

**Thomas P. Clark History Center
Frankfort KY**

1:30 CALL MEETING TO ORDER

Minutes of February 2017 KWIB Meeting.....*Hugh Haydon, Chairman
Kentucky Bioprocessing, Inc. of Owensboro*

1:40 PRESENTATION AND DISCUSSION

“Help Wanted Campaign Kick Off for WorkReady Scholarships”

Education and Workforce Cabinet Updates.....*Hal Heiner, Secretary and Member
Education and Workforce Development Cabinet*

Sector Strategies Initiative in Kentucky.....*Melissa A. Aguilar, Executive Director
Kentucky Workforce Innovation Board*

Medicaid Engagement with KWIB.....*Kristi Putnam, Executive Advisor
Cabinet for Health and Family Services*

2:15 ADMINISTRATIVE AND STRATEGIC ITEMS

ADMINISTRATIVE

○ WIOA Update.....*Beth Kuhn, Commissioner
Department of Workforce Investment*

○ Strategic Plan Update.....*Melissa A. Aguilar, Executive Director
Kentucky Workforce Innovation Board*

STRATEGIC

● **Committee Updates**

○ Business and Education Alignment Committee.....*Jason Luring, Member Chair
Catalent Pharma Solutions*

○ Best Practices and Solutions Committee.....*Danette Wilder, Member Chair
Sealing Life Technologies*

○ Data, Performance and Accountability Committee.....*Rob Southard, Member Chair
Southern Star Energy*

○ Policy and Process Committee.....*Pat Murphy, Member Chair
UPS*

● WorkReady Certifications.....*Kurt Krug, Member
INOAC, Inc.*

3:15 OTHER BUSINESS / DISCUSSION

3:30 ADJOURNMENT

MEMBERS PRESENT: Jared Arnett, David Boggs, Sharon Fields, Parvin Gibbs, Secretary Terry Gill, Judge Michael Hale, Lt. Gov. Hampton, Hugh Haydon, Secretary Hal Heiner, Rodney Hitch, Kurt Krug, Amy Luttrell, Pat Murphy, James Neihof, Lynn Parrish, Scott Pierce, Mike Price, Secretary Derrick Ramsey, Rob Southard, Terry Spears, Mayor George Steele, Reecie Stagnolia for President Bob King, Mary Taylor for Commissioner Stephen Pruitt, Dr. Rhonda Tracy for Dr. Jay Box, Carla Webster and Danette Wilder

CABINET STAFF PRESENT: Melissa A. Aguilar, Allison Flanagan, Jessica Fletcher, Chief of Staff Andy Hightower, Commissioner Beth Kuhn, Deputy Secretary Brad Mitchell, Mary Pat Regan, Susan Riddell, Kelly Thomas, Karla Tipton and Isaac VanHoose

CALL TO ORDER

Minutes of November 17, 2016 KWIB Meeting

ACTION: A motion was made by Scott Pierce to approve the November 17, 2016 minutes. Parvin Gibbs seconded. Motion carried.

PRESENTATION AND DISCUSSION

Student Presentation

Judge Hale introduced Beth Malcom with the Kentucky YMCA and student guests, Grant Marcum, Will Harris and Ally Jones. Will Harris and Beth Malcom co-presented on Kentucky YMCA student leadership programs which center around a theory of change—spark students' interest in a way that promotes change in them and then empower them to promote change. Judge Hale encouraged local workforce boards to collaborate with the YMCA.

Education and Workforce Cabinet Updates

Secretary Heiner updated the board on Cabinet related news and recent legislation including the following:

- Project Lead the Way (PTLW) has provided a 1 million dollar grant for eastern Kentucky, a ½ million-dollar grant for the state as a whole and a one million dollar matching grant.
- Amazon is opening a hub in Northern Kentucky.
- Work Ready Skills Projects—Board members received a list of the 25 projects awarded \$65.5 million between them and leveraging \$84.5 million in matching funds, including approximately \$64.1 million in cash and \$20.4 million in-kind. Round two will be announced for \$34 million in May.
- In Jan., the Gov. signed an Exec. Order for Work Ready KY Scholarships; \$15.9 million has been set aside for scholarships in Kentucky's top five industries for individuals who do not yet have a 2-yr. degree. Top five industries are Healthcare, Construction, Advanced Manufacturing, Business / IT and Transportation / Logistics.
- The Career Center Reorganization took effect today. The ten workforce areas have been reorganized into a 12-hub structure with two hubs in West Kentucky and EKCEP and one hub in each of the eight remaining areas. Ninety-five people were transferred out of OET. Local workforce boards are determining where satellites will be located. OET staff can be mobile and travel between the hub and satellites. The focus on career centers has been on benefits; the goal is to shift the focus to finding jobs.
- Legislative issues
 - UI & Successorship—the way the UI law is currently written makes it difficult for struggling businesses to be sold because anyone purchasing the business inherits a high UI rate. Legislators are looking at ways to change the law so that there is not a natural advantage to going into bankruptcy.

The two groups have decided to join into one committee moving forward both to continue updating the criteria and to review applications.

The Kentucky Work Ready Communities Review Panel met on January 27th to review two applications for certification as a Work Ready Community, three applications for certification as Work Ready in Progress and two extension requests.

ACTION: Based on the recommendation from the review panel, Mr. Krug motioned that the KWIB certifies Anderson and Graves Counties as Work Ready and Carter, Clinton, and Pendleton counties as Work Ready in Progress and grants a two-year extension to Mason and Todd Counties. Carla Webster seconded the motion. Motion passed.

County representatives were presented certificates and signage and were photographed after the meeting.

- **Strategic Plan Update**

Melissa Aguilar updated the KWIB on the Strategic Plan. The board has an RFP out to hire a consultant to help develop the strategic plan. Individuals selected as reviewers include Andy Hightower, Sharon Buchanon, Mary Ann Damron, Susie Edwards and Isaac VanHoose. Individuals selected as technical advisors include Judge Hale, Scott Pierce, Madison Silvert and Danette Wilder.

* As it turned out, we were forced to change the list of individuals in order to meet the time constraints for the review deadline because we could not get everyone in the original group together on the same date. Melissa Aguilar, Sharon Buchanon and Susie Edwards reviewed, and Judge Hale, Scott Pierce and Danette Wilder functioned as technical advisors.

STRATEGIC

Committee Updates

Business and Education Alignment Committee – Jason Luring, Chair

Jason Luring summarized the six recommendations presented by his committee at the Nov. 2016 KWIB meeting:

Recommendation 1 – Identify top sectors

Recommendation 2 – Career & Tech Ed. Review Certifications & Pathways

Recommendation 3 – Develop Business Partnership Liaisons

Recommendation 4 – Formalized Earn & Learn Programs

Recommendation 5 – Approved Tax Incentive

Recommendation 6 – Marketing to private sector, parents & students

Mr. Luring explained that his committee developed the above recommendations, which were then handed off to Danette Wilder's Best Practices Committee.

Best Practices and Solutions Committee – Danette Wilder, Chair

Danette Wilder referred to her committee meeting notes in the packets. She explained that her committee had met and divided into three sub-groups tasked with addressing recommendations 3, 4 & 5 from Jason Luring's committee. The sub-groups for Recommendation 3, Business Partnership Liaisons, has met and put together a list of programs that already exist. The group would like to recruit a member of Luring's committee to help. The Best Practices sub-group for Recommendation 5 has also met and has developed a template for what the tax incentive might look like.

Data, Performance and Accountability Committee – Rob Southard, Chair

Rob Southard said that his committee would next be meeting in March.

Policy and Process Committee – Pat Murphy, Chair

Pat Murphy reported that his committee was beginning to focus on procurement. They had been waiting on Federal guidance, which they received in January and were waiting on a response to a request for an extension.

Before adjournment, Chair Haydon asked the board if anyone had any additional comments or matters that they wished to bring before the board. David Boggs took a few minutes to mention Senate Bill 120, which seeks to make it easier for individuals to re-enter the workforce after incarceration. Mr. Boggs stated that Kentucky has a 30% recidivism rate and that the recidivism rate drops down to 3-8% for individuals who have a job when they leave prison. To give the board an idea of how many people that involves, Boggs said 657 people had been released from incarceration in Kentucky between Feb. 1st and today. In closing, he urged the board to include the offender population in their efforts to help people successfully enter the workforce.

ADJOURNMENT

With no further business, the meeting adjourned at 4:10 p.m.

