

WORKSmart

Kentucky



A Strategic Transformation of
Kentucky's Workforce System

IMPLEMENTATION STATUS REPORT

May 31, 2013



KENTUCKY WORKFORCE INVESTMENT BOARD

May Summary

Report Contents

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



Muhlenberg County



Trigg County

Project Status Summary

System Transformation			
Active	Project Name	Manager/Consultant/Champion	Notes
✓	<i>Industry Partnership Grants/Sector Strategies</i>	Patricia Dudgeon, Mgr. Hugh Haydon, Champion	Reviewed monthly invoices/documentation for current awardees (8), Budget adjustment requests (no change in amount), Provided to-date status of expenditures to management as all funds expire 6-30-13
✓	One Stop Certification Policy	Tommy Wheatley & Holly Neal Mgrs. Maier & Maier Dr. Lara Needham, Champion	Held Executive Committee Meeting on 5/17 Held pilot session of Career Center Management Overview webinar on 5/20
✓	User Friendly On Line Services	Jim Beyea & Holly Neal, Mgrs. Kim Huston, Champion	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, and finalizing links from OET site to be housed on new KCC site.
✓	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	10 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	The team did not meet this month and continues to await response from LWIB directors regarding support of this 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	The Work Ready Communities Summit was held May 15th at the Capital Plaza Hotel in Frankfort. KWIB met on May 16th and certified the following new counties as Work Ready In Progress - Muhlenberg, Trigg, and Allen Counties.
✓	Rapid Response	Linda Prewitt, Mgr. Thomas P. Miller James Cole, Champion	Kentucky Unified Business Services: Completed Phase 1 – Project Kick-Off and Planning; Phase 2 – Materials Review and Analysis; Phase 3 – Facilitate Focus Groups
✓	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, Mgr. Com. Beth Brinly, Champion	No activity this month.
✓	Statewide Reserve Investments	N/A	No Report
✓	Case Management	Jane Smith, Mgr. Com. Beth Brinly, Champion	Held the first meeting since the committee was revamped into Team Based Case Management. Added committee members and discussed history of the team.
✓	High Performing WIBs	Jason Slone, Mgr. CSW Com. Beth Brinly, Champion	Received additional "letters of intent"; drafted recommendation to KWIB for August agenda; final review submitted to NKY LWIB after April onsite reviews.

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	Signage installation has begun this month with the Phase 1 locations; Held focus group website session in Louisville, Owensboro and Henderson; after focus group sessions we are making suggested tweaks to site. Held Steering Committee meeting on 5/21
	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	Worked on the System Upgrade from Siebel 7.8 to 8.2 and some accompanying upgrades.

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
Appalachian Teaching and Leadership Network, Hazard, KY	4/23/13	10:00 AM	Tom West			Work Ready Communities
Kentucky (Chapter) of the American Planners Association KAPA	5/8 - 5/10, '13	All Day	Tom West			Work Ready Communities
Work Ready Communities Best Practice Summit	5/16/13	8:00 AM	Multiple	Tom West		Work Ready Communities "Best Practice" Summit
Alltech 29th Annual International Symposium	5/21/13	8:30 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
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

KWIB Strategic Plan Outreach Presentations

Local Workforce Investment Boards

LWIA	Date	Location	Time	Presenter(s)	Local Contact	Notes
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
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

KWIB Strategic Plan Outreach Presentations

Local Workforce Investment Boards

LWIA	Date	Location	Time	Presenter(s)	Local Contact	Notes
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
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
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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
EKCEP	5/6/2013	Thelma, KY (C D Perkins Ctr)	Varies	David Pelphrey Traci Nolen	Angela Ball	Workforce Development Academy - Module 1
EKCEP	5/7/2013	Thelma, KY (C D Perkins Ctr)	Varies	Deanna Robertson Melissa Quillen	Angela Ball	Workforce Development Academy - Module 1
EKCEP	5/8/2013	Thelma, KY (C D Perkins Ctr)	Varies	David Pelphrey Melissa Quillen	Angela Ball	Workforce Development Academy - Module 1
EKCEP	5/9/2013	Thelma, KY (C D Perkins Ctr)	Varies	Joyce Wilcox Traci Nolen	Angela Ball	Workforce Development Academy - Module 1
EKCEP	5/13/2013	Thelma, KY (C D Perkins Ctr)	Varies	David Pelphrey Traci Nolen	Angela Ball	Workforce Development Academy - Module 2
EKCEP	5/14/2013	Thelma, KY (C D Perkins Ctr)	Varies	Deanna Robertson Melissa Quillen	Angela Ball	Workforce Development Academy - Module 2

