

WORKSmart

Kentucky



A Strategic Transformation of
Kentucky's Workforce System

IMPLEMENTATION STATUS REPORT

April 30, 2013



KENTUCKY WORKFORCE INVESTMENT BOARD

April Summary

Report Contents

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



Best Practices Summit

May 16, 2013

Cost: Free – Space is limited.
Advance Registration Required*

Time: 8:00 a.m. – Noon

Location: Capitol Plaza Hotel
405 Wilkinson Blvd, Frankfort, KY



Purpose: To share best practices and technical assistance for communities applying for Work Ready or Work Ready in Progress status, and those seeking to change their status to "Work Ready" from "in Progress."

Who should attend?

- Work Ready Community Committees
- Elected Officials (e.g., county, city, schools)
- Economic Development Organizations
- Chambers of Commerce
- Human Resource Managers
- Business Owners/Managers
- School Superintendents, Principals
- Business and Industry Associations
- Community Colleges
- P-16 Councils
- Adult Education Directors
- Workforce Investment Boards

What to expect:

- Continental Breakfast – Meet and network with your peers
- Overview – Including new modifications to the criteria
- Best Practices highlights from all six criteria – Speakers will discuss their application narratives
- Criteria "Speed Dating" – Attendees may visit any or all of six tables to talk best practice details
- Ask the Review Panel – Attendees may ask the panel about the review process

Breakfast Sponsors



*Funding may be available through your local Workforce Investment Board to cover travel expenses associated with attendance at the summit.

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	Reviewed monthly invoices/documentation for current awardees (8):Budget adjustment for 2nd round awardees (no change in amount); Draft of revised LWIA sectors list provided to management (per LWIA local plans)
✓	One Stop Certification Policy	Tommy Wheatley, Mgr. Mahe & Mahe Dr. Lara Needham, Champion	Held Executive Committee Meeting on 4/9; Held conference call with original One Stop Certification Core Team to get feedback on progress for roll out; Held Steering Committee meeting conference call on 4/24 TPM presented Career Center Certification process to leadership at Partner for Success meeting at Lake Cumberland on 4/30
✓	<i>User Friendly On Line Services</i>	<i>Jim Beyea & Holly Neal, Mgrs.</i> <i>Kim Huston, Champion</i>	Website Re-Design: Finalizing website copy from OET, OVR and OFB; Set up schedule for focus group vendor to visit offices around the state with new test site to get feedback.
✓	NCRC	Joe Paul, Mgr. Act, Inc. Reecie Stagnolia, Champion	Area Technology Center re-testing. Continue testing NCRC.KY.GOV billing tab. Governor's Statewide Reserve NCRC Scholarship project continues.
✓	Eligible Training Provider List	Linda Burton, Mgr. Rick Christman, Champion	Responded to inquiry on ETPL from LWIA; Requested repair to broken ETPL web link Phone discussions with KCEWS on rollout of information collection process; Met with KCEWS - discuss information webinar, process and notice to be sent Provider contact list updated

Education Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Tech High (Phase 1)	Angie Fischer, Mgr. Dr. Dale Winkler, Champion	Ten career coaches are working at the Area Technology Center's (ATC's). They are helping the principals, teachers, and students wrap up the school year. Career coaches have been working with the ATC principal and staff to help individual students, small groups, classes, parents and at school events.
✓	Apprenticeships	Mary Taylor, Mgr. Mark Brown, Champion	KWIB Apprenticeship & Education Committee continues to develop action plan.
✓	High School Outreach	Karen Dueker, Melissa Quillen Mgrs. Sec. Joe Meyer, Champion	Members of the team met with LWIB directors to request support for the project.
	GED Express	Jacqueline Korengal, Mgr. Reecie Stagnolia, Champion	No Report

Economic Development Alignment			
Active	Project Name	Manager/Consultant/Champion	Notes
	Mind Your Own Business (Entrepreneurship)	TBD, Mgr. Sec. Larry Hayes, Champion	No Report
✓	Work Ready Communities	Tom West & Jason Slone, Mgrs. Thinking Media Crystal Gibson, Champion	Work Ready Review Panel met in Versailles on April 3rd and heard presentations from the following counties - Muhlenberg, Trigg, and Allen counties The Work Ready Summit scheduled for May 16th has received over 150 requests for attendance and participation. Due to the amount of requests the summit has been moved to the Capital Plaza Hotel in Frankfort.. WRC Steering Committee met on April 3 rd .
✓	Rapid Response	Linda Prewitt, Mgr. Thomas P. Miller James Cole, Champion	Developed Unified Business Services framework. RFP issued and awarded to Maher and Maher. Review all partner business services resources.
✓	Economic Development Academy	Terri Bradshaw, Mgr. Daryl Smith, Champion	Speaking engagements continue to be scheduled to promote the other KWIB projects and WFD programs to economic developers.