DRAFT

2017 Sector Strategy Regional Institutes

Connecting Education and Workforce



WIOA Regions

Central Region: Bluegrass, Kentuckiana Works, Lincoln Trail, Northern Kentucky

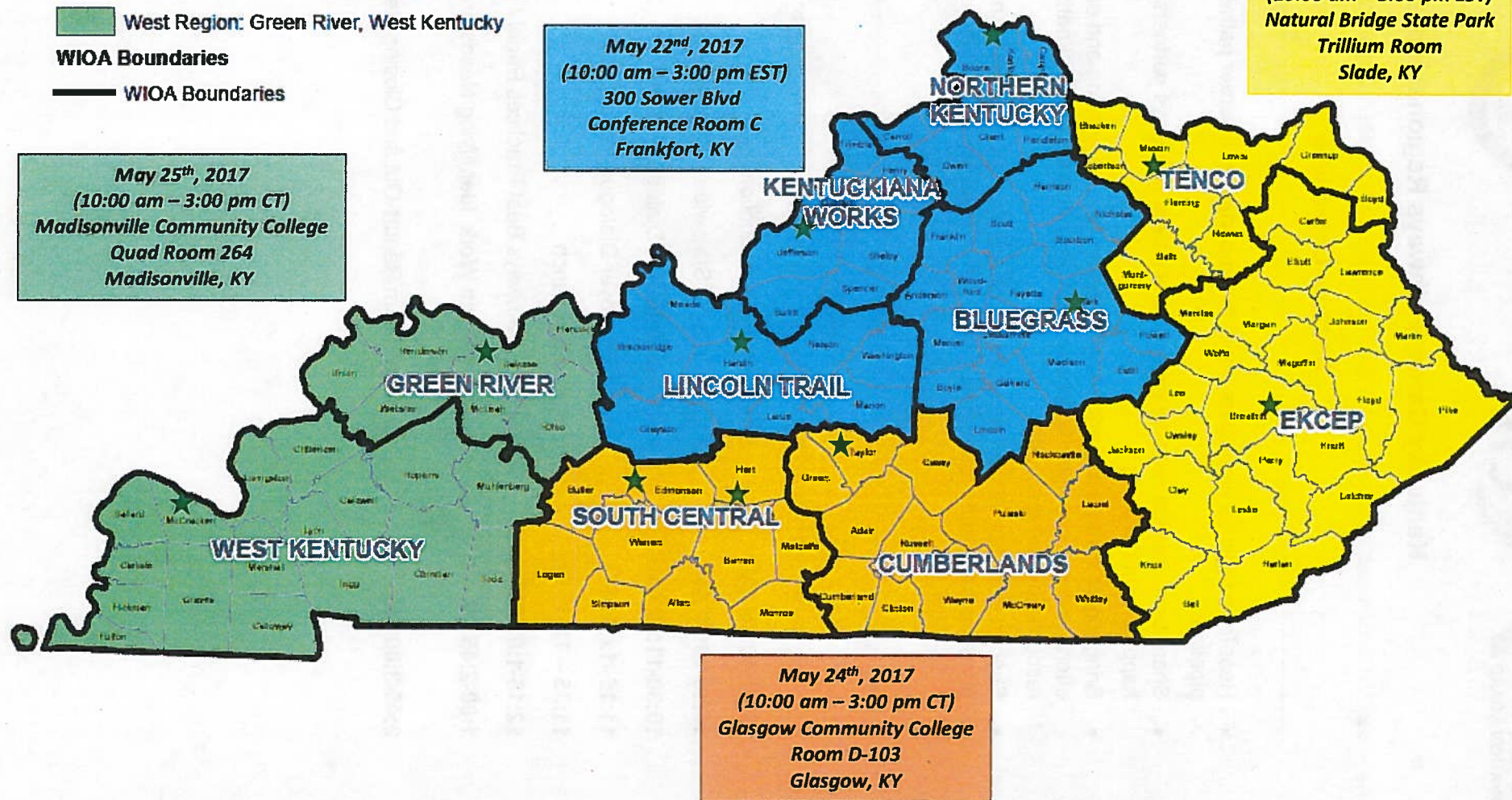
East Region: EKCEP, TENCO

South Region: Cumberlands, South Central

West Region: Green River, West Kentucky

WIOA Boundaries

— WIOA Boundaries



Kentucky Career Pathways Regional Institutes

Institute Objectives

- Hear from regional employers about the importance of career pathways and feeding the talent pipeline;
- Share best-practice regional examples of career pathways partnerships and activities already happening in the area;
- Bring together regional partnership teams to discuss existing and emerging career pathways efforts and explore opportunities to align and integrate regional pathways plans, activities, and resource investments; and
- Support development/enhancement of career pathways action plans, aligned with existing regional priorities for building talent pipelines for employers in critical industry sectors.

Institute Agenda

10:00-10:10 AM	Welcome and Introduction
10:10-10:30 AM	Presentation of Statewide Pathway Work
10:30-11:15 AM	Regional Employer Dialogue Panel
11:15 -12:35 PM	Debrief Employer Dialogue Panel
11:35 – 12:15 PM	Break to Get Lunch
12:15-1:00 PM	Regional Pathways Best Practices Panel / Q&A
1:00-2:45 PM	Regional Team Work: Identifying Needs and Opportunities and Action Planning
2:45-3:00 PM	Regional Team Report-Out and Closing Remarks

Medicaid & Kentucky's Workforce System

KWIB Quarterly Meeting

May 18, 2017

**Kentucky
Career Center**

**KENTUCKY
HEALTH**

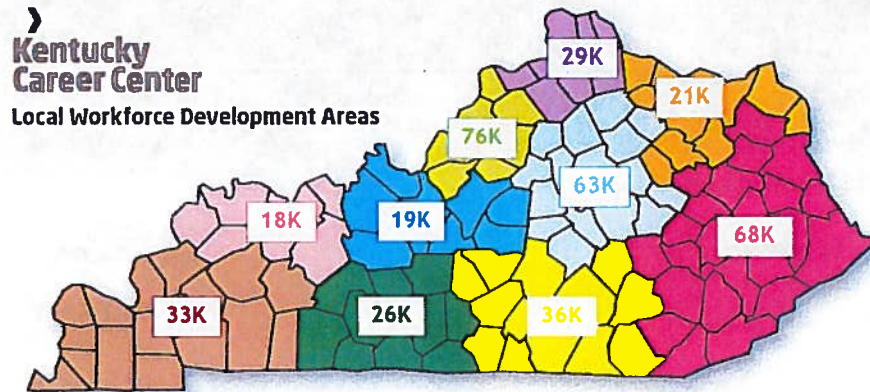
Kentucky
WORKFORCE
INNOVATION BOARD

REMINDER:
Community Engagement & Employment
is for Adults Receiving Medicaid and
who are *ABLE TO WORK*

EXEMPT FROM REQUIREMENT:

- Children
- Pregnant women
- Individuals determined “medically frail” by provider/MCO
- Individuals who are the primary caregiver of a dependent

Initial *Estimate* of Participants Subject
to Community Engagement in Local Workforce Board Areas



CURRENTLY:

In Discussion with
Local Workforce Boards
in Participating in
Service Administration and Delivery

Participation Options for LWDBs

Option 1: LWDB Service Procurement

- LWDB competitively procures services for Medicaid CE, could also include SNAP E&T and TANF
- LWDB accountable for state performance expectations

Option 2: State Procurement – Local Operation

- LWDB contracts with vendor procured from state master contract
- LWDB accountable for state performance expectations

Option 3: State Procurement and Operation – Local Partnership

- State vendor provides Medicaid CE, could also include SNAP E&T and TANF services
- Vendor accountable for state performance expectations

Community Engagement and the Kentucky Career Center

Career Service Activities

- Assessment
- Career/Employment Planning
- Pre-vocational services
- Workforce preparation activities
- Job search and placement assistance
- Labor market information
- Support services
- WIOA and non-WIOA financial aid

Additional Community Engagement Activities

- “Giving back” opportunities
- Opportunity outreach
- Assistance with Community Engagement requirements
- Expanded individual & support services

Performance Accountability Measures

- Mutually negotiated performance goals
- Based on common measures
- Community Engagement – successful retention in Kentucky HEALTH

What's Next

Continued...

- Conversation with the Kentucky Workforce Innovation Board about Community Engagement Champions
- Conversations with LWDBs – Community Engagement (CE) in greater operational detail to determine type and level of interest

Soon...

- State RFP for CE training and support services
- Test cases with Kentuckiana Works and EKCEP
- Revised/improved baseline data estimates

Ongoing...

- “Think tank” sessions on CE

Coming Months...

- LWDB/provider staff involvement in IT design
- LWDB Community Engagement RFP
- Training
- Community Mapping

Throughout 2018...

- Community Engagement requirements will be phased-in regionally

Questions?

Thoughts?

Discussion?

Business and Education Alignment Committee

Programs of Study & Industry Certification Review Process

- A. Business and industry representatives, school personnel, community members, or teachers may recommend an industry certification be placed on the Valid Industry Certification List for school district accountability purposes.
- B. Once a recommendation is made, the Kentucky Department of Education consultant reviews the industry certification information.
- C. The industry certification information is then presented to the state level CTE program taskforce committee.
- D. If CTE program taskforce committee approves, the industry certification is presented to KWIB Business & Education Alignment Committee for recommendation to KWIB.
- E. Request of KWIB Approval (TODAY)

Programs of Study Alignment

Forty-eight (48) CTE programs of study removed due to no alignment to Labor Market Information (LMI) or feedback from business and industry groups. Five (5) programs of study added to align to needs of business and industry (e.g. Cyber Security Technology).

One hundred and nine (109) programs of study aligned to high-demand, high-wage sectors.

Twenty (20) programs of study aligned to support sectors.

Six (6) programs do not show current alignment (e.g. Mining Technology) and are in process of being removed.

Program of Study - a rigorous, non-duplicative sequence of, ideally, at least four CTE credits aligned with college-ready academic courses. This sequence should offer students the opportunity to earn postsecondary credits while in high school, lead to industry-recognized credentials, certificates, or degrees, and feature work-based learning experiences.

Industry Certification Alignment




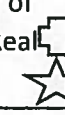



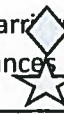


Eighty-seven (87) industry certifications were reviewed and realigned to existing Programs of Study. Fifty-seven (57) industry certifications remained the same.

KWIB Business and Education Alignment committee reviewed final work on April 28, 2017.




Business and Education Alignment Committee Recommendation

To approve the realignment, removal and/or creation of new programs of study and certifications (as referenced above) which is now in better balance with the needs of business and industry. This change would take effect during the 2017-2018 school year with districts having a year to make necessary changes.

Barriers Needing Best Practice Reviews


	Business	Education	Government	Social
1	Lack of Skilled of Workers 	Unprepared Students and /or Limited Access for Career and College 	Silos of Resources and Constraints of How to Spend Resources	Unwilling but Able to Work 
2	Lack of Awareness of Resources	Misunderstanding Conceptually of How Curriculum is Applied via Real World Industry Examples 	Redundancy and Duplication of Efforts and Resources	Lack of Education / Skills 
3	Lack of Alignment of Training with Job Demand 	Economic and Social Barriers of Student's Environments 	Power Struck - Control / Regional and Local Constraints	Individuals with Disabilities or Barriers Not Being Given Chances 
4	Differing Perspective on Education	Uneven Access to Opportunity for Students	Spread Thin in Capacity in Many Cases with Decreases in Funding and Greater Need	Supportive Services (Childcare / Dependent Care / Transportation)
5	Lack of Participation in Educational Change 	Overwhelmed with Daunting Task 	Ineffective Policies / Red Tape	Access to Transportation / Lack of Transportation Infrastructure
FOCUS ON EMPLOYMENT RATHER THAN UNEMPLOYMENT				
BE PROACTIVE RATHER THAN REACTIVE				

Possible Solutions to Review

	Employer Led Work Based Learning Models (TRACK, KY FAME, LIFT, etc)
	Self Accountability Modeled Programs (Essential Skill Programs, Career Coaching, Etc,)
	Entrepreneurial Programs (SBDC, KIN, FastTrack, etc)

FOCUS: Business Partnership Liaison

Create and identify funding for Business Partnership Liaison(s) in each school district (in partnership worth local workforce boards, post-secondary end, and other partners as needed)

Best Practice	Description of Best Practice	Location of Best Practice	Additional Information or Measurable of Success
<p>1  Senior Seminar Industry Day</p>	<p>10 Month Process Over 225 Graduating Seniors 35 School Staff Whitaker Bank All Six Major Industries: Corning Kentucky Utilities KeyTronicEMS Hitachi TBKY SCA</p>	<p>Mercer County KY</p>	<p>A. Tour B. Information including: Products of the company; Application process; What jobs may be available; What skills are necessary to work for the company; Soft Skills needed and how important they are to company; Education needed (and majors/classwork/interest) for various jobs; Benefits, salary expectations, etc. BE SPECIFIC. Dollar Amounts, Health Insurance costs; Does company pay for school/training. Reimbursement program for furthering education; Absences/Tardy-Consequences/Excuses accepted/ Consequences-BE SPECIFIC; Internships available</p> <ul style="list-style-type: none"> Students will be given exit slips to complete at the end of the day. Counselors will use them to recommend (with parent permission) students to the various industries, depending on interest/skill of student. Industries will get a recommendation list of students that they need to follow up with. Industry then can invite chosen students to discuss future job options and opportunities. This should include all types of career/education interests such as the AMT program at BCTC (opportunity for industry to sponsor some students), engineering prospects going to a 4 year college (employ at summer interns?), floor workers, etc. It is also our hope that schools require seniors to be a part of this day. This is one program that we feel can become a consistent opportunity for our local industry and education to work together and enhance the workforce. If we can grow our workforce by a few more (and better) workers per year, then we can build a larger and better suited workforce for our community.

