

# WORKSmart

Kentucky



A Strategic Transformation of  
Kentucky's Workforce System

## IMPLEMENTATION STATUS REPORT

January 31, 2012



KENTUCKY WORKFORCE INVESTMENT BOARD

# January Summary

## Report Contents

- *Project Status Summary Tables*
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# Project Status Summary

System Transformation			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	<i>Industry Partnership Grants/Sector Strategies</i>	Patricia Dudgeon, Mgr. Hugh Haydon, Champion	Industry Partnerships-Sector Strategies 2 <sup>nd</sup> Round drafted and under review for possible late February release. Summary of Industry Partnership initiative prepared for KWIB meeting.
✓	One Stop Certification Policy	Tommy Wheatley, Mgr. <b>Maher &amp; Maher</b> Dr. Lara Needham, Champion	No Report Submitted
✓	<i>User Friendly On Line Services</i>	<i>Jim Beyea &amp; AJ Jones, Mgrs.</i> <i>Kim Huston, Champion</i>	Initiated Pilot program with identified employers in Louisville, Bowling Green and Lexington. Continued testing some design and code fixes for both Focus Career and Talent throughout January.
✓	NCRC	Joe Paul, Mgr. <b>Act, Inc.</b> Reecie Stagnolia, Champion	NCRC provided data to counties requesting Work Ready Community status. Developed plan with ACT to complete the reporting requirement of WorkKeys testing to KDE Office of Assessment and Accountability. Multiple presentations in conjunction with Work Ready Communities team to employer and civic groups.
✓	Eligible Training Provider List	Linda Burton, Mgr. Rick Christman, Champion	Comments and recommendations on proposed policy draft received from LWIB directors.

Education Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Tech High (Phase 1)	Karen Bothun, Mgr. Roger Marcum, Champion	Established a meeting with Kentucky Community and Technical College and the Office of Career & Technical Education to discuss how to plan and market the Close the Deal Meetings for adult Education.
✓	Apprenticeships	Karen Bothun, Mgr. Mark Brown, Champion	Met with Steve Bennett to begin process of program/school identification. Discussed the development of career pathways leading to apprenticeship with the curriculum consultants for each area and the apprenticeship opportunities in their areas.
✓	High School Outreach	Karen Deuker, Mgr. Sec. Joe Meyer, Champion	Decided on categories and questions for superintendent survey honing in on accountability and high School Outreach can assist in meeting college and career readiness standards. Met with communications to determine best methods for communications with all audiences.
	GED Express	Linda Burton, Mgr. Reecie Stagnolia, Champion	Scheduled to start – January 2012 No Report Submitted

Economic Development Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
	Mind Your Own Business (Entrepreneurship)	TBD, Mgr. Sec. Larry Hayes, Champion	Scheduled to start – January 2012 No Report Submitted
✓	Work Ready Communities	Tom West & Jason Slone, Mgrs. <b>Thinking Media</b> Crystal Gibson, Champion	Review Panel met January 11, 2012. Recommendations to KWIB: three Work Ready counties and on in Progress.
✓	Rapid Response	Bill Monterosso & Linda Prewitt, Mgrs. <b>Thomas P. Miller</b> James Cole, Champion	Multiple internal meetings with Thomas P Miller and Associates to develop/refine recommendations based on the input from leadership team. Group meeting held on January 26 <sup>th</sup> to present and provide feedback on the revised recommendations.
✓	Economic Development Academy	Terri Bradshaw, Mgr. Daryl Smith, Champion	Speaking engagements continue to be scheduled to promote KWIB projects and WFD programs. Training for the Focus Talent program held in three pilot cities. New committee formed to market the free GED/NCRC program to employers.

System Simplification			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Alphabet Soup	Chris Smith & Terri Bradshaw, Mgrs. TBA, Champion	Project now merged with Workforce Academy.
✓	Partner for Success	Allison Flanagan-Jessee, Mgr. Com. Beth Brinly, Champion	Team met to begin discussions and development of Department wide policy on confidentiality.
✓	Statewide Reserve Investments	N/A	No Report Submitted
✓	Case Management	Gina Triplett-Johnson, Mgr. Com. Beth Brinly, Champion	Individual Employment Plan (IEP) Form and Orientation for “common” use is being reviewed to ensure all partners can utilize.
✓	High Performing WIBs	Jason Slone, Mgr. <b>CSW</b> Mary Lassiter, Champion	No activity this month

