

# WORKSmart

Kentucky



A Strategic Transformation of  
Kentucky's Workforce System

## IMPLEMENTATION STATUS REPORT

February 29, 2012



KENTUCKY WORKFORCE INVESTMENT BOARD

# February Summary

## Report Contents

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**Work Ready  
COMMUNITY** 



Woodford County



Daviess County



Warren County

**Work Ready  
COMMUNITY**   
**IN PROGRESS**

Russell County



# 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 draft; timeline and press release under review. Working with writing team on the Sector Strategies/IP section of the Workforce Innovation Fund grant.
✓	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>	Continue to work with Burning Glass on Focus Career, Talent & Assist. Contracted with Landor to develop a new shell to be used in Graphical User Interface re-design.
✓	NCRC	Joe Paul, Mgr. <b>Act, Inc.</b> Reecie Stagnolia, Champion	Developed plan with ACT to complete the reporting requirement of WorkKeys testing. Coordination with Juvenile Justice to offer WorkKeys/NCRC to targeted students.
✓	Eligible Training Provider List	Linda Burton, Mgr. Rick Christman, Champion	Analysis on comments and recommendations on proposed policy draft received from LWIB directors; on data collection from training providers.

Education Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Tech High (Phase 1)	Karen Bothun, Mgr. Roger Marcum, Champion	Committee met on February 7 <sup>th</sup> . “Go 2 College” is the new name for events; this blends more easily with current campaigns available through KCTCS.
✓	Apprenticeships	Karen Bothun, Mgr. Mark Brown, Champion	Began focus with manufacturing groups. Terry Miller gathered information from area technology centers regarding connections with manufacturing apprenticeship programs.
✓	High School Outreach	Karen Deuker, Mgr. Sec. Joe Meyer, Champion	Survey sent to school superintendents throughout the Commonwealth. Secured website name <a href="http://www.kyschooltocareer.com">www.kyschooltocareer.com</a> .
	GED Express	Linda Burton, Mgr. Reecie Stagnolia, Champion	No Report – Not yet started.

Economic Development Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
	Mind Your Own Business (Entrepreneurship)	TBD, Mgr. Sec. Larry Hayes, Champion	No Report – Not yet started
✓	Work Ready Communities	Tom West & Jason Slone, Mgrs. <b>Thinking Media</b> Crystal Gibson, Champion	At the February KWIB meeting, Woodford, Daviess and Warren Counties received certification as a Work Ready Community; Russell County was certified as Work Ready in Progress. Multiple presentation and meeting with counties that are looking to apply in the future.
✓	Rapid Response	Bill Monterosso & Linda Prewitt, Mgrs. <b>Thomas P. Miller</b> James Cole, Champion	Held status update calls with Thomas P Miller and Associates. Business Services Redesign Report revised to include areas of alignment with the new KCED “Kentucky’s Unbridled Future”.
✓	Economic Development Academy	Terri Bradshaw, Mgr. Daryl Smith, Champion	Speaking engagements continue to be scheduled to promote KWIB projects and WFD programs. Committee continues to prepare application for Workforce Innovation Funds.

System Simplification			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Alphabet Soup	Chris Smith & Terri Bradshaw, Mgrs. TBA, Champion	Merged with Workforce Academy
✓	Partner for Success	Allison Flanagan-Jessee, Mgr. Com. Beth Brinly, Champion	Two teams met in February to work on confidentiality as it relates to consumer information and employee processes.
✓	Statewide Reserve Investments	N/A	No Report
✓	Case Management	Gina Triplett-Johnson, Mgr. Com. Beth Brinly, Champion	Individual Employment Plan (IEP) Form and Orientation for “common” still under review to ensure all partners can utilize. All agencies are reviewing forms to ensure they include the information agency needs.
✓	High Performing WIBs	Jason Slone, Mgr. <b>CSW</b> Mary Lassiter, Champion	Received TA funds application from Greater Louisville LWIB, initially denied by OET, is not at cabinet level for final review.

