



KWIB Executive Committee Meeting

DRAFT MINUTES

October 11, 2023; 10:00-11:30am EST

Committee Member Attendance: Kim Menke, Lori Ulrich, Kevin Smith, Scott Pierce, Beth Davisson, Amy Luttrell, Deputy Secretary Beth Brinly

Staff: Sam Keathley, Stephanie Litteral, Alisher Burikhanov, LaChrista Ellis, Elishah Taylor, Debbie Dennison

10:30am EST

Welcome

Kim Menke, Chair welcomed the members and thanked them for their time. Kim asked **Beth Brinly, Deputy Secretary** of the Education and Labor Cabinet, to discuss the Education & Workforce Collaborative updates.

Education & Workforce Collaborative Update

Deputy Secretary Brinly shared that Cabinet Leadership is working on the budget development process for the upcoming year. The Governor formally announced *Jobs on Day One* and the work being done to build pipelines of training and employment for those exiting incarceration. Deputy Secretary shared that the local workforce board directors **presented at an [interim joint committee on workforce development](#)**, before the legislature, asking for more funding supports for youth as the Workforce Innovation and Opportunities Act (WIOA) funds are decreasing. Additionally, the Cabinet submitted the **Digital Equity plan** to the Department of Commerce and the state continues to work to provide software and hardware to areas of greatest need.

Kim Menke, Chair thanked Deputy Secretary for the updates and for her leadership. He asked **Alisher Burikhanov, Executive Director**, Kentucky Workforce Innovation Board (KWIB) to walk through the **Policy 15-003** updates.

Alisher shared that Policy 15-003, a partnership agreement between the Chief Local Elected Officials and the local workforce development areas (LWDAs) was updated. While no major updates, he wanted to allow the Executive Committee the opportunity to ask questions before lifting it to the full KWIB board for final approval. Membership asked what updates were made. Alisher stated that the format of the policy was updated and language to update the Department name from Department for Workforce Investment (DWI) to Department of Workforce Development (DWD) was the primary change. Deputy Secretary added that this policy provides guidance to the LWDAs in how to carry out their joint duties with local elected officials. No additional discussion was had.

Mr. Menke asked **Amy Luttrell, Standing Committee Chair** of the Workforce Participation Committee to share information about the Benefit Cliffs analysis being completed.

Benefit Cliffs Analysis:

Ms. Luttrell shared that the National Center for Children and Poverty (NCCP) was completing their analysis of data provided by the Kentucky Center for Statistics (KYSTATs) by the [Family Resource Simulator](#) (Simulator). The contract is to analyze data on the size of households, the wages of those households and review and analysis of the current benefit laws and their impact on these families. The analysis by the third party is nearly complete and recommendations forthcoming. She continued that the Simulator has been updated as legislation has changed in the last couple of years. The analysis is reviewing childcare assistance, Medicaid (adult and child) benefits, and others. **Draft recommendations** include changes to childcare assistance and health insurance options offered. Discussion was had on the role of the KWIB, Executive

Committee or full board post recommendation. Discussion was had around this topic and broadly about the increased costs to the state. A recommendation to identify the return on investment by recommendation was made. **Deputy Secretary Brinly** made a suggestion that the Education and Workforce Collaborative Board (“the Collaborative”) could review and discuss the recommendations to lift up possible legislative opportunities. Discussion was had around continuing the focus of these cliffs in both KWIB and the Collaborative meetings.

The legislature has been holding joint interim meetings with the **Cabinet for Health and Family Services** (CHFS) around benefit cliffs and their impact on Kentucky families. This is an important initiative and additional conversation and recommendations will be forthcoming.

KWIB Quarterly meeting – November 2, 2023

Kim Menke asked Alisher Burikhanov to walk through the events on the meeting day. Alisher shared that the meeting date had been moved forward from November 16 to November 2 due to a scheduling conflict.

Staff has confirmed the River Room at the Paul Sawyer Library for the day. The board meeting will be preceded in the morning with an in-person meeting with the local areas Workforce Innovation Board (WIB) Chairs, Directors and Executive Committees who wish to participate. The meeting will include a **recap of themes lifted in the State Plan forum visits and include strategy questions** to engage the local board volunteers. Lunch will follow sponsored by an employer.

