chair*  
*Toyota Manufacturing*

➤ Collaborative Metrics Funding Sources

*Stefanie Ebbens-Kingsley*  
*KWIB Executive Director*

➤ KWIB Metrics Funding Report

*Jake Fouts,*  
*Budget Director EWDC*

➤ Discussion and Next Steps

*Kim Menke, KWIB Vice-Chair*  
*Toyota Manufacturing*

➤ Adjournment

# KWIB Collaborative Metrics Sub-committee Meeting Minutes

March 30, 2022, 1:30–3:00 p.m. EST

(Hybrid Meeting at 500 Mero Street, Frankfort, KY 40601 and Zoom)

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## **1:32 p.m. ET - Call Meeting to Order**

Stefanie Ebbens-Kingsley, KWIB Executive Director, opened the meeting explaining the work that has been done finalizing the Google Form and the descriptions of funding sources. She explained that the KWIB is down staff today, as well as some members within this meeting so in lieu of formal roll call, if you could please put your name, agenda, and if you are a proxy, then who you are representing. She would be eternally grateful for your compassion.

Stefanie introduced the Assistant Director Division of Fiscal Management (EWDC), Jacob Fouts, who will present the metrics funding report.

## **Introductions and Statement of Purpose**

The purpose of today is to review the documents that were sent out with the agenda, we apologize for the delay on getting that pre-read out so late, as we had the best intentions to get this to you with plenty of time to review. If you scroll up to the very top of the chat, this is what we had created in response to the request from the directors meeting last month that we have a Google form that prompts. The individuals who are entering this data with the different breakdowns of what we're looking to go through the form itself to identify the buckets of money that we have broken down into different categories to see if we need to make any edits or to add/delete any categories. This was sent to all the State Agency partners as well, for their feedback, and so this is just draft phase. We are really looking for feedback from this team, if you think any of the definitions or identifications that needs to be tweaked, we can absolutely do that.

Jake is going to present during the second part of the meeting, and I don't think we will be here the entirety of the 90 minute meeting we've got set but we just wanted to be able to walk through both the raw data and the pivot table that he's got for wheel and then give the example of how you go through the Google forum, so that the data is broken down and how it is sent to us in the level of detail that we need. I am going to go ahead and get us started.

Sheila Clark wanted to ask a question that came up at the end of our directors meeting the other day and I know that we've had a lot of changes with everything out there but stated that Stefanie could get back with her with an answer if needed. I just wanted to put it out there at some point, because I didn't go back and compare people that were on the committee prior to the pandemic versus our list now and some of us are still here. When this committee was first discussed, the described role was to look at performance/outcomes and the details involved. And so, in the discussion that the directors had, we were trying to figure out if this task we are reviewing now, is this just an intermediary task and that our big goal is still to look at performance/outcomes and all that because we knew there were some other groups that had been tasked with looking at the funding.

Stefanie answered, that is correct. So this is an intermediary task because of the orders in the executive order for us to create the funding report and since the funding report hadn't been done since we made it a priority, we put it under this team specifically because I think that information will be helpful in phase two of that discussion to look at the performance and the data to come up with some quantitative and qualitative ways to evaluate ROI, and that is definitely the next phase of discussion. There hasn't been another committee assigned the funding report, and so this is just where we put it in its place, so that it would have both members from a resource alignment committee of the KWIB, as well as the metrics committee so the resource alignment committee has the exact same breakdowns.

The third one is resource alignment I think it's the broader larger one, so the metrics team is a combination of both of those groups.

And so, this is going to take us through the end of this year to get all the dollars to issue the report to talk about the breakdown and funding into the buckets we have identified and then phase two is going to be to take that data and evaluate it for exactly those things you described.

Sheila Clark wanted to clarify that.

Stefanie Ebbens Kingsley said yeah absolutely, and it was the same way that the resource alignment team got the state plan recommendations and modifications for exactly that their first short term goal was state plan mode recommendations, our first it's not as short term as the state plan was, but this is our first task to really get our arms around before we can move forward.

Sheila Clark: Okay, thank you very much.

### **Collaborative Metrics Funding Sources**

As we get to the different parts of the form, so we have the entity as the drop down these are all the folks that we have identified on the spreadsheet as identified workforce programs.