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade, Mgrs. <b>Maier &amp; Maier</b> Dr. Judith Rhoads, Champion	Phase 3: Design & Develop Training, completed. Phase 4: Pilot Delivery of Training Curriculum, completed. Pilot training session set for early March.
✓	Outreach Initiative/Branding and Identity	Terri Bradshaw, Mgr. Heidi Margulis, Champion	New Brand Management Specialist, Holly Neal, started 2/16. Steering Committee met on 2/15. Regional Brand Champion conference calls now held weekly.
	Get Back to Work	Jeannie Devers, Mgr. Rep. Larry Clark, Champion	No Report – Not yet started
✓	One Stop Kiosk	Ryan Hanson & Connie Schnell, Mgrs. Com. Beth Brinly, Champion	Project Managers met with local & Frankfort Staff as well as KWIB Executive Director on February 17th to discuss current issues and possible resolutions.
✓	UI Customer Service Plan	Allen Larson, Mgr. Sec. Joe Meyer, Champion	Progressing with the implementation of SIDES electronic response program. Onsite testing will begin March 7 <sup>th</sup> . KEWES patch successfully tested.

# March 2012

March 2012							April 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
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
					Kentucky Workforce Academy Pilot Training12:00pm		
Mar 4 - 10	4	5	6	7	8	9	10
		11:00am 12:00pm Updated: Regional Brand Champion Conference Call; (877-355 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)		1:00pm 3:00pm Outreach Steering Committee Meeting (3rd Floor Tower, Large Conference Room) - Bradshaw, Terri (OETCO-FK)		
Mar 11 - 17	11	12	13	14	15	16	17
		10:30am 3:00pm Regional Brand Champion Outreach Meeting (CHR Bldg., 2nd floor, Executive Director's conference Room) - Bradshaw, Terri (			9:00am 10:00am Work Ready Communities Initiative - Job Wars (Conference Call Line 2:00pm 4:00pm Partner for Success (CPT Small Conference Room		
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>

# May 2012

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 29 - May 5	<b>Apr 29</b>	<b>30</b>	<b>May 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)				11:30am 12:00pm MONTHLY REPORTS DUE
May 6 - 12	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
May 13 - 19	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)				
May 20 - 26	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
May 27 - Jun 2	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Jun 1</b>	<b>2</b>
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)				

# KWIB Strategic Plan Presentation Schedule

## Strategic Initiatives Presentations

	Date	Time	Presenter(s)	Organization Contact	Contact Info	Notes
Madisonville CTC Work Ready-Work Keys	1/6/12	7:00 AM	Tom West			Work Ready Communitiels
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
Montgomery County	2/1/12	9:00 AM	Jason Slone			Work Ready Communities
Madisonville/Hopkins County Chamber of Commerce	2/2/12	8:00 AM	Tom West			Work Ready Communities
KSBA - College & Career Readiness 2012 Olympics	2/3/12	3:00 PM	Tom West/Dale Winkler			A Sector Approach To College and Career Readiness
Green River Workforce Investment Area	2/6/12	9:00 AM	Tom West	Betsy Wells-Jones		Work Ready Communities
Northern Kentucky Workforce Investment Board	2/7/12	9:30 AM	Tom West			Work Ready Communities
Paducah Area Chamber of Commerce	2/9/12	2:30 PM	Tom West	Fran Johnson		Work Ready Communities
Act, Inc. Work Ready Community Academy	02/14-02/16	All Day	Tom West, Crystal Gibson, Robert Curry, David Walters	Debra Lyons, Chris Baucom		Work Ready Community Academy Session I
National Association of State Workforce Boards	02/24-02/26	All Day	Tom West			Work Ready Communities
SETA Spring Conference - Workshop	2/27/12	11:30 AM	Tom West			Work Ready Communities
Kentucky Workforce Academy-Pilot Training	02/29-03/02	All Day	Commissioner Brinly, Tom West, Holly Neal			Workforce Academy Pilot Training