System Simplification			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	Alphabet Soup	Terri Bradshaw, Mgr. N/A, Champion	Merged with Workforce Academy
✓	Partner for Success	Allison Flanagan-Jessee, Mgr. Com. Beth Brinly, Champion	The team met on April 16 to finalize the PFS Regional Leadership Training at Lake Cumberland. The Lake Cumberland PfS Leadership Training occurred on April 30 and May 1 with 65 in attendance.
✓	Statewide Reserve Investments	N/A	No Report
✓	Case Management	Jane Smith, Mgr. Com. Beth Brinly, Champion	Visited Washington State to ascertain types of team based case management they utilize. Scheduled Team Meeting for May 22, 2013. Received "old" black book from Gina Johnson.
✓	High Performing WIBs	Jason Slone, Mgr. CSW Com. Beth Brinly, Champion	Implementation Team met on April 9th to discuss final details for the onsite review teams; Onsite review team training/conference call on April 17th to discuss the NKY application and what reviewers should cover during the interview phase; Onsite review of NKY LWIB conducted on April 25-26, 2013.

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade, Mgrs. Maier & Maier Dr. Judith Rhoads, Champion	Phase I central office trainings wrapped up in May, make-up sessions scheduled for June, EKCEP also completed their training. Conference calls continue to move the Phase II project forward. Pilot webinars completed for the Transformational Leader and Transformational Leader at Work as well as Career Certification Standards.
✓	Outreach Initiative/Branding and Identity	Terri Bradshaw & Holly Neal Mgrs. Heidi Margulis, Champion	Finalized signage floor plans for offices; Get schedule of focus group's for website feedback Finalizing website copy for KCC site; Held Steering Committee meeting on 4/16
	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	No Report
✓	UI Customer Service Plan	Dustin Adams, Mgr. Sec. Joe Meyer, Champion	No Report

KWIB Strategic Plan Presentation Schedule

Strategic Initiatives Presentations

Organization	Date	Time	Presenter(s)	Organization Contact	Contact Info	Notes
Northern Kentucky Workforce Investment Board	1/8/13	8:00 AM	Tom West			Work Ready Communities
Kentucky Valley Educational Cooperative Board	1/23/13	8:00 AM	Tom West			Work Ready Communities
State Workforce Investment Areas	1/25/13	9:00 AM	Tom West/Holly Neal			High Impact Workforce Investment Boards
Big Sandy P-16 Councils - Prestonsburg	2/19/13	8:00 AM	Tom West	Melinda Justice		Work Ready Communities
Kentucky Chamber of Commerce	3/12/13	1:00 PM	Tom West	Betsy Dexter		Work Ready Communities
National Governors Assoc., State Workforce Investment Board Chairs, Washington, DC	2/22 - 2/24, '13	All Day	Tom West / Ed Holmes			Delivering the Skilled Workers Business and Industry Needs
Work Ready Communities Sign Distribution	3/6/13	All Day	Tom West			Work Ready Sign Distribution Tour - Montgomery, Madison, Boyle, Woodford & Franklin Counties
Work Ready Communities Sign Distribution	3/7/13	All Day	Tom West			Work Ready Sign Distribution Tour - Hart, Warren, Barren, Monroe, Adair & Russell Counties
Hopkins County "Hot Topic Lunch"	3/8/13	12:00 N	Tom West	Joyce Riggs (for Dr. Rhoads)		Hot Topic Lunch presentaton on Work Ready Communities, sign presentation for Hopkins County.
Work Ready Communities Sign Distribution	3/8/13	All Day	Tom West			Work Ready Sign Distribution Tour - Henderson, Union, Christian & McCracken Counties
Kentucky Society for Human Resource Management, State Council Meeting	4/16/13	10:00 AM	Tom West			Work Ready Communities
Appalachion Teaching and Leadership Network, Hazard, KY	4/23/13	10:00 AM	Tom West			Work Ready Communities