FOCUS: Business Partnership Liaison

Create and identify funding for Business Partnership Liaison(s) in each school district (in partnership with local workforce boards, post-secondary end, and other partners as needed)




Best Practice	Description of Best Practice	Location of Best Practice	Additional Information or Measurable of Success
2 School / Workforce Coordinator	Community Partners, Industry and Board of Education Shares Cost of Coordinator	Shelby County	<p>Shelby Co. board will look at contributing funding to a liaison position between the district and local industries aimed at helping both students and employers Sentinel News, Shelbyville, March 9, 2016</p> <p>Shelby County School Board will consider industry partnership Also to hear presentation on violence prevention By Ashley Sutter</p> <p>Creates a liaison that will work with the school system and local industries to create internships and other opportunities.</p> <p>Gives high school youth the opportunity to experience the work environment in the local area and also to encourage them to seek their careers in the local area.</p> <p>Coordinator will work out the logistics such as availability, transportation, scheduling and connecting the right student with the right opportunity and to identify the programs available in the school system and provide opportunities in the industries, make the arrangements and build a bridge between the school systems and the industries.</p>

FOCUS: Business Partnership Liaison

Create and identify funding for Business Partnership Liaison(s) in each school district (in partnership with local workforce boards, post-secondary end, and other partners as needed)

Best Practice	Description of Best Practice	Location of Best Practice	Additional Information or Measurable of Success
<p>★</p> <p>3 Sector Based Career Centers</p>	<p>Manufacturing Career Center / Healthcare Career Center: Employers come together to create a sector based center that provides apply and train for jobs within the individualized sector. They offer resources and services for people seeking jobs, wanting to advance in that particular industry and for companies looking to hire or retain skilled employees.</p> <p>Services for job-seekers and Industry specific professionals:</p> <ul style="list-style-type: none"> •Career assessments / •Training funds for in-demand occupations •Job leads and referrals / •Career advice for entering the healthcare field / •Work-based learning opportunities / •Direct connections to the region's top healthcare employers. <p>Services for industry specific employers:</p> <ul style="list-style-type: none"> •Talent search / assistance for healthcare positions / •Pre-screening and candidate referrals / •Counseling services for your current employees / •Customized training •Job fairs 	<p>Kentuckiana Works</p>	

FOCUS: Increase Earn and Learn Opportunities in Schools

Best Practice	Description of Best Practice	of Best Practice	Additional Information or Measurable of Success
 1 TRACK	<p>This is a business and industry driven program designed to create a pipeline for students to enter post-secondary apprenticeship training. Employers are able to tailor the program for their specific needs and are able to select the Career and Technical Education courses and students for their apprenticeship pathway. Creates a competitive recruiting environment insuring that employers benefit by gaining future employees that have a good foundation and an interest in that occupation. Enables students to receive a nationally recognized credential at little or no cost.</p>	<p>Statewide</p>	<p>Needs to be implemented in every career pathway. Should be tied to local occupational demand. Establish a formal marketing campaign or venue to increase number of opportunities. Tie to co-ops, FAME, etc. 56K students are eligible... only over 3K are enrolled currently. Must engage employers for more opportunities!</p>
 2 KY FAME	<p>Catalyst for developing world-class technical talent for manufacturing. KY FAME will strive to be a conduit between industry and education with a primary focus on meeting the needs of manufacturers.</p> <p>KY FAME works closely with educational institutions to establish and endorse programs and curricula that develop the necessary skill-sets for students to be prepared in Kentucky's manufacturing job market. KY FAME collaborates with Kentucky manufacturers, educators, and the public sector.</p>	<p>Statewide</p>	<p>Business and industry driven program which has been implemented in many chapters throughout Kentucky. It is also a national best practice. Many employers are not involved and could be involved with more outreach capacity. TRACK students would be good candidates for this program as well; however, a bridge has not been built between the two programs.</p>
 3 Raise the Floor	<p>Provides training and certification in manufacturing skills. Women who participate and succeed in the program may apply for a manufacturing job after just four months. The program assists with developing the support systems women need to be hired and effective in manufacturing positions, including locating transportation and accessing childcare, as well as job placement and career services.</p> <p>Partners include Women's Fund, Gateway Community and Technical College, Partners for a Competitive Workforce, 4C for Children and a host of local manufacturers.</p>	<p>N. KY / Cincinnati Area</p>	<p>Anecdotally, we have heard many times that women who are completing a degree, a certification program or who are on the precipice of a wage increase experience increased in domestic violence. Nationally, there is a very little data about this occurrence in relation to employment advancement. The data, which is being collected over the next 6 months, will inform our efforts around self-sufficiency and the barriers women are facing.</p>

FOCUS: Incentivize Schools, Students and Employers to Participate in Earn and Learn Opportunities

Best Practice	Description of Best Practice	Best Practice	Measurable of Success
<p>1</p> <p>Secondary schools need to engage their community college workforce and credit teams.</p>	<p>This will connect students to dual credit, coop models which are already in place and ready for additional students in one centralized location at the community college. Allow funding for this to occur: mileage reimbursements for teachers, busing costs for student delivery and pickup at college sites</p>	<p>AMTEC Research: Owensboro Community College, Eaton ISD-Lansing MI</p>	<p>Costs to high schools are minimal as multiple high schools send students to college in high wage, high demand occupations. Centralizes cost to a few locations versus multiplying costs for high schools to develop demand occupation programs. Students receive opportunities for summer work coops Measures: Students graduate into jobs, students continue onto advanced degree paths</p>
<p>2</p> <p>★ ◇</p> <p>Student Recruitment: By Full Time Business Liaisons /Coaches</p>	<p>Specialists at the colleges to focus solely on regional demand occupations among multiple high school sites; exist at the Community College level who work with over 5,500 companies in Kentucky. Eaton/Academy Example: students are recruited as freshman, sophomores to apply for demand pathway occupations for acceptance into their Junior Senior Years. These students are recruited-selected and are bussed from their campus locations to college locations for morning college classes. Students attend paid summer coops, earn dual credit, and local/national portable credentials for employment upon graduation or continued advanced degree completion.</p>	<p>Owensboro College KY, Alamo Academy Model Texas</p>	<p>Measures: Enrollment growth into early career path models in demand occupations. Enrollments can be regionalized and "Just in Time" based on employer needs</p>
<p>3</p> <p>Marketing</p>	<p>Statewide marketing campaign to inform parents, students of opportunities in demand occupations, salaries, drug free, career pathway, multiple languages</p>	<p>Florida ATE, Made in Florida</p>	<p>Growth of non traditional students in demand occupation pathways</p>
<p>4</p> <p>Teacher Summer Stipends</p>	<p>Provide summer stipends for post secondary teacher explanatories and professional development in demand occupation sectors</p>	<p>TN, KY, MI, Mass.</p>	<p>Number of teachers receiving training to use in classroom in demand occupations</p>

Additional Noted Best Practices

Other overall best practices: **Center for Quality People and Organization (CQPO)** which provides workforce boot camps, the **QUEST** Program which integrates teamwork and problem solving with teaching techniques, **Project Lead the Way -STEM education**, **Speed School Co-Op**, **SCK Launch**, **Teleworks**, **Code Louisville**, **TechHire**.



Stober has demonstrated, any industry can build a career path working with both their local and state education entities. However, the company is quite accommodating to their employees schedules to meet their college schedules

AMTEC, an NSF ATE Center of Excellence in Automotive and Advanced Manufacturing which provides national technical credentialing, located within the Kentucky Community and Technical Colleges , has an adaptable, proven in multiple states, industry led model on how to build a successful program. AMTEC has numerous national and statewide industry partners like Toyota, Ford, GM, Boeing, Nissan, INOAC, 3M to name a few



Dr. Schneider supports and promotes the **TRACK** (Tech Ready Apprentices for Careers in Kentucky) which has high school students participating with their workforce on daily production activities

NaviGo is a non-profit organization currently working with over 4000 students in Northern and Central Ky. Two major identified barriers addressed through the NaviGo programs include a lack of skilled workers as well as unprepared students. While there are several programs under the NaviGo umbrella, in the Navigo Scholars program students are sponsored and selected by businesses (with workforce needs) to participate. Businesses determine their needs and then select the students to participate in the program. Students, in small groups of 10-12, meet after school at a local college and business site(s) with a NaviGo coach and business rep 2x a month for 2 years. In this program students learn first hand in an active, engaging manner about career opportunities within the given industry. In addition, the students work deeply on preparing for college or post secondary training, including a focus on soft skill development and leadership development. The business reps in the program help students make the connection and develop a deeper understanding of the relationship between education and careers. A second program within Navigo is the school based program. Similar to the first program, the school based program trains teachers/administrators to coach and work with small groups to prepare the students for transition to college and workforce training. There is an emphasis on soft skill development, preparation for college/workforce and making connections with local businesses.

Additional Observations

Industry has an expectation of standardization and coordination among statewide education entities to attract and retain businesses to Kentucky.

