

WORKSmart

Kentucky



A Strategic Transformation of
Kentucky's Workforce System

IMPLEMENTATION STATUS REPORT

March 31, 2012



KENTUCKY WORKFORCE INVESTMENT BOARD

March Summary

Report Contents

- *Project Status Summary Tables*
- *Project Calendar (Next Three Months)*
- *Outreach Activities*
- *Monthly Project Reports*

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 nd Round document completed, approved and posted to KWIB website. Assisted with writing of Sector Strategies portion of Workforce Innovation Grant.
✓	One Stop Certification Policy	Tommy Wheatley, Mgr. Maher & Maher Dr. Lara Needham, Champion	No Report Submitted
✓	<i>User Friendly On Line Services</i>	<i>Jim Beyea & AJ Jones, Mgrs.</i> <i>Kim Huston, Champion</i>	Burning Glass continues to work with Pilot area employers with Focus Talent; testing code fixes for both Focus Career and Talent; development of Focus Talent training for KY staff employees.
✓	NCRC	Joe Paul, Mgr. Act, Inc. Reecie Stagnolia, Champion	Initiated FREE to participants WorkKeys/NCRC assessment program. Create and deliver Transition Assistance Program (TAP) for returning Guard and Reserve Soldiers.
✓	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	Advertisement flyer completed and E-Vite developed by KCTCS. Memorandum of Agreement signed between OCTE and KCTCS.
✓	Apprenticeships	Karen Bothun, Mgr. Mark Brown, Champion	Spreadsheet prepared matching area technology centers to apprenticeship programs based on distance from school community. Competitions for SkillsUSA in Carpentry, Welding, and Teamworks are being coordinated for April.
✓	High School Outreach	Karen Deuker, Mgr. Sec. Joe Meyer, Champion	Continued work on website.
	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. Thinking Media Crystal Gibson, Champion	Received three new applications for certification. Henderson, Madison and Montgomery counties. Conference call with St. Louis Federal Reserve Bank on overview of program and vision KY has moving forward.
✓	Rapid Response	Bill Monterosso & Linda Prewitt, Mgrs. Thomas P. Miller James Cole, Champion	Two project status calls with Thomas P. Miller and Associates. Steering committee meeting held March 28. Training sessions tentatively set for May 2012.
✓	Economic Development Academy	Terri Bradshaw, Mgr. Daryl Smith, Champion	Speaking engagements continue to be scheduled to promote KWIB projects and WFD programs. Committee completed application for Workforce Innovation Funds that will be used to strengthen the economic development/workforce partnership..

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	Team met on March 15 th and made recommendations based on the sub-committee work on the specific forms and guidelines needed for the confidentiality policy.
✓	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. Looking at the referral from the Focus Career system for those consumers only seeking assistance with job services and training.
✓	High Performing WIBs	Jason Slone, Mgr. CSW Mary Lassiter, Champion	Received TA funds application from Bluegrass LWIB and Barren River LWIB.

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade, Mgrs. Maier & Maier Dr. Judith Rhoads, Champion	Phase 4: Pilot Delivery of Training Curriculum Completed Phase 5: Train the Trainer in Progress Future Task: Final Curriculum Delivery
✓	Outreach Initiative/Branding and Identity	Terri Bradshaw, Mgr. Heidi Margulis, Champion	Steering Committee meeting held 3/8/12 Regional Brand Champions calls held weekly. Weekly branding emails being sent.
	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 on 3/16 to look at kiosk questions and to discuss incorporating partner information.
✓	UI Customer Service Plan	Greg Higgins, Mgr. Sec. Joe Meyer, Champion	SIDES (State Information Data Exchange System) testing started and so far successful. Federal Disaster unemployment Assistance in place for 21 counties after severe weather in early March. Treasury Offset Program initiated.

