

WORKSmart

Kentucky



A Strategic Transformation of
Kentucky's Workforce System

IMPLEMENTATION STATUS REPORT

January 31, 2010



KENTUCKY WORKFORCE INVESTMENT BOARD

January Summary

Report Contents

- *New Implementation Activity Narrative*
- *Project Status Summary Tables*
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- *Outreach Activities*
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New Implementation Activities

Chairs Meet

The tough ones made it! With local forecasters predicting the white apocalypse, several local Workforce Investment Board chairs had to cancel a planned trip to Frankfort to meet with the state board's Executive Committee, but those that did attended participated in a lively and informative dialogue. Education and Workforce Development Cabinet Secretary Joe Meyer and Commissioner Beth Brinly also attended. Discussion about High performing Workforce Investment Boards led to the local chairs requesting the state board look into best practices for training of local chairs and possibly members as well.

Consultant Collaboration

Information developed by Landor Associates as part of the branding project is being used by the One Stop Certification Framework Steering Committee, other examples of cross collaboration are also occurring, allowing resources to be leveraged to produce stronger projects and consistency throughout the system, and smarter use of public funding.

National Attention

Kentucky has again been contacted by Kansas regarding our strategic plan. WorkSmart Kentucky served as a planning model for our counterparts out west, and now they are looking at our implementation strategy.

ACT has invited Kentucky to participate as a panelist at their national convention in April. Kentucky will join Oklahoma and Georgia to discuss the value of and process for certifying communities as Work Ready. Georgia and Oklahoma currently have programs up and running, and although ours is still several months away from rollout, it is receiving national attention due to the comprehensive nature of the criteria.



Project Status Summary

System Transformation			
Active	Project Name	Manager/Consultant	Notes
✓	Sector Strategies	Jim Beyea Maier & Maier	Updated Target Sectors; convened data team, reviewed FEA report and potential Target Sectors. Steering Committee meeting – February 25 th , 2011
✓	Branding & Identity	Tom West Landor Associates	Brand Driver Session and Steering Committee meeting held
✓	One Stop Certification Policy	Bill Monterosso & Tommy Wheatley Maier & Maier	February 2011 – Core Team Meeting 1 st Core meeting in E-Town; 7 of 9 on-sites visits completed; debriefing with state officials
	User Friendly On Line Services	Jim Beyea & AJ Jones	Scheduled to start – March 2011
✓	NCRC	TBD ACT	Database Billing Process completed and tested with conflicts resolved. “Soft Roll Out” executed with first certificate completed.
✓	<i>Eligible Training Provider List</i>	<i>Linda Burton</i>	<i>No January report submitted</i>

Education Alignment			
Active	Project Name	Manager/Consultant	Notes
✓	Tech High (Phase 1)	Mike Kindred	Tech High Team Was held January 31 st
✓	I-Best	Linda Prewitt	Trainings completed; budgets submitted by all but one program; students being recruited for program
✓	Apprenticeships	Mike Kindred	May 18 th 020 th , 2011 – Teleconference with 9 states to discuss the promotion of apprenticeships Meeting set with State Labor Cabinet
	High School Outreach	Palvena Pace	Scheduled to start – May 2011
	GED Express	Linda Burton	Scheduled to start – January 2012 Reecie Stagnolia has been meeting with State Parks Commissioner to develop cost estimates.