# Implementation Progress Report



**Date:** February 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:

- \*Continued review/revision of IP-RFP- 2nd Round draft;
- \*Continued review/revision of timeline & press release for 2nd Round RFP;
- \*Continuation of research on establishment of information sharing processes - Blog/webinars/etc.
- \*Continued work with writing team on Sector Strategies/IP section of the Workforce Innovation Fund grant
- \*Attended KWIB meeting (summary of IP initiative sent to KWIB members in packet)

## Major milestones reached to date:

- \*Industry Partnerships 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/approval of IP-RFP- 2<sup>nd</sup> Round;
- \*Release of IP-RFP-2<sup>nd</sup> Round
- \*Distribute announcement of release of RFP
- \*Work with Communications on public notice of RFP
- \*Survey awardees - determine needs - establishment of TA processes;
- \*Develop listserves for information sharing
- \* Communicate/conference call with initial grant awardees
- \*Travel plans for professional development for OET IP staff
- \*Survey - Verification of regional targeted sectors

## Coordination/collaboration required next month:

- \*Communicate with first round awardees; assess status & needs;
- \*Conduct TA for awardees
- \*Review and approval of final IP RFP - 2<sup>nd</sup> Round;
- \*Release of IP RFP-2<sup>nd</sup> Round
- \*Coordination with Communications for public announcement of IP RFP- 2<sup>nd</sup> Round

# Implementation Progress Report



**Date:** February 2012

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

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

**Implementation Status:** 75 % complete

**Completion Date:** February 2012

## Tasks completed this month:

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

Continued to work with Pilot area employers with Focus Talent.  
Continued testing some design and code fixes for both Focus Career and Talent throughout February.  
Enhanced Focus Career training and started the development of Focus Talent training for Kentucky staff employees.

### 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.  
We continue to receive Focus Career enhancements as well as Focus Talent patches.

### Proposed GUI re-design:

Met with steering committee on 2/15, have chosen a new front door design.  
Met with steering committee on 3/8, will create a sub-committee team to work on front door. Next step is to determine how to transition or phase out E-3.

## Tasks to be completed next month:

# Implementation Progress Report

## Burning Glass:

March 9 - We're getting a Focus/Talent patch that should fix our e3 migration issues.

March 13, 15, 19, 20 - Greg will be doing 4 Focus/Talent demos across the state.

March 21, 22, 27, 29 - Ben will be doing 4 Focus/Talent demos across the state.

March 19 - We're receiving the enhanced Focus/Career, Focus/Talent and Focus/Assist from the United Kingdom BG Team. Testing will begin on this in April and go through June or July depending on number of bugs found initially.

March 19-22 - Kelli and Margalee will be conducting a Focus/Assist Refresher Training, we have 4 days blocked out, for up to 20 people in the PC Lab each day. 10am-3pm 1-day sessions.

March 27 - Kelli is doing the Yellow Ribbon program for veterans in Bowling Green, showing them Focus/Career resources.

## 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:

### Burning Glass:

Work with pilot employers on Focus Talent

Continue testing Focus Talent and re-work of bug fixes

### Proposed GUI re-design:

Work with Landor on GUI web portal design

# Implementation Progress Report



**Date:** February, 2012

**Project:** National Career Readiness Certificates

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

**Implementation Status:** 100 % complete

**Completion Date:** January, 2012

## Tasks completed this month:

1. Developed plan with ACT to complete the reporting requirement of WorkKeys testing to KDE Office of Assessment and Accountability. – Currently in testing
2. Coordination with Depart of Juvenile Justice started. They will now be encouraging their education providers to offer the WorkKeys/NCRC to their target students.
3. Second round of training of OET and WIA personnel to become WorkKeys Administrators and Proctors completed.
4. Coordination of Free GED/NCRC program with Adult Education. Contract executed.

## 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
20. NCRC Coordinator provided technical expertise to counties requesting Work Ready Community status by providing data.
21. NCRC Coordinator conducted several presentations to counties and Work Ready Community teams.
22. NCRC Coordinator provided WorkKeys expertise to Economic Development meetings for prospective industries moving to the Commonwealth.