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	Apr 1	2	3	4	5	6	7
			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 Communities Review Panel (KCTCS, Versailles K) 9:00am 2:00pm Work Ready Review Panel (KCTCS Office, 300	10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, 11:30am 12:00pm MONTHLY REPORTS DUE		
Apr 8 - 14	8	9	10	11	12	13	14
				10:00am 11:00am KWIB Executive Committee Meeting (Louisville, KY) 1:00pm 2:00pm Work Ready Communities Presentation (Rowan	10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
Apr 15 - 21	15	16	17	18	19	20	21
		1:00pm 3:00pm Partner for Success (CPT Small Conference Room)	9:00am 11:00am Springfield/Washington County Work Rea 1:00pm 2:30pm Outreach Steering C 2:00pm 3:00pm NCRC Advisory Team bi-we		10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
Apr 22 - 28	22	23	24	25	26	27	28
		10:00am 11:30am ETPL Steering Committee Meeting (500 Mero Street)	9:00am 12:00pm FW: Branding Website Sub-Committee Kick Off Meeting! (Capital Plaza Tower - 3rd Floor - Large Conference Room) -		10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
Apr 29 - May 5	29	30	May 1	2	3	4	5
		10:00am 12:00pm Work Ready Communities Criteria 2 Subcommittee Mtg					

May 2012

May 2012							June 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 29 - May 5	Apr 29	30	May 1	2	3	4	5
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)		10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		11:30am 12:00pm MONTHLY REPORTS DUE
May 6 - 12	6	7	8	9	10	11	12
					10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)	12:00pm 1:30pm KWIB Performance Measures Committee	
May 13 - 19	13	14	15	16	17	18	19
			1:00pm 2:30pm Outreach Steering Committee Monthly Meeting! (CPT 3rd FI 2:00pm 3:00pm NCRC Advisory Team bi-weekly conference	9:00am 4:30pm Business Services Redesign Training Location TBA	9:00am 12:00pm High Impact WIB Statewide Technical 10:00am 11:00am RBC Conference Call (87 1:00pm 3:00pm KWIB Meeting		
May 20 - 26	20	21	22	23	24	25	26
			8:00am 5:00pm ACT Work Ready Communities Academy - Session III (Kansas City MO)	8:00am 5:00pm ACT Work Ready Communities Academy - Session III (Kansas City MO)	8:00am 5:00pm ACT Work Ready Communities Academy - Session I 10:00am 11:00am RBC Conference Call (877 746 4263 PC: 0		
May 27 - Jun 2	27	28	29	30	31	Jun 1	2
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)		10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		

June 2012

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 27 - Jun 2	May 27	28	29	30	31	Jun 1	2
Jun 3 - 9	3	4	5	6	7	8	9
			11:30am 12:00pm MONTHLY REPORTS DUE		10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)	8:00am 5:00pm Webster County Work Ready Community Presentation	
Jun 10 - 16	10	11	12	13	14	15	16
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)		10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
Jun 17 - 23	17	18	19	20	21	22	23
			1:00pm 2:30pm Outreach Steering Committee Monthly Meeting! (CPT 3rd Floor Large Conference Room) - Neal, Holly (Educatio		10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)		
Jun 24 - 30	24	25	26	27	28	29	30
			2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OETCO-FK)		10:00am 11:00am RBC Conference Call (877 746 4263 PC: 02 72 333#) - Neal, Holly (Education Cabinet)	10:00am 12:00pm KAED Board Meeting (KAED Office, 2225 Lawrenceburg Road, Bldg B, Suite 4, Frankfort)	

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 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
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 - Atlanta
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
Job Wars - St. Louis Federal Reserve Bank (Louisville Branch)	3/15/12	9:00 AM	Commissioner Brinly, Tom West	Lisa Locke		Work Ready Communities
Act, Inc. Work Ready Community Academy	3/26-3/29	All Day	Tom West, David Walters	Debra Lyons, Chris Baucom		Work Ready Community Academy Session II - Iowa City
Act, Inc. Work Ready Community Academy	3/28-3/29	All Day	Joe Paul			NCRC Presentation to Act, Inc - Iowa City

Implementation Progress Report



Date: March 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:

- *Completion/approval of IP-RFP- 2nd Round;
- *Release of IP-RFP-2nd Round - posted to KWIB website
- *Surveyed awardees - determined needs - establishment of preferred TA processes;
- *Survey - Verification of regional targeted sectors
- *Develop listserves for information sharing
- *Draft announcement of release of RFP
- *Assisted with writing of Sector Strategies portion of Workforce Innovation Grant
- *Work with Communications on public notice of RFP

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- 2nd Round announced for early 2012;
- *First Round Awardees received "Ready-Set-Go" packets from OET- January 2012
- *Release of IPRFP-2nd Round - March 30, 2012

Tasks to be completed next month:

- *Coordinate distribution of public notice of RFP
- *Plan/prepare for RFP informational meeting
- *Travel plans for professional development for OET IP staff
- *Continuation of research on establishment of information sharing processes - Blog/webinars/etc.
- *Conduct TA for awardees

Coordination/collaboration required next month:

Communication of information

Implementation Progress Report



Date: March 2012 **Project:** User-friendly On-line Services

Consultant or Agency name: Office of Employment and Training

Implementation Status: 80 % complete

Completion Date: March 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 March.
Completed the development of Focus Talent training for Kentucky staff employees.
Conducted presentation of Burning Glass Labor Insight (an Labor statistic application) at the WIA Gold Standard meeting in Frankfort.

Proposed GUI re-design: Met to discuss how to transition / phase out E3. Looks like the E3 website will be phased out and the content migrated into the Focus Talent Web Page.

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.
Developed full training curriculum for Focus Talent to be conducted to Kentucky State staff in April.
Proposed GUI re-design: Phasing out E3 website. Will migrate information into the Focus Talent portal.

Tasks to be completed next month:

Implementation Progress Report

Burning Glass:

April 3-5 - Ben, Greg, and Kelli will be conducting the Job Queue Approver Training in 3 different locations (Frankfort or Louisville, Prestonsburg, Henderson), 1-day sessions on Wednesday and Thursday, length to be determined.

Mid April - Statewide launch of Focus/Talent and the new Focus/Assist just for the job queue approvers we trained the previous week.

April 17-19 - Planned EKOS Basic/Job Order Writing

April 23-26 - Another Focus/Assist Refresher if needed

Analyze Labor Insight and coordinate test efforts with Burning Glass.

Proposed GUI re-design: Still working to put together sub-committee to start bringing in the functionality to the new design.

Coordination/collaboration required next month:

Burning Glass:

Work with pilot employers on Focus Talent as well as Statewide as we rollout the application.

Continue testing Focus Talent and re-work of bug fixes. This requires full collaboration of efforts with DTS and Burning Glass application developers.

Proposed GUI re-design: Sub-committee will meet to start bringing together the new front door portal.

Implementation Progress Report



Date: March, 2012

Project: National Career Readiness Certificates

Consultant or Agency name: Office of Employment and Training

Implementation Status: 100 % complete

Completion Date: April, 2012

Tasks completed this month:

1. Begin FREE to participants WorkKeys/NCRC assessment program through KYAE with WIA Incentive dollars
2. Create and deliver Transition Assistance Program (TAP) for returning Guard and Reserve Soldiers. This included OET Employment Services directed towards Vets including the NCRC

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.
23. Plan to create files from ACT to meet KDE reporting requirements completed and testing. Separate reporting realm was created for High Schools and ATCs
24. OET and WIA Administrators trained (or refresher training Feb – Mar)
25. GED and NCRC Free Program launched with reporting requirements in place.

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 KDE and OCTE of High School students.
4. Continue to tweak the ncrc.ky.gov site's billing and reporting modules
5. Revise presentations to become more geared from education provider to employer incentive driven.
6. Collect OCTE and other High School testing data for KDE.
7. Review with OCTE the effectiveness of the WorkKeys/NCRC testing project and produce related reports.
8. Work with OCTE on programs to better deliver WorkKeys assessments, including remediation efforts

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 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. Working with Work Ready Community projects throughout the Commonwealth.
6. Coordinate projects with ACT for better delivery of services.

