



**KWIB
Executive Committee
Meeting**

**AGENDA
January 26, 2022
11am – 12:30pm EST**

Via Zoom

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

<https://us06web.zoom.us/j/82782170863?pwd=OGwvSTg4dmhtMjl4bTB2WTRsUVh1Zz09>

Password: M9r6Pm

via phone: USA 8888227517 (US Toll Free)

Conference code: 671120

- Call Meeting to Order / Welcome
Kevin Smith, Chair, Beam Suntory
- Review / Approval of Minutes from last meeting 01/10/22
Kevin Smith, Chair, Beam Suntory
- Cabinet updates
Deputy Secretary Mary Pat Regan, ELC
- Sector Strategy discussion
Stefanie Ebbens Kingsley, Executive Director, KWIB
(Pre-read information provided)
- Collaborative Updates
Stefanie Ebbens Kingsley, Executive Director, KWIB
 - 2022 State Plan mod recommendations /Timeline review
 - Metrics committee update
 - MOU committee update
 - Discussion
- Family Resource Simulator
Stefanie Ebbens Kingsley, Executive Director, KWIB
 - Statewide Reserve proposal review
 - Simulator video update
- Consent agenda discussion
Adrian Jacobs, Staff Attorney
Office of Legal and Legislative Services
(Pre-read information provided)
- Adjournment
Kevin Smith, Chair, Beam Suntory



KWIB Executive Committee Meeting

DRAFT MINUTES

January 26, 2022; 11:00am EST – 12:30pm EST

Via zoom - <https://us06web.zoom.us/j/82782170863?pwd=OGwvSTg4dmhtMjl4bTB2WTRsUVh1Zz09>
Password: M9r6Pm

MEMBERS PRESENT: Kevin Smith, Heidi Margulis, Scott Pierce, Amy Luttrell (late), Beth Davisson (late) – not present – Kim Menke, Lori Ulrich

OTHERS PRESENT: Deputy Secretary Mary Pat Regan, Stefanie Ebbens Kingsley, Adrian Jacobs, Jacob McAndrews, Debbie Dennison

MEETING STARTED AS INFORMATION MEETING BECAUSE QUORUM WAS NOT REACHED.

KEVIN SMITH, CHAIR ASKED THAT DEPUTY SECRETARY REGAN PROVIDE CABINET UPDATES. DEPUTY SECRETARY REGAN MENTIONED THAT EMPLOYERS ARE REACHING OUT TO THE EDUCATION / WORKFORCE DEVELOPMENT AND LABOR CABINET REQUESTING UPDATES AND ASKING FOR RESOURCES TO GET PEOPLE BACK TO WORK. THE CABINET IS LOOKING AT TOOLS THAT SUCCESSFUL COMPANIES ARE USING BEFORE RESPONDING BUT ARE WORKING ON A RESPONSE; ADDITIONALLY, THE NURSING SHORTAGE PROJECT WILL BE ROLLING INTO THE COLLABORATIVE. IT IS NOT JUST AN EASTERN KENTUCKY ISSUE BUT A STATEWIDE SHORTAGE THAT NEEDS SOLUTIONS AROUND APPRENTICESHIP TECH CENTERS, TRAINING CENTERS, AND INCENTIVIZED PATHWAYS TO BE BUILT. ADDITIONALLY, THERE IS A PUSH IN K THROUGH 12 FOR JAG. FINALLY, THE CABINET IS KICKING OFF “EVERYBODY COUNTS” FEBRUARY 1ST AND DR. KISH PRICE WILL BE LEADING THAT EFFORT. WE SHOULD INCLUDE HER IN THE NEXT MEETING ABOUT THIS PROGRAM (CONFIRM EXECUTIVE COMMITTEE AND /OR KWIB QUARTERLY).