# Implementation Progress Report

## 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.
7. Begin to collect KDE reporting data and test ACT RegiSTAR system's Reports.
8. Review with OCTE the effectiveness of the WorkKeys/NCRC testing project and produce related reports.
9. Work with OCTE on programs to better deliver WorkKeys assessments.

## Coordination/collaboration required next month:

1. Continue to identify with DTS any upgrades and/or enhancements that need to be made to the nrcr.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.
7. Coordinate projects with ACT for better delivery of services.



# Implementation Progress Report



**Date:** February 2011

**Project:** Eligible Training Providers

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

**Implementation Status:** 80 % complete

**Completion Date:** March 2012

## Tasks completed this month:

Analysis of comments and recommendations on proposed policy draft received from LWIB directors.  
Analysis of comments and recommendations on proposed data collection from training providers.

## 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:** February 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:

Met with committee on February 7--Shawna King-Simms, Mike McMillen, Mike Quillen, Terri Giltner, and Brittany Lippert, Analay Scorson, Gayle Box from adult ed, and Mary Stratton from OCTE. Minutes are included in the Minutes folder.

Jim Edwards provided assistance in revising the MOA to accommodate the name change of the events from Close the Deal to Go 2 College. The name changes blend more easily with the current campaigns available through KCTCS.

## Major milestones reached to date:

MOA has been developed and resides with the legal office serving the Office of Career and Technical Education.

Established window for Go 2 College events--April 9 - April 20

KCTCS established marketing materials--banners for \$5 each, yardsigns, etc. They may be able to provide all materials for a total of \$2,000.

## Tasks to be completed next month:

Obtain signatures on MOA between OCTE and KCTCS.

Continue to work with Adult Ed to determine money that may be available to provide incentives and food for the events.

Collect specific dates for events.

## Coordination/collaboration required next month:

Shawna King-Simms will communicate with the 15 colleges to determine the date, time and location of their event.

# Implementation Progress Report



**Date:** February 2012

**Project:** Apprenticeship

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

**Implementation Status:** 35 % complete

**Completion Date:** December 2012

## Tasks completed this month:

Began focus with manufacturing programs.

Terry Miller, manufacturing curriculum consultant, gathered information from area technology centers regarding connections with manufacturing apprenticeship programs.

Terry attended a meeting on February 9 with the Indiana/Kentucky/Ohio Regional Council of Carpenters and Millwrights Louisville Regional Office. The meeting was attended by 40 high school counselors to hear concerns of the IKORCC apprenticeship leaders on directing talented people into the apprenticeship programs. He participated in a tour of the facilities and a question/answer session. One counselor shared that there was no information available from the apprenticeship programs for counselors to share.

SkillsUSA will be hosting their state competition conference. One or more speakers and activities will focus on apprenticeship opportunities.

## Major milestones reached to date:

The list of Kentucky apprenticeships has been color coded for the manufacturing program to help guide us in choosing school/apprenticeship partnerships.

Orange--Applied Process

Yellow--Industrial Maintenance

Red--Machine Tool

Blue--Metal Fabrication

Green--Welding

Gray--Multiple--IMT/Metal Fab/ Machine Tool/Welding

No color indicates not applicable to Manufacturing.

## Tasks to be completed next month:

Follow up with Terry and the five schools identified to begin career pathway development.

## Coordination/collaboration required next month:

# Implementation Progress Report



Continue to work with the Curriculum Branch manager and consultants

# Implementation Progress Report



**Date:** February 2012

**Project:** High School Outreach

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

**Implementation Status:** 35 % complete

**Completion Date:** December 2012

## Tasks completed this month:

Sent survey signed by Secretary Meyer to school superintendents throughout the Commonwealth  
Secured website name- [www.kyschooltocareer.com](http://www.kyschooltocareer.com) and designed homepage

## Major milestones reached to date:

Created and sent survey to guidance counselors, LWIB's and superintendents 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

Designed homepage for [kyschooltocareer.com](http://kyschooltocareer.com) website

## Tasks to be completed next month:

Compile and analyze results of superintendent surveys

Continue to receive input and work on content of website.