Implementation Progress Report



Date: March 2012 **Project:** Eligible Training Providers

Consultant or Agency name: Office of Employment and Training

Implementation Status: 80 % complete

Completion Date: April 2012

Tasks completed this month:

Continued:

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: March 2012 **Project:** Tech High (First Phase)

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: 90 % complete

Completion Date: June 2012

Tasks completed this month:

Advertisement flyer completed by KCTCS
E-Vite developed by KCTCS
Memorandum of Agreement signed and in place between OCTE and KCTCS for the amount of \$23,000

Major milestones reached to date:

Event scheduled for April 10 - 20, 2012

Tasks to be completed next month:

E-vite and flyer to be sent to all OCTE principals for distribution
Events will be completed after April 20

Coordination/collaboration required next month:

Implementation Progress Report



Date: March 2012 **Project:** Apprenticeship

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: 40 % complete

Completion Date: December 2012

Tasks completed this month:

Terry Miller prepared a spreadsheet matching area technology centers to apprenticeship programs based on distance from the school community.

The Indiana/Kentucky Regional Council of Carpenter and Millwrights in Louisville has volunteered to host competitions for SkillsUSA in Carpentry, Welding and Teamworks. Ronnie Boggs, Area Coordinator, has been working with Fran Dundon and Larry Johnson to coordinate events in April.

Major milestones reached to date:

Tasks to be completed next month:

Discuss choosing school/apprenticeship partnerships.
Follow up with Terry and the five schools identified to begin career pathway development.
schedule a meeting with teachers and apprenticeship representatives to begin pathway development.

Coordination/collaboration required next month:

Continue to work with the Curriculum Branch manager and consultants

Implementation Progress Report



Date: March 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:

continued work on website

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 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:

Next scheduled meeting is April 13 at the Lake Cumberland ADD

Implementation Progress Report



Date: March 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). March 15th - A conference call was conducted with Lisa Locke of the St. Louis Federal Reserve Bank of St. Louis. Mrs. Locke was provided with an overview of the program and what vision Kentucky has moving forward with this program.
- 2). Received three new applications for certification. Henderson, Madison, and Montgomery counties.
- 3). Mr. David Walters and Mr. Tom West attended the National Work Ready Conference in Iowa City, Iowa.

Major milestones reached to date:

The Kentucky Workforce Investment Board, during its quarterly meeting on February 18th, 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:

Meeting with local county Economic Development, Industrial Authority, and Chambers of Commerce to discuss the program in more details and the reaffirm the importance of having this certification and addressing gaps in local workforce need.

Coordination/collaboration required next month:

Implementation Progress Report



Date: March 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 two project status update calls with Thomas P. Miller and Associates.
- OET solicited feedback from TPMA's revised Business Services Redesign Report from Steering Committee, KWIB, LWIA directors, Economic Development.
- OET compiled comments and sent to Steering Committee prior to meeting on March 28.
- Steering Committee meeting-March 28. Committee recommended a survey be sent to Business Services Representatives and LWIA directors to inquire as to what business services training would be most beneficial to the area. Based on the results, the training agenda would be set. The Committee also recommended the training be conducted on two different dates with possible breakout sessions. (Based on survey results final agenda will be developed).
- OET sent a request to LWIA directors requesting the names and email addresses of their current BST reps along with potential BST members in order to send out the survey.
- LWIA directors requested the survey be sent to them and they would send out. LWIA directors also requested to review the final TPMA document once the Steering Committee changes have been made.
- A date for the training session was set (April 25, 2012). However, because of request from LWIAs to review the final TPMA document and send out training agenda survey, the training is now tentatively set for afternoon of May 16 and morning of May 17.