STEFANIE EBBENS KINGSLEY RELAYED SOME INFORMATION ABOUT THE REQUEST TO CALL TOGETHER A TASK FORCE ABOUT THE WESTERN KENTUCKY REBUILD BOTH SHORT AND LONG-TERM. BETH DAVISSON ECHOED THE CALL BY THE COMMITTEE TO BEGIN LOOKING AT A 5 YEAR PLAN FOR THAT AREA THAT WAS ALREADY CHALLENGED WITH LACK OF JOBS, TRAINING, HOUSING, AND SKILLED WORKERS. DEPUTY SECRETARY REGAN IS GOING TO REACH OUT TO OTHERS IN THE CABINET TO GAIN DIRECTION. BETH ASKED IF WE COULD CREATE A SUB-COMMITTEE WITHIN THE EDUCATION ATTAINMENT AND EMPLOYER ENGAGEMENT TO LOOK AT FUNDING AND THE PROJECTS TO SEE WHAT MIGHT BE AVAILABLE. AMY LUTTRELL ASKED ABOUT THE STATUS OF THE TORNADO RELIEF FUND AND WHAT THAT IS GOING TO. AMY ASKED IF IT IS BEING USED AND ALREADY BEEN DEPLOYED. DEPUTY SECRETARY REGAN WILL CHECK WITH THE GOVERNOR’S OFFICE FOR AN UPDATE.

BY 11:17AM KEVIN SMITH RECOGNIZED THAT A QUORUM WAS REACHED AND CALLED THE MEETING TO ORDER.

Kevin asked if there was discussion on the January 10th, 2022 meeting minutes. Scott Pierce motioned the minutes be approved; Heidi Margulis seconded the motion. Minutes were approved with no dissenting comments or votes.

Sector Strategy discussion

Stefanie Ebbens Kingsley, Executive Director of the Kentucky Workforce Innovation Board (KWIB), walked through KY STATS Employment information from December 2021 which identified the primary sectors and who is employed in this space.

While there are nominal changes in the top five sectors, we are seeing more of the sub-sectors within Educational and Health Services that are growing. By expanding access to Work Ready Scholarship access to all of education and not just early education, we are providing additional incentives to much needed pathways in the state. KWIB staff to include the pdf that Stefanie reviewed in the post meeting packet for review.

KCTCS is conducting professional development with KentuckianaWorks and other local partners, around how the Work Ready Scholarships function and how to gain momentum on this opportunity. In May, KWIB will provide a Partner Spotlight on the Work Ready Scholarships, with the assistance of KCTCS and Dr. Williams, and elaborate further on this funding opportunity. Will include Becky Kilpatrick (with KEA). Goal is to get this moving by fall semester. The Cabinet is also supporting this effort.

Collaborative updates

Stefanie Ebbens Kingsley provided updates on the State Plan modification working groups and the timeline change; modifications now March 15, 2022. We have the information from the working group that we will incorporate into the modification. The only other piece is assigning the KentuckianaWorks to its own region. While we want to have data and discussion before further splitting up regions, the modification will remove KentuckianaWorks from the central region and more thought and data will be reviewed before the next Unified plan is due in 2024 before further action is taken.

Beth Davisson lifted it is better to make regional changes based off data and not just a feeling with the urban and rural divide. Scott Pierce lifted that performance standards also need to be a part of the data review.

No formal recommendations need to be lifted at this time by this committee and this committee will have a draft for review a week before submittal in March. This is after the draft is submitted for public review in mid-to-late February. The modification will be lifted to the KWIB board as a draft, on March 17th, 2022.

Metrics sub-committee met and will be defining the buckets of money we are asking our partners to report in a Google Doc to include dollars spent for what purpose, as it relates to the workforce system efforts. The goal is to circulate a draft of definitions to the KWIB in March and meeting every other month through the end of the year to focus on the 2019, 2020 and 2021 expenditures for review.

Additionally, the Memorandum of Understanding (MOU) sub-committee met and went over broad asks including to get each cabinet general counsel ready to review functions. They plan to get back together in early April to allow the GC's to get documents back for review.

Beth Davisson lifted Sector Strategy gainful employment discussion that was had in the Education attainment and employer engagement meeting. Stefanie Ebbens Kingsley added that the goal is to look at the supply and demand sides within the occupations in high demand industries to address them going forward. When high demand industries wages were first set \$35,000 was the average of all occupations established in 2011. We need to work on an annual review process where KYSTATS

data could be reviewed annually and wages adjusted so that we are not building pipelines into poverty wages. We need to build in benchmarks and will work on how to do that going forward.

Childcare continues to be a huge challenge and is an example of wages not being set to the need for a livable wage. Heidi Margulis suggested the KWIB entering a strong statement of concern and support to move on changes in legislation.

There is a working group meeting next week around this topic within the Sector Strategies sub-committee.

Family Resource Simulator discussion

Stefanie Ebbens Kingsley shared that video's around the Family Resource Simulator have been completed and first drafts sent to the Communications team to start piecing together video clips with their raw data and build a tool that can be used by service-providers and to begin conversations with legislators. This video will not tie into anything in this legislative session.

