



KWIB
Executive Committee
Meeting

AGENDA
February 16, 2023
3:00pm – 4:30pm EST

Zoom

JOIN FROM PC, MAC, LINUX, IOS OR ANDROID:

<https://us06web.zoom.us/j/86004306355?pwd=TDBjeVRTTG1LYjk2aHlxU253cTNmQT09>

Meeting ID: 860 0430 6355

Passcode: 628529

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- 3:00pm Call Meeting to Order / Welcome

*Kim Menke Chair,
Toyota Motors and Manufacturing of Kentucky (TMMK)*

 - NGA Washington DC

 - 3:10pm Quarterly Agenda Planning

*Kim Menke Chair,
Toyota Motors and Manufacturing of Kentucky (TMMK)*

 - Cabinet updates – WorkShare, Everybody Counts, Digital Wallet/LER, Broadband Digital Equity
 - Strategic Plan – Status Review
 - Committee & Workgroup Frameworks Integration
 - WRC Revamp
 - State Plan Timeline & Board Involvement
 - KY Workforce Board Chair Council & Statewide Workforce Executive Committee Annual Meeting
 - Collaborative Update: Jobs on Day One Initiative
 - Collaborative Next meeting: Work-Based Learning Ecosystem
 - Location: Paul Sawyer Library, Frankfort KY / KDLA participation
 - Consent agenda: WRC, One Stop Certifications, CTE, Perkins

➤ 3:40 pm Discussion Topics 1

*Alisher Burikhanov
Executive Director, KWIB*

- *Jobs For the Future (JFF) Quality Jobs Academy*
- *Office of KWIB Registered Apprenticeship*
- *Statewide Council for Vocational Rehabilitation recommendation*
- *Veterans and Transitioning Servicemember (VATS)*

➤ 4:10pm Discussion Topics 2

*Debbie Dennison
Deputy Executive Director, KWIB*

- *Inclusive Workforce Summit (RETAIN) – 9/13/23*
- *Policy updates / overview*
- *CPE Youth Summer programs*
- *Benefit Cliffs updates*

➤ 4:20 pm New Business

Kim Menke Chair

➤ Adjournment



KWIB Executive Committee Meeting

DRAFT MINUTES

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Attending: Heidi Margulis, Scott Pierce, Amy Luttrell, Lori Ulrich, Beth Davisson, Kim Menke, Kevin Smith, Alisher Burikhanov, Sarah Ortkiese, Scotty McFarlan, Elishah Taylor, Sara Jagers, Debbie Dennison

3:00 pm EST

Welcome

Kim Menke, Chair welcomed the members and let them know that he and **Alisher Burikhanov, KWIB Executive Director**, had a great experience at the National Governor's Association in Washington DC. He shared that the workforce development programs are shifting from compliance to strategy with the approach and goals to help those in need. Kim shared that there were states that had downloaded our Strategic Plan and were using it as a benchmark for their state boards. He and Alisher will combine and share notes from the event with the group when compiled. He hopes to use those in discussion as this committee and the KWIB move forward.

Kim asked Alisher if he would like to share further and Alisher said that he came back energized to lift the KWIB up further as the strategic visionaries in a critical role to solve Kentucky's workforce participation challenges. Kim shared that he spoke to KAM and BAMA earlier in the week and shared some of the nationally discussed initiatives with these workforce partners including the use of lifting up best practices and identifying and acting on challenges uncovered.

Quarterly Agenda Review / Discussion

Kim reminded the committee that at this meeting we are to discuss the agenda for the upcoming KWIB Quarterly Board meeting and he began to walk through the list agenda items. He and Alisher briefly walked through Cabinet updates. **Heidi Margulis** suggested providing a paragraph on what the items are in the pre-read packet and even prior to the Executive Committee to provide input before finalized to the broader group. Alisher confirmed that staff will compile and provide.

Alisher shared the work being done on the **objectives and goals matrix** and hopes to have a more finalized version for the upcoming board meeting. The committee focus and framework will result in objective and goals identified as priorities. Discussion will be had at the upcoming Quarterly Board Meeting on March, 16, 2023.

Lori Ulrich, KWIB Vice-Chair and Chair of the Work Ready Communities committee shared that a deep dive will be conducted with economic development professionals and local stakeholders on the program to identify best and most valuable paths forward. Across the state meetings will be held.

Alisher shared that the **2024 State Plan** work is beginning and we will share a recommended timeline with course of events at the upcoming board meeting, along with requests of the board as their involvement as business, industry, and labor strategists is critical. Discussions around the effects of a plan to business and industry leaders will be crucial while considering service delivery and promoting outcomes desired by the federal government. **Beth Davisson** and **Kevin Smith** shared their similar discussions in the Chamber board

meetings. They have been looking at metrics that would indicate that by 2027, 140,000 new workers will be required in Kentucky. They are looking into metrics around how many in what industries to be prepared. The use of a graphic, like a thermometer, with levels up to goal, like United Way has used may be a helpful illustration, for example. Beth shared workforce data shared in the past including: [Kentucky's Workforce: Progress and Challenge, 2018](#) and [Projected Workforce Needs in Kentucky](#).