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade, Mgrs. <b>Maier &amp; Maier</b> Dr. Judith Rhoads, Champion	Working on Phase 3: Design & Develop Training Curriculum materials. Phase 4: Pilot Delivery of Training Curriculum in progress.
✓	Outreach Initiative/Branding and Identity	Terri Bradshaw, Mgr. Heidi Margulis, Champion	Meeting held with Landor representatives to discuss plan of work and timeline priorities. Steering committee met to review and update the plan of work and discuss the available budget. Regional Brand champions started weekly conference calls.
	Get Back to Work	Jeannie Devers, Mgr. Rep. Larry Clark, Champion	Scheduled to start – TBD
✓	One Stop Kiosk	Ryan Hanson & Connie Schnell, Mgrs. Com. Beth Brinly, Champion	Registration screen now loading correctly. Limited testing in Florence will begin in February. Louisville and Lexington launch pushed back to March. Project Managers met with local & Frankfort Staff as well as KWIB Executive Director to discuss current issues and how to resolve.
✓	UI Customer Service Plan	Allen Larson, Mgr. Sec. Joe Meyer, Champion	Conducted Employer training seminars in Elizabethtown and Louisville. Deployed Waiting Week, Wage Replacement Rate, and Wage increase as specified in HB 5.

# February 2012

February 2012							March 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	
5	6	7	8	9	10	11	4	5	6	7	8	9	10
12	13	14	15	16	17	18	11	12	13	14	15	16	17
19	20	21	22	23	24	25	18	19	20	21	22	23	24
26	27	28	29				25	26	27	28	29	30	31

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 29 - Feb 4	Jan 29	30	31	Feb 1	2	3	4
						3:00pm 4:30pm KSBA "A Sector Approach to College and Career Readiness" (Galt House, Louisville KY)	
Feb 5 - 11	5	6	7	8	9	10	11
	11:30am 12:00pm MONTHLY REPORTS DUE	9:00am 6:30pm WRC Application - Henderson, McLean, Webster, Union (Henderson, KY TBA) - West, Thomas M (Education Cabinet)	9:30am 11:00am Northern KY Work Ready Community (Central bank, 7310 Turf 2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (	1:00pm 2:00pm Conference Call with Landon concerning prioritization of plan of work items - Bradshaw, Terri (OETCO-FK)	2:30pm 3:30pm Paducah Chamber of Commerce WRC discussion (500 Mero St, CPT 3, Sm Conference Room 319, Frankfort) - West, Thomas M (Ed		
Feb 12 - 18	12	13	14	15	16	17	18
			Act WRC Academy - Session I (Atlanta, GA)	10:00am 12:00pm Kentucky Workforce Academy (Transportation Cabinet - Room C110)	10:30am 12:00pm Local WIB Directors Mtg with KWIB Chair (Capitol Plaza Tower 3rd 1:00pm 3:00pm KWIB February Meeting (Kentucky History Cent		
Feb 19 - 25	19	20	21	22	23	24	25
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)			National Association of State Workforce Boards - NG	
Feb 26 - Mar 3	26	27	28	29	Mar 1	2	3
	National Association of S	SETA Spring Conference (Hilton Head, SC)					



# March 2012

March 2012							April 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3	1	2	3	4	5	6	7
11	12	13	14	8	9	10	8	9	10	11	12	13	14
18	19	20	21	15	16	17	15	16	17	18	19	20	21
25	26	27	28	22	23	24	22	23	24	25	26	27	28
				29	30	31	29	30					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 26 - Mar 3	Feb 26	27	28	29	Mar 1	2	3
Mar 4 - 10	4	5	6	7	8	9	10
		11:30am 12:00pm MONTHLY REPORTS DUE	2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)				
Mar 11 - 17	11	12	13	14	15	16	17
					2:00pm 4:00pm Partner for Success (CPT Small Conference Room) - WFD KWIB Strategic Plan		
Mar 18 - 24	18	19	20	21	22	23	24
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)				
Mar 25 - 31	25	26	27	28	29	30	31
			ACTWRC - Session II - Iowa City (ACT headquarters, Iowa City, IA) - West, Th				

# April 2012

April 2012							May 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 1 - 7	<b>Apr 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)	9:00am 2:00pm Work Ready Review Panel (KCTCS Office, 300 N. Main Street, Versailles, KY 40383 (for directions see link below)) - WFD KWIB	11:30am 12:00pm MONTHLY REPORTS DUE		
Apr 8 - 14	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
Apr 15 - 21	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)				
Apr 22 - 28	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
Apr 29 - May 5	<b>29</b>	<b>30</b>	<b>May 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