Economic Development Alignment			
Active	Project Name	Manager/Consultant	Notes
	Mind Your Own Business (Entrepreneurship)	Beth Smith	Scheduled to start – January 2012
✓	Work Ready Communities	Tom West & Jason Slone Thinking Media	2011 All Consultant conference call and Steering Committee meeting held. Web calculator created
✓	Rapid Response	Bill Monterosso & Linda Prewitt	Full Rapid Response Redesign Team Meeting – February 10 th , 2011
	Economic Development Academy	Jim Beyea	Scheduled to start – July 2011

System Simplification			
Active	Project Name	Manager/Consultant	Notes
✓	Alphabet Soup	Chris Smith & Lanny Brannock	Draft letter to ADDs created and revised; Office of the Blind and Vocational Rehab have reviewed websites for acronyms
✓	Partner for Success	Beth Smith	January 13, 2011 – teleconference held
✓	Statewide Reserve Investments	Jim Beyea	April 2011 – next meeting Email sent for project status updates
✓	<i>Case Management</i>	<i>Gina Triplett-Johnson</i>	<i>No January report submitted</i>
✓	High Performing WIBs	Bill Monterosso CSW	Delivery and summary of WIB briefing; scoring directions and cover sheet developed; agenda and annotated agenda for reviewer training complete.

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade	February 23 rd , 2011 – Interviewing Consultants Consultant proposals received, reviewed, and scored.
	Outreach Initiative	Gina Triplett-Johnson	Originally scheduled to start – July 2011 Project to follow on heels of Branding roll out (possibly March 2011)
	Get Back to Work	TBD	Scheduled to start – July 2011
✓	One Stop Kiosk	Ryan Hanson & Connie Schnell	Completion Date – April 2011
✓	UI Customer Service Plan	Allen Larson	Provided data t OET; met with State Dept of labor and Workers Claims; initiated discussions with Louisville SHRM.

February 2011

February 2011							March 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28						27	28	29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	February 1	2	3	4	5
				11:30am MONTHLY REPORTS DUE	
					6
7	8	9	10	11	12
	1:00pm Branding & Identity Steering Committee (Conference Call) 2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)		1:00pm Copy: RAPID RESPONSE REDESIGN TEAM MEETING (Frankfort, CHR Building, 2nd Floor-James Thompson Trainig Room)		13
14	15	16	17	18	19
			8:00am High Performing WIBS - Reviewer Training (Kentucky Broadcasters Association Building)	1:00pm Consultant Coordination Call	20
21	22	23	24	25	26
	One Stop Certification Core Team meeting (Charles McDowell Center) 2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)	1:00pm Branding Steering Committee (Capital Plaza Tower - 2nd Floor Conference Room)	11:30am High Performing WIB Self Assessment (Frankfort - Berry Hill Mansion) 1:00pm KWIB Meeting (KHEEA Building, 100 Airport Road, Frankfort)	8:30am Sector Strategies onsite workshop (3rd floor CPT, large conference room)	27
28					

March 2011

March 2011							April 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	March 1	2	3	4	5
	10:00am Work Ready Communities Steering Committee (Transportation Building - Frankfort)	Kentucky Energy Workforce Development		11:30am MONTHLY REPORTS DUE	
					6
7	8	9	10	11	12
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)				
					13
14	15	16	17	18	19
					20
21	22	23	24	25	26
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)	1:00pm Project Manager Meeting (JFT Conference Room at the CHR Building in Frankfort)	10:00am One Stop Certification Steering Committee Meeting (Conference room (314) Capital Plaza Tower-Next to Commissioner Brinly's office)		
					27
28	29	30	31		

April 2011

April 2011							May 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				April 1	2
					3
4	5	6	7	8	9
	11:30am MONTHLY REPORTS DUE 2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)				10
11	12	13	14	15	16
					17
18	19	20	21	22	23
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)				24
25	26	27	28	29	30
		8:00am			

