

WORKSmart

Kentucky



A Strategic Transformation of
Kentucky's Workforce System

IMPLEMENTATION STATUS REPORT

May 31, 2011



KENTUCKY WORKFORCE INVESTMENT BOARD

May Summary

Report Contents

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Implementation Highlights

KWIB Adopts Work Ready Communities

At the May 19th meeting of the KWIB, the board voted unanimously to adopt the program design for a Work Ready Communities Certification. Board members participated in a discussion of the project and were updated on the criteria to be used in certification awards. Several members made suggestions for minor tweaks to the program, but fully endorsed it for rollout in August.



Sector Strategies Institute Attracts Big Crowd

Teams from all ten of Kentucky's workforce investment regions descended upon Louisville for a day long workshop to assist them with making strategic investment decisions based on a sector approach. The Sector Strategies Institute included information on best

practices and allowed regional teams to tap into technical assistance provided by the firm of Maher & Maher, consultants for the KWIB's Sector Strategies initiative.

[News Release:](#)

Kentucky embraces economic development strategies of the 21st century

New study reporting statewide emerging job sectors released today at Sector Strategies Institute

FRANKFORT, Ky. (June 2, 2011) – With few issues more important to the Commonwealth than its economic recovery, the Kentucky Workforce Investment Board (KWIB) today gathered partners of Kentucky's workforce system at a Sector Strategies Institute to announce the results of a major study that documents and analyzes the role of industry in Kentucky. The group will work together to determine what job sectors are emerging in different regions of the state and what resources need to be in place to better prepare local workforces to take advantage of those jobs.

“A well-trained workforce with skills relevant to the needs of employers is the most important incentive we can offer businesses interested in locating or expanding in Kentucky,” said Gov. Beshear. “Partnering across the region advances the workforce system’s ongoing transformational efforts to increase competitiveness in regional economies.”

The report entitled “Kentucky’s Target Industry Sectors” identifies emerging target industries at the state level. They are:

- **Automobile and Aircraft Manufacturing** - Focuses on industries engaged in the development of automotive and aircraft assembly, prototype development, conversion and overhauling/rebuilding. Industries that manufacture automobile and aircraft components are also categorized in this sector.
- **Transportation, Distribution and Logistics** - Focuses on the movement and storage of goods and support activities related to different modes of transportation. Specific modes of transportation include water, rail, road and air.
- **Business Services and Research and Development** - Consists of industries that specialize in performing professional, scientific and technical services for others, including research and development.
- **Health Care/Social Assistance** - This sector involves industries focused on the provision of health care and social assistance to individuals and delivered by health or social service practitioners.
- **Energy Creation/Transmission** - Focuses on sectors engaged in the creation of energy (e.g., coal, gas, wind, etc.), transmission of energy (power-lines, pipe, etc.) and support the creation and distribution of energy.

At the Sector Strategies Institute held at the Galt House in Louisville, workforce professionals and representatives from higher education, industry, economic development and community-based organizations discussed how sector-focused economic development could address the issues that are essential in strengthening regional industries and providing quality jobs.

Using detailed analysis offered by the study, Kentucky’s workforce partners will closely examine the state’s industry by sector and by region and will build partnerships that connect the unemployed and the underemployed with careers in the growing industries identified in the report.

In order to address the workforce needs of specific industries, concentrating on specific occupations, and engaging employers to design customized solutions, the group will work to develop effective strategies that can be applied at the local level to provide support for existing businesses, recruit new businesses and best use limited training funds to prepare the workforce to support these businesses.

The study was commissioned by the KWIB and conducted by Maher & Maher, an international consulting firm, in partnership with Economic Modeling Specialists, Inc. (EMSI). To view the entire report, go to www.educationcabinet.ky.gov.

Project Status Summary

System Transformation			
Active	Project Name	Manager/Consultant	Notes
✓	Sector Strategies	Jim Beyea Maier & Maier	June 2 nd – Sector Strategies Institute Finalized workforce and skill reports for target sector and finalized Regional Target Industry Reports; set up registration link and monitored registration process
✓	Branding & Identity	Tom West Landor Associates	Presented at KWIB Meeting; awaiting results of online surveys
✓	One Stop Certification Policy	Bill Monterosso & Tommy Wheatley Maier & Maier	Call held with managers and project consultants; 5 th Core Team meeting held; completed Jobseeker standards and final draft of One Stop Management standards
✓	User Friendly On Line Services	Jim Beyea & AJ Jones	Started statewide training of Burning Glass application to all existing EKOS Users
✓	NCRC	TBD ACT	Database billing process completed - invoices generated; Execute Outreach Program to engage Employers in NCRC – funds made available to WIAs for face to face meetings with employers to sell NCRC
✓	Eligible Training Provider List	Linda Burton	Stakeholders identified for focus groups; survey instruments developed; analyzed the EKOS provider module functionality

Education Alignment			
Active	Project Name	Manager/Consultant	Notes
✓	Tech High (Phase 1)	Mike Kindred	Applied for 16 career coach positions thru the AmeriCorps Grant for the 2011-2012 school year
✓	I-Best	Linda Prewitt	Skill Up Kentucky presented at an International Education Conference in Greece Jefferson County Capstone and on schedule to be presented at the COABE conference
✓	Apprenticeships	Mike Kindred	Staff attended the Registered Apprenticeship Action Clinic hosted by the US Labor Cabinet and KY Labor Cabinet
	<i>High School Outreach</i>	<i>Karen Deuker</i>	<i>Report information not submitted</i>
	GED Express	Linda Burton	Scheduled to start – January 2012 Reecie Stagnolia has been meeting with State Parks Commissioner to develop cost estimates

Economic Development Alignment			
Active	Project Name	Manager/Consultant	Notes
	Mind Your Own Business (Entrepreneurship)	Beth Smith	Scheduled to start – January 2012
✓	Work Ready Communities	Tom West & Jason Slone Thinking Media	Application materials revised; Application process defined; Steering Committee was held May 19 th as well as a KWIB Presentation. Program design adopted by KWIB
✓	Rapid Response	Bill Monterosso & Linda Prewitt	May 16 th a Team Conference Call was held; review/scoring team selected
✓	Economic Development Academy	Jim Beyea	Meeting held with staff and Project Champion

System Simplification			
Active	Project Name	Manager/Consultant	Notes
✓	Alphabet Soup	Chris Smith & Lanny Brannock	Letter drafted to send to ADDs and WIA Boards to begin scrubbing their websites for acronyms
✓	Partner for Success	Beth Smith	June 14 th – Next Meeting Team members submitted workshop notes to Maher & Maher
✓	Statewide Reserve Investments	Jim Beyea	Emails sent for project status updates
✓	Case Management	Gina Triplett-Johnson	June 23 rd , 2011 – Burning Glass conference call Conference Call was held May 18 th
✓	High Performing WIBs	Jason Slone CSW	Steering Committee meeting was held May 18 th , consultant conference call both held as well as KWIB presentation

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade Maier & Maier	June 3 rd – Teleconference scheduled
	Outreach Initiative	Gina Triplett-Johnson	Scheduled to start – July 2011 Project to follow on heels of Branding roll out
	Get Back to Work	TBD	Scheduled to start – July 2011
✓	One Stop Kiosk	Ryan Hanson & Connie Schnell	Kiosk changes confirmed; pilot implantation date determined to be end of June/beginning of May
✓	UI Customer Service Plan	Allen Larson	1 st UI Employer Training Program conducted; initial Annual Trust Fund Assessment completed; Pilot Program established

June 2011

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		June 1	2	3	4
			8:00am Sector Strategies Institute (Louisville, KY)	9:00am ETPL Steering Commitee (Galt House, Louisville (Tentative)) 11:30am MONTHLY REPORTS DUE	
					5
6	7	8	9	10	11
					12
13	14	15	16	17	18
	10:00am One Stop Certification Steering Committee Meeting (Capital Plaz 1:00pm Project Mangers Forum (Transportation 2:00pm NCRC Advisory Team bi-weekly conference	8:30am High Performing WIBS (Capital Plaza Tower-3rd Floor Conference Room)			19
20	21	22	23	24	25
	One Stop Certification (Florence) 10:00am Work Ready Communities SC Meeting (Capital Plaza Tower - 3rd Floor Conference Room)		9:00am LWIB Chairs & Directors - Branding & HP WIBs Forum (Case Mgmt Meeting (Frankfort) 2:15pm Branding & Identity Steering Committee Mtg (Louisville - Hu		26
27	28	29	30		
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)				

July 2011

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				July 1	2
					3
4	5	6	7	8	9
	11:30am MONTHLY REPORTS DUE				10
11	12	13	14	15	16
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)				17
18	19	20	21	22	23
					24
25	26	27	28	29	30
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)				31

August 2011

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
August 1	2	3	4	5	6
	1:30pm GED Express (TBD)			11:30am MONTHLY REPORTS DUE	
					7
8	9	10	11	12	13
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)				14
15	16	17	18	19	20
					21
22	23	24	25	26	27
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)				28
29	30	31			

KWIB Strategic Plan Outreach Presentations

Local Workforce Investment Boards

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

KWIB Strategic Plan Presentation Schedule

Statewide Organizations

	Date	Time	Presenter(s)	Organization Contact	Contact Info	Notes
Kentucky Chamber of Commerce				Dave Adkisson (Candy Keeton)	464 Chenault Road Frankfort, Kentucky 40601 Phone: 502-695-4700 Fax: 502-695-5051 E-mail: kcc@kychamber.com	Candy Keeton is running the idea past Dave Adkisson
Kentucky Association of Manufacturers	2/8/2011	11:00 AM	Tom West	Ken Carroll (k.carroll@kamanufacturers.com)	609 Chamberlin Ave Frankfort, KY 40601 (502) 352-2485 Fax: (502) 352-2489 E-Mail: info@kamanufacturers.com	Capitol Plaza Hotel, Frankfort Kentucky
Kentucky Association for Economic Development	8/5/2010	2:15 PM	Tom West	Mike Mangeot	2225 Lawrenceburg Rd. Bldg. B, Suite 4 Frankfort, KY 40601 502-227-9653 (phone) 502-227-2611 (fax)	Summer Conference
Joint Committee on labor & Industry and Economic Development & Tourism	10/21/2010	1:00 PM	Beth Brinly Tom West Bill Monterosso	Linda Bussell	LRC	Presentation at Lexington Center, created At A Glance Brochure about the plan.
KCTCS Workforce Solutions Managers				Donna Davis	859-256-3249	October 5th and 6th working on the Agenda - will call back in a in a few days
Kentucky Society of Human Resource Management				Jeff Nally CHAIR ?	(502) 580-1947	Fall Conference (Sept 29-October 1) LM
Kentucky Renewable Energy Consortium	11/17/2010	10:55 AM	Tom West	Donald Douglas	d.douglass@louisville.edu	Panel discussion to include info on ARRA KESP Grants and Sector Strategies
IWIN - University of Kentucky				Dr. Jennifer Swanberg	139 West Short Street, Suite 200, Lexington KY 40407: (859) 323-0585	Roundtable or other event? Will call back with a date
Kentucky League of Cities	9/14/2017			Tammy Penna (Rebecca Morton)	100 East Vine Street, Suite 800, Lexington KY 40507 (859) 977-3700	NEED NEW DATE - Tammy Penna will run it by her Director and call me back this week (11/8/10)
Kentucky Association of Counties	11/18/2010		Elizabeth Hack	Sonya Chesser (sonya@kaco.org)	400 Englewood Drive, Frankfort, KY 40601 (502) 223-7667	36th Annual KACO Conference is November 17th - 19th
Kentucky Education Association	12/3/2010				Sharron Oxendine (502) 875-2889 soxendine@kea.org	Emailed "soxdine@kea.org" the Strategic Plan Link for review
Statewide Council on Vocational Rehabilitation	9/20/2010	1:00 PM	Tom West	Dave Matheis	502-782-3420	Quarterly Meetings - SCVR Quarterly Meeting Monday, September 20, 2010 8:00 - 3:00 Marriott Griffin Gate Resort and Spa 1800 Newtown Pike, Lexington, KY 40511
Office of Vocational Rehabilitation Leadership Meeting	11/18/2010	8:30 AM	Tom West	Pam Jarbow	Pamela S. Jarboe, M.Ed., CRC, CPM Director of Program Services Office of Vocational Rehabilitation 1-800-372-7172	
OET Managers Meeting	9/29/2010	1:30 PM	Betsy Flynn Tom West	Bill Monterosso	564-5331	September 28-30th (Still working on the Agenda, Linda Prewitt) Lake Barkley
Council on Postsecondary Ed				Dr. Robert King (Mary Morse) Lee Nimocks and CC' Phyllis Bailey	502-573-1555	November 5th 2010 at EKU
Kentucky Energy Workforce Development Conference	4/29/2011	1:00 PM	Joe Meyer	Ann Randolph	502-564-3350	
ACT National Workforce Conference	4/18-21/2011		Tom West (Joe Paul)			Chicago
Partner Leadership Workshop	4/27/2011		Hugh Haydon Heidi Margulis			Lake Cumberland
Kentucky Chapter - American Plannign Association	5/27/2011		Steering Comm Members			Dale Hollow

Implementation Progress Report



Date: May 2011 **Project:** Sector Strategies

Consultant or Agency name: Maher and Maher

Implementation Status: 91 % complete

Completion Date: June 2011

Tasks completed this month:

Finalized Workforce and Skill Reports for target sector;
Finalized Regional Target Industry Reports;
Set up registration link and monitored registration process;
Held call to prep SKYPE panelists for Institutes;
Held pre-planning calls between M&M facilitators and assigned LWIBs;
Attended follow up calls to work out audio/visual logistics for Institutes;
Continued work on online toolkit and collection of resource documents;
Finalized and shipped all Institutes materials - Agenda, Bios, Attendee List, PPT, Assessment, White Paper, Consensus-Based Decision Model, Toolkit One-Pager, Facilitator Guides; Name Badges.

Major milestones reached to date:

Data-driven workforce content building for full SS
Identified critical occupations for target sector

Tasks to be completed next month:

Facilitate Institutes;
Finalize Business Services Sector Strategy document;
Finalize World Class Sector Strategies Adobe Presenter;
Finalize toolkit website;
Create and collect resources for toolkit.

Coordination/collaboration required next month:

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Implementation Progress Report



Date: May 2011 **Project:** Branding and Identity

Consultant or Agency name: Landor

Implementation Status: 95 % complete

Completion Date: June 2011

Tasks completed this month:

Landor presented project updates as it relates to naming options and identity to board members at 5/19 KWIB Board Meeting.

On-line Surveys fielded for consumer feedback from employees, employers and local chairs. Results to arrive early June. The surveys requested input from respondents regards naming options, awareness of current logos/names of regions within the state, impressions of current and new identity, etc. Results to provide data to help inform decision for final name/identity.

Landor has begun to establish color palettes and applied the identity across various touchpoints to help further bring identity to life. Upon final approval of name and identity, a full brand guideline deck will be provided at completion of project.

Major milestones reached to date:

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

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

Architecture: Landor created and proposed 3 architecture options to Steering Committee for the system moving forward. Steering Committee to align to 1 architecture for Landor to begin to develop brand identity exploration.

Naming and Identity Exploration: Landor shared design exploration for identity as well as naming for the workforce system with Steering Committee for feedback.

Submission of On-line Surveys regarding current vs new identity and naming options. Results expected back early June 2011

Tasks to be completed next month:

Selection of workforce system name based upon full legal screening results, survey results, etc.

Upon selection of final name, Landor to complete brand guidelines which will then be distributed to various regions across the state.

Project Completion.

Coordination/collaboration required next month:

Coordination with consultants as needed on identity/name as it relates to their specific initiatives.

Implementation Progress Report



Date: May 2011 **Project:** One Stop Certification

Consultant or Agency name: Maher and Maher

Implementation Status: 69 % complete

Completion Date: August 2011

Tasks completed this month:

Participated in coordination call with managers of High Performing WIBs and Sector Strategies projects.
Participated in call with all other project consultants
Facilitated fifth Core Team meeting
Completed final Core Team standards for Jobseeker services
Completed draft Core Team standards for One Stop Management
Scheduled third Steering Team meeting for June 14 and sixth Core Team meeting for June 21-22

Major milestones reached to date:

Kickoff meeting held
Project plan completed
All ten One Stop visits made; interim report sent to State
Held two Steering Team and five Core Team meetings
Received Steering Team approval of standards for Employer/Business services
Completed Jobseeker Standards and drafted Management standards

Tasks to be completed next month:

Complete final One Stop management standards and measures
Prepare Core Team presenters to deliver final jobseeker services and management standards to Steering Team on June 14
Facilitate sixth Core Team meeting, beginning Implementation process discussions
Complete final report on One Stop visits and send to State
Work with State PM to amend second contract vehicle to extend end date to August 31 or preferably September 15 (KWIB meeting is not until August 18 and then a final report must be authored)

Coordination/collaboration required next month:

All consultants call

Implementation Progress Report



Date: May 2011 **Project:** User-friendly On-line Services

Consultant or Agency name: Office of Employment and Training

Implementation Status: 70 % complete

Completion Date: December 2011

Tasks completed this month:

Started State wide training of the Burning Glass (Focus Career) application (job seeker module) to all existing EKOS Users. This is a 3 week training timeline given in 4 separate locations.

Major milestones reached to date:

Business Rules have been written for both the employee and employer portals.
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 date to Production is June 13, 2011.

Tasks to be completed next month:

Continue development of Employer module which includes testing and training to field staff.

Coordination/collaboration required next month:

We are on a tight timeframe from June job seeker deployment, employer module testing to employer module deployment. DTS and OET will work closely to ensure testing is complete and bug fixes are in place prior to employer module deployment.

Implementation Progress Report



Date: May 2011

Project: National Career Readiness Certificates

Consultant or Agency name: Office of Employment and Training

Implementation Status: 94 % complete

Completion Date: May 2011

Tasks completed this month:

KY NCRC Database Billing Process completed - Invoices generated
Execute Outreach Program to engage Employers in NCRC - funds made available to WIA's for face to face meetings with employers to sell NCRC

Major milestones reached to date:

Umbrella contract executed with ACT
Kentucky Database completed and testing started
KY NCRC Database populated with Test Sites and Users
KY NCRC Database tested / First Certificate printed
Kentucky Database complete and ready for ACT files
Printed backlog of Certificates
"Soft Roll Out" executed
On-Line Task Specific Training
KY NCRC Database Billing Process completed
ATC project complete and data sent to OCTE

Tasks to be completed next month:

Continue to resolve conflicts between ACT and KY NCRC databases - This is now going to involve an overhaul of the Certificate side of the program per May 26 meeting.
Continue Outreach identifying Employers using NCRC and use them as advocates.
Continue writing Standard Operating Procedures (SOP).
Continue to sync KY NCRC database with ACT to ensure all certificates are being identified; this is still a continuing concern.
Monitor final usage of scholarships and ensure all are utilized.
Revise contract with ACT to reflect and SLA and resolve billing issues.

Coordination/collaboration required next month:

Partner planning with local field personnel to execute Outreach Programs
Coordinate with DTS / Education Cabinet and ACT to resolve Lists of errors and retool database
Coordinate with ACT to solve sync KY NCRC database to theirs to ensure proper transfer of test data.
Begin to identify with DTS any upgrades and/or enhancements that need to be made to the KY NCRC program and functionality of the web site and workflow.
Coordinate and Share WorkKeys data with Dept of Education
Coordinate with Legal to amend and extend ACT contract.

Implementation Progress Report



Date: May 2011

Project: Eligible Training Providers

Consultant or Agency name: Office of Employment and Training

Implementation Status: 40 % complete

Completion Date: June 2011

Tasks completed this month:

1. Provided overview of state and local Workforce Investment Act requirements for the ETPL for steering committee.
2. Identified major ETPL stakeholders for focus groups to provide input: providers' data/MIS staff, local boards, business/labor organizations, chamber of commerce, and state/local economic development officials.
3. Analyzed the currently available EKOS provider module functionality, data and issues.
4. Developed survey instrument to obtain input about the availability of performance data from providers on the current list.
5. Developed survey instrument to obtain input from other states on their minimum performance standards.

Major milestones reached to date:

- Established three principals for proposed ETPL policy:
- a) Eligible Training Provider List will be relevant, readily accessible to customers and provide data necessary for informed decisions on training for short and long term career plans.
 - b) Local boards shall incorporate state and regional Sector Strategies as part of the criteria for selection and approval of eligible programs to be supported with WIA resources;
 - c) Allow regional flexibility to meet the needs of local employers and changing economy; and
 - d) Applications for programs that are not congruent with Sector Strategies must provide valid justification for (regional/state?) approval.

Tasks to be completed next month:

1. Conduct survey of state's eligible training providers to get input on the availability of performance data and recommendations to improve the application/referral/invoice & payment processes.
4. Conduct survey of other states to obtain input on their minimum performance standards.
5. Steering committee will make a decision on recommendation to continue/discontinue waiver of the time limit on the period of initial eligibility for training providers to address data collection barriers (after analysis of results of the provider survey).
6. Develop plan to eliminate double entry of provider information in EKOS and Access database.
7. Research Prisms application as tool to identify and eliminate duplicate provider and program offerings in state's database.

Coordination/collaboration required next month:

Continue collaboration with sector strategies project manager.

Implementation Progress Report



Date: May 2011 **Project:** Tech High (First Phase)

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: % complete **Completion Date:** June 2012

Tasks completed this month:

The office of Career and Technical Education has made the formal request for sixteen additional career coach positions for the area technology centers to Americorp for the 2011-2012 school year.

Major milestones reached to date:

They are currently gathering the data from the results of the career coaches being in place at several of the area technology centers. This data should be received and distributed shortly. Several of the career coaches at the end of the 2011 school year gave the underclassmen a list of important things they might need to know for the 2011/2012 school year. Some of the seniors were also given a "survival guide" for their first year in college.

Tasks to be completed next month:

They should hear back from Americorp to see if the sixteen additional career coaches positions have been approved.

Coordination/collaboration required next month:

The conference call in May produced the following results from the career coaches. Thru out the year the following items were a success with the students: college workshops, resume workshop, interview skills workshop, home work assistance, sholarship workshops and in school college visits. The one item that did not work well was the FAFSA workshop. Students and parents both work therefore could not find time to attend the FAFSA workshop.

Implementation Progress Report



Date: May 2011

Project: I-Best

Consultant or Agency name: Adult Education

Implementation Status: 70 % complete

Completion Date: June 2011

Tasks completed this month:

Project manager presented Skill Up Kentucky at an International Education Conference in Greece
Jefferson County Capstone

Skill Up instructors and program directors meet at KYAE to discuss successes and challenges

Project Manager will present Skill Up at the COABE conference

Met with KCTCS staff and project managers to discuss details to be included in final report.

Major milestones reached to date:

- * First capstone project presentation has been scheduled

- * Students recruited

- * Curriculum and instructor trainings completed

- * Curriculum training materials have been aligned with the Common Core Standards

- * Pilot name decided

- * Counties and technical areas identified

- * Initial meetings to discuss pilot were successful

Tasks to be completed next month:

Finalize date for capstones in Daviess, Bell, Harlan, Hardin and Mason Counties

Schedule a meeting with instructors to discuss and address any challenges; also identify best practices.

Coordination/collaboration required next month:

Project manager to begin collecting outcome data from KYAE and KCTCS to begin end of project analysis.

KYAE and project manager working together to schedule a breakfast/job fair in each county.

Working with KCTCS to get invoices submitted.

Implementation Progress Report



Date: May 2011

Project: Apprenticeship

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: % complete

Completion Date: December 2012

Tasks completed this month:

Attended Registered Apprenticeship Action Clinic hosted by the US Labor Cabinet and the KY Labor Cabinet.

Major milestones reached to date:

An action plan was developed from the Registered Apprenticeship Action Clinic in order to promote apprenticeships in KY.

Tasks to be completed next month:

1. To schedule another meeting for our KWIB group and focus on new objectives directed from the Department of Labor and the KY Labor Cabinet.
2. To set up visits to apprenticeship schools for Jill Ralston and Mike Kindred.

Coordination/collaboration required next month:

Register for the Apprenticeship conference held in September of 2011

To schedule the next team meeting and focus on objectives directed by the Department of Labor.

Implementation Progress Report



Date: May 2011 **Project:** Work Ready Communities

Consultant or Agency name: Thinking Media

Implementation Status: 95% complete **Completion Date:** June
(Select)

Tasks completed this month:

Application Materials revisions
Application Process Defined
Work Ready Community Steering Committee meeting - May 19 - final review of Application and Application Process
Presentation of the program to KWIB May 19
KWIB voted to approve/accept the project (wth board suggestions incorporated)

Major milestones reached to date:

Initial Kickoff Call - August 27, 2010
Report: Precedents in Work Ready Communities. Deliverable #2, 100%
First meeting of the Steering Committee - September 27, 2010
Analysis of Work Ready Indicators (100% - Deliverable #3)
Survey and voting on criteria for Work Ready Communities (75% - Deliverable #6)
Steering Committee Meeting November 18, 2010
KWIB Board Presentation November 18, 2010 (deliverable #12)
Agreed upon Top 10 Work Ready Community criteria (100% deliverable #6)
Reviewed key stakeholders list with Steering Committee (deliverable #4)
Report - Analyze Kentucky Communities on selected criteria (deliverable #7)
Completed Key Stakeholder List (100% on deliverable #4) and Employer List
January 27th Steering Committee Meeting
Steering Committee Meeting in Frankfort, March 1
Completion of Application Materials first draft
Work Ready Community Steering Committee meeting - April 14

Tasks to be completed next month:

Steering Committee Meeting June
Roll out discussions - and preparations
Review Panel selection/invitation
Add brand elements

Coordination/collaboration required next month:

All-Consultant conference call

Implementation Progress Report



Date: May 2011 **Project:** Rapid Response

Consultant or Agency name: Office of Employment and Training

Implementation Status: 25 % complete

Completion Date: February 2012

Tasks completed this month:

Three Rapid Response Redesign proposals reviewed and scored. Conference call with Rapid Response Redesign team to discuss the three proposals on May 16.

Review/Scoring Team selected Thomas P. Miller, LLC. Proposed vendor contacted.

Scope of Work sent to Cabinet Procurement office to begin contract process. Proposed contract date is July 1, 2011.

Status update sent to Rapid Response Redesign Team.

Review Team: Tommy Wheatley, David Walters, Sheila Clark, Steve Wedding, Cheryl Tarter, Shirlene Taylor, Beth Brinly, Bill Monterosso.

Major milestones reached to date:

Rapid Response Redesign vendor selected. Work expected to begin July 1, 2011.

Tasks to be completed next month:

Finance Cabinet approval and sent to LRC Contract Review Committee for final approval. Contract signed by all parties.

Coordination/collaboration required next month:

All signatures on contracts. Finance Cabinet approval and sent to LRC Contract Review Committee for final approval.

Contact Thomas P. Miller, LLC regarding next steps and review new timeline. (New Contract period proposed: July 1, 2011 - February 29, 2012)

Implementation Progress Report



Date: May 2011

Project: Economic Development Academy

Consultant or Agency name: Office of Employment and Training

Implementation Status: % complete

Completion Date: December 2012

Tasks completed this month:

May 3 - Office staff met to discuss project and how to proceed. Formulated a list of possible participants in the planning process and looked at samples from other states.

May 19 - Staff held meeting with Daryl Smith (Champion) to discuss the process, possible topics, who should be a part of the planning and implementation committee, etc. A list of persons was completed and contacts were made.

Major milestones reached to date:

Online research of other state websites for academy best practices

Tasks to be completed next month:

Meeting is scheduled for June 17 with those who agreed to serve on the planning and implementation committee. At that meeting we should revise the implementation plan including updating responsible parties and due dates/timelines. We will also determine how many trainings should be held throughout the state and where; what topics should be covered; who we may want to partner with; the duration of the trainings; and the process we should use to collect information for the directory.

Coordination/collaboration required next month:

Discuss with KAED representatives the possibility of a presentation at their fall conference to introduce the Academy.
Attend Sector Strategies Institute and determine how that information may fit into the Academy purpose.

Implementation Progress Report



Date: May 2011 **Project:** Alphabet Soup

Consultant or Agency name: Office for the Blind

Implementation Status: 90 % complete

Completion Date: February 2011

Tasks completed this month:

Draft letter to the ADDs has been created and revised.
It was recommended that this letter go out under Tom's signature. KYOFB and KYOVR have scrubbed their websites for any acronyms. Amy is working on scrubbing any cabinet acronyms. Letter has been drafted to send to all Area Development Districts Directors and Workforce Investment Boards to begin scrubbing their websites of acronyms. Met with NKY One Stop and discussed with those organizations about their websites and publications and how they should consider removing acronyms and simplifying the language they use to convey their services to the public.
*This project is 90% complete.

Major milestones reached to date:

Web sites scrubbed of acronyms in Vocational Rehabilitation and Office for the Blind, pending in Employment and Training. Documents and publications are being looked at and readied for acronym removal when the timing is appropriate in all three areas. All acronyms have been scrubbed from the Office of Employment and Training's website. The cabinet has also scrubbed all acronyms from remaining web pages.

A letter was composed and signed by the Secretary of the KY Education & Workforce Development Cabinet and the Chairman of the Workforce Investment Board about the use of acronyms and the need to simplify the workforce systems in order to create user friendly, and understandable language. The letters have been sent to each Area Development District Director and each Workforce Investment Area Director. We are hoping that each director will simplify their websites also.

Tasks to be completed next month:

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

Coordination/collaboration required next month:

Branding and Identity
User Friendly online services
Outreach Initiative
Coordinate this initiative with the KY Workforce Academy

Implementation Progress Report



Date: April 2011 **Project:** Partner for Success

Consultant or Agency name: Office for Vocational Rehabilitation

Implementation Status: 60 % complete

Completion Date: February 2012

Tasks completed this month:

Held conference call June 1, 2011 to discuss the the final product due by June 30th.
Each team representative submitted there notes from the workshop and they were forwarded to Maher and Maher for collaboration on other action teams they are working with at this time.

Major milestones reached to date:

Tasks to be completed next month:

Team representatives are responsible to hold follow up meetings to complete the final product by June 30th.

Coordination/collaboration required next month:

Meeting to be held on June 14th at CHR building at 9.

Implementation Progress Report



Date: May 2011 **Project:** Statewide Reserve Investments

Consultant or Agency name: Office of Employment and Training

Implementation Status: 25 % complete

Completion Date: December 2011

Tasks completed this month:

Sent emails for project status updates.

Major milestones reached to date:

Policy to request reserve funds has been written.

Tasks to be completed next month:

Meet with Steering Committee to establish next steps.

Coordination/collaboration required next month:

Follow up as a result of the Steering Committee meeting.

Implementation Progress Report



Date: May 2011 **Project:** Case Management

Consultant or Agency name: Office of Employment and Training

Implementation Status: 15 % complete

Completion Date: January 2012

Tasks completed this month:

Conference call was held May 18, 2011
Each member reported on their assigned states as to case management tools currently being used

Major milestones reached to date:

Conference call scheduled with Burning Glass contractor, Matt Sigelman, June 22, 2011
Full day meeting set for June 23, 2011

Tasks to be completed next month:

Work with Burning Glass contractor to see if an amendment is possible and cost
Initial page of assessment, questions and referrals process will be worked through.

Coordination/collaboration required next month:

Working with current Burning Glass core team as well as automation of ERP process

Implementation Progress Report



Date: May 2011

Project: High Performing Workforce Boards

Consultant or Agency name: CSW

Implementation Status: 95 % complete

Completion Date: May 2011

Tasks completed this month:

Tasks completed during May, 2011:

1. Steering committee meeting which included discussion on:
 - a. Feedback reports to local WIBs on strengths and areas for improvement
 - b. Feedback to statewide steering committee on adjustments that should be made on the HPW criteria/lessons learned about the process analyzed based on the survey to LWIB directors and the on-site review process.
 - c. statewide trends
 - d. individual scoring sheets
 - e. data summaries from the LWIB surveys
2. KWIB presentation on general trends and areas for TA
3. Coordination call for consultants on other state initiatives (particularly one-stop certification and sectors)
4. Developed recommended changes to criteria based off of LWIB and review team surveys, onsite visits, and May steering committee meeting.

Major milestones reached to date:

KWIB presentation about progress on the project and general trends.

Tasks to be completed next month:

Tasks for June include:

1. Steering committee meeting which will include discussion around:
 - a. draft report
 - b. recommended changes to criteria
2. Final report
3. Feedback reports finalized and sent to local WIBs.

Coordination/collaboration required next month:

Coordination with consultants for one-stop certification and sectors, sharing lessons from the LWIB site visits.

Implementation Progress Report



Date: May 2011

Project: Workforce Academy

Consultant or Agency name: Office for Vocational Rehabilitation

Implementation Status: % complete

Completion Date: (Select) (Select)

Tasks completed this month:

Initial teleconference scheduled.

Major milestones reached to date:

Tasks to be completed next month:

Teleconference June 3rd.

Coordination/collaboration required next month:

Implementation Progress Report



Date: May 2011 **Project:** One Stop Kiosk

Consultant or Agency name: Office of Employment and Training

Implementation Status: 65 % complete

Completion Date: July 2011

Tasks completed this month:

Changes to kiosk program confirmed w/ DTS staff – Dashboard needs to have the capability of being locked by the respective staff person – DTS staff confirmed this can be changed and made the change – currently testing.

Working and/or addressing changes requested by project managers

Determination of pilot implementation – end of June – beginning of July

Major milestones reached to date:

Several changes made by DTS. PM's still testing. System working; however, more testing will take place this month.

I.E. - Help Button and other agencies closing out customers

Tasks to be completed next month:

Anticipating – Pilot implementation end of June – beginning of July – Louisville 6th & Cedar and Lexington to follow.

Coordination/collaboration required next month:

DTS – Installing program w/ changes and setting up kiosks at respective locations

DTS – Refresher training w/ Lexington staff and initial training w/ Louisville staff

Project Managers will be coordinating the above and communicating w/ respective One Stop Partners

Implementation Progress Report



Date: May 2011

Project: Unemployment Insurance Customer Service Plan

Consultant or Agency name: Office of Employment and Training

Implementation Status: 41 % complete

Completion Date: July 2011

Tasks completed this month:

Obtained additional dates / locations for Employer Training program (Pikeville, Owensboro Chambers of Commerce)
Conducted First UI Employer Training Program
Established Pilot Program for Changes Under Consideration Regarding the Appeals Process
Completed Initial Annual Trust Fund Assessment

Major milestones reached to date:

Deployment of Direct Deposit
KEWES Redployment - Identification and correction of system issues
Tax Rate calculations / Reimbursable charges based upon HB 5
Deployment of State Withholding
Implementation of E-Pay for Employer contributions

Tasks to be completed next month:

Complete UI Employer Training schedule
Finalize Information Exchange Agreements with Kentucky Housing Authorities
Identify Professional Resource for Forms Review
Join USDOL "Interstate Overpayment Recovery Reciprocal Agreement"
Initiate Discussions with State Department of Revenue Regarding the Possibility of Utilizing the US Treasury Offset Program for Claimant Overpayments and Employer Taxes

Coordination/collaboration required next month:

Local SHRM's / Chambers of Commerce
Kentucky Housing Authorities