# KWIB Strategic Plan Presentation Schedule

## Strategic Initiatives Presentations

	Date	Time	Presenter(s)	Organization Contact	Contact Info	Notes
Kentucky Association of Manufacturers	2/8/11	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	
ACT National Workforce Conference	4/18/11		Tom West (Joe Paul)			September 28-30th (Still working on the Agenda, Linda Prewitt) Lake Barkley
Partner Leadership Workshop	4/27/11		Hugh Haydon Heidi Margulis			November 5th 2010 at ECU
Kentucky Energy Workforce Development Conference	4/29/11	1:00 PM	Joe Meyer	Ann Randolph	502-564-3350	
National Governors Association SWIB Chairs and Directors	8/1/11	10:00 AM	Tom West	Martin Simon		Chicago - Work Ready Communities
Paducah Area Chamber of Commerce	8/4/11		Joe Meyer	Elaine Spalding		Lake Cumberland
Governor's Local Issues Conference	8/15/11	10:00 AM	SC members	DLG		Work Ready Communities
Kentucky Rehabilitation Association	8/30/11		Beth Brinly			Kansas City, MO - KWIB Strategic Initiatives
Green River Workforce Area	9/6/11	10:00 AM CT	Tom West	Tonya Logsdon		Work Ready Communities
Education/Workforce Committee	9/6/11	3 & 4 PM CT	Tom West	Meghan Crosman		Work Ready Communities
Kentucky Chapter - American Plannign Association	9/15/11	2:00 PM	West, Roy, Curry	Amy Williams		Northern KY, KWIB strategic initiatives
Shelby County Economic Development	9/21/11	9:00 AM	Tom West	Libby Adams		Work Ready Communities
Workforce Dev. Sub-committee, ADD Directors	9/26/11	10:00 AM	Tom West			Northwest Ky Forward - WorkReady Communities
ADD Board, Bowling Green	9/26/11	1:00 PM	Tom West			Work Ready Communities
Bluegrass State Skills Board	9/28/11		Tom West			Work Ready Communities, ADD office in Frankfort
KCTCS Workforce Solutions Managers	10/5/11			Donna Davis	859-256-3249	Work Ready Communities
Davies County Planning Committee	10/6/11		Tom West			Work Ready Communities
Marion County Economic Development event	10/6/11		Tom West			Work Ready Communities and Industry Partnership Grant
Lincoln Trail WIB - Lebanon	10/7/11	12:00 PM	Tom West			Work Ready Communities
Barren River WIB - Barren River Area KY	10/13/11	11:00 AM	Tom West			Work Ready Communities
Rowan County Economic Development	10/26/11		Jason Slone			Work Ready Communities
Virginia Workforce Council Meeting	11/3/11	11:00 AM	Tom West			Work Ready Communities
Western KY Workforce Investment Board	11/9/11	10:00 AM CT	Tom West	Sheila Clark		Work Ready Communities
KY Assoc for Economic Development KAED	11/10/11	11:15 AM CT	Tom West			Work Ready Communities
Purchase Area Development District	11/21/11	3:00 PM	Beth Brinly	Jennifer Beck Walker		Work Ready Communities
Muhlenberg County	11/30/11	3:00 PM	Tom West/Joe Paul			Work Ready Communities/NCRC
Building A Better Workforce for Woodford County	12/2/11	7:45 AM	Tom West	Tami Vater	859-873-5122	Work Ready Communities
Grayson County	12/15/11	8:00 AM	Tom West			Work Ready Communities
TENCO Workforce Investment Board	12/21/11	12:00 PM	Tom West			Work Ready Communities
Madisonville CTC Work Ready-Work Keys	1/6/12	7:00 AM	Tom West			Work Ready Communities
Work Ready Communities - Review Panel	1/11/12	9:00 AM	Tom West & Panel			Work Ready Communities Review Panel Meeting
Hopkins County/Madisonville w/Dr. Rhoads	1/18/12	8:00 AM	Tom West			Work Ready Communities
Mt. Sterling/Montgomery Cty Industrial Authority	1/18/12	9:00 AM	Jason Slone			Work Ready Communities
KSBA - Ky School Board Association	1/24/12	9:00 AM	Tom West			Work Ready Communities

# Implementation Progress Report



**Date:** January 2012

**Project:** Sector Strategies

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 95 % complete

**Completion Date:** December 2012

## Tasks completed this month:

- \*Industry Partnerships-Sector Strategies-Planning - (2<sup>nd</sup>) Round RFP /Timeline/Public Announcement drafted - under review for possible late February release;
- \*Updated Cabinet on status of IP - 2<sup>nd</sup> Round;
- \*Industry Partnerships RFP First Round Grant Awardees - OET "Ready-Set-Go" Packets sent to the three awardees: Packets, delivered at meeting or by email included: Listing of partners/participants who confirmed receipt and review of IP Scope of Work, Deliverables and Timeline; NFA Statewide Reserve notice, Budget Narrative, Budget Form, Monthly Invoice Form, Request for Transfer of Funds Form;
- \*Drafted Summary of Industry Partnership Initiative for upcoming KWIB meeting;
- \*Researching establishment of IP Blog/information sharing with awardees;
- \*Draft responses for the IP section of the Workforce Innovation Fund annotated outline

## Major milestones reached to date:

- \*Industry Partnership Grant Opportunity RFP issued August 15, 2011; Up to \$500,000 in funds available;
- \*IP proposals received in OET - 4:00 pm - October 10, 2011 - responsive proposals sent to reviewers;
- \*Review Team met for consensus on awards - November;
- \*Three (3) IP Grants awarded December 2011;
- \*IP RFP- 2<sup>nd</sup> Round announced for early 2012;
- \*First Round Awardees received "Ready-Set-Go" packets from OET- January 2012

## Tasks to be completed next month:

- \*Completion of IP-RFP- 2<sup>nd</sup> Round; Possible release;
- \*Completion of Timeline for 2<sup>nd</sup> Round RFP;
- \*Meeting with Cabinet leads as determined;
- \*Continuation research and establishment of information sharing processes - Blog establishment, TA, etc.