Major milestones reached to date:

- Steering Committee recommended final changes to the Business Services Redesign report (March 28).
- The training date was changed from April 25th to May 16-17

Tasks to be completed next month:

- TPMA will incorporate these Steering Committee recommendations into the report.
- The team and TPMA will continue planning for the training session in May.
- Training survey is under development

Coordination/collaboration required next month:

Implementation Progress Report



- 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(s) will be continued.
- Survey sent out and results received compiled to set training agenda. - Coordinate with TPMA.

Implementation Progress Report



Date: March 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 completed statewide. New Free GED/NCRC program began throughout the state. Committee completed 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.

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. Focus/Talent will be available to all employers statewide.

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: March 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:

The Partner for Success team met on March 15. The team make recommendations based on the sub-committee work on the specific forms and guidelines needed for the confidentiality policy.

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:

Draft of Confidentiality policy, including forms, shared with team. Start "next step" process to share with agency staff/leadership for feedback.

Coordination/collaboration required next month:

Partner for success Team meeting 4/16 @ 1:00 p.m.

Implementation Progress Report



Date: March 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:

In Progress:

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:

Still in progres, waiting for agency to allow training roll out to all partner agencies

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:

Plans to print a full report to project Champion for guidenance.

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

Coordination/collaboration required next month:

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

Implementation Progress Report



Date: March 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). The Office of Employment and Training received two new applications for technical assistance funds during this month.
 - a). Bluegrass LWIB
 - b). Barren River LWIB

Major milestones reached to date:

- 1). TENCO LWIB - Approved for technical assistance funding for creation of a new strategic plan.
- 2). Green River LWIB - Approved for technical assistance funding to complete an analysis of the regions workforce and sectors; building a plan which aligns itself to best meet the needs of the region by sector.
- 3). Greater Louisville - application currently under final review (2nd) awaiting final approval and awarding funding.

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. The "learning" year will end on June 30, 2012. Discussion should begin now on the planning phase for year 1 reviews for those boards who wish to apply.

Coordination/collaboration required next month:

To begin discussions on expected procedures for start of new year beginning July 1, 2012. Participating boards will be required to submit proposals, based on required criteria addressed in the program, and a team will need to review the information for final approval. As the project manager tasked with overseeing this, I would like to begin these discussions now with leadership to address any planning needs in advance.

Implementation Progress Report

Date: March 2012 **Project:** Workforce Academy

Consultant or Agency name: Maher and Maher

Implementation Status: 74% complete

Completion Date: June 2012

Tasks completed this month:

COMPLETE - Phase 4: Pilot Delivery of Training Curriculum

1) **COMPLETE** - Set up & Deliver 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.

IN PROGRESS - Phase 5: Train-the-Trainer

1) **COMPLETE** - Academy Curriculum Revisions - Compiled & Summarized all Pilot session participant & steering team feedback; drafted & deployed online survey to capture additional feedback; compiled & summarized additional feedback results; made recommendations to KY steering team for curriculum revisions; made appropriate revisions to curriculum materials (Participant Guide, Agenda, & Presenter slides).

2) **IN PROGRESS** - Train-the-Trainer Session Development - Draft, Revise, & Finalize Trainer's Guide; Draft, Revise, & Finalize Training Session Agenda & Materials; Draft, Revise, & Finalize Trainer's Toolkits; Set up printing & production of Trainer's Toolkits; Set up Commissioner's introductory video shoot & content; Research, Mock-up, & Build accompanying webpage to go with the Trainer's curriculum.

3) **IN PROGRESS** - Set up Train-the-Trainer Sessions - Coordinate with KY team to book logistics & Trainer selection.

4) **FUTURE TASK** - Deliver Train-the-Trainer Sessions - Deliver 6 onsite Train-the-Trainer sessions for up to 80 participants.