Kim shared that he would look to lead a **KY Workforce Board Chair Council** where each state and local board chair will come together quarterly and share initiatives, barriers and opportunities. Additionally, he recommended that a **Statewide Workforce Executive Committee** meeting be convened annual between state and local area boards. Dates and aspirations to be shared at the upcoming meeting.

Alisher shared about the **Onboarding** event upcoming at 10am EST the morning of the board meeting. The onboarding will be held at 500 Mero Street on the 4th floor where staff will walk through WIOA law, the ecosystem of stakeholders, goals of the board, and enlist committee participation. Participation of the Executive Committee members was encouraged at the onboarding for connectivity and mentorship opportunities. Kim shared that the **in-person board meeting will be held in Frankfort at the Paul Sawyier Library** and the goal is to host upcoming meetings at other convenient locations across the state. Alisher lifted that the KY Department of Library and Archives (KDLA) is a workforce partner and we would recommend allowing them five minutes to present on their work in the ecosystem. The committee agreed.

The recent **Collaborative Board** meeting focused on stakeholder discussion around the *justice-served populations*. We have heard tremendous feedback on the meeting and will be convening a workgroup in late February to drive action towards common goals. The next Collaborative board meeting will be **April 20, 2023**, and will focus on discussion around **Work-based Learning** and how to additionally engage stakeholders and businesses into this effort. Alisher reiterated that the KWIB board drives the strategies of good workforce participation and the Collaborative partners help to build the stakeholder teamwork and implementation.

Alisher shared topics for discussion beginning with **Jobs for the Future Quality Jobs Academy** opportunity by the Department of Labor (DOL). He proposed that KWIB be the lead entity in coordination with the local boards to take advantage of this opportunity being provided to collaborate with other state workforce individuals. The academy will focus on what it takes to make a quality job and will invite 5 participants (1 state, 1 local, 2 business and industry and 1 labor) from the state to participate alongside other successful participants. KWIB would like to pursue with a focus on manufacturing and distilling. Staff will move forward and update the board.

Alisher shared that the Office of KWIB **Registered Apprenticeship** program has been presented to allow for professional development and growth for our Administrative Assistant staff into program management type roles. This opportunity is important as we continue to leverage the importance of apprenticeships with businesses and are engaging in our own recommended efforts. The apprenticeship will offer training and additional tools to staff for continued development. Alisher lifted that Amy Luttrell has been the KWIB representative on the **Statewide Council for Vocational Rehabilitation** and her term is coming to an end. Johnny Collett, Human Development Institute Deputy Director is being recommended as Amy's replacement on this council on behalf of the KWIB. Discussion was had as to the council's purpose, engagement with members and that Amy would provide feedback to council organizers prior to leaving. If Mr. Collett is interested, the committee agrees on the recommendation. Amy Luttrell offered to reach out to Johnny to share her experience with him.

The **Veterans and Transitioning Servicemembers (VATS) Symposium** held in November was successful and Alisher lifted that communications continue with Dr. Dallas Kratzer and Jason Hutchinson, Executive Director of the Career Development Office to continue to focus on veteran outreach and providing resources to employers to become Veteran-Ready. Alisher will be meeting with them on Friday, February 17th and provide additional information.

Debbie Dennison, Deputy Executive Director of the KWIB, shared additional topics of discussion. An Inclusive Workforce Summit will be held in Lexington on September 13, 2023 and sponsored by the Chamber and others focused on sharing information on RETAIN (Retaining Employment and Talent after Injury / Illness Network). Kathy Sheppard-Jones, Executive Director of the Human Development Institute (HDI) has invited the KWIB to be presenting sponsors. Debbie shared that she is inquiring as to what that entails and will share more as she has information.

Debbie shared that **2022 policies** that had been previously discussed had been distributed to the local area directors for comment and shared the findings. There are several that are ready to be shared with the KWIB for a vote. There are three that have been indefinitely tabled for a later date discussion. There are several that were commented on, reworked and have been redistributed for additional review and comment. These policies came up as a result of an audit with the Department of Labor and while they are not mandatory, they are considered the gold-standard of policies for states to have around workforce policies and guidelines. Clarifying questions were asked of Scotty McFarland, Deputy General Counsel who shared information. Additionally, there are existing policies and guidance that have been updated for formatting and reissue dates of March 1 that will be finalized and posted to the KWIB site. For additional information on the policies, please reach out to Debbie Dennison.