## Coordination/collaboration required next month:

- \*Communicate with first round awardees; assess status & needs;
- \*Review and approval of IP RFP - 2<sup>nd</sup> Round;
- \*Coordination with Communications for public announcement of IP RFP- 2<sup>nd</sup> Round (if released)

# Implementation Progress Report



**Date:** January 2012

**Project:** User-friendly On-line Services

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 75 % complete

**Completion Date:** December 2011

## Tasks completed this month:

### Burning Glass (Focus Career/Talent/Assist):

Initiated Pilot program with identified employers in 3 local areas: Louisville, Bowling Green and Lexington. This was the next phase beyond showcasing the Focus Talent to the employers in December. Continued testing some design and code fixes for both Focus Career and Talent throughout January.

### Proposed GUI re-design:

Verified with Tom West that the contract with Landor has been signed. We are waiting on them to develop a "shell" that will be used for our web portal.

## Major milestones reached to date:

### Burning Glass:

Business Rules have been written for employee portal.

Testing has discovered bugs, which is a good thing so we can clean the application up.

Coordination is ongoing between our testers and BG's core development team to clean up any bug issues.

Statewide training has begun and will continue into the second week of June.

Implementation to Production on June 30, 2011.

Focus Talent has been showcased in 3 areas. Testing has begun.

Focus Talent rolled out to same 3 areas we showcased. Employers were identified and are now using Focus Talent to post job orders.

### Proposed GUI re-design:

Met with steering committee. Timeline for development and deployment was drafted.

Contract signed with Landor for the web portal (GUI) design.

## Tasks to be completed next month:

### Burning Glass:

Continue testing with Focus Talent and working with our pilot employers.

### Proposed GUI re-design:

Conference call with Landor on February 9, 2012 to discuss the status of our web portal development.

## Coordination/collaboration required next month:

# Implementation Progress Report



Work with pilot employers on Focus Talent  
Continue testing Focus Talent and re-work of bug fixes  
Work with Landor on GUI web portal design

# Implementation Progress Report



**Date:** January, 2012

**Project:** National Career Readiness Certificates

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 100 % complete

**Completion Date:** February, 2012

## Tasks completed this month:

1. NCRC Coordinator provided technical expertise to counties requesting Work Ready Community status by providing data.
2. NCRC Coordinator conducted several presentations to counties and Work Ready Community teams.
3. Hired Administrative Assistant.
4. NCRC Coordinator provided WorkKeys expertise to Economic Development meetings for prospective industries moving to the Commonwealth.
5. Developed plan with ACT to complete the reporting requirement of WorkKeys testing to KDE Office of Assessment and Accountability.

## Major milestones reached to date:

1. Umbrella contract executed with ACT / Kentucky Database completed and testing started
2. KY NCRC Database populated with Test Sites and Users / KY NCRC Database tested / First Certificate printed / Kentucky Database complete and ready for ACT files / Printed backlog of Certificates
3. "Soft Roll Out" executed
4. On-Line Task Specific Training integrated into nrcr.ky.gov
5. KY NCRC Database Billing Process completed
6. ATC project complete and data sent to OCTE
7. Execute Outreach Program to engage Employers in NCRC - funds made available to WIA's for face to face meetings with employers to sell NCRC
8. KY NCRC Database Billing Process completed - (Invoices still being generated by DTS staff)
9. Ver. 2.0 of the NCRC program was completed. (over 9,000 missing records recovered from rebuild)
10. Outreach program to employers via the WIA's completed 30 Jun, 2011.
11. Yellow Ribbon Event with KYNGR to explain the NCRC to returning veterans.
12. Budget items submitted as part of cabinet budget
13. SWR proposal sent for testing of OCTE Area Technology Center seniors during FY12.
14. Amendment and One year extension to Delegation of Payment Agreement ACT & OET received from Cabinet Legal Dept. and forwarded to Finance Cabinet.
15. 2500 ACT Scholarships allotted to KY Adult Ed and OET.
16. Completed budget process for FY13/14 (to include all graduating High School Senior assessment)
17. Funds Released for OCTE/OET Collaboration to assess all Area Technology Center Seniors.
18. Extension of Contract with ACT to provide WorkKeys testing in Kentucky
19. Hired Administrative Assistant and began training

## Tasks to be completed next month:

1. Continue writing Standard Operating Procedures (SOP).
2. Continue to resolve KY NCRC customer service issues.
3. Continue to coordinate assessment projects with KY National Guard/Reserves.
4. Continue to coordinate assessment projects with KDE and OCTE of High School students.
5. Continue to tweak the nrcr.ky.gov site's billing and reporting modules
6. Revise presentations to become more geared from education provider to employer incentive driven.