In the afternoon, the quarterly board meeting will include **strategy conversations around common themes discovered during the forum sessions**. Some of the key take aways include businesses need to be more involved; strategy on how to get them involved (i.e. If on the board, they should hire from the career center); increased focus on involving youth and preparing them for the workforce; strategy on making sure the Job Corps and Tech centers are aligned with state infrastructure are suggestions lifted. Discussion around the revamp of the Work Ready Communities program will also be lifted. The strategy meeting will look to the goals and objectives of the next four (4) years. Members shared in discussion around the upcoming meeting.

Alisher also shared federal themes that are important like planning our engagement with the cabinets receiving billions of dollars from the federal government through Infrastructure packages received by **The Departments of Commerce, Energy and Transportation**. While the language did not mandate use of existing workforce infrastructure, the **Departments of Labor and Education are challenging** each state, local area to **engage with these partners as there are workforce dollar line items** in each of the funding packages. Links to funding include: [Bipartisan Infrastructure Law \(BIL\)](#), [Inflation Reduction Act \(IRA\)](#), [CHIPS](#) and Science Act. Other important federal themes include how to incorporate Job Quality as best practices for employers, Equity in employing all populations, and focus on specific sectors and those strategies (i.e., care economy). These topics will be lifted at the board meeting. Alisher shared an update on the *Job Quality Academy*, of which Kentucky is one of seven states participating and discussion followed. The primary goal of the pilot program is to identify gaps in perspective by employers and employees and to, where possible, build bridges for those gaps, ultimately to attract, retain and empower the workforce dynamic between the two.

Alisher shared the 2024 quarterly board calendar with the members and added that calendar invitations would be forthcoming.

Adjournment

Mr. Menke adjourned the meeting at 10:59am EST.



KWIB
Executive Committee
Meeting

AGENDA
October 11, 2023

Virtual

Time: Oct 11, 2023 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81583187081?pwd=FoneBBqUAB4ctfAXNq4d9IaM6pJaP.1>

Meeting ID: 815 8318 7081 / Passcode: 205509

10:00am Call Meeting to Order

Kim Menke, Chair
Toyota Motors of North America (TMNA)

➤ Education and Labor Cabinet Updates

Beth Brinly, Deputy Secretary
Department of Workforce Development; Education and Labor Cabinet

➤ Policy 15-003 Updates

Alisher Burikhanov, Executive Director
Kentucky Workforce Innovation Board (KWIB)

➤ Benefit Cliffs Updates & Next Steps

Amy Luttrell, President / CEO
Goodwill Industries of Kentucky, LLC

➤ Workforce Chairs In-Person Meeting

Kim Menke, Chair

➤ KWIB Quarterly Board meeting Agenda Discussion

Alisher Burikhanov, Executive Director

➤ 2024 Calendar (Quarterly meetings)

Debbie Dennison, Deputy Executive Director
KWIB

➤ Adjournment

Kim Menke, Chair

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF WORKFORCE DEVELOPMENT
AND
KENTUCKY WORKFORCE INNOVATION BOARD

GUIDANCE NAME: Local Elected Official(s) and Local Workforce Development Board Partnership Agreement

GUIDANCE NUMBER: 15-003

DATE OF ISSUE: Reissued [REDACTED], 2023

EFFECTIVE DATE: October 1, 2015

APPLIES/OF INTEREST TO: Local Workforce Development Boards, Local Workforce Development Boards' staff, Chief Local Elected Officials, and Local Elected Officials

POINT OF CONTACT: KWIB.projects@ky.gov

HISTORY: Issued 03/04/2015; effective date 10/01/2015; reissued [REDACTED], 2023 with no substantive change, thus effective date remains.

BACKGROUND: This policy and template provide the initial foundation for understanding the separate and shared functions of LEOs and LWDBs envisioned under WIOA.

PURPOSE: This policy provides additional guidance relating to the LEOs and LWDBs per Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128. The governance and operation of the Local Workforce Development System is contingent on a successful partnership between the LEOs and the LWDB related to their respective roles which are outlined in this policy and partnership agreement template. This policy and template are provided to ensure that the necessary regulatory and operational elements are described, included and understood by both parties. LEOs and LWDBs may include additional agreed upon expectations. This partnership agreement will facilitate the delivery of optimal workforce development services for individuals and employers within the Local Workforce Development Areas.

DEFINITIONS:

Chief Local Elected Official (CLEO) - The CLEO is the chief local elected official(s) elected among the consortium of LEOs representing the LEOs in the Workforce Development Area.

Local Elected Official (LEO) - The LEOs are the local elected officials of a county. The highest

elected official in counties and counties with merged government shall be considered the LEO for their respective county.

Local Workforce Development Board (LWDB) - means a local workforce development board established under section 107, subject to section 107(c)(4)(B)(i).