KWIB Strategic Plan Outreach Presentations

Local Workforce Investment Boards

LWIA	Date	Location	Time	Presenter(s)	Local Contact	Notes
West Kentucky	1/8/2013	Hopkinsville	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 1
West Kentucky	1/10/2013	Madisonville	Varies	Greta Jones Lisa Adams	Greta Jones	Workforce Development Academy - Module 1
Barren River	1/11/2013	Bowling Green	Varies	Missy Wheeler Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith	Missy Wheeler	Workforce Development Academy - Module 2
West Kentucky	1/15/2013	Hopkinsville	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 2
West Kentucky	1/17/2013	Madisonville	Varies	Greta Jones Lisa Adams	Greta Jones	Workforce Development Academy - Module 2
Barren River	1/18/2013	Bowling Green	Varies	Missy Wheeler Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith	Missy Wheeler	Workforce Development Academy - Module 2
West Kentucky	1/22/2013	Hopkinsville	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 3
West Kentucky	1/24/2013	Madisonville	Varies	Greta Jones Lisa Adams	Greta Jones	Workforce Development Academy - Module 3
Barren River	1/25/2013	Bowling Green	Varies	Missy Wheeler Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith	Missy Wheeler	Workforce Development Academy - Module 2
West Kentucky	1/29/2013	Hopkinsville	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 4
West Kentucky	1/31/2013	Madisonville	Varies	Greta Jones Lisa Adams	Greta Jones	Workforce Development Academy - Module 4
Bluegrass	2/5/2013	Lexington	Varies	Amanda Hall Tiffany Holder	Crystal Saunders	Workforce Development Academy - Module 1
West Kentucky	2/5/2013	Hopkinsville	Varies	Greta Jones Chris Wendel	Greta Jones	Workforce Development Academy - Module 1
Bluegrass	2/6/2013	Lexington	Varies	Karen Jones Nancy Tooley	Crystal Saunders	Workforce Development Academy - Module 1

KWIB Strategic Plan Outreach Presentations

Local Workforce Investment Boards

LWIA	Date	Location	Time	Presenter(s)	Local Contact	Notes
Bluegrass	2/7/2013	Lexington	Varies	Tiffany Bryant Amanda Hall	Crystal Saunders	Workforce Development Academy - Module 1
West Kentucky	2/7/2013	Paducah	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 1
Barren River	2/8/2013	Bowling Green	Varies	Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith Missy Wheeler	Missy Wheeler	Workforce Development Academy - Module 3
Bluegrass	2/12/2013	Lexington	Varies	Amanda Hall Chanell Jones	Crystal Saunders	Workforce Development Academy - Module 1
West Kentucky	2/12/2013	Hopkinsville	Varies	Greta Jones Chris Wendel	Greta Jones	Workforce Development Academy - Module 2
Bluegrass	2/13/2013	Lexington	Varies	Karen Jones Tiffany Bryant	Crystal Saunders	Workforce Development Academy - Module 1
Bluegrass	2/14/2013	Lexington	Varies	Karen Jones Antoinette Robinson	Crystal Saunders	Workforce Development Academy - Module 1
West Kentucky	2/14/2013	Paducah	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 2
Barren River	2/15/2013	Bowling Green	Varies	Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith Missy Wheeler	Missy Wheeler	Workforce Development Academy - Module 3
Bluegrass	2/19/2013	Lexington	Varies	Amanda Hall Tiffany Holder	Crystal Saunders	Workforce Development Academy - Module 2
West Kentucky	2/19/2013	Hopkinsville	Varies	Greta Jones Chris Wendel	Greta Jones	Workforce Development Academy - Module 3
Bluegrass	2/20/2013	Lexington	Varies	Karen Jones Michael Ricke	Crystal Saunders	Workforce Development Academy - Module 2
Bluegrass	2/21/2013	Lexington	Varies	Tiffany Bryant Amanda Hall	Crystal Saunders	Workforce Development Academy - Module 2
West Kentucky	2/21/2013	Paducah	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 3

