



## KENTUCKY LABOR CABINET

**Andy Beshear**  
Governor

**Jacqueline Coleman**  
Lieutenant Governor

Mayo-Underwood Building  
500 Mero Street, 3<sup>rd</sup> Floor  
Frankfort, KY 40601  
Telephone: (502) 564-3070  
Fax: (502) 564-5387

**Larry L. Roberts**  
Secretary

**Vickie L. Wise**  
Deputy Secretary

October 13, 2020

Tara Johnson-Noem, Director  
Northern Kentucky Workforce Development Board  
22 Spiral Drive  
Florence, Kentucky 4122

Re: Temporary Approval of FY 2021 IFA Budget

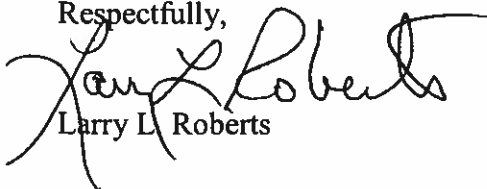
Dear Ms. Johnson-Noem:

Thank you for submitting the IFA FY 2021 Annual Budgets for the Comprehensive and Affiliate KY Career Centers in your Local Workforce Development Area. As you know, the Office of Unemployment Insurance, the Career Development Office and the programs it administers were reorganized to the Labor Cabinet effective August 16, 2020 by Governor Beshear's Executive Order No. 2020-686. We have begun the process of examining the current footprint of these programs and their role in the One Stop Delivery System across the Commonwealth. We are working to develop a plan which maintains responsible financial stability and ensures the delivery of services while establishing the Cabinet's role as a partner with all workforce programs across the state. Once the Cabinet finalizes its plan for our KCC Customers and Employers, you will be notified and asked to share the news with your Local Workforce Development Board.

In the interim, please make the Board aware your FY 2021 IFA Budgets are temporarily approved and upon completion, you will be asked to modify your current MOU and IFA FY 2021 Budgets, to the extent necessary, to reflect the new plan and resubmit both documents for the Cabinet's formal approval and signature as required by the U. S. Department of Labor. This approval is contingent and based upon my belief that the FY2020 Annual Expenses Paid Report for the Career Development Office was used to develop your IFA FY 2021 Budgets. The referenced expense report was provided to you by the EWDC-DWI, Office of Administrative Services through Darlene Bussell. If this report was not used, please notify the Cabinet immediately.

The Labor Cabinet looks forward to working with you and cultivating a productive relationship with your local Board in the future.

Respectfully,



Larry L. Roberts

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

Northern Kentucky

WDB Executive Leadership

July 1, 2020

## For the: Covington

<b>INFRASTRUCTURE COSTS:</b>	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
Rent	\$510,436.00	\$0.00	\$510,436.00
Janitorial	\$26,700.00	\$0.00	\$26,700.00
Utilities	\$30,500.00	\$0.00	\$30,500.00
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Phones/Internet (Resource Rm, Directs, etc)	\$81,240.00	\$0.00	\$81,240.00
Security	\$0.00	\$0.00	\$0.00
Maintenance/Repairs	\$0.00	\$0.00	\$0.00
Pest Control	\$0.00	\$0.00	\$0.00
Equipment (Computers, Copiers/rental)	\$39,292.00	\$0.00	\$39,292.00
Technology (IT Services, Software)	\$51,112.00	\$0.00	\$51,112.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$0.00	\$0.00	\$0.00
General Supplies (copy paper, postage, etc)	\$19,951.00	\$0.00	\$19,951.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Infrastructure Costs:</b>	<b>\$759,231.00</b>	<b>\$0.00</b>	<b>\$759,231.00</b>

Comments: Maintenance/repairs is included in rent and provided by property owner (City of Covington) through property management company (Colliers).

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

Northern Kentucky

WDB Executive Leadership

July 1, 2020

**DELIVERY SYSTEM COSTS:**

**Personnel Costs:**

Salary/Fringe	Budget	Actual	Year-End Balance
Receptionist	\$45,490.00	\$0.00	\$45,490.00
Administration	\$0.00	\$0.00	\$0.00
Business Service Personnel	\$84,652.00	\$0.00	\$84,652.00
Managers-One Stop Operator	\$44,100.00	\$0.00	\$44,100.00
Other WIOA Staff	\$250,430.00	\$0.00	\$250,430.00
CUSTOM 1 CDO & OVR Personnel	\$1,237,147.00	\$0.00	\$1,237,147.00
CUSTOM 2 NKADD Personnel	\$194,502.00	\$0.00	\$194,502.00
CUSTOM 3 Job Corps Personnel	\$93,000.00	\$0.00	\$93,000.00

**Additional**

Staff Professional Development/Training	\$500.00	\$0.00	\$500.00
Staff Travel	\$8,000.00	\$0.00	\$8,000.00

**Other Delivery System Costs:**

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4 TANK Personnel	\$52,223.00	\$0.00	\$52,223.00
CUSTOM 5 Goodwill Personnel	\$56,054.00	\$0.00	\$56,054.00
Other (Personnel and Other Delivery Sys Costs)	\$0.00	\$0.00	\$0.00
<b>Total Delivery System Costs:</b>	<b>\$2,066,098.00</b>	<b>\$0.00</b>	<b>\$2,066,098.00</b>

Comments: Receptionist costs account for one FT WIOA staff + one PT OVR staff; Business Service Personnel accounts for 60% of Business Services Team; Managers-One Stop Operator accounts for 70% of OSO time; other WIOA staff accounts for 70% of director and 100% of other staff based on-site in Covington.