FUTURE TASK - Final Curriculum Delivery

1) **FUTURE TASK** - Final Curriculum Recommendations Report

2) **FUTURE TASK** - Package & Deliver all final curriculum materials

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)

IN PROGRESS - Phase 5: Train-the-Trainer

FUTURE TASK - Final Curriculum Delivery

Tasks to be completed next month:

Implementation Progress Report

IN PROGRESS - Phase 5: Train-the-Trainer

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

FUTURE TASK - Final Curriculum Delivery

Coordination/collaboration required next month:

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: March 2012 **Project:** Branding and Identity

Consultant or Agency name: Office of Employment and Training

Implementation Status: 25 % complete

Completion Date: January 2013

Tasks completed this month:

Steering Comm met on 3/8 and updated Plan of Work
Regional Brand Champion conference calls held weekly
Sent out letter via email from Sec. Meyer and Chairman Holmes announcing Branding initiative to internal employees and partners
Sent out weekly branding emails from Commissioner Brinly
Rolled out internal launch program to Regional Brand Champions
Determined outreach items to be used for internal and external launches
Work with graphic designer on collateral

Major milestones reached to date:

Brand Managements Specialist started on 2/16
Identified Regional Brand Champions in the regions
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:

Finalize audit of interior/exterior signage
Work with engineering firm to determine signage opportunities for all facilities
Finalize name badge design and receive proof from vendor
Roll out outreach items to be used for internal and external launch events
Training staff on business service re-design
Work with sub-committee to begin website re-design

Coordination/collaboration required next month:

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

Implementation Progress Report



Date: March 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 March 16th in Florence to look at kiosk questions and discuss incorporating partner information.
- An attempt was made in Florence to change some of the questioning and the kiosks crashed. There were multiple unintended logoffs of the system as well. The system or computer seemed very slow as well.

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:

- Discuss continued issues with inconsistent performance of the computers and system with David Beach and Commissioner Beth Brinly.
- 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.

Coordination/collaboration required next month:

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

Implementation Progress Report



Date: March 2012 **Project:** Unemployment Insurance Customer Service Plan

Consultant or Agency name: Office of Employment and Training

Implementation Status: 50 % complete **Completion Date:** July 2012

Tasks completed this month:

We have started testing SIDES, the electronic response program for employers. To this point the testing has been successful.

The business process analysis with CSG, a government efficiency company, is almost 1/3 complete. CSG has completed the "Discovery" phase wherein it gathers information concerning our methods of operation in the areas of Benefits, Tax, and Appeals. The results were documented and charted and management participated in a walk-through of our operation so we could understand how we do things and begin to see how we can improve. The analysis phase will begin in mid-April.

The Division responded to a devastating weather event by launching Disaster Unemployment Assistance (DUA) for 21 counties declared federal disaster areas. DUA is a federal program providing unemployment assistance to those who lost employment or the ability to report to work due to the disaster. DUA claim site was opened in West Liberty, the center of the affected areas, to take and process DUA claims. The Division processed 305 applications from those affected by the disaster.

The Division has begun implementation of the most recent federal unemployment insurance benefit extension. The President signed the extension into law granting from 10-16 additional weeks of unemployment insurance benefits for qualified claimants. Along with the usual requirements the law requires registration for employment and an in-person employment assessment.

The Division is initiating for the first time in this state the TOP, Treasury Offset Program, to collect unemployment debts from those individuals collecting benefits fraudulently or for failure to report earnings. The program has resulted in substantial increases in amounts collected for improper payments for those states participating in the program.

Completed production of information videos for the OET website in the areas of basic UI information, filing a UI claim, and mock UI hearings.

Major milestones reached to date:

Implementation Progress Report

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 Redeployment - 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. Begin identifying employer groups for continuing outreach and re-initiation of "roadshow" presentations to accomplish this milestone. Initiate schedule for UI training program for employers.
Implementation of Treasury Offset Program for collection of unemployment debts.
Continue with SIDES testing and prepare for rollout in May.
Continue with the second phase of the business analysis of our UI processes.

Coordination/collaboration required next month:

Contact members of forms review group to secure their comments and /or recommendations.
Continue facilitation of business processes analysis.
Work with Employment Services to implement requirements necessary under most recent UI benefit extension.
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 State Information Data Exchange System (SIDES)