If perchance we have let left you off, you should be able to just type in the name of the agency, but if you have trouble with that, please let us know and we'll make sure that the edits are made. The hen we have the categories and their definitions here and I will give y'all a minute to take a look at those if this is the first time, you're seeing them and then we'll go through each of them individually. If there is possible funding sources that have some and both if it makes sense to just put them all out as individual. We would love some feedback on that as well, so the employment services, this was helped with the team from OEAS and they have any career services that are provided by staff that would not fall under the workforce, education and training category for resumes building job search supports career pathway and soft skills advisement.

Sam Thorner, with Kentucky Housing Corporation (KHC), said he was struggling to determine how we would classify. He asked about CS programs because all of our all of our funding sources are going to be restricted to housing exclusively and which you know doesn't really fit, meaning it can be ancillary to.

Stefanie said sure, she understands that the typically we would designate housing funding in the workforce space would be a work support and so if we like to add specific language into the definition here of work support that makes you feel more comfortable that your funding is specifically identified, we can absolutely work up some language to make sure that KHC is covered in that space

Sam said that sounds good and then asked if they have to be selecting between employment or employer, like is it was one of these four categories, or is it one of the first two and one of the second two?

Stefanie went on to say that what she understands, the way that he has designed it is one of the first two or one of the second to that it is either employment services or employer services and then further into the funding it is either work support or education and training.

Sam said okay, so theoretically housing would fit under the employment services because it would be for the benefit of the workers even though it's not directly for resume building job search that sort of thing, which would be different and then it would work.

Stefanie said what we can also do is add into the work support into that employment services to make sure that it's explicitly clear and all of the first level of questions make me realize, we should put a little bit more introductory language into this form.

Jacob Fouts mentioned that he was going to go over that when I go through my presentation, for you guys so when it comes to the selection of them there, you may have funding, such as the locals and were funding covers a lot of ground so if you've got your funding that's an adult that covers only employment services, then they'll put that line employment and then you get the choice on that line of work support or education and training. For the amount that funded education and training you'll have two lines for that in there, so that will be able to capture all of the data. So you may actually have a couple of funds, ensuring that have multiple lines in there if if they cover both areas.

Sheila Clark mentioned for a they score for a variety of contracts, which some of them do for outside agencies, for example in the West somebody may have a delta contract and somebody may have a contract with some funds coming out areas that would not be what you would think of as normal. They have funds that was why I was thinking about that particular instance there.

Stefanie said she thinks as we review this, how do we want to flush out and dollars for contractual services and do we want to maybe make that its own category for further subdivision of what are we contracting for professional services direct service provision to participants, you know, to get those sub grantees into the universe and we could probably flush out some of that by expanding that we have a comment in already on that benefits dollars is really an accounting designation and so we're going to name this drop down the contractual services and really put the description underneath so it's really clear for folks that maybe don't have the accounting background, but that is definitely something that we can ensure there is a place to put that data and information.

Sheila stated that Jake may have a special way of taking care of the housing point that we have some housing authorities that from time to time over the years who have gotten a special designation from city or county or a special nonprofit group to help you know with assisting individuals with like a mini employment center in their housing or something like that, so there might be other dollars designated for something like this that would just be available for short period of time.

Stefanie mentioned to put the years of funding so it'll be for 2019, 2020, and 2021, so by the time we get to the local areas, and they have closed their fiscal year we will have all three complete years of what the money spent during that time. We are not looking projected, so if there were these special short term projects in this three year period let's make sure we're capturing that. The employer services partners with workforce professionals training providers, educators connecting businesses to the workforce ecosystem serves as an extension to human resource departments and can assist with recruitment, training upscaling retention, and accessing incentives to improve hiring.

Stefanie stated with the edits, we will remove all of the either order options for Level two as well as each individual designation. But for Sheila's points, we've got work supports program funds that provide wraparound services of any kind to participants can be programs, including childcare transportation disability accommodation accessibility tools, emergency use funds to cover miscellaneous costs, the present barriers to education and employment funds must be paid directly to participant or directly to third party service provider, on behalf of the individual participant this list is not intended to be exclusive but examples for reference, and so the one comment, we have is to make sure that we are designating housing as a work support anybody else have any other questions.