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

Northern Kentucky

WDB Executive Leadership

July 1, 2020

<b>PARTNER CONTRIBUTIONS/OTHER INCOME</b>	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$0.00	\$0.00	\$0.00
Third Party In-Kind Contributions	\$0.00	\$0.00	\$0.00
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Comments:

-- SUMMARY --

	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
<b>EXPENDITURES TOTAL</b>	\$2,825,329.00	\$0.00	\$2,825,329.00
<b>REVENUE TOTAL</b>	\$0.00	\$0.00	\$0.00
<b>TOTAL ALLOCATED BUDGET</b>	<b>\$2,825,329.00</b>	<b>\$0.00</b>	<b>\$2,825,329.00</b>

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

Northern Kentucky

WDB Executive Leadership

July 1, 2020

**For the: Florence**

<b>INFRASTRUCTURE COSTS:</b>	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
Rent	\$93,726.00	\$0.00	<b>\$93,726.00</b>
Janitorial	\$7,500.00	\$0.00	<b>\$7,500.00</b>
Utilities	\$15,700.00	\$0.00	<b>\$15,700.00</b>
Taxes	\$0.00	\$0.00	<b>\$0.00</b>
Insurance	\$0.00	\$0.00	<b>\$0.00</b>
Phones/Internet (Resource Rm, Directs, etc)	\$8,988.00	\$0.00	<b>\$8,988.00</b>
Security	\$0.00	\$0.00	<b>\$0.00</b>
Maintenance/Repairs	\$0.00	\$0.00	<b>\$0.00</b>
Pest Control	\$0.00	\$0.00	<b>\$0.00</b>
Equipment (Computers, Copiers/rental)	\$39,134.00	\$0.00	<b>\$39,134.00</b>
Technology (IT Services, Software)	\$1,584.00	\$0.00	<b>\$1,584.00</b>
Office Furniture	\$0.00	\$0.00	<b>\$0.00</b>
Common Identifier Costs (signs, website)	\$0.00	\$0.00	<b>\$0.00</b>
General Supplies (copy paper, postage, etc)	\$16,725.00	\$0.00	<b>\$16,725.00</b>
CUSTOM 1	\$0.00	\$0.00	<b>\$0.00</b>
CUSTOM 2	\$0.00	\$0.00	<b>\$0.00</b>
CUSTOM 3	\$0.00	\$0.00	<b>\$0.00</b>
Other	\$0.00	\$0.00	<b>\$0.00</b>
<b>Total Infrastructure Costs:</b>	<b>\$183,357.00</b>	<b>\$0.00</b>	<b>\$183,357.00</b>

Comments: Rent amount accounts for space OET/CDO previously occupied that is currently vacant but is still being paid for by CDO, even though they do not have staff at this location.

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

Northern Kentucky

WDB Executive Leadership

July 1, 2020

## DELIVERY SYSTEM COSTS:

### Personnel Costs:

Salary/Fringe	Budget	Actual	Year-End Balance
Receptionist	\$29,120.00	\$0.00	\$29,120.00
Administration	\$0.00	\$0.00	\$0.00
Business Service Personnel	\$28,218.00	\$0.00	\$28,218.00
Managers-One Stop Operator	\$9,450.00	\$0.00	\$9,450.00
Other WIOA Staff	\$106,480.00	\$0.00	\$106,480.00
CUSTOM 1 OVR Personnel	\$732,477.00	\$0.00	\$732,477.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
<b>Additional</b>			
Staff Professional Development/Training	\$250.00	\$0.00	\$250.00
Staff Travel	\$6,000.00	\$0.00	\$6,000.00

### Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$0.00	\$0.00	\$0.00
<b>Total Delivery System Costs:</b>	<b>\$911,995.00</b>	<b>\$0.00</b>	<b>\$911,995.00</b>

Comments: Receptionist costs account for one PT WIOA staff + one PT OVR staff; Business Service Personnel accounts for 20% of Business Services Team; Managers-One Stop Operator accounts for 15% of OSO time; other WIOA staff accounts for 30% of director and 100% of other staff based on-site in Florence.

# FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

Northern Kentucky

WDB Executive Leadership

July 1, 2020

<b>PARTNER CONTRIBUTIONS/OTHER INCOME</b>	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$0.00	\$0.00	\$0.00
Third Party In-Kind Contributions	\$0.00	\$0.00	\$0.00
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Comments:

-- SUMMARY --

	<b>Budget</b>	<b>Actual</b>	<b>Year-End Balance</b>
<b>EXPENDITURES TOTAL</b>	\$1,095,352.00	\$0.00	\$1,095,352.00
<b>REVENUE TOTAL</b>	\$0.00	\$0.00	\$0.00
<b>TOTAL ALLOCATED BUDGET</b>	<b>\$1,095,352.00</b>	<b>\$0.00</b>	<b>\$1,095,352.00</b>