# Implementation Progress Report



## Coordination/collaboration required next month:

1. Continue to identify with DTS any upgrades and/or enhancements that need to be made to the [ncrc.ky.gov](http://ncrc.ky.gov) web site to increase functionality streamline workflow.
2. Coordinate and share WorkKeys data with Dept of Education
3. Collaborate with KY National Guard / Reserves to work with returning veterans.
4. Collaborate with OCTE to develop administrator training for assessments FY12.
5. Begin Collaboration efforts with Dept of Juvenile Justice
6. Working with Work Ready Community projects throughout the Commonwealth.



# Implementation Progress Report



**Date:** January 2012

**Project:** Eligible Training Providers

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 80 % complete

**Completion Date:** February 2012

## Tasks completed this month:

Comments and recommendations on proposed policy draft received from LWIB directors.

## Major milestones reached to date:

1. Project scope developed.
2. New (general) ETPL process incorporated in state plan.
3. Established ETPL steering committee.
4. Four principals for proposed ETPL policy established.
5. Surveys of providers and other state workforce agencies conducted.
5. Draft policy document prepared for focus group discussion and input.

## Tasks to be completed next month:

1. Continue dialogue with focus groups (Reporting/technology and employer/labor organizations) for input on policy.
2. Meet with Charles McGrew to explore possibility of coordination with P20 project.
3. Meet with steering committee to review input obtained from focus groups.
4. Prepare ETPL project presentation for KWIB.

## Coordination/collaboration required next month:

Coordination with steering committee members to facilitate focus groups.

# Implementation Progress Report



**Date:** January 2012

**Project:** Tech High (First Phase)

**Consultant or Agency name:** Office of Career and Technical Education

**Implementation Status:** 65 % complete

**Completion Date:** June 2012

## Tasks completed this month:

Established a meeting with Kentucky Community and Technical College representatives (Shawna King-Simms, Mike McMillen, Mike Quillen, Analy Scorsone), Gayle Box from adult ed, and Mary Stratton from OCTE. Discussion included how to plan and market the Close the Deal Meetings for adult education participants.

MOA developed to work with KCTCS in order to provide marketing materials to Adult Ed for the event.

## Major milestones reached to date:

Krystal Johnson and Karen Bothun participated in the Dual Credit Meeting with KCTCS in order to define dual credit and prepare a procedures manual. This information will be used by the career coaches in order to assist students with dual credit opportunities available in their areas.

## Tasks to be completed next month:

Meet again at the KCTCS systems office in Versailles.  
Discuss marketing through an alternative name to avoid confusion.  
Discuss options for incentives for adults to participate.

## Coordination/collaboration required next month:

Mary Stratton and Angie Fischer will continue to work with the career coaches and plan the Close the Deal Meetings throughout the state.

# Implementation Progress Report



**Date:** January 2012

**Project:** Apprenticeship

**Consultant or Agency name:** Office of Career and Technical Education

**Implementation Status:** % complete

**Completion Date:** December 2012

## Tasks completed this month:

Met with curriculum branch manager, Steve Bennett, to begin process of program/school identification. He discussed the development of career pathways leading to apprenticeship with the curriculum consultants for each area showing apprenticeship opportunities in their areas.

## Major milestones reached to date:

## Tasks to be completed next month:

Compile identified list of programs matched with potential apprenticeship programs.  
Narrow the list to five to ten programs throughout the state.  
Establish a meeting date for apprenticeship partners, curriculum consultants and program teachers to begin work on career pathways.

## Coordination/collaboration required next month:

Continue to work with the Curriculum Branch manager and consultants

# Implementation Progress Report



**Date:** January 2012

**Project:** High School Outreach

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 30 % complete

**Completion Date:** December 2012

## Tasks completed this month:

Decided on categories and questions to pose to school superintendents  
Prepared survey to send to school superintendents honing in on accountability and asking how we might help and offering assistance in meeting college and career readiness standards  
Met with Communication Director to determine best methods for communication with all audiences  
Discussed URL for website  
Addressed Regional Managers to update on HSO project and encourage involvement with Operation Preparation  
Added NCRC coordinator to work group  
Determined the necessity of this being an on-going project  
Updated Project Champion on progress to date

## Major milestones reached to date:

Created and sent survey to guidance counselors and LWIB's to get a better idea of what is happening around the state regarding connectivity with One Stops and types of career readiness activities that are available to high school students  
Refined goals of the project  
Developed Plan of Action