KWIB Strategic Plan Presentation Schedule

Statewide Organizations

	Date	Time	Presenter(s)	Organization Contact	Contact Info	Notes
Kentucky Chamber of Commerce				Dave Adkisson (Candy Keeton)	464 Chenault Road Frankfort, Kentucky 40601 Phone: 502-695-4700 Fax: 502-695-5051 E-mail: kcc@kychamber.com	Candy Keeton is running the idea past Dave Adkisson
Kentucky Association of Manufacturers	2/8/2011	11:00 AM	Tom West	Ken Carroll (k.carroll@kamanufacturers.com)	609 Chamberlin Ave Frankfort, KY 40601 (502) 352-2485 Fax: (502) 352-2489 E-Mail: info@kamanufacturers.com	Capitol Plaza Hotel, Frankfort Kentucky
Kentucky Association for Economic Development	8/5/2010	2:15 PM	Tom West	Mike Mangeot	2225 Lawrenceburg Rd. Bldg. B, Suite 4 Frankfort, KY 40601 502-227-9653 (phone) 502-227-2611 (fax)	Summer Conference
Joint Committee on labor & Industry and Economic Development & Tourism	10/21/2010	1:00 PM	Beth Brinly Tom West Bill Monterosso	Linda Bussell	LRC	Presentation at Lexington Center, created At A Glance Brochure about the plan.
KCTCS Workforce Solutions Managers				Donna Davis	859-256-3249	October 5th and 6th working on the Agenda - will call back in a in a few days
Kentucky Society of Human Resource Management				Jeff Nally CHAIR ?	(502) 580-1947	Fall Conference (Sept 29-October 1) LM
Kentucky Renewable Energy Consortium	11/17/2010	10:55 AM	Tom West	Donal Douglas	d.douglass@louisville.edu	Panel discussion to include info on ARRA KESP Grants and Sector Strategies
IWIN - University of Kentucky				Dr. Jennifer Swanberg	139 West Short Street, Suite 200, Lexington KY 40407: (859) 323-0585	Roundtable or other event? Will call back with a date
Kentucky League of Cities	9/14/2017			Tammy Penna (Rebecca Morton)	100 East Vine Street, Suite 800, Lexington KY 40507 (859) 977-3700	NEED NEW DATE - Tammy Penna will run it by her Director and call me back this week (11/8/10)
Kentucky Association of Counties	11/18/2010		Elizabeth Hack	Sonya Chesser (sonya@kaco.org)	400 Englewood Drive, Frankfort, KY 40601 (502) 223-7667	36th Annual KACO Conference is November 17th - 19th
Kentucky Education Association	12/3/2010				Sharron Oxendine (502) 875-2889 soxendine@kea.org	Emailed "soxdine@kea.org" the Strategic Plan Link for review
Statewide Council on Vocational Rehabilitation	9/20/2010	1:00 PM	Tom West	Dave Matheis	502-782-3420	Quarterly Meetings - SCVR Quarterly Meeting Monday, September 20, 2010 8:00 - 3:00 Marriott Griffin Gate Resort and Spa 1800 Newtown Pike, Lexington, KY 40511
Office of Vocational Rehabilitation Leadership Meeting	11/18/2010	8:30 AM	Tom West	Pam Jarbow	Pamela S. Jarboe, M.Ed., CRC, CPM Director of Program Services Office of Vocational Rehabilitation 1-800-372-7172	
OET Managers Meeting	9/29/2010	1:30 PM	Betsy Flynn Tom West	Bill Monterosso	564-5331	September 28-30th (Still working on the Agenda, Linda Prewitt) Lake Barkley
Council on Postsecondary Ed				Dr. Robert King (Mary Morse) Lee Nimocks and CC' Phyllis Bailey	502-573-1555	November 5th 2010 at EKU

KWIB Strategic Plan Outreach Presentations

Local Workforce Investment Boards

	Date	Time	Presenter(s)	Local Contact	Notes
EKCEP	6/17/2010	6:00 PM	Tom West	Jeff Whitehead	Verbal Update - No PowerPoint used
Cumberlands	10/19/2010	10:00 AM	Tom West	Darryl McGaha	
TENCO	8/18/2010	12:00 PM	Tom West	Denise Weidelman	
Northern Kentucky	9/14/2010	8:30 AM	Crystal Gibson	Barb Stewart	
Bluegrass	12/21/2010	9:00 AM	Ed Holmes	Jennifer Compton	
Barren River	11/4/2010	12:00 PM	Roger Marcum	Debbie McCarty	
Lincoln Trail	9/21/2010	11:30 AM	Hugh Hayden	Sherry Johnson	
Greater Louisville	TBD	TBD	Heidi Margulis	Michael Gritton	November Meeting conflicts with KWIB Meeting & KACo
Green River	8/4/2010	12:00 PM	Elizabeth Hack	Tonya Logsdon	
West Kentucky	8/24/2010	10:00 AM	Tom West	Sheila Clark	

