



**FY18 MINUTES**

**NORTHERN KENTUCKY WORKFORCE INVESTMENT BOARD**

**Northern Kentucky Area Development District**

**Special Meeting**

**Monday April 9, 2018**

**2:00 pm**

Chairperson Andrew Aiello called the meeting to order at 2:40 pm

**SELF-IDENTIFICATION OF MEMEBRS**

**None**

**MEMBERS PRESENT**

- Andrew Aiello
- Kevin Bonhaus
- Jackie Coleman
- Brent Cooper
- Dana Dobbs
- Fernando Figueroa
- Dave Fleischer
- Chris Fridel
- Jeff Greelish
- Dave Schroeder
- Janet Harrah
- Kristi Henry
- Ryan Henson
- Polly Lusk Page
- Laura Scroggins
- Alecia Webb-Edgington
- Rhonda Whitaker
- Wade Williams

**Staff**

- Jason Ashbrook
- David Klokner
- Katie Jo Berkshire Kirkpatrick
- Liberty Kordish
- Tonia Slone
- Barbara Stewart
- Dena Shea

**MEMBERS EXCUSED**

- Chris Bateman
- Michelle Cestaric
- Natalie Cummins
- Vera Hall
- Carissa Schutzman
- Ken Shotts
- Robert Stafford
- Florence Tandy

**Absent**

- Chad Day
- Timothy Donoghue
- Michelle Tyson
- Brandon Thompson
- John Baines

**Guest**

- Ellen Bates – Brighton Center
- Talia Frye – Brighton Center
- Tracy Williams – Kentucky Health Project Team
- Correy Eimer – Brighton Center
- Heather Mullins – Brighton Center
- Kristi Putman - CHFS
- Melissa Sommer – Brighton Center
- Jarrett Spisak – Brighton Center

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### Guest

Jessica Fletcher – Governor’s Office

Adam Walker – Governor’s Office

Matthew Webster – Boone County Fiscal Court

Ingrid Washugh - GCTC

Douglas Beard- OET

### Action Item

Barbara Stewart – Presented the Medicaid implementation plan. Staff recommendation was for a 3-tier process plan.

1. A combination of NKADD contract pilot staff and OET currently serving clients and will continue once Medicaid clients begin utilizing the KCC. NKADD contract pilot staff will continue until a direct service provider is chosen and trained.
2. Staff will release a WIB/DWI approved RFP May 1, 20018. The RFP will request an agency to offer direct services to client within the KCCs and other locations in counties without KCCs. Current NKADD pilot staff will overlap direct provider staff until provider staff is hired and trained by Sept. 15. Four NKWIB Medicaid Administrators will be hired to provide support and oversight.
3. Implementation will begin utilizing a county-by-county rollout schedule

### Timeline

- Contract SNAP Pilot Staff (NKADD) starts in May ends September
- RFP Direct Services Release 5/1, Proposals due 6/11 Program/Youth reviews 6/10, KWIB decides 7/10, and full transition 10/1
- KEE-Suite Administrators (NKADD) Starts in May
- County Rollout starts 7/1

**NKWIB reserved the right to delay the 2<sup>nd</sup> rollout based on active numbers from first rollout.**

### Goals

Goals are to develop the capacity of this underserved talent pool to ensure success in gaining employment.

### Target Market Analysis

The target market is Medicaid recipients to participate in Community Engagement. The state has projected that the KCCs will serve approximately 40% of the total expanded Medicaid group or approximately 8,100 for the first year.

### Execution

Medicaid/KCC program is voluntary. Clients have options outside of the career center to meet their Community Engagement hours. The Community Engagement requirement, however, is mandatory. Clients who choose to enter the program will have an opportunity to build soft skills, as well as, professional skills by choosing a variety of KCC activities designed to enhance skills and build resumes. Clients will choose a combination of activities to meet their required work hours and to continue

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receiving benefits. Client activities are tracked and uploaded into Kee -Suits, either through Citizen Connect, mail or dropping documents at the KCC office. Medicaid Administrators will be responsible for verifying any documents that have been entered in KEE-Suite.

Clients will have an opportunity in a variety of workshops. Clients in the lower counties or who struggle with transportation will be able to access workshops online.

### Performance/Outcomes

Performance will be dictated per contract and reports will be submitted monthly.

### Program Management Summary

The four Medicaid Administrators will provide:

- ✓ Technical system and policy assistance
- ✓ Oversight for assessment timelines
- ✓ Document review
- ✓ Programmatic compliance
- ✓ General troubleshooting
- ✓ Partner and agency coordination
- ✓ Coordination of for profit and nonprofit sites
- ✓ Reporting

In staff Capacity training webinar on 3/23/2018, Deloitte staff stated, increased numbers will require more proactive management. Responsibilities of the Medicaid Administrators will include offering direct service staff a wide array of Kentucky Career Center options; including, but not limited to, Focus Talent and Focus Career assistance, KEE-Suite assistance, solution based client options, client activity options, connections to DCBS and General troubleshooting.

A Pilot Contract Staff Job Description was furnished with Responsibilities/Duties.

Barbara Stewart reported on the Medicaid Project Budget Allocation. The Allocation \$1,624,680.00 NKADD startup cost 5/ 2018 – 9/ 2018 \$256,846.36 this startup cost is not included in the allocation of \$1,624,680.00

Board support year 1 cost 10/2018 – 6/2019 \$272,632.40

Board Support year 2 cost 7/2019 – 6/2020 \$344,854.11

Allocation remaining \$1,279,825.89

The first year will mainly be data collection

### Media/Communication/Messaging Responsibility Plan

The State of Kentucky released a Media Guideline. All Media inquiries and requests concerning the Kentucky Health program and policy-related questions should be directed to the Education & Workforce Cabinet Communications Director, Jessica Fletcher. She can be reached at 502-564-9908 or [Jessica.fletcher@ky.gov](mailto:Jessica.fletcher@ky.gov).

Media inquiries concerning local workforce area business, process and programs may be handled by local communications designee(s) of the LWDB.

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The Kentucky Health communications team can offer written and verbal support for media inquiries upon request. The team will provide standard talking points and language concerning key topics for use by the LWDB in responding to local request for information.

In the event there is concern on the part of either party about materials or messaging, the LWDBs and Kentucky Health team will work together to resolve such concerns.

### **Motion**

Brent Cooper moved to approve the strategies reflected in the implementation plan, timeline, and budget and agreed to by the State and to authorize the Chair to sign the MOA as discussed and negotiated. Second by Dana Dobbs, motion carried.

**ADJOURNMENT** –Andrew Aiello adjourn the meeting at 3:55 pm.

aa/ds