## Tasks to be completed next month:

Obtain letter from Secretary Meyer to accompany survey for superintendents  
Send survey to school superintendents  
Compile survey results  
Continue to work on website

## Coordination/collaboration required next month:

Coordinate with Department of Education on sending survey to superintendents  
Meet with director of Kentucky Scholars program and Commissioner Brinly to discuss holding a cooperative conference on college and career readiness  
Continue to encourage involvement with Operation Preparation

# Implementation Progress Report



**Date:** January 2012      **Project:** Work Ready Communities

**Consultant or Agency name:** Thinking Media

**Implementation Status:** 100% complete

**Completion Date:** June 2011

## Tasks completed this month:

### Presentations

January 6<sup>th</sup> - Madisonville/Hopkins County Chamber of Commerce

January 18<sup>th</sup> - Hopkins County/Madisonville with Dr. Rhoads

January 18<sup>th</sup> - Mt. Sterling/Montgomery Co. Industrial Authority

January 24<sup>th</sup> - KSBA meeting with Executive Director, William Scott

Certification WRC Review Panel Meeting - January 11th 3 counties received the recommendation for Work Ready certification (Daviess, Warren, Woodford) and one county for in-progress status (Russell) Recommendations will go before the full Board on February 16th for acceptance.

## Major milestones reached to date:

Initial Kickoff Call - August 27, 2010 Report: Precedents in Work Ready Communities. Deliverable #2, 100%

First meeting of the Steering Committee - September 27, 2010

KWIB Board Presentation November 18, 2010 (deliverable #12)

Research and compilation of application materials from other programs

Completion of Application Materials first draft

Work Ready Community Steering Committee meeting - April 14

Work Ready Community Steering Committee meeting - May 19 - final review of Application and Application Process

Presentation of the program to KWIB May 19

KWIB voted to approve/accept the project (with board suggestions incorporated)

Governor officially announces program through a press release dated August 16, 2011.

Presentation to local government during the Governors Fall conference on Local Issues. August 18, 2011.

## Tasks to be completed next month:

# Implementation Progress Report



Continue working with counties who request presentations or information about the program. Currently, meetings have been requested by Northern Kentucky in regard to the project.

**Coordination/collaboration required next month:**

# Implementation Progress Report



**Date:** January 2012

**Project:** Rapid Response

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 85 % complete

**Completion Date:** June 2012

## Tasks completed this month:

- Held project status update call with Thomas P. Miller and Associates (1/13).
- TPMA met internally to develop/ refine recommendations based on the inputs and information from the leadership team (1/8, 1/16, 1/20).
- A small group meeting was held on 1/26 with leadership and TPMA to present and provide feedback on the revised recommendations. The meeting was facilitated by TPMA.

## Major milestones reached to date:

- Revised recommendations were presented and discussed during the small group meeting.
- Initial thoughts on the Training Session agenda were shared during the small group meeting.
- To best accommodate the Training Session, the contract with TPMA was extended so that adequate time would be given for planning and participation.

## Tasks to be completed next month:

- TPMA will finalize the Business Services Redesign recommendations in report format.
- The agenda and materials for the Business Services Redesign training session will be designed and drafted.

## Coordination/collaboration required next month:

- Continued communication with Thomas P. Miller and Associates via bi-weekly project calls and any as-needed correspondence.
- Begin the scheduling and logistics for the training session.

# Implementation Progress Report



**Date:** January 2012

**Project:** Economic Development Academy

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 90 % complete

**Completion Date:** December 2012

## Tasks completed this month:

Speaking engagements continue to be scheduled to promote the other KWIB projects and WFD programs to economic developers. Trainings for the Focus Talent pilot program were held in Lexington, Bowling Green and Louisville and approximately 40 employers have been trained to participate in the pilot. Committee formed to market the new Free GED/NCRC program to employers throughout the state. Committee began preparing application for Workforce Innovation Funds that will be used to strengthen the economic development/workforce partnership. Previewed KCED new strategic plan. Several Work Ready Community committee meetings were held in communities throughout the state.

## Major milestones reached to date:

Building partnerships with KCED and others in economic development.

## Tasks to be completed next month:

Terri will attend a Women in Economic Development meeting and participate in discussion concerning workforce concerns by site selection companies. Speaking engagements and networking opportunities will continue to be scheduled with economic development representatives and businesses. Eight Focus Talent Orientations will be held throughout the state to introduce businesses to the new system and encourage them to use it. New Free GED/NCRC initiative will be introduced. Take direction from the KCED strategic plan to continue the writing process for WIF grant.

## Coordination/collaboration required next month:

Continue to work with businesses and economic development organizations throughout the state to share the new programs offered by WFD and the WIA incentives.