Implementation Progress Report



Date: January 2011

Project: Sector Strategies

Consultant or Agency name: Maher and Maher

Implementation Status: 51 % complete

Completion Date: June 2011

Tasks completed this month:

Updated Potential Target Sectors.
Convened Data Team.
Reviewed Regional FEA report.
Reviewed Potential Target Sectors.
Data Team voted on Sectors.
Drafted agenda for 2/25 Steering Committee Meeting.
Scheduled Project Update KWIB Meeting.

Major milestones reached to date:

Shared preliminary data report results and findings/map on the KY regions with the Data Team.
Selected top 5 state sectors.
Identified locations for Institutes.

Tasks to be completed next month:

Attend onsite Steering Committee meeting.
Drill down to one (1) sector strategy (which will be a 'pilot' for regional institutes.)
Develop detailed data/analysis for top five target sectors.
Attend KWIB Project Update Meeting.
Move forward with logistics and planning for Institutes.
Draft agenda for Institutes.
Next reiteration of Sector Strategies Orientation Seminar (formerly 101 - to be renamed)

Coordination/collaboration required next month:

Agree on one (1) sector strategy for the state.

Implementation Progress Report



Date: January 2011

Project: Branding and Identity

Consultant or Agency name: Landor

Implementation Status: 50 % complete

Completion Date: March 2011

Tasks completed this month:

Brand Driver Session: Held at Landor with Tom West and Kim Houston on 1/7. Session yielded great discussion on where to take the brand in the future. The session helps to generate images/ideas/words around various key elements of the brand, such as personality, emotional benefits, functional benefits, beliefs, etc.

Landor is currently working on taking the ideas, words, and images from the session to create 1 holistic verbal statement and visual collection of images which help capture the new direction and focus of the brand in the future.

Steering Committee meeting: Held 1/18 to discuss Customer Journey and begin to get input on Employer piece of Customer Journey. Landor also provided a background of the brand driver process and a recap/next steps outline of the 1/7 session.

Major milestones reached to date:

Immersion: Landor team conducted immersion and spoke with various departments throughout the state to gain a further understanding of the services and system. Landor also conducted an audit as well as In-Person One-Stop Intercepts with consumers, and employers, etc. Steering Committee and Board Meetings were held to gain alignment. A Customer Journey deck has been created which will be used to highlight key focus areas and used as inspiration for the design process.

Brand Driver Session with internal Landor group and Tom West & Kim Houston to establish unique ownable qualities for the future of the brand. Outcome of aligned Brand Driver to help direct and inspire architecture and identity.

Tasks to be completed next month:

Alignment on Verbal Brand Driver Statement and Visual Brand Driver to use as inspiration to begin design on architecture and identity.

Employer Customer Journey piece based on input from Steering Committee

Coordination/collaboration required next month:

Collaboration with Steering Committee align on verbal statement and visual brand driver as well as gaining input on Employer portion of Customer Journey

Coordination with One-Stop Certification team on Employer Customer Journey

Implementation Progress Report



Date: January 2011

Project: National Career Readiness Certificates

Consultant or Agency name: Office of Employment and Training

Implementation Status: 91 % complete

Completion Date: February 2011

Tasks completed this month:

KY NCRC Database Billing Process completed
KY NCRC Database tested and conflicts resolved.
"Soft Roll Out" executed and first Certificate Printed

Major milestones reached to date:

Umbrella contract executed with ACT
Kentucky Database completed and testing started
KY NCRC Database populated with Test Sites and Users
KY NCRC Database tested / First Certificate printed

Tasks to be completed next month:

Resolve last of conflicts between ACT and KY NCRC databases and begin production of KY NCRC in earnest
Continue Outreach identifying Employers using NCRC and use them as advocates.
Print backlog of Certificates in the system and distribute.
Draft Policies and Procedures for Testing Sites.
Continue to sync KY NCRC database with ACT to ensure all certificates are being identified.

