



KWIB Collaborative Metrics Sub-Committee Meeting Minutes

May 25, 2022, 1:30–3:00 p.m. EST

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

https://us02web.zoom.us/rec/share/2Y7dki0YwoPHYz-fpYdF9ildqudPjRsl7UhUt9yM8XVB_YKQRgCHqIXync-wo1.xqywP23q3pDmg0QS

Password: !@ks9CCC

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, the descriptions of funding sources, and that presentations still need to be scheduled. She explained that this meeting will be short today as we have had some members of the committee weren't able to make it.

Stefanie Ebbens-Kingsley	x	Jessica Cunningham	
Christopher Snyder	X	Cali Mills	
Maik-Schutze		Kristin Porter	X
Alicia Crouch (or David Mahan)	X	Kiley Whitaker	
BG Steven Bullard		Katie McAfee	
Judge Obrey Gritton		Sheila Clark	X
Tom Underwood		Dr. Tony Lobianco (Jeremy Pope)	
Nicholas Toomey Muhlenberg	X	Kim Menke	
Scott Secamiglio	X	Jon Sowards	
Tara Johnson-Noem	X	Sara Jagers	X
Buddy Combs		Luvtesa Robertson	
Sarah Butler		Rachel Adams	

Others in Attendance: Dr. Rick Smith, Sam Thorner, Sarah Ehresman, Charles, Aull, Claude Christian, Kimberly Gester, and Debbie Dennison.

Review Changes to the Google Form

All the edits have been made to date and Stefanie is planning to meet with Kentucky Interactive about a couple more edits, one of which is to the employment and employer services definition and then identifying the contractual service payments with a breakdown of how the contract was obtained, the total awarded, and any contact information.

Tara, NKADD Workforce Division, asked if there will be a similar structure for both private foundation dollars to report, for example WIOA dollars? Stefanie said yes, and when we talk about the types of funds, so what we're asking is for each individual funding source to have its own entry, so if this is federal funding for WIOA and then you click out all your extra boxes as to what that we are funding is moving towards. That should be able to break down for each individual funding source.

Once the Google Form is updated, there will be a way to go back and make any changes to your form without your fiscal team having to start all over again. If you or your finance team has any questions, please have them email [Stefanie Ebbens Kingsley](mailto:Stefanie.Ebbens-Kingsley).

Revised Schedule of Meetings

There are three more meetings scheduled throughout the year, but additional days are needed to have each partner present their budget statements. The three meetings already on the calendar are:

- 7/27/2022, 1:30-3 p.m. ET
- 9/28/2022, 1:30-3 p.m. ET
- 11/30/2022, 1:30-3 p.m. ET.

If one of the dates listed above fits your schedule, please make sure to email either [Stefanie Ebbens Kingsley](#) or [Sara Jagers](#) to secure the date for your presentation.

Assigning Presentation Days from the Partners

Each partner has been asked to present their budget statements for three calendar years and after feedback received from everyone that program year 2021 isn't complete, so we might want to push some of these meetings back from July and August to September, October, and November to close out appropriate reports. Per request, there are additional days available to make those presentations by the end of the year. To secure a presentation date listed below, please email either [Stefanie Ebbens Kingsley](#) or [Sara Jagers](#).

- 8/24/2022 - 1-4 p.m. ET
- 9/14/2022 - 1-4 p.m. ET
- 10/13/2022 - 1-4 p.m. ET
- 10/26/2022 - 1-4 p.m. ET
- 12/7/2022 - 1-4 p.m. ET
- 12/14/2022 - 9 a.m.-12 p.m. ET

The Google Form link will be sent to the sub-committee, along with the list of presentation dates available. Please watch your emails with the information and make sure to email either [Stefanie Ebbens Kingsley](#) or [Sara Jagers](#) to sign up for a presentation date.

Discussion and Next Steps

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. Stefanie thinks it would probably be helpful to include one finance person and one program staff with each presentation, just so that we have all the folks who can answer any possible questions.

Adjournment

Stefanie adjourned the meeting at 1:58 p.m. ET.