Debbie shared information on the **Council of Post-secondary Education (CPE) Youth Summer programs**. CPE is offering grants for summer bridge programs to help students prepare for college. The information from CPE has been shared with the local area directors for follow up if interested. For more information about the grants and proposal process visit: cpe.ky.gov/news/announcements.html.

Finally, Debbie shared information on the **Benefits Cliffs** work being done in partnership with the Cabinet for Health and Family Services (CHFS). The chosen vendor has outlined a three-phase project that includes 1) identifying preliminary findings; 2) reviewing and analyzing areas of expansion and 3) providing an economic analysis and policy recommendation product. There are working groups convening through April with final products due in June 2023. For additional information, please reach out to Debbie Dennison.

ADJOURNMENT 4:30 PM

Kim asked for any other business and as there was none, so the meeting was adjourned.

Policy Number	Policy Name	ACTION	Notes
22-002	Individual Training Account (ITA)	Tabled Currently	Local Areas have their own respective policies on ITAs that account for the needs in their areas
22-006	Minimum Participant Cost Rate (MPCR)	Tabled Currently	
22-011	Utilization of Work-Readiness Certificates	Tabled Currently	
22-004	Allowable Costs	Ready for KWIB voting	Policies marked "Ready for KWIB voting" have been circulated, revised in light of feedback, and recirculated to the local area directors for any additional feedback. No comments were received, and thus the "Ready for KWIB voting" policies are ready to be tendered to the KWIB for review and approval at their next quarterly meeting on March 16. Edits to the Allowable Costs policy include formatting, policy number change, change DWI to DWD, remove reference to American Job Center, include exceptions to Buy American Act, add clarifying examples.
22-005	Common Exit form WIOA Partner Programs	Ready for KWIB voting	Revisions included change "the case worker should do a follow up call in 5 days" to "the case worker should do a follow up call in 10 days"; change policy number.
22-006	Title I Formula Allocation Methodology	Ready for KWIB voting	Revisions included change policy number and formatting.
22-007	Trade Reconciliation Policy	Ready for KWIB voting	Revisions included change policy number, formatting, general clean-up of language.
22-008	Veterans Referral Process	Ready for KWIB voting	Revisions included change policy number, formatting, change American Job Center to Kentucky Career Center.
22-009	Financial Reporting	Ready for KWIB voting	Revisions included change policy number, formatting, remove DWI reference.
	Std Operating Procedures for Veterans State Grant (JVSG)	Ready for KWIB voting	No revisions
22-010	Guidance RE: Rapid Response, Rapid Response Additional Assistance, and Layoff Aversion Strategies	In Recirculation	Policies marked "In Recirculation" have been circulated, revised, and recirculated to the local directors for comment on or before February 17. It is anticipated that this second set of policies will also be ready for KWIB review and approval at the March meeting. For the Rapid Response Guidance, revisions included combining two previously separate policies into one and including the Rapid Response Manual as an Attachment; change policy number.
22-011	Guidance RE: Federal Bonding Program	In Recirculation	Following a meeting between Amy Glasscock and Michelle DeJohn, this Guidance was revised for clarity and to include three Attachments for reference; change policy number.
22-012	Data Validation Policy	In Recirculation	Revisions included clarifying language and to state that data validation will occur on an annual basis (not quarterly); change policy number.
22-013	Sanctions Policy	In Recirculation	Revisions included clarifying language and to remove any role of the KWIB in the corrective action / sanctions process.
22-014	Monitoring Policy	In Recirculation	Revision included clarifying language and to provide for virtual monitoring with the option of on-site at DWD discretion; change policy number.

Policy Number	Policy Name	ACTION	Notes
15-002	WIOA Interlocal Agreements CLEO and LEO Roles and Responsibilities	updating format and reissue date for consistency	
16-006	WIOA Adult Priority of Service	updating format and reissue date for consistency	
16-008	Transfer of Funds between Adult and Dislocated Worker Local Formula Funds	updating format and reissue date for consistency	
17-001	Local Workforce Development Board Staff	updating format and reissue date for consistency	
17-002	Internal Controls Conflicts of Interest; Requirements, Entities Performing multiple functions	updating format and reissue date for consistency	
17-003	Recapture and re-allotment	updating format and reissue date for consistency	
18-001	Co-Enrollment Requirements for All One-stop partners	updating format and reissue date for consistency	
20-003	Supportive Services Guidance	updating format and reissue date for consistency	
21-004	Workforce On-line Reporting for Kentucky (WORK) System monthly expenditures	updating format and reissue date for consistency	
21-006	Electronic Power of Attorney	updating format and reissue date for consistency	
21-006	WOTC Conditional Certification Program	updating format and reissue date for consistency	
21-007	Local and Regional Plans	updating format and reissue date for consistency	
22-001	Data Entry	updating format and reissue date for consistency	
22-002	WIOA Case Notes	updating format and reissue date for consistency	