Coordination/collaboration required next month:

Partner planning meetings to consolidate processes and procedures that will become the policy of coordinating the KY NCRC
Coordinate with DTS / Education Cabinet and ACT to resolve last of errors and finish database
Coordinate with ACT to solve sync KY NCRC database to theirs to ensure proper transfer of test data.
Begin to identify with DTS any upgrades and/or enhancements that need to be made to the KY NCRC program and functionality of the web site and workflow.

Implementation Progress Report



Date: January 2011

Project: One Stop Certification

Consultant or Agency name: Maher and Maher

Implementation Status: 25 % complete

Completion Date: June 2011

Tasks completed this month:

Participated in call with all other project consultants
Convened project coordination call with Branding consultants (Landor)
Facilitated first Core Team meeting in Elizabethtown
De-briefed meeting with State officials
On-site visits to three One Stop Centers (visits 7-9), with write-up of visits
Began planning with State project manager for second Core Team meeting, to be held in February

Major milestones reached to date:

Kickoff meeting held
Project plan completed
Nine of required ten One Stop visits made; interim report sent to State
Held first Steering Team and first Core Team meeting

Tasks to be completed next month:

Facilitate second Core Team meeting, in Frankfort
Tentative: Report at SWIB meeting
Tentative: complete 10th and final One Stop Center visit

Coordination/collaboration required next month:

All consultants call
Contact WIB project manager (CSW) for update on WIB stands development

Implementation Progress Report



Date: January 2011

Project: Tech High (First Phase)

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: 50 % complete

Completion Date: June 2012

Tasks completed this month:

Had our first with Tech High Meeting on January 31, 2011

Major milestones reached to date:

Coaches are in place and are actively working with students

Tasks to be completed next month:

More update training

Coordination/collaboration required next month:

Coordinating with ATC's and local districts on scheduling students

Implementation Progress Report



Date: January 2011

Project: I-Best

Consultant or Agency name: Adult Education

Implementation Status: 30 % complete

Completion Date: June 2011

Tasks completed this month:

- * Trainings completed
- * Budgets submitted by all but one program.
- * Students being recruited for program

Major milestones reached to date:

- * Curriculum and instructor trainings completed
- * Curriculum training materials have been aligned with the Common Core Standards
- * Pilot name decided
- * Counties and technical areas identified
- * Initial meetings to discuss pilot were successful

Tasks to be completed next month:

Classes to begin in Hardin, Jefferson and Daviess counties.
EKOS training to be scheduled.

Coordination/collaboration required next month:

Need to work on identifying ways in which LWIBs will partner with pilot counties.

Implementation Progress Report



Date: January 2011

Project: Apprenticeship

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: % complete

Completion Date: December 2012

Tasks completed this month:

Set up a meeting with the State Labor Cabinet to discuss the response received back from the Dept of Labor.