GUIDANCE:

LEOs and LWDBs PARTNERSHIP AGREEMENT

The LEO-LWDB partnership agreement is between the LEOs, represented by the CLEO, and the LWDB, represented by the designated Chair. Its purpose is twofold: (1) to define their operating relationship; and (2) to confirm that the LEOs and the LWDB have read, understood and agree on the functions, duties and responsibilities of the LEOs (represented by the CLEO) and the LWDB (represented by the Chair) as outlined in WIOA, Public Law 113-128 and in the policies issued by the Department of Workforce Development (DWD).

The Interlocal Agreement, a written agreement that specifies the responsibilities of the CLEO and the individual LEO(s), must be consistent with the Partnership Agreement insofar as any item addressed by both agreements is concerned. Both governing agreements are dynamic documents that can, and should, be amended when a need or desire arises and the respective signatories agree.

The initial agreement must be submitted to DWD no later than 30 days prior to the effective date of the agreement for approval. The approved agreement must be shared with each new LEO and LWDB member. Subsequent updates and amendments must be recorded and submitted to DWD for review, approval and recording, using Section III as described above prior to the effective date.

PROCEDURAL GUIDANCE: Technical assistance may be requested from the Department of Workforce Development.

REQUIRED ACTION: LEOs and LWDBs should review current processes and procedures for compliance per effective date of this policy.

REFERENCES:

- Workforce Innovation and Opportunity Act §134, Pub. L. 113-128
 - WIOA Section 107(c)(4)(B)(i). (29 USC Section 3122).
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KWIB Executive Committee Meeting

DRAFT MINUTES

July 10, 2023; 1:30 pm – 3:00 pm EST

Hybrid Meeting: Committee Member Attendance: Kim Menke, Heidi Margulis, Lori Ulrich, Kevin Smith, Scott Pierce, Beth Davisson; In-Person Attendance: Deputy Secretary Beth Brinly, Amy Luttrell

Others in attendance: Scotty McFarlan, Kim Grasberger, Sam Keathley, Alisher Burikhanov, Debbie Dennison, Elishah Taylor

1:28 pm EST

Welcome

Kim Menke, Chair welcomed the members and thanked them for their time. Kim asked **Beth Brinly, Deputy Secretary** of the Education and Labor Cabinet, to discuss the Education & Workforce Collaborative updates.

Education & Workforce Collaborative Update

Deputy Secretary Brinly thanked everyone for attending the meeting. She shared at the last Collaborative Meeting, June 29th, the focus was on the military and veteran population and the resources that are available to them. Commissioner Allen is going to lead a workgroup to focus on an initiative to develop a repository for all resources available to and for this population.

Deputy Secretary Beth Brinly shared that the workgroup created for Work Based Learning (WBL) was to convene this week. The Kentucky Department of Education (KDE) is leading this workgroup and sent out a survey to employers to get their input on their understanding of WBL. The workgroup is working on a definition of work-based learning that can be understood by employers, educators and students.

Deputy Secretary Beth Brinly provided an update to the workgroup initiatives for *Jobs on Day One*. On July 12th a group will be going to a Department of Corrections (DOC) prison to build upon networks working to build pipelines of training and employment for this untapped talent.

Kim Menke, Chair thanked Deputy Secretary for the updates and for her leadership. He then opened the floor to questions. **Amy Luttrell** asked if Deputy Secretary felt like there was frustration among non-profit and other resources for veterans and military personnel. **Deputy Secretary Beth Brinly** explained that in the meeting there was some frustration, but the meeting showed that they are all working for the same goal with different resources for different needs and turned it back to the Chair.

Kim Menke asked **Beth Davisson, Kentucky Chamber Foundation** and committee chair, for updates around the Education Attainment and Employer Engagement Committee structure.

Education attainment and Employer Engagement Committee Structure Discussion

Beth Davisson, committee chair thanked **Kim Menke** for the floor. She shared that the Education Attainment and Employer Engagement Joint Committee will be splitting back into two (2) committees to align with the strategic plan. The last time the committee met there were questions and discussion around the splitting the committee. The members that pushed back were concerned about information vital to both committees being held in silos. After discussion and the understanding of the importance to weave conversations among all of the committees, the joint committee voted to separate. **Beth Davisson** asked for clarification on if the KWIB needed to vote on the committee separation. It was discussed that it was up to the chair, therefore it did not need to be voted on by the KWIB.