Industry partner surveys on employability skills have already been completed at the statewide level at KCTCS. Gap Analysis: A crosswalk needs to be accomplished to match details of secondary to post-secondary offerings that already exist

The mechatronics standards, developed with numerous KY corporations since 2008, can be approved at the statewide level as the standard for multi-skilled technicians, for example. Currently adopted and approved for the Industrial Maintenance Degree track at KCTCS (2103), and KY-FAME assessment of students 5-16-17

All businesses need to better define each job, breaking it down to identify output expected, tasks needed to accomplish, the knowledge and skills needed to complete the work.

Students must be given opportunities to openly engaged in classroom learning through team activities regardless of subject matter (i.e. QUEST program developed at Scott County School System).

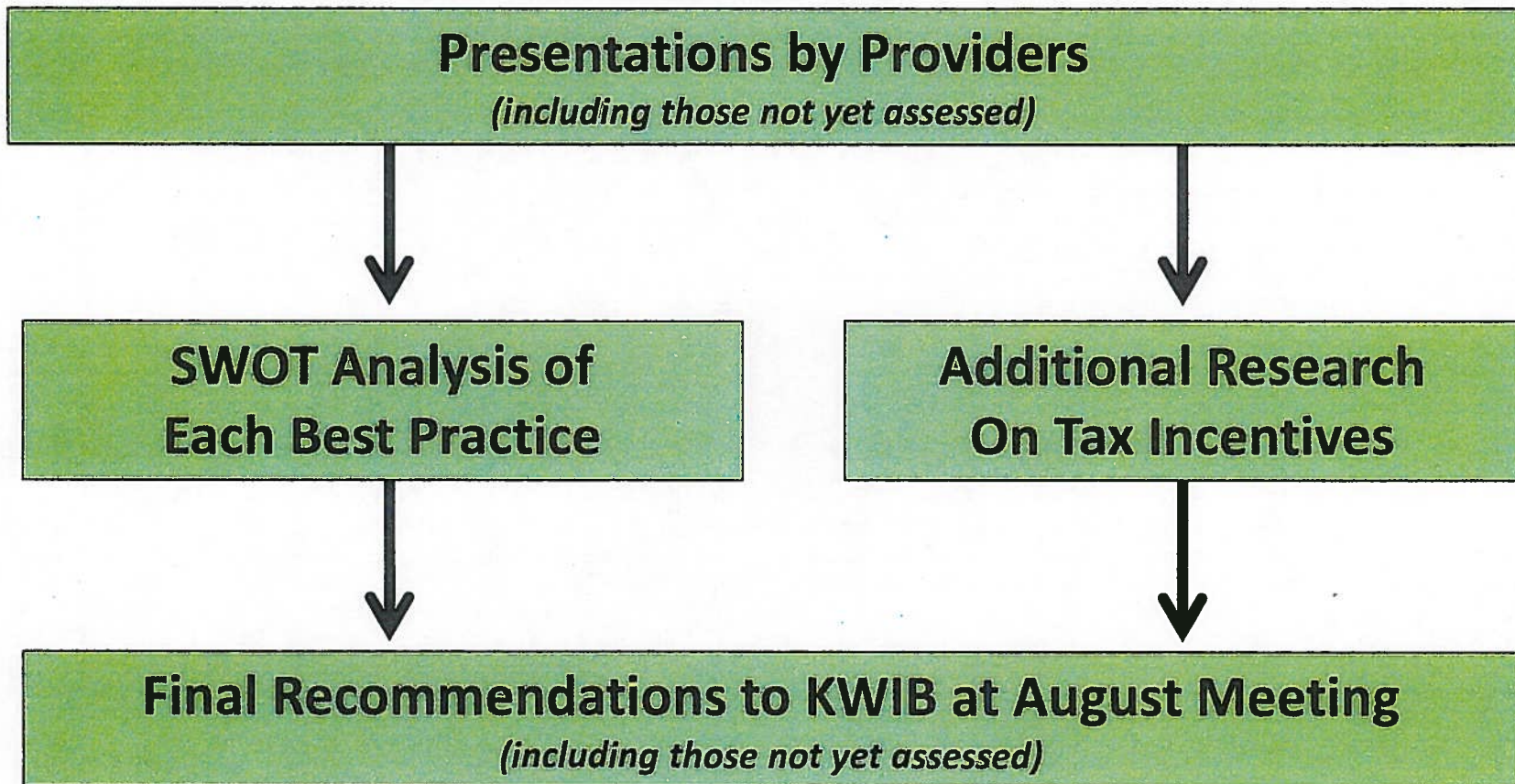
Workforce development boot camps should be provided and offered for workers from closed businesses, returning from military service, and free from incarceration for entry level positions

Coordination of projects with required educational classes are being offered in many schools (i.e. Elkhorn Crossing School, Scott County System).

Individual schools are coordinating with local banks, hospitals, EMTs, and law officials to raise awareness of careers

Many worthwhile programs are offered within and outside the school system that encourage individual development of workplace skills: 4H, Junior Achievement, YMCA, FFA, VEX Robotics. These programs should continue to be supported and encouraged

Continued Best Practice Evaluation Phase



10:30 am

Kentuckiana Works - Louisville

DRAFT NOTES

Attending: Rob Southard, Anna Larson, Scott Pierce, Rachel Adams, Huston Monarch, Mike Price (phone), Mike Stone, Eris Burtner, Carla Robinson

A presentation and demonstration of the Career Calculator was given to the group. Data within the system seems to also be similar to data in the KCEWS system. There are currently 15K users of the Career Calculator. A local foundation provided a grant for the project. There is the hope that sustainability will come from licensing out to other workforce areas. They are currently looking to adapt the system into other languages.

Rob Southard explained there are measures specific to WIOA that measures the overall scope of the system but only as related to WIOA. We are interested in other measures across the Board of programs and impact of the use programs. He stated ROI is extremely important.

Jeff Whitehead said we should also be interested in ROI in training dollars awarded towards degrees or certifications and the actual employability factor. He added that employer satisfaction was important as well looking at credentialing versus non-credentialing.

Melissa stated there had been customer satisfaction surveys in the past but that reports for analyzing were complicated. We could revisit those reports if the group thinks necessary.

It was also discussed that we need to look at national associations, which recognize specific industry credentials (NAM as an example).

Additional discussion focused on measuring populations:

- Students, unemployed, underemployed, dislocated, etc. that enter the system, progress, and complete
- Enumerate the employers that are actively involved in apprenticeship, career pathways, sector strategy enhancement, and planning for future needs.
- Measure our throughput to employers with participants and identify bottlenecks

Part of the puzzle we need to fill in is how these efforts characterize the workforce of Kentucky. Labor participation rate is one element, educational attainment has to be a part of it, and the workforce system must fill in the skill gaps. Therefore, entities responsible for driving outcomes must demonstrate through the alliance of stakeholders how progress is being made. This demonstration should be a public, frequent, advertised, transparent communication. The expectation is that it becomes the Kentucky way of getting business done

It was asked that each local board also give us their measurement stick as related to penetration into industry, retention of services to a company, etc. We feel we need to better understand how each board measures data.

Immediate Next Steps

- 1 – Review SHRM survey on completion.
- 2 – After review of SHRM survey, send info to local boards and ask what measurement tools are being used locally.
- 3 – Review credential list to be approved at KWIB meeting and compare to national certifications used.
- 4 – Next meeting to happen after above info is gained.

	Kentucky	Tennessee	Indiana	US
Labor Participation Rate				
Unemployment Rate				
Credential Rate				

Population		Number Participating	Number Placed	Cost per Person	ROI
P I P E L I N E	Able Bodied Unemployed				
	Dislocated Workers				
	Vocational Rehabilitation				
	Office for the Blind				
	Veterans				
	Apprenticeship Population				
	Secondary Population				
	Career & Technical				
	Post Secondary Population				

	Healthcare	Manufacturing	Business / IT	Construction	Logistics
Vacancies					
Median Wage					
Demand					
Supply					
Lead Time for Job Seeker to Employment					
Completed and Employed in Same Field					
Investment by State					
Investment by Employers					
Investment by Other					
ROI (total \$'s divided by total completed and employed for 24 months)					

BY LOCAL WORKFORCE AREA

Regional Specific Performance Comparison	
Penetration ratio of employers by LWIB	

	Local Area	Surrounding Local Area	Surrounding Local Area	Region
Labor Participation Rate				
Unemployment Rate				
Credential Rate				

	Healthcare	Manufacturing	Business/IT	Construction	Logistics
Vacancies					
Median Wage					
Demand					
Supply					
Lead Time for Job Seeker to Employment					
Completed and Employed in Same Field					
Investment by State					
Investment by Employers					
Investment by Other					
ROI (total \$'s divided by total completed and employed for 24 months)					

Presented to Internal Staff Team for Design of Dashboard on May 5, 2017

Draft Dashboard To Be Up and Online by July 30, 2017



POLICY

POLICY NAME: Workforce Innovation and Opportunity Act (WIOA) – Local Workforce Development Board (LWDB) Member Nomination Guidelines, Office of Employment and Training (OET/agency) Confirmation Process and Board Certification

Policy Number: 15-001

Effective Date: March 31, 2017 [July 1, 2015]

Contact: OET Division Director, 502-782-3147

Applies /Of Interest To: Local Workforce Development Boards (LWDBs), LWDB Staff, Local Workforce Development Areas (LWDAs) staff, State Workforce Investment Board, Chief Elected Officials (CEOs) and Chief Local Elected Officials (CLEOs)

Subject	Policy on Local Workforce Development Board Member Nominations and Appointments process, OET confirmation process, and Board Certification
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Purpose	This policy provides guidance and clarification to LWDBs regarding local board membership, OET board confirmation process and board certification.
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Definitions	See Attachment 1 for most relevant definitions relating to this topic.
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Background	Replaces Workforce Investment Act (WIA) guidance, policies and processes relating to Local Workforce Investment Boards (LWIBs) - referred to as "Local Workforce Development Boards" in WIOA.
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[Definitions]	<u>See Attachment 1 for most relevant definitions relating to this topic.</u>
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Attachments:	Attachment 1, A and B
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Policy	<p>LOCAL WORKFORCE DEVELOPMENT BOARDS (Sec. 107) and 20 CFR 679 Subpart C.</p> <p><u>ESTABLISHMENT</u> (WIOA Sec. 107 (a)); Except as provided in subsection (c)(2)(A), there shall be established, and certified by the Governor of the State, a local workforce development board in each local area of a State to carry out the functions described in subsection (d) (and any functions specified for the local board under this Act or the provisions establishing a core program) for such area.</p> <p><u>MEMBERSHIP</u> (WIOA Sec. 107(b)(1) (2) (3) (4)(5) (6)), <u>20 CFR 679.320</u></p> <p><u>(1)STATE CRITERIA.</u>— The Governor, in partnership with the State board, shall establish criteria for use by chief elected officials in the</p>
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local areas for appointment of members of the local boards in such local areas in accordance with the requirements of paragraph (2).