Major milestones reached to date:

Set date for a teleconference with nine focus states to discuss the promotion of apprenticeships. This will take place at the KCTCS main office during May 18-20, 2011

Tasks to be completed next month:

Get teleconference agenda and get commitments from possible attendees

Coordination/collaboration required next month:

Labor Cabinet and KCTCS

Implementation Progress Report



Date: January 2011

Project: Work Ready Communities

Consultant or Agency name: Thinking Media

Implementation Status: 60% complete
(Select)

Completion Date: June

Tasks completed this month:

All-Consultant conference call January 21st
January 27th Steering Committee Meeting
Initial creiteria discussions and key stakeholder contact plan
Created web calculator for qualification effects of varied criteria

Major milestones reached to date:

Implementation Progress Report

Initial Kickoff Call - August 27, 2010
Identification and appointment of Steering Committee
Report: Precedents in Work Ready Communities. Deliverable #2, 100%
First meeting of the Steering Committee - September 27, 2010
Initial list of key stakeholders (50% on deliverable #4)
Committee discussion and generation of list of key indicators (50% on deliverable #6)
Committee discussion and general direction on process, requirements, incentives, benefits (20% on deliverable #8)
Analysis of Work Ready Indicators (100% - Deliverable #3)
Survey and voting on criteria for Work Ready Communities (75% - Deliverable #6)
Gathered key contact and contact information for list of stakeholders (75% - Deliverable #4)
Agenda and preparation for Steering Committee Meeting November 18, 2010
Preparation for KWIB Board Meeting November 18, 2010
Analysis of Work Ready Indicators (100% - Deliverable #3)
Survey and voting on criteria for Work Ready Communities (75% - Deliverable #6)
Gathered key contact and contact information for list of stakeholders (75% - Deliverable #4)
Agenda and preparation for Steering Committee Meeting November 18, 2010
Preparation for KWIB Board Meeting November 18, 2010
Coordinated with NCRC Program Committee/Contractor to discuss Work Ready Communities in their statewide informational events
Steering Committee Meeting November 18, 2010
KWIB Board Presentation November 18, 2010 (deliverable #12)
Compiled input from KWIB board on criteria
All-Consultant conference call - November 19, 2010
Agreed upon Top 10 Work Ready Community criteria (100% deliverable #6)
Reviewed key stakeholders list with Steering Committee (deliverable #4)
Reviewed Top Employer list with Steering Committee
All-Consultant conference call December 17th
Report - Analyze Kentucky Communities on selected criteria (deliverable #7)
Completed Key Stakeholder List (100% on deliverable #4) and Employer List
All-Consultant conference call January 21st
January 27th Steering Committee Meeting
Initial criteria discussions and key stakeholder contact plan
Created web calculator for qualification effects of varied criteria

Tasks to be completed next month:

Steering Committee Meeting - March 1, 2011
Recommend Criteria thresholds based on Jan 27th discussions and feedback from the six stakeholder discussions/steering committee members
Set thresholds for criteria
Begin application materials
Begin planning for rollout - starting with revisiting webcasts to expanded key stakeholder list

Implementation Progress Report



Coordination/collaboration required next month:

All-Consultant conference call February 18
NCRC committee - sync our thresholds/goals with theirs

Implementation Progress Report



Date: January 2011

Project: Rapid Response

Consultant or Agency name: Office of Employment and Training

Implementation Status: 2 % complete

Completion Date: October 2011

Tasks completed this month:

Full Rapid Response Redesign Team meeting scheduled, but was cancelled due to weather and reset for February 10.

Major milestones reached to date:

None

Tasks to be completed next month:

Initial meeting of full Rapid Response Design team. Key partners invited to participate: Education & Workforce Development Cabinet; OET; OET-Research & Statistics; OVR; West KY WIA; Adult Education; Economic Development, Cumberland Rapid Response and Business Services lead staff. Meeting set for February 10.

Coordination/collaboration required next month:

Key partner meeting - February 10, 2011.

Implementation Progress Report



Date: January 2011

Project: Alphabet Soup

Consultant or Agency name: Office for the Blind

Implementation Status: 45 % complete

Completion Date: February 2011

Tasks completed this month:

Draft letter to the ADDs has been created and revised.
It was recommended that this letter go out under Tom's signature. KYOFB and KYOVR have scrubbed their websites for any acronyms. Amy is working on scrubbing any cabinet acronyms.

Major milestones reached to date:

Web sites scrubbed of acronyms in Vocational Rehabilitation and Office for the Blind, pending in Employment and Training. Documents and publications are being looked at and readied for acronym removal when the timing is appropriate in all three areas.

Tasks to be completed next month:

- *Work with Amy Wetherby to look at all web sites she works with for more acronym removal, and make the effort go workforce development system wide.
- *Begin acronym removal on new Employment and Training Website, which wasn't put online last month.
- *Email letter and small presentation to partners about the disservice to our customers of using acronyms in our publications, websites and lexicon and ask them to make a conscious effort to discontinue their use.
- *Continuous effort to remove acronyms from public useage within the workforce system

Coordination/collaboration required next month:

Branding and Identity
User Friendly online services
Outreach Initiative

Implementation Progress Report



Date: January 2011

Project: Partner for Success

Consultant or Agency name: Office for Vocational Rehabilitation

Implementation Status: % complete

Completion Date: February 2012

Tasks completed this month:

Team conference call on January 13, 2011
Reviewed progress on assigned tasks
*Brent - Common Intake Review Form - reviewing examples from other states and touring facility in Ohio currently using common form. Report to group at next meeting.
*AJ - Visited Somerset One Stop for demonstration on central computer intake system for workflow implemented in Richmond One Stop
*Dale - Transition - Gathering information and will report at next meeting
*Reviewed charge of the group and will focus more on policy rather specific implementation to avoid duplication with other action teams
*Beth Smith - Who Do I Call List? - Need update from all workforce agencies to distribute February
*Beth Brinly - Will distribute first draft of workforce newsletter "On the Move"
*Group discussed the leadership meeting planned for April 27th and 28th @ Lake Cumberland

Major milestones reached to date:

*Formulated outline for planned leadership meeting in April
*Received Who Do I Call list from 2 out of 5 agencies
*Common intake form examples have been reviewed

Tasks to be completed next month:

* Finalize agenda for leadership meeting and confirm list of planned attendees
* Will receive and distribute all Who Do I Call Lists?

Coordination/collaboration required next month:

Implementation Progress Report



Next meeting is February 9th from 11: 00 - 3:00 @ Tower - small conference room
Coordinate trip to integrated One Stop for the team (March)

Implementation Progress Report



Date: January 2011

Project: Statewide Reserve Investments

Consultant or Agency name: Office of Employment and Training

Implementation Status: 15 % complete

Completion Date: December 2011

Tasks completed this month:

Sent emails for project status updates. Next meeting scheduled for April 2011.

Major milestones reached to date:

Tasks to be completed next month:

Follow up on status updates

Coordination/collaboration required next month:

Follow up to various project managers for updates.

Implementation Progress Report



Date: January 2011

Project: High Performing Workforce Boards

Consultant or Agency name: CSW

Implementation Status: 33 % complete

Completion Date: January 2011

Tasks completed this month:

Tasks completed during December, 2010:
Call among all consultants for coordination purposes.
Minor tweaks to finalized documents:
1. Standards, criteria, measures and scoring rubric;
2. Application and self-assessment;
3. core questions for on-site review;
4. Survey questions;
5. WIB Briefing agenda.
Delivery of WIB Briefing
Summary of WIB Briefing
Review tool developed
Scoring directions developed
Cover sheet developed for reviewers
Agenda and annotated agenda for reviewer training complete

Major milestones reached to date:

WIB Briefing Delivered
Reviewer scoring tools and instructions developed
Reviewer training designed

Tasks to be completed next month:

Tasks for February include:

- Scoring of beta test application
- REviewer training on February 17
- Consultants call

Coordination/collaboration required next month:

Implementation Progress Report



Coordination with consultant contracted for sector training.

Implementation Progress Report



Date: January 2011

Project: Workforce Academy

Consultant or Agency name: Office for Vocational Rehabilitation

Implementation Status: % complete

Completion Date: June (Select)

Tasks completed this month:

Consultant proposals received and will be reviewed and scored with score sheets turned in by January 24, 2011. Proposed meeting the week of February 7th for the review/recommend of consultant.

Major milestones reached to date:

Consultant proposals submitted and under review.

Tasks to be completed next month:

Submit score sheets from reviewers by January 24th and meet to review/recommend.

Coordination/collaboration required next month:

Once the consultant selection is complete the team will need to meet with them to discuss next steps.

Implementation Progress Report



Date: January 2011

Project: One Stop Kiosk

Consultant or Agency name: Office of Employment and Training

Implementation Status: 50 % complete

Completion Date: April 2011

Tasks completed this month:

- Project Managers met w/ OVR Rehabilitation Technology Mgr., Carol Weber and Project Team in Lexington on January 6 to re: kiosk stands and accessibility
- Met w/ DTS team member in Lexington on January 6 to further discuss specific technical issues/concerns
- Determination made: completion date pushed back to April, 2011

Major milestones reached to date:

- Reviewed accessibility with OVR Rehab Tech. Mgr. assistance; noted recommendations
- Continued testing kiosk system in Florence office - working through issues

Tasks to be completed next month:

- Project Managers visit Richmond OET/One Stop Office on February 8 - meet w/ Kiosk Team re: Kiosk options/ideas
- PM's visit Louisville Office - 6th and Cedar in preparation of Kiosk implementation - Date TBD
- Identify a new vendor for kiosk stands in case more need to be ordered for other offices
- 'Anticipated' Pilot Rollout in Lexington - February, 2011

Coordination/collaboration required next month:

- Meet with DTS to discuss Louisville Pilot implementation (Meet with Lou. WFD Manager as well)
- Schedule meeting with Facilities Management and Louisville staff to determine needs for implementation re: the Preston Highway and 6th and Cedar offices in Louisville (*Note: Per Facilities Management: Preston Highway office in Lou. will be moving in approx. 2 months; could potentially affect implementation date/set up for this office)
- Meet w/ DTS > questions re: the HP software that comes installed on the Kiosks > potential adjustments that can be made...if possible. This is a result of the meeting with DTS on January 6

Implementation Progress Report



Date: January 2011

Project: Unemployment Insurance Customer Service Plan

Consultant or Agency name: Office of Employment and Training

Implementation Status: 23 % complete

Completion Date: July 2011

Tasks completed this month:

Provided data on claimant and employer fraud to OET communications branch to utilize in outreach efforts.
Met with representatives of State Department of Labor and Workers Claims to identify available data for information sharing. Established staff contacts and data to be exchanged on set frequencies (monthly or quarterly depending upon when data becomes available)
Initiated discussions with Louisville SHRM to coordinate employer training program for the Unemployment Insurance program with their meeting schedule.
Discussed how Non-Reduction Provision in Federal Law H.R. 4853 may affect Wage Replacement provision in HB 5 and three year look-back option for Extended Benefits(based upon review of Kentucky's IUR and TUR for previous three years, it was determined that no legislative change would be needed for the look-back option)

Major milestones reached to date:

Deployment of Direct Deposit Statewide
Increased staff for help desk / Identification of KEWES systemic issues
Tax rate calculations / Reimbursable charges issued based upon changes specified in HB 5
Deployment of State Withholding

Tasks to be completed next month:

Initiate schedule for UI training program for employers.
Obtain information exchange agreements on all Kentucky Housing Authorities and implement a standardized data request form.
Complete testing and implementation of E-Pay (ability of employers to pay quarterly unemployment taxes with credit card) by Ky.gov.

Coordination/collaboration required next month:

Implementation Progress Report



Contact members of forms review group to secure their comments and /or recommendations.
Meet with representatives of the Division of Technology Services (DTS) and Commonwealth Office of Technology (COT) to obtain update of IT service requests related to HB 5 and the State Information Data Exchange System (SIDES)