Deputy Secretary Beth Brinly explained that sometimes when a group wants something done a taskforce is formed for the purpose of completing a task. She added that if not well structured, people may not think they have time to be a part of a committee but can balance the needs of a short term task force. **ACTION:** create a recruit sheet with committee goal, chair and goals of the committee to share in recruiting especially businesses to committee / task force work.

Alisher Burikhanov, Executive Director, KWIB added that the need for more business representation in all of the committees. Discussion was had on how to recruit people on these committees.

Amy Luttrell explained businesspeople need to know that their participation is actually impactful for their time. **Heidi Margulis** agreed stating there is a need for return on investment (ROI). **Alisher** explained that the action item out of this discussion is to meet with the chairs by September to discuss champions and objectives. **ACTION:** KWIB staff to convene meetings with the committee chairs and committees to recruit additional membership and review current membership to identify possible champions for future work. Scott Pierce mentioned that a review of recent meetings and in-person participation might indicate the level of participation a person is willing to give. **Alisher** added that to that end, KWIB staff will be encouraging members to attend or send a proxy.

Amy Luttrell expressed that committees need to know what they can and cannot do. They also need to discuss what the KWIB can do. **Lori Ulrich, KWIB Vice-Chair and Director, Fleming-Mason Energy,** suggested that they recruit by first starting with the local workforce boards because they know who has the time. **Kim Menke** asked if it was possible to have an introduction in mid-August for people or do they need more time to get this information ready. **ACTION:** Put the recruitment initiative on the KWIB Quarterly Board meeting agenda for August 17th.

Policy Updates and Discussion (new format)

Alisher Burikhanov explained that going forward, policy discussion will be divided into two areas: Governance and Operations. The KWIB body is a strategic group that needs to only vote on *governance* policy issues. *Operational changes* within the state workforce system will be shared only for means of communication to the board. The preread briefing packet included updated information on policies. 23-007, which the KWIB will vote on. **Kim Menke** said the main point of the vote is to switch tracking and monitorization from KWIB to the Department of Workforce Development (DWD) for programmatic compliance. 22-010, 22-011, 22-012, and 22-014 will not need to be voted on as they are operational program revisions that are administrative in nature. **ACTION:** KWIB staff to include all five (5) policy changes in preread briefing book for August 17 meeting and identify that 23-007 is the policy for review to vote on.

Amy Luttrell asked if 23-007 is this accordance with federal and/or state laws directing the KWIB? **Deputy Secretary Beth Brinly** confirmed. There are many procedural checks on programmatic compliance of local boards. It is up to the monitoring and compliance arms of the Education and Labor Cabinet of Kentucky to review, track and administratively follow up on any boards found out of compliance. **Kim Menke** asked if the KWIB might receive notification to know which board is not meeting their goals as it is happening. **Scotty McFarlan, Deputy Counsel, Office of Legislative and Legal Services (OLLS),** stated that he will add this information to the policy. **Beth Davisson** asked how notifications have occurred in the past in this instance and should there be a reporting structure through the KWIB. **Deputy Secretary Beth Brinly** reminded the members that the policy has always been in effect, they are just revising it as to who is tracking and monitoring the efforts. **ACTION:** add the policy edits into a briefing packet that shows the red line change so the group can see visually what has been changed about the policy. Kim Menke asked if any opposed the updates to 23-007 and asked if approved to move to the KWIB for review and approval by *consent agenda* vote on August 17th. There were none opposed.

Statewide Reserve Update/Rollout Webinars

Deputy Secretary Brinly shared that there is a percentage of Workforce Innovation and Opportunities Act (WIOA) monies that is identified as Governor's discretionary funds known in Kentucky as *Statewide Reserve Funds*. The 10% allotted for these funds will be broken into three (3) buckets for the coming year: one-third will be allocated to Innovative Workforce Development projects on the Local Level; one-third will be allocated to the Governor's new priorities on Workforce Development; one-third will be allocated to on-going state transformational projects that are the Governor's priorities.

There is an updated application process and the Local Workforce Development Directors will be notified on July 21st at their monthly Directors meeting. There is an internal team comprised of DWD staff that will review applications. A first meeting will be on July 25th. The educational and workforce KWIB list serv will be a vehicle to share information for innovation and share the opportunity to apply. The Statewide Reserve Fund [Application](#) will live on the KWIB website. The estimated amount of annual grant funds is approximately \$4.5 million each year. **ACTION:** KWIB staff to add SWR information / application to the KWIB website.