KWIB Strategic Plan Outreach Presentations

Local Workforce Investment Boards

LWIA	Date	Location	Time	Presenter(s)	Local Contact	Notes
EKCEP	5/15/2013	Thelma, KY (C D Perkins Ctr)	Varies	David Pelphrey Melissa Quillen	Angela Ball	Workforce Development Academy - Module 2
EKCEP	5/16/2013	Thelma, KY (C D Perkins Ctr)	Varies	Joyce Wilcox Traci Nolen	Angela Ball	Workforce Development Academy - Module 2
EKCEP	5/20/2013	Thelma, KY (C D Perkins Ctr)	Varies	David Pelphrey Traci Nolen	Angela Ball	Workforce Development Academy - Module 3
EKCEP	5/21/2013	Thelma, KY (C D Perkins Ctr)	Varies	Deanna Robertson Melissa Quillen	Angela Ball	Workforce Development Academy - Module 3
EKCEP	5/22/2013	Thelma, KY (C D Perkins Ctr)	Varies	David Pelphrey Melissa Quillen	Angela Ball	Workforce Development Academy - Module 3
EKCEP	5/23/2013	Thelma, KY (C D Perkins Ctr)	Varies	Joyce Wilcox Traci Nolen	Angela Ball	Workforce Development Academy - Module 3
EKCEP	5/28/2013	Thelma, KY (C D Perkins Ctr)	Varies	David Pelphrey Traci Nolen	Angela Ball	Workforce Development Academy - Module 4
EKCEP	5/29/2013	Thelma, KY (C D Perkins Ctr)	Varies	Deanna Robertson Melissa Quillen	Angela Ball	Workforce Development Academy - Module 4
EKCEP	5/30/2013	Thelma, KY (C D Perkins Ctr)	Varies	David Pelphrey Melissa Quillen	Angela Ball	Workforce Development Academy - Module 4
EKCEP	5/31/2013	Thelma, KY (C D Perkins Ctr)	Varies	Joyce Wilcox Traci Nolen	Angela Ball	Workforce Development Academy - Module 4

May 2013

May 2013

June 2013

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

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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11:30am 12:00pm MONTHLY REPORTS DUE	Workforce Developme	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 8:00am 11:30am Ky Workforce Academy Training - DWI Agen 1:00pm 4:30pm Ky Workforce Academy		
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June 2013

June 2013

July 2013

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 26	27	28	29	30	31	Jun 1
5/26 - 31						
2	3	4	5	6	7	8
6/2 - 7			8:00am 11:30am Ky Workforce Academy Training - DWI Agen 11:30am 12:00pm MONTHLY REPORTS			
9	10	11	12	13	14	15
6/9 - 14		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
6/16 - 21			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
6/23 - 28		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
6/30 - 7/5						

July 2013

July 2013

August 2013

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 30	Jul 1	2	3	4	5	6
					11:30am 12:00pm MONTHLY REPORTS DUE	
7	8	9	10	11	12	13
		2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OE	9:00am 2:00pm Work Ready Review Panel (KCTCS, 300 N. Main Street, Versailles, KY 40383) - WFD KWIB Strategic Plan			
14	15	16	17	18	19	20
				10:00am 11:00am FW: RBC Conference Call (877 746 4263 Access Code: 02 72 333#) - Neal, Holly (Education Cabinet)		
21	22	23	24	25	26	27
		2:00pm 3:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902) - Dailey, Wendi M (OE				
28	29	30	31	Aug 1	2	3

Jun 30 - Jul 6

Jul 7 - 13

Jul 14 - 20

Jul 21 - 27

Jul 28 - Aug 3

Implementation Progress Report



Date: May 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 requests (no change in amount)
Provided to-date status of expenditures to management as all funds expire 6-30-13

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:

Send notices to participants that funds end 6-30-13; No expenditures after that date; close out details
Review of monthly invoices/documentation for awardees

Coordination/collaboration required next month:

Implementation Progress Report



Prepare close out packages/coordinate with finance

Implementation Progress Report



Date: May 2013

Project: Career Center Certification

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

Implementation Status: 75% Complete

Completion Date: June 2013

Tasks completed this month:

Held Executive Committee Meeting on 5/17
Held pilot session of Career Center Management Overview webinar on 5/20

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
Held pilot session of Career Center Management webinar to get feedback and finalize curriculum to be held in summer/fall 2013

Tasks to be completed next month:

Hold Reviewer training on 6/11
Finalize KWIB file room website content

Coordination/collaboration required next month:

Work with TPM and Steering Committee to finalize process.

Implementation Progress Report



Date: May 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, and finalizing links from OET site to be housed on new KCC site.

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 Summer 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; finalize LWIB technical assistance applications, make necessary changes from website focus group feedback and update office location section of KCC site.

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: May, 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 re-testing.
2. Continue testing ncrs.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 ncrs.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. Continue 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: May 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
Met with KCEWS - discuss information webinar, process and notice to be sent
Provider contact list updated

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
Develop instructions and correspondence to describe the data collection process
Plan and schedule an informational webinar for providers and LWIBs
Send notices to LWIA and providers

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 in January. OET management providing oversight.