KWIB Strategic Plan Outreach Presentations

Local Workforce Investment Boards

LWIA	Date	Location	Time	Presenter(s)	Local Contact	Notes
Barren River	2/22/2013	Bowling Green	Varies	Vickie Wade Donald McGlothlin Regina Woodbright Jane Smith Missy Wheeler	Missy Wheeler	Workforce Development Academy - Module 3
Bluegrass	2/26/2013	Lexington	Varies	Amanda Hall Chanell Jones	Crystal Saunders	Workforce Development Academy - Module 2
West Kentucky	2/26/2013	Hopkinsville	Varies	Greta Jones Chris Wendel	Greta Jones	Workforce Development Academy - Module 4
Bluegrass	2/27/2013	Lexington	Varies	Karen Jones Tiffany Bryant	Crystal Saunders	Workforce Development Academy - Module 2
Bluegrass	2/28/2013	Lexington	Varies	Karen Jones Antoinette Robinson	Crystal Saunders	Workforce Development Academy - Module 2
West Kentucky	2/28/2013	Paducah	Varies	Greta Jones Lisa Adams Chris Wendel	Greta Jones	Workforce Development Academy - Module 4
Bluegrass	3/5/2013	Lexington	Varies	Amanda Hall Tiffany Holder	Crystal Saunders	Workforce Development Academy - Module 3
Bluegrass	3/6/2013	Lexington	Varies	Karen Jones Tara Welch	Crystal Saunders	Workforce Development Academy - Module 3
Bluegrass	3/7/2013	Lexington	Varies	Tiffany Bryant Amanda Hall	Crystal Saunders	Workforce Development Academy - Module 3
Barren River	3/8/2013	Bowling Green	Varies	Missy Wheeler Vickie Wade Regina Woodbright Jane Smith Donald McGlothlin	Missy Wheeler	Workforce Development Academy - Module 3
Bluegrass	3/12/2013	Lexington	Varies	Amanda Hall Chanell Jones	Crystal Saunders	Workforce Development Academy - Module 3
Bluegrass	3/13/2013	Lexington	Varies	Karen Jones Tara Welch	Crystal Saunders	Workforce Development Academy - Module 3
Bluegrass	3/14/2013	Lexington	Varies	Michael Ricke Antoinette Robinson	Crystal Saunders	Workforce Development Academy - Module 3
Barren River	3/15/2013	Bowling Green	Varies	Missy Wheeler Vickie Wade Regina Woodbright Jane Smith Donald McGlothlin	Missy Wheeler	Workforce Development Academy - Module 3
Bluegrass	3/19/2013	Lexington	Varies	Amanda Hall Tiffany Holder	Crystal Saunders	Workforce Development Academy - Module 4

KWIB Strategic Plan Outreach Presentations

Local Workforce Investment Boards

LWIA	Date	Location	Time	Presenter(s)	Local Contact	Notes
Bluegrass	3/20/2013	Lexington	Varies	Karen Jones Tara Welch	Crystal Saunders	Workforce Development Academy - Module 4
Bluegrass	3/21/2013	Lexington	Varies	Tiffany Bryant Amanda Hall	Crystal Saunders	Workforce Development Academy - Module 4
Barren River	3/22/2013	Bowling Green	Varies	Missy Wheeler Vickie Wade Regina Woodbright Jane Smith Donald McGlothlin	Missy Wheeler	Workforce Development Academy - Module 3
Bluegrass	3/26/2013	Lexington	Varies	Amanda Hall Chanell Jones	Crystal Saunders	Workforce Development Academy - Module 4
Bluegrass	3/27/2013	Lexington	Varies	Karen Jones Tara Welch	Crystal Saunders	Workforce Development Academy - Module 4
Bluegrass	3/28/2013	Lexington	Varies	Michael Ricke Antoinette Robinson	Crystal Saunders	Workforce Development Academy - Module 4

April 2013

May 2013

April 2013

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28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 31	Apr 1	2	3	4	5	6
		10:00am 12:00pm Entrepreneurship Steering Committee 2:00pm 3:00pm NCRC Advisory Team bi-weekly conference	9:30am 11:00am Work Ready Review Panel (KCTCS, 300 N. Main Street, Versailles, KY 40383) - WFD KWIB Strategic Plan		Workforce Developme 11:30am 12:00pm MONTHLY REPORTS DUE	
7	8	9	10	11	12	13
		8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen		
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	10:00am 11:30am KWIB Entrepreneurship & Economic Development - Recommendations Meeting (KY Cabinet	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen		
28	29	30	May 1	2	3	4
		8:00am 11:30am Ky Workforce Academy 1:00pm 4:30pm Ky Workforce Academy 2:00pm 3:00pm NCRC Advisory Team bi-we				

Mar 31 - Apr 6

Apr 7 - 13

Apr 14 - 20

Apr 21 - 27

Apr 28 - May 4

May 2013

May 2013							June 2013						
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26	27	28	29	30	31		23	24	25	26	27	28	29
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 28	29	30	May 1	2	3	4
			8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy Training - DWI Agen		
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May 26 - Jun 1	Workforce Developme 8:00am 11:30am Ky Workforce Academy 1:00pm 4:30pm Ky Workforce Academy 2:00pm 3:00pm NCRC	Workforce Developme 8:00am 11:30am Ky Workforce Academy 1:00pm 4:30pm Ky Workforce Academy 2:00pm 3:00pm NCRC	Workforce Developme 8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy	Workforce Developme 8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy	Workforce Developme	