## Coordination/collaboration required next month:

The group will not be able to meet in March. The next meeting is scheduled for April 13 at the Lake Cumberland ADD.

# Implementation Progress Report



**Date:** February 2012

**Project:** Work Ready Communities

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

**Implementation Status:** 100 % complete

**Completion Date:** June 2011

## Tasks completed this month:

1. Work Ready communities meetings/presentations, McLean County, Union County, Webster County, Henderson County. February 6th
2. Work Ready Communities presentation Northern Ky region. February 7<sup>th</sup>.
3. Work Ready Communities local discussion with Paducah Chamber of Commerce
4. Work Ready Communities local meeting: Montgomery County, February 1<sup>st</sup>.

## Major milestones reached to date:

The Kentucky Workforce Investment Board, during its quarterly meeting on February 18<sup>th</sup>, certified the following counties as either work ready or in progress;

### Work Ready Certification

1. Daviess County
2. Warren County
3. Woodford County

### In Progress Certification

1. Russell County

## Tasks to be completed next month:

1. Continue promoting the value of having a work ready community.
2. Completing presentations in local counties as requested.

## Coordination/collaboration required next month:

# Implementation Progress Report



**Date:** February 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 (2/15 and 2/27)).
- TPMA revised the Business Services Redesign Report to include areas of alignment with the new KCED "Kentucky's Unbridled Future" strategic plan. Also included was additional feedback from the leadership team.
- A date for the training session was set (April 25, 2012).

## Major milestones reached to date:

- Revised report was presented and shared with state and local stakeholders for feedback.
- The training date was set for April 25<sup>th</sup>

## Tasks to be completed next month:

- The leadership team will share comments/ feedback received from stakeholders with TPMA. TPMA will incorporate these into the report.
- The team and TPMA will continue planning for the training session in April.

## Coordination/collaboration required next month:

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

# Implementation Progress Report



**Date:** January 2012

**Project:** Economic Development Academy

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

**Implementation Status:** 95 % 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 program were scheduled statewide. Began marketing new Free GED/NCRC program to employers throughout the state. Committee continued preparing application for Workforce Innovation Funds that will be used to strengthen the economic development/workforce partnership. Several Work Ready Community committee meetings were held in communities throughout the state. Terri attended Women in Economic Development meeting.

## Major milestones reached to date:

Building partnerships with KCED and others in economic development.

## Tasks to be completed next month:

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.

## 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:** February 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:

Two workteams within the Partner for Success team met in February to work on confidentiality as it related to consumer information and also employee process.

## 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:

Begin draft of Confidentiality policy.

## Coordination/collaboration required next month:

Partner for success Team meeting 3/15 @ 2:00 p.m.

# Implementation Progress Report



**Date:** February 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 and meets their requirements.

Currently reviewing IEP, Orientation, Confidentiality Form, case mgmt process for each agency. OET is currently working on REA Grant, some of the forms and informational pieces can be incorporated within case mgmt project, each agency is reviewing to ensure forms will provide all necessary information for them.

Looking at referral from the Focus Career system for those consumers only seeking assistance with job services and training

## Major milestones reached to date:

Currently working with agency Directors to allow each agency access to the "Focus Career" system to create a "Common" system for all to view case mgmt information.

## Tasks to be completed next month:

Conference call Friday March 9, all power points, forms to be reviewed and input provided on any changes that will be necessary for a "Common" case mgmt process.

Possibly have information on Focus Career access and work on training for all staff.

## Coordination/collaboration required next month:

# Implementation Progress Report



Feed back on all current forms and changes necessary due back end of March, 2012

# Implementation Progress Report



**Date:** February 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:

1. Received TA funds application from Greater Louisville LWIB. Application was denied initially by OET and is now at the cabinet level for final review.