# Implementation Progress Report



**Date:** January 2012

**Project:** Partner for Success

**Consultant or Agency name:** Office for the Blind

**Implementation Status:** 75 % complete  
2012

**Completion Date:** December

## Tasks completed this month:

Team met on January 25 to begin discussions and development of Department wide policy on confidentiality. Team developed two workgroups to work on different aspects of the confidentiality topic.

## Major milestones reached to date:

April 2012 - Successfully completed the Partners for Success Collaborative Meeting of Department Leaders at Lake Cumberland

Nov 2012 - Successfully completed train-the-trainer sessions across the state to share the KWIB initiatives and direction

## Tasks to be completed next month:

Team workgroups will meet to discuss their respective sides (employee or consumer) of confidentiality and utilize resources to develop draft policy.

## Coordination/collaboration required next month:

Employee workgroup meeting 2/15  
Consumer workgroup meeting 2/22

# Implementation Progress Report



**Date:** January 2012

**Project:** Case Management

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 25 % complete

**Completion Date:** January 2012

## Tasks completed this month:

IEP Form and Orientation for "Common" use is being reviewed to ensure all partners can utilize

## Major milestones reached to date:

IEP Form is near completion, now looking at another IEP that has been created for another project to see if it compares .

## Tasks to be completed next month:

Still looking at system and how all staff can utilize common forms and view from system

## Coordination/collaboration required next month:

Full meeting TBA

# Implementation Progress Report



**Date:** January 2012

**Project:** High Performing Workforce Boards

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 100 % complete

**Completion Date:** June 2011

## Tasks completed this month:

No activity this month.

## Major milestones reached to date:

Letters drafted and signed by KWIB Chairman, Ed Holmes, inviting all local reas to participate within the project. July 2011

- 1). Baseline feedback reports provided to local chairs and directors.
- 2). Technical assistance application included.
- 3). Technical assistance process document

Technical Applications Received to date:

- 1). Green River LWIB submitted a request for technical assistance. Request approved and funded August 2011.
- 2). TENCO LWIB submitted a request for technical assistance funding. The funds, if approved, would further facilitate the board in developing a strategic plan.

## Tasks to be completed next month:

Review any additional applications received for technical assistance.

## Coordination/collaboration required next month:

n/a

*Jessie Edwards*  
1/31/12



## Implementation Progress Report

Date: January 2012

Project: Workforce Academy

Consultant or Agency name: Maher and Maher

Implementation Status: 47% complete

Completion Date: May 2012

### Tasks completed this month:

**IN PROGRESS - Phase 3: Design & Develop Training Curriculum.**

- 1) **COMPLETE** - Training Content Inventory Survey. (Completed in November 2011).
- 2) **COMPLETE** - Instructor Led Training (ILT) Core Curriculum Overview. Met with other PMs in Kentucky to determine concurrent project needs and deadlines that may affect the Academy curriculum. Outlined & revised the full Academy curriculum. Met with leadership team in Kentucky to receive feedback & approval of the full Academy curriculum outline.
- 3) **IN PROGRESS** - ILT Curriculum Trainer's Guide & Materials. Continued drafting the ILT Trainer's guide & curriculum materials for delivering the pilot Academy curriculum. Met with the KY Steering team and received approval on core curriculum and materials thus far.

**IN PROGRESS - Phase 4: Pilot Delivery of Training Curriculum.**

- 1) **IN PROGRESS** - Set up Pilot Training Session. Worked with KY project manager to revise location & secure meeting space for the 3-day onsite Pilot Training Session. Coordinated booking of facilitators, travel, logistics for training team. Communicated with KY project manager on tracking of RSVPs for participants.

### Major milestones reached to date:

**COMPLETE** - Phase 1: Preparation & Planning  
**COMPLETE** - Phase 2: Needs Assessment & Competency Formation  
**73% COMPLETE** - Phase 3: Design & Develop Training Curriculum (see task detail above)  
**48% COMPLETE** - Phase 4: Pilot Delivery of Training Curriculum (see task detail above)

### Tasks to be completed next month:

**IN PROGRESS - Phase 3: Design & Develop Training Curriculum.**

- 3) **IN PROGRESS** - ILT Curriculum Trainer's Guide & Materials. Develop & refine the ILT Curriculum trainer's guide & facilitator materials, participant guide & materials, media, and Powerpoint.

**IN PROGRESS - Phase 4: Pilot Delivery of Training Curriculum.**

- 1) **IN PROGRESS** - Set up Pilot Training Session. Work with KY PMs to finalize logistics, participant invitations, staffing, & travel for the 3-day onsite Pilot Training Session.

### Coordination/collaboration required next month:

## Implementation Progress Report



Next month, we will require collaboration from the KY project team to complete the tasks in Phase 3: Design & Develop Training Curriculum, and Phase 4: Pilot Delivery of Training Curriculum (see task detail above). Specific collaboration needs will be communicated with the team each week on Mondays, when the Project Manager sends the weekly project calendar & "to-do list" email detailing each team's priorities for the week.