June 2013

June 2013

July 2013

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 26	27	28	29	30	31	Jun 1
2	3	4	5	6	7	8
			8:00am 11:30am Ky Workforce Academy Training - DWI Agen 11:30am 12:00pm MONTHLY REPORTS			
9	10	11	12	13	14	15
		2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) -	8:00am 11:30am Ky Workforce Academy Training - DWI Agency Central Office Staff/EWDC St			
16	17	18	19	20	21	22
			8:00am 11:30am Ky Workforce Academy Training - DWI Agency Central Office Staff/EWDC St	10:00am 11:00am FW: RBC Conference Call (877 746 4263 Access Code: 02 72 333#) - Neal, Holly (E		
23	24	25	26	27	28	29
		2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) -	8:00am 11:30am Ky Workforce Academy Training - DWI Agen 11:45am 3:30pm KWIB New Members Orien			
30	Jul 1	2	3	4	5	6

5/26 - 31

6/2 - 7

6/9 - 14

6/16 - 21

6/23 - 28

6/30 - 7/5

Implementation Progress Report



Date: April 2013

Project: Sector Strategies

Consultant or Agency name: Office of Employment and Training

Implementation Status: 90% complete

Completion Date: June 2013

Tasks completed this month:

Reviewed monthly invoices/documentation for current awardees (8)
Budget adjustment for 2nd round awardee (no change in amount)
Draft of revised LWIA sectors list provided to management (per LWIA local plans)

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 p.m. - October 10, 2011
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 IP - RFP-2nd Round - March 30, 2012
IP-2nd Round IP proposals received in OET - May 15, 2012
Five (5) IP Grants awarded June 30, 2012
IP - 3rd Round Quick Start mini-grants RFP released - October 24, 2012
IP - 3rd Round Quick Start mini-grants awarded to EKCEP & Northern
Total of all 10 grants awarded to-date (12-31-2012) - \$562,508

Tasks to be completed next month:

Review of monthly invoices/documentation for awardees
Review of quarterly reports
Reminder to awardees that funds end 6-30-13

Coordination/collaboration required next month:

Implementation Progress Report



Monitor balances/funds expiring 6-30-13

Implementation Progress Report



Date: April 2013

Project: Career Center Certification

Consultant or Agency name: Thomas P. Miller and Assoc.

Implementation Status: 50% Complete

Completion Date: June 2013

Tasks completed this month:

Held Executive Committee Meeting on 4/9
Held conference call with original One Stop Certification Core Team to get feedback on progress for roll out
Held Steering Committee meeting conference call on 4/24
TPM presented Career Center Certification process to leadership at Partner for Success meeting at Lake Cumberland on 4/30

Major milestones reached to date:

Awarded bid for project in February 2013 to Thomas P. Miller
Went over Career Center Certification process with state wide leadership to get feedback

Tasks to be completed next month:

RSVP's for Career Center Certification Reviewer Training

Coordination/collaboration required next month:

Work with TPM to finalize project; Hold Career Center Certification Pilot Training for Workforce Academy and get feedback; Roll out training for reviewers

Implementation Progress Report



Date: April 2013

Project: User-friendly On-line Services

Consultant or Agency name: Office of Employment and Training

Implementation Status: 85 % Complete

Completion Date: July 2013

Tasks completed this month:

Website Re-Design: Finalizing website copy from OET, OVR and OFB.
Setting up schedule for focus group vendor to visit offices around the state with new test site to get feedback.

Major milestones reached to date:

Implementation Progress Report

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.
Trained Kentucky staff on Focus Talent.
Deployed "Live" Focus Talent statewide on April 30, 2012.
Continued statewide training on all Burning Glass products.
Work with Burning Glass vendor on the final phase of Focus Talent release.
Here are our numbers since implementing FC in June of 2011 and FT in April 2012:

219689 --- total active seekers
8097 --- total active employers
35871 --- total jobs
365696 --- total referrals

Website Re-Design:

Website sub-committee met on 4/24 to discuss expectations of group.
All agencies and partners were represented.
Decided to move website to: www.kentuckycareercenter.com.
Test website up and running in October 2012.
OET videos updated to reflect in KCC logo, captioned and Spanish translation.
Operating under a Spring 2013 roll out.

Proposed GUI re-design: Phasing out E3 website. Will migrate information into the new Kentucky Career website.