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Implementation Progress Report



Date: May 2013

Project: Tech High (First Phase)

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: 90% complete

Completion Date: June 2013

Tasks completed this month:

10 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, emphasizing such issues as Individual Learning Plans (ILPs); completing the Free Application for Federal Student Aid (FAFSA) for both students and parents; the College Cost and Planning Report; choosing careers and planning high school classes accordingly; choosing a postsecondary path; studying for placement tests; general study skills; applying to college and individual programs; applying for scholarships; and college visits, etc. The principals at the ATC's supervise the coaches. Monthly log reports are submitted to Northern Kentucky University/Kentucky Campus Compact (AmeriCorps program).

Major milestones reached to date:

Implementation Progress Report

As of January 15th, 2013 - 10 career coaches started work at the Area Technology Center's (ATC's). Principals state that coaches are working with students and that it is making a difference with students. Some comments from principals: "Coach has made a tremendous impact", "I believe the career coach will help us turn the corner toward being Career Ready", "Students feel comfortable to talk with the career coach because they relate to them and know the coach can help them", "Our students need this. Students have said they didn't have plans after high school until they met with the career coach". Coaches are helping with testing and mentoring students.

A career coach at Corbin Area Technology Center, Charlene Harmon, has been selected for the Kentucky Association of Career and Technical Education-Special Needs Personnel Direct Career and Technical Special Needs Support Person of the Year. This award is presented to educators (other than teachers of special programs and job placement coordinators) including local and regional administrators, state administrators of career and technical education special needs programs, teachers, university personnel, guidance, and other non-classroom educators who have made a major contribution to the development and growth of career and technical education special needs programs. Ms. Harmon was nominated by the Heath Science Instructor and also by the Principal at Corbin High School.

Tasks to be completed next month:

Implementation Progress Report

As the school year is wrapping up, career coaches will continue to provide college and career coaching to individual students, small groups, classes, parents and at school events, emphasizing such issues as Individual Learning Plans (ILPs); completing the Free Application for Federal Student Aid (FAFSA) for both students and parents; the College Cost and Planning Report; choosing careers and planning high school classes accordingly; choosing a postsecondary path; studying for placement tests; general study skills; applying to college and individual programs; applying for scholarships; and college visits, etc. These tasks will be ongoing throughout the 2012-2013 school year. Also, the career coaches are scheduling and coordinating career fairs and field trips to local business and industries.

The career coaches contract ends June 30th, 2013.

Coordination/collaboration required next month:

Continue to work with the Program Advisor to ensure all career coaches are working with students and making an impact with those students, as the school year is wrapping up. Continue to follow-up with the ATC Principals to ensure the career coach at their school is completing job duties, etc. Continue to work with Northern Kentucky University (AmeriCorps/on behalf of Kentucky Campus Compact, Gayle Hilleke) office to ensure expenses submitted by ATC are being paid and all requirements of the contract are being fulfilled.

There will be a planning meeting on June 6th with Northern Kentucky University (AmeriCorps/on behalf of Kentucky Campus Compact) to discuss possibility funding for career coaches for the 13-14 school year.

Implementation Progress Report



Date: May 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:

The team did not meet this month and continues to await response from LWIB directors regarding support of this 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: May 2013

Project: (Select)

Consultant or Agency name: Thinking Media

Implementation Status: 100% complete

Completion Date: June 2011

Tasks completed this month:

1. The Work Ready Communities Summit was held May 15th at the Capital Plaza Hotel in Frankfort. The event was a huge success bringing more than 150 representatives from all Workforce Regions across the Commonwealth.
2. The KWIB Full Board met on May 16th and certified the following new counties as Work Ready In Progress - Muhlenburg, Trigg, and Allen Counties.

Major milestones reached to date:

- 22 counties certified to date.
- More than 40 counties have indicated interest or submitted letters of intent.
- 62 total with 63% of all counties engaged in the program.
- New official Work Ready Communities website launched.
- Official Work Ready Communities signage arrived and provided to certified counties for display.
- Held the first Work Communities Summit on May 16, 2013 with over 150 people representing counties across the Commonwealth.

Tasks to be completed next month:

1. The Work Ready Steering Committee will meet June 17th to discuss policy, WRC Summit survey results, and next steps outreach planning recommendations from Thomas P. Miller and Associates.

Coordination/collaboration required next month:

- June 17th is the next WRC Application Review Meeting - KCTCS Systems Office in Versailles.
- June 17th is the next WRC Steering Committee Meeting - KCTCS Systems Office in Versailles.