At the request of the Executive committee last meeting, Jacob McAndrews, KWIB Coordinator, will be submitting a request to pursue up to \$100,000 to conduct an analysis of the Family Resource Simulator. This analysis will reveal where "benefit cliffs" are occurring and allow the KWIB to better fulfill its role as an advisory body on workforce issues. Specifically the KWIB will use this analysis to make policy recommendations that will allow those in the workforce to gradually "ramp" off of benefits and eliminate disincentives to work.

Stefanie lifted that we would like a full quarterly time before a KWIB board meeting to analyze and review best next steps, anticipating late summer or fall time frame.

Consent Agenda

Stefanie Ebbens Kingsley shared that Morgan Eaves is the new Legislative Liaison for the Education and Labor Cabinet. They will be working together to create and review policy around what the KWIB does so that we can flow more seamlessly during administrative changes.

The consent agenda is a more streamlined way of conducting business complying to 'Roberts Rules of Order'. Stefanie lifted that we would use this primarily as it relates to the Work Ready Community certifications, the one-stop certifications and anything else that may be otherwise require review of a list for approval or discussion. Kevin Smith has reviewed and appreciates this direction that also lifts engagement into the process.

The next Executive Committee meeting is March 10th.

ADJOURNMENT 11:59 PM

Kevin asked for any other business and as there was none, Heidi Margulis moved to adjourn. Mary Pat Regan seconded; *motion carried* to adjourn.

Kentucky Employment: December 2021
(Seasonally Adjusted)

	Dec 2021	Nov 2021	Dec 2020	OVER-the-MONTH		OVER-the-YEAR	
				Change	Rate	Change	Rate
Civilian Labor Force	2,002,624	1,997,373	1,982,759	5,251	0.3%	19,865	1.0%
Employment	1,923,807	1,915,702	1,871,847	8,105	0.4%	51,960	2.8%
Unemployment	78,817	81,671	110,912	-2,854	-3.5%	-32,095	-28.9%
Unemployment Rate	3.9%	4.1%	5.6%	-0.2%	-	-1.7%	-
U.S. Unemployment Rate	3.9%	4.2%	6.7%	-0.3%	-	-2.8%	-
Total Nonfarm Employment	1,903,300	1,895,000	1,841,800	8,300	0.4%	61,500	3.3%
Private Sector Employment	1,604,600	1,595,800	1,552,800	8,800	0.6%	51,800	3.3%
Goods Producing Industries	341,600	338,800	328,500	2,800	0.8%	13,100	4.0%
Mining and Logging	6,900	6,800	7,400	100	1.5%	-500	-6.8%
Construction	84,300	82,500	79,000	1,800	2.2%	5,300	6.7%
Manufacturing	250,400	249,500	242,100	900	0.4%	8,300	3.4%
Durable Goods	161,500	160,600	155,000	900	0.6%	6,500	4.2%
Non-durable Goods	88,900	88,900	87,100	0	0.0%	1,800	2.1%
Private Service Providing Industries	1,263,000	1,257,000	1,224,300	6,000	0.5%	38,700	3.2%
Trade, Transportation, & Utilities	415,900	414,700	404,500	1,200	0.3%	11,400	2.8%
Wholesale Trade	75,700	74,900	72,300	800	1.1%	3,400	4.7%
Retail Trade	211,200	211,700	206,500	-500	-0.2%	4,700	2.3%
Transp, Warehousing, & Util.	129,000	128,100	125,700	900	0.7%	3,300	2.6%
Information	20,200	20,100	20,000	100	0.5%	200	1.0%
Financial Activities	95,300	94,600	94,000	700	0.7%	1,300	1.4%
Finance and Insurance	73,300	72,900	73,900	400	0.5%	-600	-0.8%
Real Estate, Rental & Leasing	22,000	21,700	20,100	300	1.4%	1,900	9.5%
Professional and Business Services	207,000	206,800	209,100	200	0.1%	-2,100	-1.0%
Prof, Scientific, & Tech Services	78,500	78,400	76,600	100	0.1%	1,900	2.5%
Management of Companies	20,000	19,800	19,700	200	1.0%	300	1.5%
Admin & Support & Waste Mgmt	108,500	108,600	112,800	-100	-0.1%	-4,300	-3.8%
Educational & Health Services	282,700	282,900	277,200	-200	-0.1%	5,500	2.0%
Educational Services	28,800	29,100	26,300	-300	-1.0%	2,500	9.5%
Health Care & Social Assistance	253,900	253,800	250,900	100	0.0%	3,000	1.2%
Leisure and Hospitality	178,900	174,500	158,200	4,400	2.5%	20,700	13.1%
Arts, Entertainment & Recreation	24,200	23,900	22,800	300	1.3%	1,400	6.1%
Accommodation & Food Services	154,700	150,600	135,400	4,100	2.7%	19,300	14.3%
Other Services	63,000	63,400	61,300	-400	-0.6%	1,700	2.8%
Government	298,700	299,200	289,000	-500	-0.2%	9,700	3.4%
Federal	34,700	34,800	34,900	-100	-0.3%	-200	-0.6%
State	86,700	88,200	85,300	-1,500	-1.7%	1,400	1.6%
Local	177,300	176,200	168,800	1,100	0.6%	8,500	5.0%