(2)COMPOSITION.—Such criteria shall require that, at a minimum—

(A) **BUSINESS REPRESENTATIVES-** A majority [51%] of the members of each local board shall be representatives of business in the local area, who—(i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

Additional OET Guidance/Clarification

- Representatives from private not-for-profit entities that operate as businesses and are employers may be considered business sector members on the local WDB. The not-for-profit entities should align with the key industry sectors for the state and the local area, as identified in the WDB local plan.
- Representatives from proprietary schools cannot be considered a business sector member.
- **MINIMUM** number of business representatives: Ten (10). At a minimum, two (2) members must represent small business as defined by the U.S. Small Business Administration. 20 CFR 679.320(b)

(B) WORKFORCE REPRESENTATIVES (Labor, Community Based Organization and Youth Serving Organizations) - Not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who—(i) shall include two (2) or more representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include at least one (1) [a] representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;(iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that

provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth. [;]

Additional OET Guidance/Clarification

- **MINIMUM** number of workforce representatives: Four (4)
- Where possible, align membership with designated state and/or local sectors.

(C) EDUCATION AND TRAINING REPRESENTATIVES - Each local board shall include representatives of entities administering education and training activities in the local area, who— (i) shall include at least one (1) [a] representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include at least one (1) [a] representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment. [;]

Additional OET Guidance/Clarification

- **MINIMUM** number of education and training representatives: Two (2)

(D) GOVERNMENT AND ECONOMIC DEVELOPMENT

REPRESENTATIVES - Each local board shall include representatives of governmental and economic and community development entities serving the local area, who—(i) shall include at least one (1) [a] representative of economic and community development entities; (ii) shall include at least one (1) [an appropriate] representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; (iii) shall include at least one (1) [an appropriate] representative of the programs carried out under Title [title] I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area; (iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the local area.

Additional OET Guidance/Clarification

- **MINIMUM** number of government and economic development representatives: Three (3)

E) OTHER MEMBERS - Each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

(3) CHAIRPERSON.—The members of the local board shall elect a chairperson for the local board from among the representatives described in paragraph (2)(A) [BUSINESS]

4) STANDING COMMITTEES —

A) IN GENERAL— The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. At a minimum, the local board may designate each of the following: (i) A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include members that are representatives of the one-stop partners; [-] (ii) A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community- based organizations with a demonstrated record of success in serving eligible youth; [-] (iii) A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

(B) ADDITIONAL COMMITTEES.—The local board may designate standing committees in addition to the standing committees specified in subparagraph (A).

Additional – OET Guidance/Clarification

- Committees are encouraged to include non-board members.
- Committees should be private-sector led.

(C) DESIGNATION OF ENTITY.—Nothing in this paragraph shall be construed to prohibit the designation of an existing (as of the date of

enactment of this Act) entity, such as an effective youth council, to fulfill the requirements of this paragraph as long as the entity meets the requirements of this paragraph.

(5) AUTHORITY OF BOARD MEMBERS.—Members of the board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the board shall represent diverse geographic areas within the local area.

(6) SPECIAL RULE.—If there are multiple eligible providers serving the local area by administering adult education and literacy activities under title II, or multiple institutions of higher education serving the local area by providing workforce investment activities, each representative on the local board described in clause (i) or (ii) of paragraph (2)(C), respectively, shall be appointed from among individuals nominated by local providers representing such providers or institutions, respectively.

Additional – OET Guidance/Clarification

1) Quorum - A quorum shall be defined as :

A simple majority (51%) of members, excluding vacancies AND ~~of [Of]~~ those members in attendance, ~~[no fewer than]~~ 51% or more shall be ~~[are]~~ a combination of business and workforce representatives.

2) Appointments – LWDB member appointments must be signed by the appointing CLEO and submitted to the Administrative Entity. (Attachment A)

3) Change in Status – Acknowledgement that LWDB members who no longer hold the position or status that made them eligible Local Board members must resign or be removed by the CLEOs immediately as a representative of that entity; i.e. no longer work in the private sector, or no longer with an educational institution, etc.. ~~[;]~~

4) Mid-Term Appointment – LWDB members replacing out-going members mid-term ~~[will]~~ serve the remainder of the out-going member term.

5) Vacancies - LWDB vacancies must be filled within a reasonable amount of time of the vacancy as determined by the LWDA, but no later than 90 days from occurrence. The CLEO in a LWDA is authorized to make all reappointments of members. Reappointments must be made within a reasonable amount of time of the term expiration, but no later than 90 days. Any action taken by a LWDB, with a vacancy or term expiration beyond the time period described in the LWDB by laws or later than the 90 days per this policy shall be void unless the LWDB has an approved waiver from the Office of Employment and Training prior to the LWDB meeting. Waivers are to be requested in writing to the Division Director of Workforce and Employment Services, Office of Employment and Training with an explanation of why a vacancy was not filled in the defined timeframe and a description of the process

underway to fill the vacancy.

6) Removal - LWDB members must be removed by the CLEO(s) ~~[CLEO]~~ if any of the following occurs: documented violation of conflict of interest, failure to meet LWDB member representation requirements defined in the WIOA and this policy, or documented proof of fraud and/or abuse. LWDB members may be removed for other factors outlined in the LWDB bylaws such as attendance. OET strongly encourages LWDBs to establish and enforce attendance guidelines for its members. The bylaws must define the specific criteria that will be used to establish just cause for such removal and the process that will be required to document proof, and the steps regarding filing an appeal and arbitration.

7) Proxy - If a member of a local board is unable to attend a meeting and wishes to send a proxy, the ~~[that]~~ proxy must be from the same category of representation/membership as the member.

APPOINTMENT AND CERTIFICATION OF BOARD – (WIOA Sec. 107 (c) and 20 CFR 679.350)

(1) APPOINTMENT OF BOARD MEMBERS AND ASSIGNMENT OF RESPONSIBILITIES.—

(A) **IN GENERAL.**—The chief elected official in a local area is authorized to appoint the members of the local board for such area, in accordance with the State criteria established under subsection (b) [MEMBERSHIP].

(B) **MULTIPLE UNITS OF LOCAL GOVERNMENT IN AREA.**—(i) **IN GENERAL.**—In a case in which a local area includes more than 1 unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials— (I) in the appointment of the members of the local board from the individuals nominated or recommended to be such members in accordance with the criteria established under subsection (b); and (II) in carrying out any other responsibilities assigned to such officials under this title. (ii) **LACK OF AGREEMENT.**—If, after a reasonable effort, the chief elected officials are unable to reach agreement as provided under clause (i), the Governor may appoint the members of the local board from individuals so nominated or recommended.

(C) **CONCENTRATED EMPLOYMENT PROGRAMS.**—In the case of an area that was designated as a local area in accordance with section 116(a)(2)(B) of the Workforce Investment Act of 1998 (as in effect on the day before the date of enactment of this Act), and that remains a local area on that date, the governing body of the concentrated employment program involved shall act in consultation with the chief elected official in the local area to appoint members of the local board, in accordance with the State criteria established under subsection (b), and to carry out any other responsibility relating to workforce investment activities assigned to such official under this Act.

(2) CERTIFICATION

(A) IN GENERAL.—The Governor shall, once every two years, certify one local board for each local area in the State.

(B) CRITERIA.—Such certification shall be based on criteria established under subsection (b), and for a second or subsequent certification, the extent to which the local board has ensured that workforce investment activities carried out in the local area have enabled the local area to meet the corresponding performance accountability measures and achieve sustained fiscal integrity, as defined in section 106(e)(2) and have met the requirements of 20 CFR 679.310.

(C) FAILURE TO ACHIEVE CERTIFICATION.—Failure of a local board to achieve certification shall result in appointment and certification of a new local board for the local area pursuant to the process described in paragraph (1) and this paragraph.

(3) DECERTIFICATION

(A) FRAUD, ABUSE, FAILURE TO CARRY OUT FUNCTIONS.—

Notwithstanding paragraph (2), the Governor shall have the authority to decertify a local board at any time after providing notice and an opportunity for comment, for— (i) fraud or abuse; or (ii) failure to carry out the functions specified for the local board in subsection (d).

(B) NONPERFORMANCE.—Notwithstanding paragraph (2), the Governor may decertify a local board if a local area fails to meet the local performance accountability measures for such local area in accordance with section 116(c) and 20 CFR 679.370 for 2 consecutive program years.

(C) REORGANIZATION PLAN.—If the Governor decertifies a local board for a local area under subparagraph (A) or (B), the Governor may require that a new local board be appointed and certified for the local area pursuant to a reorganization plan developed by the Governor, in consultation with the chief elected official in the local area and in accordance with the criteria established under subsection (b).

FUNCTIONS OF LOCAL BOARD (WIOA Sec. 107 (d) and 20 CFR 679.370)

Consistent with Section [section] 108 [LOCAL PLAN] and 20 CFR 679.370, the functions of the local board shall include the following: (Details for each function listed below are in Sec. 107 (d))

1. Local Plan
2. Workforce Research and Regional Labor Market Analysis
3. Convening, Brokering, Leveraging
4. Employer Engagement
5. Career Pathways Development
6. Proven and Promising Practices
7. Technology
8. Program Oversight

9. Negotiation of Local Performance Accountability Measures
10. Selection of Operators and Providers
11. Coordination with Education Providers
12. Budget and Administration
13. Accessibility for Individuals with Disabilities

Additional – OET Guidance/Clarification

- The by-laws of LWDBs must include ~~[By laws to include:]~~ LWDB and CLEO agreements with the fiscal agent or grant subrecipient regarding ~~[on]~~ payment processes and procedures.
- LWDBs must establish by-laws reflecting a regional focus per WIOA guidelines.

SUNSHINE PROVISION (WIOA Sec. 107 (e) and 20 CFR 679.390)

The local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the local board.

STAFF (WIOA Sec. 107 (f) and 20 CFR 679.400)

(1) IN GENERAL.—The local board may hire a director and other staff to assist in carrying out the functions described in subsection (d) using funds available under sections 128(b) and 133(b) as described in section 128(b)(4).

(2) QUALIFICATIONS.—The local board shall establish and apply a set of objective qualifications for the position of director that ensures that the individual selected has the requisite knowledge, skills, and abilities, to meet identified benchmarks and to assist in effectively carrying out the functions of the local board.

(3) LIMITATION ON RATE.—The director and staff described in paragraph (1) shall be subject to the limitations on the payment of salaries and bonuses described in section 194(15).

LIMITATIONS (WIOA Sec. 107 (g) and 20 CFR 679.410(c))

(1) TRAINING SERVICES.

(A) IN GENERAL.—No local board may provide training services.

(2) CAREER SERVICES; DESIGNATION OR CERTIFICATION AS ONE-STOP OPERATORS. 20 CFR 679.410(a) and (b)

—A local board may provide career services through a one-stop delivery system or be designated or certified as a one-stop operator

only with the agreement of the chief elected official in the local area and the Governor.

Additional – OET Guidance/Clarification , TEGL 15-16 and 20 CFR 679.430

To secure the Governor's agreement, the local board must:

- have been selected as the One-Stop Operator and/or Career Services Provider through a competitive procurement process facilitated by a state agency or private sector organization. The Governor must approve the entity that facilitates the competitive procurement process;
- develop a written agreement, to be submitted to the State, with the Local Workforce Development Board and the CLEO(s) to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, the Uniform Guidance, and conflict of interest policies of both the State and the organization or entity performing multiple functions;
- [conduct a competitive procurement process facilitated by the Department of Workforce Investment for the provision of career services or designation/certification as the one-stop operator;]
- use a process and Request for Proposal (RFP) [RFP] that has been reviewed and approved by the Department of Workforce Investment;
- be identified as the highest scorer at the completion of the process; and
- in cases where the local board has previously provided services, have met performance accountability measures and achieved sustained fiscal integrity.

(3) LIMITATION ON AUTHORITY.—Nothing in this Act shall be construed to provide a local board with the authority to mandate curricula for schools.

CONFLICT OF INTEREST (WIOA Sec. 107 (h) , TEGL 15-16 and 20 CFR 679.430)

A member of a local board, or a member of a standing committee, may not (1) vote on a matter under consideration by the local board—(A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State Plan.

A conflict of interest also is present when a member of an entity that

	<p><u>issues an RFP or that member's relative as defined in KRS 11A.010(4) is or has been affiliated with a bidder that seeks designation as a fiscal agent, grant sub-recipient, One-Stop Operator and/or Career Services Provider. In that situation, the member of the RFP-issuing entity shall recuse themselves from the procurement and/or designation process. If, as a result of the recusal, there is less than a quorum for the RFP-issuing entity, the Governor shall select and designate the successful bidder.</u></p> <p>ALTERNATIVE ENTITY (WIOA Sec. 107 (i)) The State will not recognize or use any alternative local entity.</p> <p>OET PROCESSES AND PROCEDURES</p> <p>OET developed form, Attachment A, must be completed for all LWDB member nominations/appointments and be signed by the appointing CLEO and submitted to the Administrative Entity.</p> <p><u>OET Review and Confirmation Process</u> OET will review and confirm that the composition of each LWDB, including the nomination and appointment process, complies with the criteria outlined in Section 107 of the WIOA, 20 CFR 679.320, and with OET policy. The composition of each LWDB will be evaluated annually during the local planning cycle/annual monitoring, reflected in the Appointment and Certification of Board (WIOA Sec. 107 (b) and (c)) and of this policy. This includes the review of:</p> <ul style="list-style-type: none"> • The OET created Nomination/Appointment form that must be completed for all LWDB member nominations/appointments, be signed by the appointing CLEO and submitted to the Administrative Entity. (Attachment A) • LWDB Roster Forms to be kept current and electronically updated as vacancies are filled, by a designated LWDA staff on the OET/"Team of Experts" website. (Attachment B)
<p><u>Procedural References</u></p>	<p><u>Workforce Innovation and Opportunity Act (Pub. L. 113-128), Workforce Innovation and Opportunity Act Final Rule (81 FR 56072), Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions (81 FR 55791, CFR Part 200, Training and Employment Guidance Letter WIOA 15-16, and KRS 11A.010(4) [Available for OET monitoring]</u></p>



POLICY

POLICY NAME: Workforce Innovation and Opportunity Act - Interlocal Agreements, Chief Local Elected Official and Local Elected Official Roles and Responsibilities

Policy Number: 15-002

Date of Issue: March 4, 2015

Revision Date: March 31, 2017

Effective Date: March 31, 2017 [March 4, 2015]

For more info contact: Division Director, Workforce and Employment Services, Office of Employment and Training (OET), 502-564-5331

Applies /Of Interest To: Local Workforce Development Boards (LWDBs), Local Workforce Development Areas (LWDAs) staff, Chief Local Elected Officials (CLEOS) and Local Elected Officials (LEOs)

Subject	Workforce Innovation and Opportunity Act– Interlocal Agreements and Chief Local Elected Official and Local Elected Official Roles and Responsibilities
Purpose	This policy provides guidance and clarification to LWDAs relating to the Interlocal Agreement process and the roles and responsibilities under WIOA.
Definitions	<p>Chief Local Elected Official (CLEO) - The CLEO is the chief local elected official(s) elected among the consortium of Local Elected Officials representing the Local Elected Officials in the local Workforce Development Area (LWDA). <u>In the event there are two (2) CLEOs those are referred to as Co-Chief Local Elected Officials or Co-CLEOs. In the text of this Policy, they are identified as CLEO(s).</u></p> <p>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.</p> <p>Local Workforce Development Board (LWDB) - means a local workforce development board established under <u>WIOA Section [section] 107 and 20 CFR 679, subpart C</u>, subject to section 107(c)(4)(B)(i).</p> <p>Interlocal Agreement - a written agreement that specifies the responsibilities of the CLEO and the individual LEO(s).</p>
Background	The Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 133-128, July 22, 2014) enacted by the Congress of the United States, provides for federal funds to be granted to states, and for each state's Governor to designate LWDA within the state for the delivery of services and programs under the Act.

	<p>WIOA Section 107 and 20 CFR 679 subpart C provide [provides] guidance and direction on the role of the <u>CLEO(s)</u> [CLEO] and LEO in the LWDA as designated by the Governor. OET issuances provide support and clarification to the Act.</p> <p>Realizing that local employment and training programs cannot be fully effective or implemented without intergovernmental coordination <u>due to the fact</u> [for such reasons] that <u>such</u> programs and their implementation cross governmental, departmental, agency and political jurisdictions, [the] LEOs shall enter into a written Interlocal Agreement. The Kentucky Interlocal Cooperation Act, KRS 65.210 through 65.300, permits local governmental units, upon approval by each fiscal court and the Department for Local Government, to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and to thereby provide services and facilities in a manner and form that will best accord with geographic, economic, population and other factors which influence the needs and development of local communities.</p>
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Policy	<p>INTERLOCAL AGREEMENT</p> <p>As noted in WIOA Section 107(c)(1)(B), when a LWDA includes more than one unit of government, the LEO of each unit may execute a written agreement that specifies the responsibilities of the <u>CLEO(s)</u> [CLEO] and the individual LEO(s):</p> <p><i>WIOA Section 107(c)(1)(B) MULTIPLE UNITS OF LOCAL GOVERNMENT IN AREA. —</i></p> <p><i>(i) IN GENERAL.—In a case in which a local area includes more than one unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials—</i></p> <p><i>(I) In the appointment of the members of the local board from the individuals nominated or recommended to be such members in accordance with the criteria established under subsection (b); and</i></p> <p><i>(I) In carrying out any other responsibilities assigned to such officials under this title.</i></p> <p><i>(ii) LACK OF AGREEMENT.—If after a reasonable effort, the chief elected officials are unable to reach agreement as provided under clause (i), the Governor may appoint the members of the local board from individuals so nominated or recommended.</i></p> <p>Additional OET Guidance/Clarification: An Interlocal Agreement is required for each LWDA.</p> <p>The above policy applies except in such areas designated as</p>
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Concentrated Employment Programs:

In the case of an area that was designated as a local area in accordance with section 116(a)(2)(B) of the Workforce Investment Act of 1998 (as in effect on the day before the date of enactment of this Act), and that remains a local area on that date, the governing body of the concentrated employment program involved shall act in consultation with the chief elected official [CLEO] in the local area to appoint members of the local board, in accordance with the State criteria established under subsection (b), and to carry out any other responsibility relating to workforce investment activities assigned to such official under this Act. (WIOA § 107(c)(1)(C)).

All LEOs in a workforce area shall ~~[must]~~ enter into an agreement that determines how the LWDB nominees will be selected, appointed, removed or reappointed. The process must be documented in the Interlocal Agreement. The LEOs shall enter into an Interlocal Agreement as a requirement to appoint the LWDB.

In addition to the Interlocal Agreement, the LEOs also shall enter into a Partnership Agreement with the LWDB. The Interlocal Agreement and the Partnership Agreement which are the two governing documents must be consistent. The requirement for consistency applies to any item that is addressed in both governing documents. Both agreements are dynamic documents that can, and should, be amended when a need or desire arises and the respective signatories agree.

Interlocal Agreement Required Inclusions. LEOs must enter into an agreement with each other that, at a minimum, include the following sections:

(1) Purpose of the Agreement. Describe the purpose and the term of the Interlocal Agreement (not to exceed five years).

(2) Designation of a Chief Local Elected Official. The CLEO(s) ~~[CLEOs]~~ are required by WIOA to approve or provide guidance on a number of LWDB activities. Therefore the Commonwealth requires LEOs to select a CLEO who will act on behalf of the other LEOs and to include the following information in the Interlocal Agreement:

- a) Selection/appointment process and term of the CLEO(s) ~~[CLEO]~~, which must include steps to ensure that his/her duties would not create or be perceived to create a conflict of interest between the consortium of LEOs, LWDB, fiscal agent or administrative entity; and
- b) The designation of the CLEO(s) ~~[CLEO]~~ to serve as the signatory for the LEOs;
- c) Outline the process by which the CLEO(s) will appoint

members to the local board from the individuals nominated or recommended to be such members in accordance with the criteria established under WIOA Section 107(b), 20 CFR 679.320-360 and OET Policy 15-001; [decisions that may be made by the CLEO on behalf of the LEOs; and]

d) Outline how the CLEO(s) will partner with the local board to create a local plan required by WIOA Section 107 (d)(1) and for program oversight as outlined in WIOA Section 107(d)(8);

e) Outline any criteria by which the CLEO(s) shall agree to local board activity in WIOA Section 107 (d)(10) and (12);

g) Outline the criteria by which the CLEO(s) shall agree to a local board's request to provide career services or service as a one-stop operator; and

h) Name, title, and contact information of the appointed CLEO(s) [CLEO].

To avoid conflict of interest, the CLEO(s) [CLEO] shall not serve as the highest ranking officer on any Board or other entity that governs the fiscal agent or service delivery provider.

(3) Participating Local Elected Officials. The agreement must contain the name, representation, contact information and signature of each LEO in the local area. The Interlocal Agreement shall require a governing board of LEOs and bylaws and shall not be administratively attached to the fiscal agent, grant subrecipient, one-stop operator, or service provider.

~~[The LEO governing board shall require a 65% supermajority to take the following actions:~~

~~Selection of the CLEO;~~

~~Designation of the fiscal agent or grant subrecipient;~~

~~Authorization for the CLEO to request the Governor's consent for the LWDB to be the One-stop operator and/or career direct services provider; and~~

~~Approval of the LWDB annual budget; and.~~

~~Selection of the one-stop operator.]~~

(4) Dispute Resolution. The Interlocal Agreement must state how disputes among LEOs will be resolved regarding LWDB board appointments and carrying out other responsibilities under WIOA.

(5) Fiscal Agent or Grant Subrecipient Designation. The CLEO(s) [LEO governing board] may designate an entity to serve as the local fiscal agent or local grant subrecipient for WIOA funds. In making such designation, the LEOs shall carry out a competitive procurement process approved [conducted] by the Department of Workforce Investment for fiscal agent services or grant subrecipient services, including a Request for Proposals that has been reviewed and

approved by the Department of Workforce Investment and which provides that proposals will be evaluated and ranked based upon criteria including but not limited to quality of services, demonstrated experience of quality service delivery, cost, conflict of interest policies, and history of fiscal integrity.

Such designation shall not relieve the CLEO(s) [LEOs] of the primary liability for any misuse of grant funds [as apportioned in the Interlocal Agreement]. The CLEO(s)' liability may be apportioned among all of the LEOs in the Interlocal Agreement.

(6) Grant Recipient/Liability of Funds. The Interlocal Agreement must indicate the CLEO(s) [LEOs] acknowledgement of financial liability as noted in WIA 107(d)(12)(B)(i)(I) and outline the process for determining each LEO's share of responsibility. This determination could be based on allocation, population, expenditures, or other criteria determined by the LEOs. The Interlocal Agreement must contain a detailed process for reconciling disallowed costs. In most cases, liability for costs which are recommended for disallowance and which are not resolved, rest with the entity responsible for incurring the cost. In the event the entity responsible cannot or will not assume the liability, the Interlocal Agreement must provide the process on how funds will be reimbursed.

(7) Local Area Service Delivery Provider. As authorized in WIOA Section 107(g)(2), 20 CFR 679.410(a) and (b), and 20 CFR 678.610, a LWDB may provide career services described in WIOA Section 134(c)(2) through a one-stop delivery system or be designated or certified as a one-stop operator only with the agreement of the CLEO(s) [CLEO] and the Governor. See WIOA Policy regarding LWDB Member Nomination Guidelines, OET Confirmation Process and Board Certification by the (effective 7/1/2015) for conditions to obtain the Governor's consent including a competitive procurement.

In cases where the LWDB does not seek to provide career services, WIOA Section 121(d)(2) states that to be eligible to receive funds under this subtitle to operate a one-stop center, an entity (which may be a consortium of entities) shall be designated or certified as a one-stop operator through a competitive process. This process shall be conducted by the LWDB and the one-stop operator shall be designated or certified by the LWDB with agreement of the CLEO(s) in accordance with WIOA Section 107(d)(10). [This process shall be outlined in the Partnership Agreement between the LEOs and the LWDB.]

(8) Communication. Describe the process and procedures the CLEO(s) [CLEO] will utilize to keep the LEOs informed regarding LWDB activities. Determine how many times a year the LEOs will meet and how often a joint meeting with the LWDB will be held.

(9) LWDB Budget Approval. Describe the process for reviewing and approving the LWDB annual budget by the CLEO(s) [LEOs.] (WIOA Section 107(d)(12)(A).

(10) LWDB Member Representation. Outline how LEOs will ensure LWDB representation is fair and equitable across the LWDA and in accordance with WIOA Policy regarding LWDB Member Nomination Guidelines and [.] OET Policy 15-001 ~~[Confirmation Process and Board Certification—effective 7/1/2015]~~. Describe the process for determining the initial size of the LWDB and for selecting, appointing, removing or reappointing LWDB members. Describe the process to determine the terms of office for Board members. LWDB appointments do not require the signature of all the LEOs, but rather only the signature of the designated CLEO(s) [CLEO] is required, as stated in the Interlocal Agreement.

(11) Selection of a New Chief Local Elected Official. When a new CLEO is selected in accordance with the Interlocal Agreement, the newly selected CLEO must submit to the LWDB and the OET, a written statement acknowledging that he/she:

- a) Has read, understands and will comply with the current Interlocal Agreement;
- and
- b) Apprises OET of the change in CLEO designation.

(12) Election of a New Local Elected Official. When a new LEO is elected within the LWDA, the newly elected official must submit to the LWDB a written statement acknowledging that he or she:

- a) Has read, understands, and will comply with the current Interlocal Agreement;
- and
- b) Reserves the option to request negotiations to amend the Interlocal Agreement at any time during the official's tenure as a LEO.

(13) Amendment or Change to the Interlocal Agreement. Outline the process to be used for amendments or changes to the Interlocal Agreement. All amendments or changes must be submitted to the LWDB and the OET after approval by the Department of Local Government in accordance with KRS 65. 210 through 65.300.

(14) Single County Local Areas. If any single county local area is designated, the LEO shall execute a written agreement that specifies his or her liability in accordance with WIOA.

(15) Interlocal Agreement KRS requirements. Upon completion of the Interlocal Agreement and all LEO signatures have been recorded on

	the Interlocal Agreement and approved by each fiscal court, the Agreement shall be sent to the Department for Local Government for approval in accordance with the provisions of KRS 65.210 through 65.300.
Required Action	Upon final approval by all LEOs and the Department for Local Government, the final document shall be submitted to the OET.
Other References	Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 133-128, July 22, 2014); WIOA—LWDB Member Nomination Guidelines, <u>20 CFR 679.410(a) and (b)</u> , <u>20 CFR 678.610</u> , <u>20 CFR 679 subpart C</u> , OET Confirmation Process and Board Certification (effective 7/1/2015); The Kentucky Interlocal Cooperation Act, KRS 65.210 through 65.300.



POLICY

POLICY NAME: LOCAL WORKFORCE DEVELOPMENT BOARD STAFF

Policy Number 17-001

Date of Issue: March 31, 2017

Effective Date: March 31, 2017

For more info contact: Office of Employment and Training (OET)
Procurement Team, Office of Employment and Training,
teamofexperts@ky.gov

Applies/Of Interest To: Local Workforce Development Boards (LWDBs), Local Workforce Development Areas (LWDAs), and Chief Local Elected Officials and Local Elected Officials

Subject	LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) STAFF
Purpose	This policy provides guidance and clarification to Local Workforce Development Areas (LWDAs) regarding the hiring of a Director and/or staff to perform LWDB functions.
Background	Individuals and/or entities other than LWDBs have employed a Director and/or other staff to assist the LWDB. These Directors and staff have been referred to as "Board Support" by the LWDAs. This practice is no longer valid.
Policy	<p>As noted in WIOA Section 107(d), there are required functions of the LWDB. LWDB staff only may assist the LWDB to fulfill the required functions at WIOA Section 107(d). See 20 CFR 679.400(d). Pursuant to WIOA Section 107(f) and 20 CFR 679.400, the LWDB may hire a Director and/or staff to assist the LWDB in carrying out the functions of the LWDB.</p> <p>ADDITIONAL OET GUIDANCE/CLARIFICATION :</p> <ul style="list-style-type: none"> Any individual or organization that serves as a Director and/or staff to the LWDB to assist the LWDB in the performance of the functions contained in WIOA Section 107(d) shall not be eligible to serve as a One-Stop Operator and/or Career Services Provider. If this occurs, the Governor decrees this to be an organizational conflict of interest and thus prohibited. Any provisions in Partnership Agreements or any other agreements which enable individuals or an entity other than a LWDB to hire a Director and/or other staff to perform the functions contained in WIOA Section 107(d) are invalid thirty days from the date of this policy issuance.
Procedural Guidance	WIOA Section 107(f) 20 CFR 679.400

Required Action	All Partnership Agreements or any other agreements which enable individuals or an entity other than a LWDB to hire a Director and/or staff to perform the functions contained in WIOA Section 107(d) and 20 CFR 679.400 shall be modified to reflect this Policy within thirty (30) days from the effective date of this Policy. The modified Partnership Agreement or any other agreement shall be provided to OET within ten (10) days of said modification.
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POLICY

POLICY NAME: INTERNAL CONTROLS AND CONFLICTS OF INTEREST REQUIREMENTS FOR ENTITIES PERFORMING MULTIPLE FUNCTIONS

POLICY NUMBER: 17-002

DATE OF ISSUE: March 31, 2017

EFFECTIVE DATE: March 31, 2017

For more info contact: Procurement Team, Office of Employment and Training (OET), teamofexperts@ky.gov.

Applies/Of Interest To: Local Workforce Development Boards (LWDBs), Local Workforce Development Areas (LWDAs) staff, Chief Local Elected Officials, and Local Elected Officials

Subject	Internal Controls and Conflicts of Interest Requirements for Entities Performing Multiple Functions
Purpose	This Policy provides guidance to LWDAs where entities function in a variety of roles, including Fiscal Agent, One-Stop Operator and/or Career Services Provider.
Policy	<p>Any organization that has been selected or otherwise designated to perform more than one of the functions as a local Fiscal Agent, One-Stop Operator and/or Career Services Provider shall develop a written agreement with the LWDB and Chief Local Elected Official(s) to clarify how the organization will carry out its responsibilities.</p> <p>The agreement shall also include terms which demonstrate compliance with the Workforce Innovation and Opportunity Act, (Pub. L. 113-128) and corresponding regulations, relevant Office of Management and Budget circulars, the organization's conflict of interest policies, and the Commonwealth's conflict of interest policies.</p> <p>Additional OET Guidance/Clarification:</p> <ul style="list-style-type: none"> The written agreement shall contain terms which address conflicts of interest or the appearance of conflicts of interest, the methods used to minimize fiscal risk, and the identification of firewalls which will be implemented by a single entity performing multiple functions. <p>A "firewall" is an established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, including confidentiality and disclosure agreements.</p>

	Any agreement that does not comply with this Policy must be in compliance by July 1, 2017.
Procedural Guidance	Workforce Innovation and Opportunity Act (Pub. L. 113-128), Workforce Innovation and Opportunity Act Final Rule (81 FR 56072), Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions (81 FR 55791, CFR Part 200, and Training and Employment Guidance Letter WIOA No. 15-16.
Required Action	Modification of any agreement that does not comply with this Policy shall be completed by July 1, 2017.

May 18, 2017 Recommendations:

Kentucky Work Ready Communities

Ballard and Mason

Kentucky Work Ready in Progress Communities

Jackson, Meade and Owen

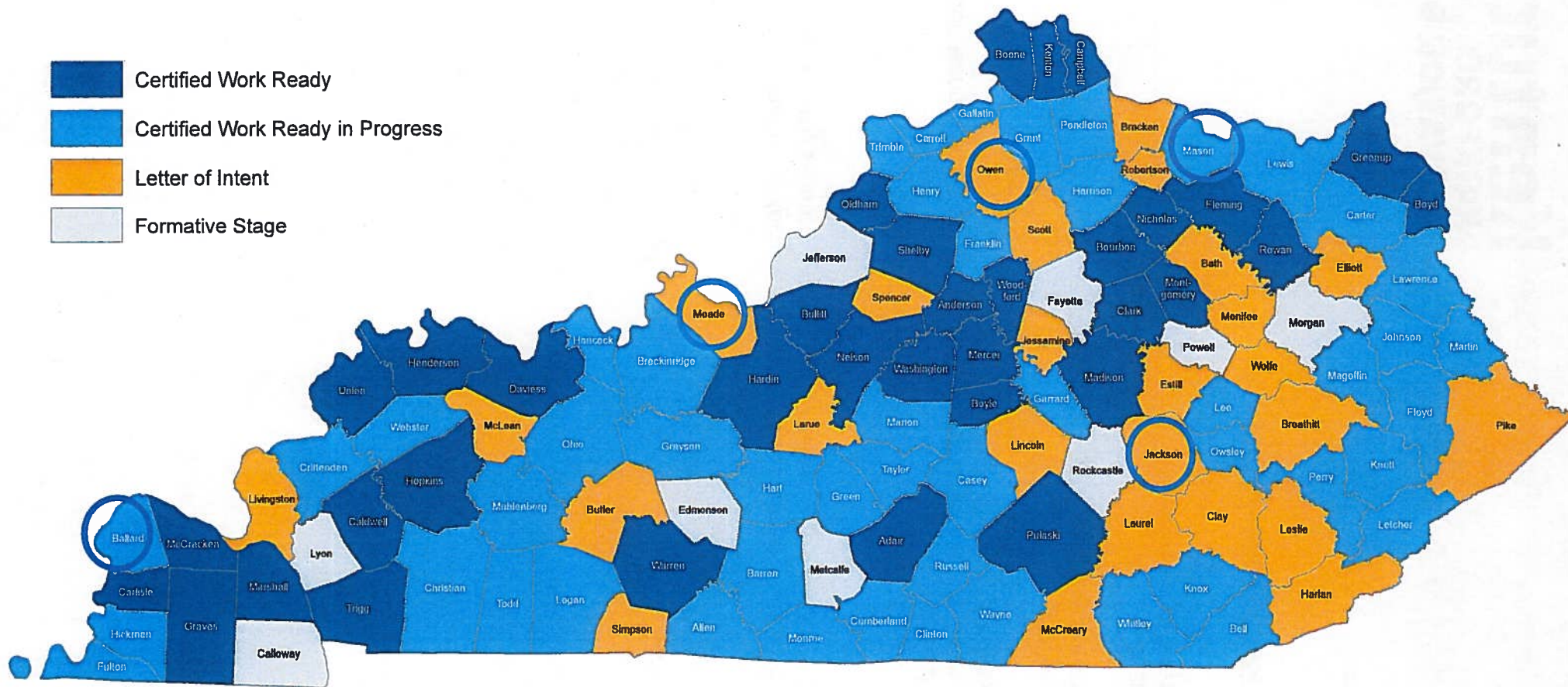
Kentucky Work Ready Extension

Henry – 3 month grace period for additional work on extension request application to be re-submitted next round.

Note:

With approval today, 88 of Kentucky's 120 counties have been certified as either WorkReady or WorkReady in Progress.

KENTUCKY
Work Ready
COMMUNITIES





FY 2017 - 2018 KWIB MEETING SCHEDULE

- Thursday, August 17, 2017
- Thursday, November 16, 2017
- Thursday, February 15, 2018
- Thursday, May 17, 2018

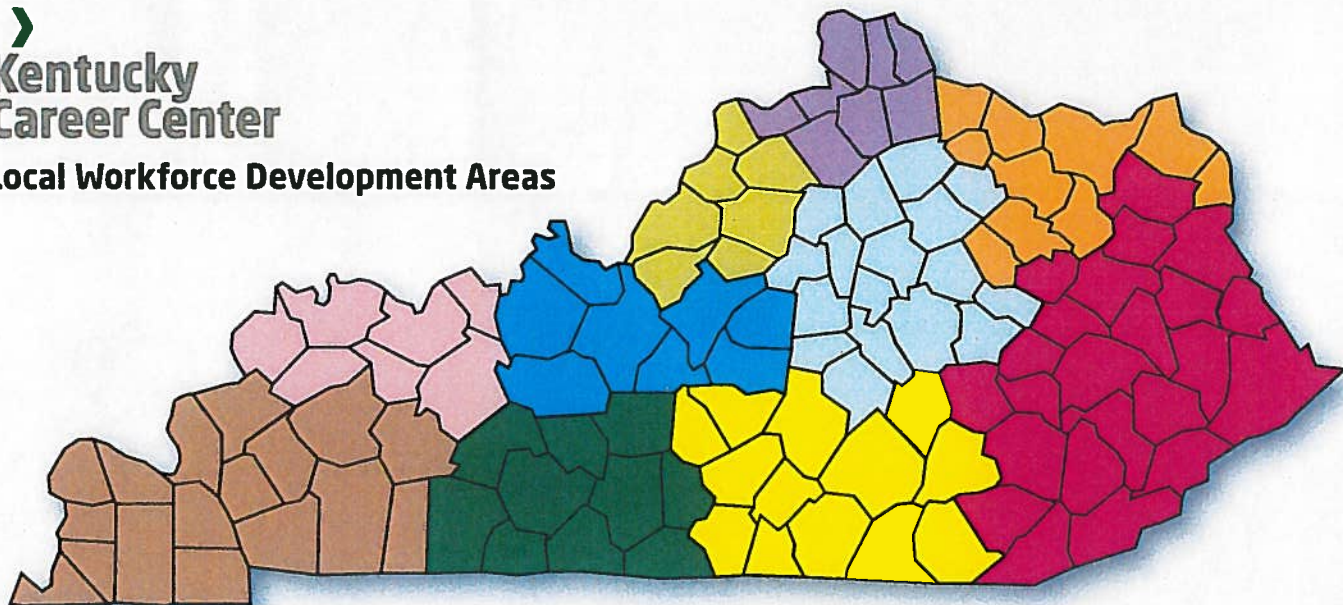


FY 2017 – 2018 EXECUTIVE COMMITTEE MEETING SCHEDULE

- Thursday, August 3, 2017
- Thursday, November 2, 2017
- Thursday, February 1, 2018
- Thursday, May 3, 2018

Kentucky Career Center

Local Workforce Development Areas



Bluegrass

Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, Woodford

Mable Duke, Director

699 Perimeter Drive
Lexington, Kentucky 40517
859-269-8021

www.ckycareers.com
mduke@bgadd.org

Cumberlands

Adair, Casey, Clinton, Cumberland, Green, Laurel, McCreary, Pulaski, Rockcastle, Russell, Taylor, Wayne, Whitley

Melody Haynes, Interim Director

PO Box 1570
Russell Springs, Kentucky 42642
270-866-4200

www.cumberlandworkforce.com
melody@lcadd.org

EKCEP

Bell, Breathitt, Carter, Clay, Elliott, Floyd, Harlan, Jackson, Johnson, Knott, Knox, Lawrence, Lee, Leslie, Letcher, Magoffin, Martin, Menifee, Morgan, Owsley, Perry, Pike, Wolfe

Jeff Whitehead, Director

941 North Main
Hazard, Kentucky 41701
606-436-5751

www.jobstight.org
jwhitehead@ekcep.org

Green River

Daviess, Hancock, Henderson, McClean, Ohio, Union, Webster

Jodi Rafferty, Director

300 GRADD Way
Owensboro, Kentucky 42301
270-926-4433

<http://www.gradd.com/WD/jodirafferty@gradd.com>

KentuckianaWorks

Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, Trimble

Michael Gritton, Director

410 West Chestnut Street, Suite 200
Louisville, Kentucky 40202
502-574-2500

<http://kcc.kentuckianaworks.org/KentuckyCareerCenters.aspx>
Michael.Gritton@KentuckianaWorks.org

Lincoln Trail

Breckinridge, Grayson, Hardin, LaRue, Marion, Meade, Nelson, Washington

Sherry Johnson, Director

PO Box 604
Elizabethtown, Kentucky 42702
270-769-2393

www.ltcareercenter.org/sherry@ltadd.org

Northern Kentucky

Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, Pendleton

Barbara Stewart, Director

22 Spiral Drive
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859-283-1885

www.nkcareercenter.org
Barbara.stewart@nkadd.org

South Central

Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson, Warren

Lori Strumpf, Interim Director

803 Chestnut Street
Bowling Green, Kentucky 42101
202-872-0776

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TENCO

Bath, Boyd, Bracken, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson, Rowan

Denise Dials, Director

201 Government Street, Suite 300
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ddials@btadd.com

West Kentucky

Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hickman, Hopkins, Livingston, Lyon, Marshall, McCracken, Muhlenberg, Todd, Trigg

Sheila Clark, Director

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Hopkinsville, Kentucky 42240
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