Implementation Progress Report

Date: May 2013

Project: Kentucky Unified Business Services

Consultant or Agency name: Maher & Maher

Implementation Status: 67% complete

Completion Date: June 2013

Tasks completed this month:

COMPLETE - Phase 1: Project Kick-off and Planning

- 1) Plan & hold virtual kickoff meeting with KY Steering Team
- 2) Create project plan & timeline
- 3) Create & populate shared workspace

COMPLETE – Phase 2: Materials Review & Analysis

- 1) Gather & Review current resources related to KY business services system & partners
- 2) Analyze current resources & discuss questions with Steering Team
- 3) Hold Planning meeting to review Focus Group strategy w/ Steering Team
- 4) Work w/ Steering Team to identify business services system staff & partners to attend Focus Groups
- 5) Draft & send invitations for Focus Groups

COMPLETE – Phase 3: Facilitate Focus Groups

- 1) Draft, Review (w/ Steering Team), & Finalize Agenda & Process Guide for Focus Groups
- 2) Work w/ KY Project Manager to coordinate logistics for Focus Groups
- 3) Travel to KY & Facilitate onsite Steering Team meeting & 3 regional Focus Groups

Major milestones reached to date:

COMPLETE - Phase 1: Project Kick-off and Planning

COMPLETE – Phase 2: Materials Review & Analysis

COMPLETE – Phase 3: Facilitate Focus Groups

Tasks to be completed next month:

NEXT MONTH – Phase 4: Information Analysis

NEXT MONTH – Phase 5: Final Recommendations Report

Coordination/collaboration required next month:

Coordination / collaboration with KY Steering Team & Project Manager on Phase 4 & 5, above.

Implementation Progress Report



Date: May 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: May 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:

No activity this month

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:

Team meeting in June to discuss next steps.

Coordination/collaboration required next month:

Next meeting will occur in June.

Implementation Progress Report



Date: May 2013

Project: Case Management

Consultant or Agency name: (Please Select from List)

Implementation Status: 5% complete

Completion Date: December 2014

Tasks completed this month:

Held the first meeting since the committee was revamped into Team Based Case Management. Added committee members and discussed history of the team.

Major milestones reached to date:

Tasks to be completed next month:

Committee will review a draft of information from the prior committee in an effort to develop an Integrated Referral Form to be used by partner agencies.

Coordination/collaboration required next month:

Second committee meeting scheduled for June 24, 2013. Committee will meet monthly on the 4th Monday of the month at 1:00 p.m. est.

Implementation Progress Report



Date: May 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. Received two additional "letters of intent" from Lincoln Trail and Kentuckiana Works.
2. Recommendation to KWIB drafted for August Agenda.
3. Final review submitted to NKY LWIB of the results and findings during the April onsite reviews.

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. Discuss reviewers for the next round and coordinate with out of system team members.
3. Set date for planning team to meet - June 6, 2013.

Coordination/collaboration required next month:

1. Implementation to schedule next meeting date to discuss procedural flow and what we learned from our processes utilized during the NKY Review.
2. Begin planning of onsite review teams for July 2013 review sessions in each area.

Implementation Progress Report



Date: May 2013

Project: Workforce Academy

Consultant or Agency name: Office for Vocational Rehabilitation

Implementation Status: 95% complete

Completion Date: August 2013

Tasks completed this month:

Workforce Academy Phase I - The central office trainings wrapped up in May with make-up sessions scheduled for June. There will be one module offered each Wednesday for those that missed the regular sessions. EKCEP also completed their trainings at the Carl D. Perkins Vocational Training Center. All filming for placement of the modules online was completed as well.

Conference calls with Thomas P. Miller continue to move phase II of the workforce academy project forward. Pilot webinars were completed for the Transformational Leader and the Transformational Leader at Work as well as Career Certification Standards. The leadership webinars will be facilitated discussions in the local areas that will take place in conjunction with the webinars. The certification standard webinar will have individual participants unless a Career Center opts to utilize a facilitated discussion. A webinar will be held for the facilitators so that they can practice with the equipment, webinar software and prepare for their role in the facilitated discussions.

Major milestones reached to date:

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

Phase II - see above comments.

Tasks to be completed next month:

Begin initial rollout of the webinars for Phase II.

Coordination/collaboration required next month:

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. 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: 75% Complete

Completion Date: July 2013

Tasks completed this month:

Signage installation has begun this month with the Phase 1 locations
Held focus group website session in Louisville, Owensboro and Henderson
After focus group sessions we are making suggested tweaks to site
Held Steering Committee meeting on 5/21

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
Phase 1 sign installation begun on 5/29

Tasks to be completed next month:

Organize schedule for signage installation for Phase 2
Order Outreach items for regions
Finalize LWIB website copy for 4 regions that received TA money
Finalize budget for project

Coordination/collaboration required next month:

Implementation Progress Report



Consultation with 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

Meet with Communications staff to begin external launch plans