Tasks to be completed next month:

Implementation Progress Report

Burning Glass:

Continue support on all 3 Burning Glass products. Career, Talent and Assist.
Conduct additional trainings on all 3 products statewide for Kentucky and WIA staff.
Continue to work and develop the enhanced Focus Talent release scheduled for Fall 2013.
Development test plans for the upcoming final Focus Talent build.

Phasing out E3 website. Will migrate information into the new Kentucky Career website.

Website Re-Design: Finalize copy on OET, OVR and OFB to be included on KCC site. Produce a new Welcome to the site video; send out LWIB technical assistance applications to Directors

The last quarter of 2012, KCC and DTS plan to freeze PROD Focus Suites code. Burning Glass will deliver Gen2 build to KY First Quarter of 2013 for KCC to test.

Coordination/collaboration required next month:

Burning Glass:

Work with DTS on the Focus Suites updates, testing, and other issues. Continue to work with DTS and the Burning Glass programmers on issues as they arise.

Website Re-Design: Gather feedback from focus group study and determine necessary changes and implementation. Discuss roll out schedule.

Implementation Progress Report



Date: April, 2013

Project: National Career Readiness Certificates

Consultant or Agency name: Office of Employment and Training

Implementation Status: 100 % complete

Completion Date: August, 2011

Tasks completed this month:

1. Area Technology Center Testing.
2. Continue testing ncrk.ky.gov Billing tab for completion.
3. Governor's Statewide Reserve NCRC Scholarship project continuing.

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 ncrk.ky.gov
5. KY NCRC Database Billing Process completed
6. ATC project complete and data sent to OCTE - FY11
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, 2012)
25. GED and NCRC Free Program launched with reporting requirements in place.
26. ATC 2012 testing completed & qualifying NCRC awards printed and shipped to schools.
27. Conversion to NCRC Plus with new NCRC design.
28. Assist KDE with CCR WorkKeys guidelines

Implementation Progress Report

Tasks to be completed next month:

1. Continue editing Standard Operating Procedures (SOP).
2. Continue to resolve KY NCRC customer service issues.
3. Continue to tweak the nrcr.ky.gov site's billing and reporting modules with DTS
4. Update Certified Work Ready Community NCRC Attainment numbers.
5. Continue discussions about NCRC Social Media presence and redesign of KY NCRC site
6. Begin discussions to transfer OCTE RegiSTAR site from WFD to KDE

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 and procedural with Dept of Education
3. Collaborate with KY National Guard / Reserves to work with returning veterans.
4. Collaborate with OCTE to develop program enhancements for FY13.
5. Coordinate projects with ACT for better delivery of services.
6. Coordinate with Certified Work Ready Community initiative.
7. Coordinate with OVR on Governor's Statewide Reserve NCRC Scholarship plan.
8. Coordinate with State Branding contact to redesign KY NCRC website to align with new State Branding standards.

Implementation Progress Report



Date: April 2013

Project: Eligible Training Providers

Consultant or Agency name: Office of Employment and Training

Implementation Status: 95% complete

Completion Date: June 2013

Tasks completed this month:

Responded to inquiry on ETPL from LWIA
Requested repair to broken ETPL web link
Phone discussions with KCEWS on rollout of information collection process
Set meeting with KCEWS - discuss information webinar and process

Major milestones reached to date:

Established ETPL Steering Committee.
Developed four basic principals for foundation of ETPL policy.
Conducted surveys of providers and other state workforce agencies.
Prepared draft ETPL policy for focus group discussion and input.
Presented policy document to KWIB for review and input.
Prepared and presented draft procedures to steering committee for discussion and input.
Approved by KWIB, November 15, 2012.
Implemented the KWIB approved policy as an OET advisory at this time; delayed promulgation into Administrative Regulation until year three (determined after consultation with legal counsel and with Commissioner's direction) - January 2013

Tasks to be completed next month:

Next Steps needed to move project forward:
Develop procedures related to new policy
Update provider contact list
Develop instructions and correspondence to describe the data collection process
Plan and schedule an informational webinar for providers and LWIBs

Coordination/collaboration required next month:

Implementation Progress Report



Project manager, Linda Burton, resigned OET position for promotion with Education
Continue coordination with Kentucky Center for Education and Workforce Statistics (KCEWS)
formerly the P-20 Data Collaborative.

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Implementation Progress Report



Date: April 2013

Project: High School Outreach

Consultant or Agency name: Office of Employment and Training

Implementation Status: 85% complete

Completion Date: September 2014

Tasks completed this month:

Members of the team met with LWIB directors to request support for the project.

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
Added representatives from KDE and OCTE to steering committee
Received notification of funding amount now available for HSO
Development of a recommendation to begin partner discussions with KDE, KCTCS, Economic Development, Workforce Development and other stakeholders to purchase and use cclnspire across the Commonwealth as a link between students and business partners
Scheduled a meeting to present cclnspire to decision-making partners
cclnspire presented to various Cabinet leaders and staff. Each agency was requested to send a representative with decision making authority to the next meeting.
Received approval for project implementation from Project Champion
Members of business and industry became actively involved in the project
The platform to sit atop the Individual Learning Plan program on the KDE website was named Unbridled Careers
KY SHRM sent a survey to their members to determine their interest in the project and how willing they are to fully participate once the program is in high schools and middle schools across the commonwealth
Implementation plan written

Tasks to be completed next month:

Implementation Progress Report

Secretary Meyer to present the project to the KWIB in August 2013.

Coordination/collaboration required next month:

From this point forward collaboration from all concerned parties is crucial in order to complete the tasks outlined above. Coordinate/collaborate with KDE, OET and LWIBs on funding. LWIB directors have indicated they will put in writing the additional information they will need to determine what support (in-kind and financial) they are able to provide

Implementation Progress Report



Date: April 2013

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. The Work Ready Review Panel met in Versailles on April 3rd and heard presentations from the following counties - Muhlenburg, Trigg, and Allen counties. All three were recommended for In-Progress certification. A total of 5 applications were received, two withdrew prior to review meeting.
2. The Work Ready Summit scheduled for May 16th has received over 150 requests for attendance and participation. Due to the amount of requests the summit has been moved to the Capital Plaza Hotel in Frankfort.
3. WRC Steering Committee met on April 3rd and discussed the updated plan for outreach of the program with Thomas P. Miller and associates.

Major milestones reached to date:

- 19 counties have applied and awarded certification.
- 3 Pending certification from KWIB on May 16, 2013
- 40 have indicated interest.
- Total engaged 62 counties or 52%
- New official Work Ready Communities website launches
- New official WRC signage arrived for certified counties.

Tasks to be completed next month:

- Planning for the May 2013 WRC Best Practices Summit.
- KWIB to meet on May 16, 2013 and vote on recommendation of Muhlenburg, Trigg, and Allen counties.

Coordination/collaboration required next month:

Implementation Progress Report



1. ongoing communication with Marketing Consultant and local counties moving through the application process.
2. Ongoing recruitment in each region, with additional focus being placed on areas with little activity.

Implementation Progress Report



Date: April 2013

Project: Rapid Response

Consultant or Agency name: Office of Employment and Training

Implementation Status: 100% complete

Completion Date: September 2012

Tasks completed this month:

Phase II - Develop Unified Business Services Framework. RFP issued and contract awarded to Maher and Maher to: Review all partner business services resources, coordinate 3 focus groups to ascertain current roles and what changes need to be made for unified business services framework, provide recommendations to the steering committee regarding roles and responsibilities for each agency and a plan to move forward with implementation of unified business services strategy.

Major milestones reached to date:

- TPMA submitted final recommendations & conducted statewide Business Services training
- Redesign Phase of Project completed. Steering Committee accepted/approved final version of TPMA report
- Seven LWIBs were awarded funds to implement and/or enhance Business Services teams and develop a Business Service framework.
- Phase II - Unified Business Services Framework commenced.

Tasks to be completed next month:

Hire Business Services Coordinator in the Office of Employment and Training
Identify Steering Committee. Set meeting/conference call.
Identify and provide names of focus group participants to contractor
Complete Focus Group logistics
Meetings/conference calls with contractor

Coordination/collaboration required next month:

Organize Steering Committee meeting.
Work with KCTCS and Economic Development to provide requested documents to the contractor.

Implementation Progress Report



Date: April 2013

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.

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. Work will continue in using Labor Insight as another economic/workforce development tool.

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. Funding for this project is being negotiated among other projects. Until that issue is resolved, the academy is at a holding point.

Implementation Progress Report



Date: April 2013

Project: Partner for Success

Consultant or Agency name: Office for the Blind

Implementation Status: 75% complete

Completion Date: December 2014

Tasks completed this month:

The team met on April 16 to finalize the PFS Regional Leadership Training at Lake Cumberland. The Lake Cumberland PfS Leadership Training occurred on April 30 and May 1 with 65 in attendance.

Major milestones reached to date:

April 2011 - Successfully completed the Partners for Success Collaborative Meeting of Department Leaders at Lake Cumberland

Nov 2011 - Successfully completed train-the-trainer sessions across the state to share the KWIB initiatives and direction

April 2013 - Successfully completed the Partners for Success Leadership Training at Lake Cumberland

Tasks to be completed next month:

The team will not be meeting in the month of May. We will resume monthly meetings in June and continue to address concerns related to KWIB Work Smart initiatives. The on-line training for confidentiality is being developed as well.

Coordination/collaboration required next month:

Next meeting will occur in June.

Implementation Progress Report



Date: April 2013

Project: Case Management

Consultant or Agency name: Office for Vocational Rehabilitation

Implementation Status: 5% complete

Completion Date: January 2014

Tasks completed this month:

Visited Washington State to ascertain types of team based case management they utilize.
Scheduled Team Meeting for May 22, 2013. Received "old" black book from Gina Johnson.

Major milestones reached to date:

Tasks to be completed next month:

First team meeting is May 22, 2013.

Coordination/collaboration required next month:

Addition of WIA member to revamped team.

Implementation Progress Report



Date: April 2013

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. Implementation Team met on April 9th to discuss final details for the onsite review teams.
2. Onsite review team training/conference call on April 17th to discuss the NKY application and what reviewers should cover during the interview phase.
3. Onsite review of NKY LWIB conducted on April 25-26, 2013.

Major milestones reached to date:

1. Project design completed in June 2011.
2. Baseline year completed on June 30, 2012.
3. Officially launched the program to all state local WIB's on January 25, 2013.
4. Received first application for standards year 1 on April 5, 2013.
5. Completed first onsite review during the standards year on April 25-26, 2013.

Tasks to be completed next month:

1. Implementation team will schedule a meeting to discuss what we learned from the reviews, what changes we need to make to further streamline our process.
2. Complete all documents for recommendation to KWIB for the August 2013 full board meeting.
3. Finalize final report for the NKY LWIB from onsite review conducted on April 25-26, 2013.

Coordination/collaboration required next month:

1. Next deadline for local WIBS to apply will be May 16, 2013.
2. Implementation to schedule next meeting date to discuss procedural flow and what we learned from our processes utilized during the NKY Review.

Implementation Progress Report



Date: April 2013

Project: Workforce Academy

Consultant or Agency name: Office for Vocational Rehabilitation

Implementation Status: 90% complete

Completion Date: August 2013

Tasks completed this month:

Workforce Academy Phase I - is nearing completion with the Bluegrass Area completing all of their training and central office employees beginning their training. Central Office will complete the modules by the end of May with make-up sessions in June for any staff that missed session during the regular schedules throughout the state. EKCEP will offer training to the Carl D. Perkins Vocational Training Center employees and this will also serve as their make-up for those who were unable to participate when they were originally offered. Filming sessions were established as planned to capture the materials for those needing viewing later.

Conference calls with Thomas P. Miller have moved the phase II of the project forward. The pilot for the webinar trainings through TPM will be May 17 and May 20 with participants to be identified.

Major milestones reached to date:

All trainings in the area have been completed with the exception of those noted above.

Initial planning with TPM is moving forward for implementation of Phase II. Webinar software has been identified for use. Program content has been reviewed, revisions identified and the pilot trainings should be delivered in May as noted above.

Tasks to be completed next month:

Continue to monitor the progress of the first phase of the workforce academy. Provide support to the trainers and areas as needed.

Identify participants for the pilot sessions in May and continue Friday calls with TPM regarding phase II.

Coordination/collaboration required next month:

Implementation Progress Report



Continue to work toward completion of Phase I with data entry of all participants in the training website database housed in the Government Services Center. Communication with liaisons and training team to field questions and issues that may arise during the final portion of phase I. Follow through with plans for phase II.

Implementation Progress Report



Date: April 2013

Project: Branding and Identity

Consultant or Agency name: Office of Employment and Training

Implementation Status: 70% Complete

Completion Date: June 2013

Tasks completed this month:

Finalized signage floor plans for offices
Get schedule of focus group's for website feedback
Finalizing website copy for KCC site.
Held Steering Committee meeting on 4/16

Major milestones reached to date:

Brand Management 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
Internal Branding Outreach items ordered and sent to regions
Ruggles Sign Company awarded sign contract

Tasks to be completed next month:

Organize schedule for signage installation
Order Outreach items for regions
Work on finalizing website copy from partners and agencies.
Analyze feedback from focus group studies to incorporate into website
Finalize budget for project

Coordination/collaboration required next month:

Consultation with Terri Bradshaw, Holly Neal, Steering Committee, and Regional Brand Champions as needed for brand implementation/outreach.
Meet with DTS and New West ad agency on website specifics