KWIB By-laws Follow-Up Discussion

Alisher Burikhanov lifted a revisit of the by-laws discussion about removing term limits and allowing a natural rotation through board movements. He noted that more information is listed in the briefing book and asked the executive committee members to share their opinions. **Lori Ulrich** reminded the group that they serve at the pleasure of the Governor. **Scott Pierce** requested that they make meetings for in-person and hybrid. **Kim Menke** asked for clarification of attendance regarding virtual meetings. **Scotty McFarlan** stated that a person is counted as present if their video is *on* the whole meeting. Kim Menke reminded the group that there are eight members, but seven vote. **Alisher Burikhanov** shared that the Past-Chair is non-voting member and present to pass down information. **Kim Menke** also asked the group if they need to allow or identify proxies for the executive committee. It was determined that no proxies were needed. A discussion of rotation of members onto the executive committee was had. **Deputy Secretary** also lifted that a double-quorum should be considered for quarterly meetings.

Deputy Secretary Beth Brinly suggested a three-year term and **Amy Luttrell** suggested a two-year term. **Alisher Burikhanov** expressed that he will work with legal about the bylaws based on recommendations for further review. **ACTION:** KWIB staff to work with OLLS on by-law updates to share with this committee.

2024 Calendar (Quarterly Meetings)

Debbie Dennison, Deputy Executive Director, KWIB shared recommended meeting dates for 2024. She asked for the group to review the dates and advise of any conflicts. **Scott Pierce** stated that the organization with whom he is associated can host a meeting in 2024, which would be in Boston, KY. **Kim Menke** thanked Scott for the request. He also asked if they should designate at least one meeting outside of Frankfort. He suggested May or August. **Deputy Secretary Beth Brinly** and **Kim Menke** suggested South Central. **Scott Pierce** expressed to the group that Boston could hold more than 50 people. **Kim Menke** asked to send any conflicts to Debbie Dennison and more discussion would be had around locations at a future date.

KWIB Quarterly Board Meeting Agenda

Alisher Burikhanov talked through the next quarterly board meeting to be held on August 17th. The consent agenda will consist of May 18th minutes, Career and Technical Employment (CTE) Certifications, 23-007 policy updates. The quarterly meetings have included discussion time on one of the four [Strategic Plan](#) goals. This meeting will focus on Education Attainment. KYSTATS will provide an update and economic overview. KWIB members will receive a detailed list of state plan dates, goals and objectives. There will be one state plan meeting before the KWIB Quarterly Board meeting at South Central in Bowling Green, KY. This state plan meeting will function as our pilot and will include breakout sessions for a more in depth discussion with local elective officials, education partners, and other stakeholders in an environment where

they are free to share and engage in what is working and what are opportunities. In the afternoon there will be a discussion with WIOA partners. More information will be forthcoming and this is a time to put ideas into the State Plan for action over the next four (4) years.

Alisher introduced a new KWIB Newsletter (form of communication on all things workforce) called “*The Pulse*”. The group liked the idea and asked that there be contact information for each segment of information. It was also suggested to look at the KYSTATS Newsletter, a paperless newsletter, and their blogs to get additional sharing ideas. **Sam Keithley, Manager**, Kentucky Center for Statistics (KYSTATS) offered to share information about “*The Pulse*” to the KYSTATS Newsletter.

Job Quality Pitch

Alisher Burikhanov shared information about the Job Quality team’s assignment that involves next steps to first engage manufacturers (one of five top sectors in Kentucky), to embrace and implement the eight (8) [principles of Job Quality](#) as noted by the Department of Commerce and Department of Labor. The next steps include identifying a lead organization that can promote, track and build credentials of note for businesses that begin to build into these employee serving principles. **Deputy Secretary Beth Brinly** suggested using an organization that is already established and support them with funds to take on these jobs.

Alisher Burikhanov shared that the Kentucky Association of Manufacturers (KAM) brought up in the discussion in D.C. The ones that need the most support are the small manufacturing businesses. They need to retain the employees as much as the bigger companies do.

Beth Davisson asked if anyone else has tried to do this and what does they data say? The discussion that followed showed that there is ROI data out there to share with businesses. It was noted that if manufacturing companies embraced Job Quality principles, they would add more positions and retain current and new employees.

Organizations like The [National Fund for Workforce](#) is lifting up the importance of employers, communities and employees to work together for a better future for all.

Closing Comments

Kim Menke, Chair closed the meeting by thanking everyone for attending and participating. He also reminded the group that the next Quarterly meeting is August 17th at 1:30pm EDT in Elizabethtown Kentucky.

Adjournment at 2:58 pm