# Implementation Progress Report



**Date:** January 2012

**Project:** Branding and Identity

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 20 % complete

**Completion Date:** December 2012

## Tasks completed this month:

Commissioner Brinly, Tom West and Heidi Margulis met with Landor representatives to discuss the plan of work and timeline/priorities. The steering committee met on January 26 to review and update the plan of work and to discuss the budget available. The commissioner requested a follow up meeting with Landor to finalize the priorities and budget accordingly. Due to delays in scheduling meetings, the dates for internal and external launch were moved back approximately 3 months. The Regional Brand Champions began weekly conference calls on January 31.

## Major milestones reached to date:

Immersion - Landor shared new brand guidelines with stakeholders  
Strategic Exercises - Stakeholders learned to become champions of the new brand vision  
Stakeholders determined priorities for Brand implementation  
Charter and Guiding Principles established  
Draft Plan of Work, including budget presented  
Plan of Work finalized

## Tasks to be completed next month:

Onboard new brand manager. Landor's contract ends February 29, therefore the website front portal and all conference calls with Regional Brand Champions must be complete. Commissioner Brinly, Heidi Margulis, Tom West and Terri Bradshaw are scheduled to meet with Landor representatives on February 9 to discuss prioritizing action items. The steering committee is scheduled to meet February 15 to review and make recommendations to the website front portal.

## Coordination/collaboration required next month:

Consultation with Landor, Terri, Steering Committee, Brand Czar and Regional Brand Champions as needed for brand implementation/outreach.

# Implementation Progress Report



**Date:** January 2012

**Project:** One Stop Kiosk

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 75 % complete  
2011

**Completion Date:** February

## Tasks completed this month:

- Registration screen now loading correctly on kiosks in Florence.
- Limited customer and staff use did not take place in Florence due to registration issues. We anticipate beginning limited testing in February.
- Completion date for pilot in Louisville and Florence pushed back to March, 2011.
- Local DTS staff, Frankfort DTS staff, KWIB Executive Director, and project managers met on 1/20/12 to discuss current issues and how to resolve.

## Major milestones reached to date:

- Limited services added to kiosks in both locations.
- IT Support at the local level involved and assisting as needed.

## Tasks to be completed next month:

- Develop uniform information (questions) for customer registration in kiosk.
- Get Kentucky Career Center graphics loaded onto registration page.
- Change manual refresh in staff dashboard to an automatic refresh, per meeting on 1/20/12
- Test kiosks with limited customer use, once issues have been resolved, before pilot start.
- Refresher training for local staff use.

## Coordination/collaboration required next month:

- DTS fine tuning programming as needed and PM's developing uniformity of kiosks in Florence and Louisville.
- Staff refresher training prior to pilot start.
- Project managers continued observation of project making changes as needed; working with DTS, IT Support, and staff.

# Implementation Progress Report



**Date:** January 2012

**Project:** Unemployment Insurance Customer Service Plan

**Consultant or Agency name:** Office of Employment and Training

**Implementation Status:** 82 % complete

**Completion Date:** July 2012

## Tasks completed this month:

Conducted Employer training seminar in Elizabethtown (Chamber) and Louisville (Restaurant Owners Assn.)  
Deployed Waiting Week, Wage Replacement Rate, and Wage Base increase as specified in HB 5

## Major milestones reached to date:

Deployment of State Withholding  
Implementation of E-Pay for Employer contributions  
Deployment of Direct Deposit  
KEWES Redployment - Identification and correction of system issues  
Tax Rate calculations / Reimbursable charges/ Voluntary payments - based upon HB 5  
Implementation of Fraud Reporting Email address - HB 5  
Developed new or updated information sharing agreements with SOS, SSA, IRS, Workers Comp - In accordance with HB5  
Deployed new procedures in appeals process to better inform participants of issues and witnesses - In accordance with HB5  
Deployed Waiting Week on any new initial claims filed on or after 1/1/12 as specified in HB 5  
Deployed Wage Replacement Rate specified in HB 5 for any new initial claims filed on or after 1/1/12  
Deployed Taxable Wage Base of \$9,000 as specified in HB 5 - Effective 1/1/12  
Increased protest period from 10 to 15 days in accordance with HB 5  
Provided UI Employer Training Seminars in every WIA area in Kentucky since 1/1/11 - HB 5

## Tasks to be completed next month:

Develop systematic work search verification process based upon data from new automated Eligibility Review System  
Complete testing of electronic notification system for employers when UI claim is filed  
Continue and/or complete review or revision of UI forms for readability  
Finalize information exchange agreements with all Housing Authorities as needed.

## Coordination/collaboration required next month:



# Implementation Progress Report



Kentucky Housing Authorities

ADP (Third Party Agent) / Individual Employers - Electronic Notification system pilot program participants