Sam asked as it relates to housing, they have different types of programs that we that we operate just as the finance of development of housing, and then we have some programs that provide funding pretty much directly to the recipients, such as the section eight Program. Those funding sources that are going to be going directly to the participant.

Stefanie said she thinks for our purposes here, yes, and if anyone else has other thoughts, let me know, but if you had particular programs that were funding development for workforce housing, you know that mixed use of work supports on first floor housing, you know second floor and above, I think we'd want to capture that information, but just general development dollars I don't think we necessarily need to capture that in the workforce funding report does that.

Sam said yes, but that is not the case you're saying with dollars that go directly to the individual participants, we want to show all of those. Thank you for the clarification.

Stefanie Alright, so if nothing further on that one we've got workforce, education and training will include traditional wheel and education, training, dollars, but also seeking other additional tuition support programs scholarships work based learning supports eats the wielding tools costs for instructors and any parts that are related to the training that is provided by your agency, printing materials access to software licenses or other costs of training, production and assessment. We will make sure that everybody gets the post meeting package just for follow up so if there are any Members of your team, have them send any feedback comments or supports to Stefanie or Sara.

Stefanie went on to state the other buckets that we are attempting to capture are the personnel dollars so that'll be you know what you pay for your employees' salary and fringe operating dollars and that's any of the traditional infrastructure costs to support the work that your teams are doing and then again the benefits dollars, is that dollars for contractual services and she is seeing a need to kind of break that down into who are you contracting with and what service are they providing so that we can then reach out to them as the sub grantee and get that information as well so we are aware of

the course. Whoever is filling out the form must include their contact information so that, if we have questions, we can reach back out about the raw data. We don't want you to recreate anything, so however your finance teams keep and send your budgets to your board to be approved will be sufficient. We will take that raw data in whatever format it comes in, just so that we can have it in that format as well, so we will be collecting all this information and taking it together so once we have both the raw data and this report the work will be done. But again like we're doing with Jake today, we are going to be having these folks come to this team to present this information for questions, while we're running through it for the first review, so please let us know of any questions about the forum.

### **KWIB Metrics Funding Report**

Jake Fouts, Assistant Director Division of Fiscal Management (EWDC), is joining us to present on our budget for the WIOA program, specifically he is going to go through as an example.

Jake started by explaining this essentially is raw data that I pulled out of the email to accounting system that spits data out of our reporting system which I have put it into a pivot table. He did this as high level as we don't just look at what we have to use, but also working it out by contractual expenditures.

Jake explained that that's what we call it grandsons and benefits, but they really contracts it's money that goes outside of your agency to help support your Program and then of course the internal costs admin costs with an operating and personnel costs as well, and so this is the data that I was kind of working with as I pulled this out for you just to see how it uploaded on a raw form. I will put it in a format that is user friendly since we are asking for that raw data, but it can be the format that works for you we're not going to ask you to put it in any specific format because we're asking you to put it into the report and the report will spit out some information.

Jake went through entering raw data to demonstrate how to complete the form. For this demonstration, please watch the recording of the meeting available on KWIB's website.

Jacob Fouts: i'm gonna have multiple multiple ones that are we going next, and what will happen is it'll go to a.

Stefanie stated her appreciation for everyone staying engaged during the review of the form and let her know if there are any additional questions as they come up.

### **Discussion and Next Steps**

Stefanie said we are happy to make any adjustments to the form and if there are any additional questions to send those to her as they come up. She will be sending out the email to the whole team with the days and the time slots, depending on which agency and what level of detail that we have for their funding, how much time they think they'll need, and she will be scheduling those out through September for them to present their data. Then we will be collating and putting it all together for us to review for that last meeting in November. If there's anybody that you know, has absolute thoughts about what time of the year they prefer to present, we will take that into mind as much as we can, and if we need to adjust the meeting times and days because none of them work at all for the finance teams, we can look at adding additional meetings.

The next step is for everyone in attendance to coordinate with their teams to select a date once they've conferred with their finance team or the rest of their program team. She thinks it would probably be helpful to have the presentation be with one finance person and one program staff, just so that we have all the folks who can answer any questions available.

### **Adjournment**

Stefanie adjourned the meeting at 2:15 p.m. ET.