Sources: Kentucky Center for Statistics, Kentucky Education & Workforce Development Cabinet.
Bureau of Labor Statistics, U.S. Department of Labor.



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via phone: USA 8888227517 (US Toll Free)

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- Consent agenda discussion
Adrian Jacobs, Staff Attorney
Office of Legal and Legislative Services
(Pre-read information provided)
- Adjournment
Kevin Smith, Chair, Beam Suntory



KWIB Executive Committee Meeting

DRAFT MINUTES

January 10, 2022; 4:00pm – 5pm EST

Via zoom - Join from PC, Mac, Linux, iOS or Android:

<https://us06web.zoom.us/j/84147535399?pwd=b1ovSkZZRGJHb1NybWtQVi9aUUZvdz09>

Password: 1aNWXg

MEMBERS PRESENT: Kevin Smith, Kim Menke, Lori Ulrich, Heidi Margulis, Scott Pierce

OTHERS PRESENT: Stefanie Ebbens Kingsley, Scott Secamiglio, Adrian Jacobs, Jacob McAndrews, Debbie Dennison,

4:12 PM CALL TO ORDER

Kevin Smith, KWIB Chair called the meeting to order and welcomed everyone.

11/30/21 minutes provided in pre-read packet and Kevin asked if there were any changes; no changes requested and motion to approve lifted by Scott Pierce and seconded Kim Menke. *Motion carried* unanimously.

Stefanie Ebbens Kingsley provided updates on the State Plan modification working groups and the timeline change; modifications now due March 15, 2022. Next meeting is January 19th where we should receive recommendations from the working groups as to changes and modifications to the plan language. Next Executive Committee meeting is January 26, 2022 where we will review.

Discussion around sectors and aligning new occupations and broadening the scope to include childcare/early childhood into Healthcare. We would like the Work Ready Scholarships to include childcare/early childhood pathways. Stefanie asked the committee if they would like to create a policy around the review of sectors, annually. Board members wanted to open the conversation not just to Healthcare, and Kim Menke commented that all industries would like the opportunity to expand those occupations. Stefanie recommended to review the all five current sectors, to work with KY Stats on metrics around the sectors and present those metrics to the Executive Committee next meeting. Scott Pierce made motion to proceed on reviewing expansion of all five high demand sectors, and referred the matter to committees for further presentation on metrics and policy and Heidi Margulis seconded the motion. *Motion carried* unanimously.

Additional discussions around sectors and strategy were had. Suggestion to identify common occupations across sectors for the greatest impact was made. Further suggestion to support and present recommended expansion of list to the KWIB in March was made. Motion was made by Scott Pierce and Lori Ulrich seconded the motion. *Motion carried* unanimously.

“Good Jobs Challenge” grant partnerships with Chamber, Education, Office of Employer and Apprenticeship Services and KCTCS continues; while focus on Healthcare, critical care nursing as the target and Advanced manufacturing, including a general manufacturing pathway, in addition to Kentucky’s signature industries of in distilling and AgriTech. Goal is to reward employers who

implement best practices. Stefanie will be meeting with KCMA and the veteran community on how to include SkillBridge (like TPM) into the submission.

Stefanie Ebbens Kingsley lifted that at the next Executive Committee meeting, the OLLS (Office of Legal and Legislative Services) would present utilizing a consent agenda in meeting format. This would especially be beneficial for the certifications and approvals of Work Ready Communities reviewed by that committee for approval by the KWIB.