## Major milestones reached to date:

Green River LWIB - Awarded TA funding for strategic planning process. (September 2011)  
TENCO LWIB - Awarded TA funding for strategic planning process. (November 2011)

## Tasks to be completed next month:

Continue to remind LWIB Directors that this is our learning year and the importance of becoming a High Impact WIB.

## Coordination/collaboration required next month:

## Implementation Progress Report

**Date:** February 2012

**Project:** Workforce Academy

**Consultant or Agency name:** Maher and Maher

**Implementation Status:** 67% complete

**Completion Date:** June 2012

### Tasks completed this month:

#### COMPLETE- 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. (Completed in January 2012)
- 3) COMPLETE - ILT Curriculum Trainer's Guide & Materials. Completed drafting & finalized the ILT Trainer's guide & curriculum materials for delivering the pilot Academy curriculum.
- 4) COMPLETE - Phase 4: Pilot Delivery of Training Curriculum.

#### COMPLETE - Phase 4: Pilot Delivery of Training Curriculum

- 1) COMPLETE - Set up Pilot Training Session. Worked with KY project manager to finalize details & deliver 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
- COMPLETE - Phase 3: Design & Develop Training Curriculum (see task detail above)
- COMPLETE - Phase 4: Pilot Delivery of Training Curriculum (see task detail above)

### Tasks to be completed next month:

#### IN PROGRESS - Phase 5: Train-the-Trainer

- 1) IN PROGRESS - Academy Curriculum Revisions
- 2) FUTURE TASK - Train-the-Trainer Session Development
- 3) FUTURE TASK - Set up Train-the-Trainer Sessions
- 4) FUTURE TASK - Deliver Train-the-Trainer Sessions

### 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 5: Design & Develop Train-the-Trainer 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:** February 2012

**Project:** Branding and Identity

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

**Implementation Status:** 20 % complete

**Completion Date:** January 2012

## Tasks completed this month:

New Brand Management Specialist (Brand Czar) Holly Neal started on 2/16  
Steering Comm met on 2/15 and updated Plan of Work and chose website front portal concepts  
Regional Brand Champion conference calls held weekly

## Major milestones reached to date:

Brand Managements Specialist started on 2/16  
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:

Audit of interior/exterior signage  
Finalize name badge design and receive proof from vendor  
Select vendor for collateral design and printing  
Select vendor for outreach items  
Develop internal Branding training  
Train Regional Brand Champions on internal launch trainings/initiatives

## Coordination/collaboration required next month:

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

# Implementation Progress Report



**Date:** February 2012

**Project:** One Stop Kiosk

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

**Implementation Status:** 75 % complete

**Completion Date:** June 2012

## Tasks completed this month:

- PM's met on Feb. 17<sup>th</sup> with OET staff member to look at kiosk questions and discuss incorporating partner information to be added.
- Completion date for pilot in Louisville and Florence pushed back to April '12.

## 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. A DTS request..
- Contact DTS and request: change manual refresh in staff dashboard to an automatic refresh.
- Test kiosks with limited customer use, once issues have been resolved, before pilot start.
- Refresher training for local staff use.
- PM's will meet on March 16 to add the uniform questions to the kiosk.

## 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:** February 2012

**Project:** Unemployment Insurance Customer Service Plan

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

**Implementation Status:** 25 % complete

**Completion Date:** July 2012

## Tasks completed this month:

Progressing in the implementation of SIDES, the electronic response program for employers. Testing should begin in late March or April. A third party employer representative company will assist in testing. Prepared for on site business process analysis with a government efficiency company. TRhe company will be on site beginning March 7, 2012, and will be conducting analysis for approximately 60-90 days. KEWES patch successfully tested. Should result in improved electronic eligibility review process.

## Major milestones reached to date:

Continuing to obtain information exchange agreements with Kentucky Housing Authorities.C  
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:

Work with local offices to promote employer education programs. The Division will conduct regional training and working with local office should promote increased interest and participation.  
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)