The Family Resource Simulator has been updated by KY Stats and the Workforce Participation and Sustainability committee would like to begin researching policy recommendations. Per the WPS minutes - The Workforce Participation and Sustainability Committee recommends that the KWIB endorse approval of funds to pay for policy analysis related to public benefit eligibility, with a goal of identifying possible policy changes to mitigate the work disincentives which the current public benefit structure presents to many Kentuckians and identify which incentive or work support programs have the largest impact on workforce participation. Heidi Margulis moved to approve research and Kim Menke seconded the motion. *Motion carried* unanimously. Materials for review will be sent to the committee and additional discussion will be had at the next Executive Committee meeting. Funding options to procure services will also need to be gathered.

The next Executive Committee meeting is January 26th and KWIB staff will send updated calendar to the committee in post meeting packet.

ADJOURNMENT 4:59 PM

Kevin asked for any other business and as there was none, Scott Pierce moved to adjourn. Kim Menke seconded; *motion carried* to adjourn.

Open Meetings Quick Guide

Consent Agendas and Motions

Consent Agendas: groups routine meeting discussion points into a single agenda item. The grouped items can be approved in one action, rather than through the filing of multiple motions.

- On meeting day, clerks include the consent agenda as part of the meeting agenda or as a separate agenda document.
- At the start of the meeting, the meeting chair asks meeting attendees if anyone want to discuss any items listed on the consent agenda.
- If it is determined that an item on the consent agenda requires discussion, it is removed from the consent portion and addressed individually. For future meetings in which there is no question or concern over the item, it may be placed back into the agenda's consent portion.
- An item from the consent agenda must be moved at the request of any committee member if the individual wants to vote against the specific item-as the item no longer has the committee's consolidated approval.
- Consent agendas may not be used to force the approval of items through a process that eliminates their review.
- The meeting chair reads aloud the remaining consent items and may move to adopt the consent agenda as a whole. A vote doesn't need to be taken on the consent agenda. Instead, the items may be approved, pending the absence of any objections.
- The clerk includes the full text of all resolutions and reports approved as part of the consent group in the minutes.

What can be included in the consent agenda?

1. Topics of a routine/recurring nature
2. Procedural decisions
3. Non-controversial issues that do not require debate or deliberation
4. Items previously discussed for which the committee has come to a consensus, but that still need an official consent.

Making Motions

When a member wishes to make a motion, the following should occur:

1. Speak in a clear and concise manner.
2. State the motion affirmatively.
 - a. "I move that we..." **NOT** "I move that we do not...."
3. Wait for another member to second the motion.
 - a. If another member does not immediately second the motion, the Chair will call for a second.
4. If there is no second, the motion is 'lost' and does not move forward.
5. If the motion is seconded, the motion will be put before the body.

Once a motion has been made and seconded the Chair will put the motion before the body by acknowledging the movant and second then restating the motion

“It has been moved by Ms. Doe and seconded by Mr. Smith that we....”

Motion Types

- In addition to the standard motion to bring business before the assembly, there are numerous procedural motions available to members during a meeting.
- Motions fall into three broad categories:
 1. Main motions- these motions have an order of preference and may only be brought at certain times. Motions with a higher preference may interrupt a motion currently before the assembly.
 2. Incidental Motions- these motions may arise at any time and are decided immediately.
 3. Motions that bring a question before the assembly-these motions may only arise when nothing else is pending before the assembly.

Main Motions

Purpose	Movant Says	Interrupt	2 nd Needed	Debate	Amend	Vote
End the meeting	I move to adjourn	No	Yes	No	No	Majority
Request a break	I move to recess for...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day*	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited/extended to...	No	Yes	No	Yes	2/3

Postpone to a certain time	I move to postpone the motion to...	No	Yes	No	Yes	Majority
Refer to Committee / Workgroup / Dept. Staff	I move to refer the motion to Committee / Workgroup / Dept. Staff.	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill main motion	I move the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or “to”]...	No	Yes	Yes	Yes	Majority

Incidental Motions

PURPOSE:	YOU SAY:	INTERRUPT	2ND	DEBATE	AMEND	VOTE
Enforce rules	Point of Order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3

Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
Request for information	Point of information	Yes if urgent	No	No	No	None

Motions to Bring a Questions Back Before the Assembly

PURPOSE:	YOU SAY:	INTERRUPT	2ND	DEBATE	AMEND	VOTE?
Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority