

WORKSmart

Kentucky



A Strategic Transformation of
Kentucky's Workforce System

IMPLEMENTATION STATUS REPORT

June 30, 2011



KENTUCKY WORKFORCE INVESTMENT BOARD

June Summary

Report Contents

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

Implementation Highlights

Six Projects Wrap Up in June

As of June 30, 2011 six of the KWIB's 25 strategic initiatives reached completion, at least completion of the initial stages. Here is a brief look at what wrapped and where we are headed with each project next:

Work Ready Communities – Program designed and adopted by the KWIB. Rollout to the public scheduled for mid August with a technical assistance session set for the Governor's Local Issues Conference in Louisville shortly thereafter. Ten individuals nominated to serve on the Review Panel, Ed Holmes expected to officially appoint them later this month.

Sector Strategies – Sector Institute held with state and local workforce leaders. A Model strategy for a statewide sector strategy was developed and a web site with reference materials and other resources has been established and is seeing very encouraging traffic.



Branding & Identity – Based on customer feedback and the international expertise of the consultant, a name, logo design, brand promise and brand architecture was developed. This initiative will be rolled out over time, as resources become available to make the change to the new brand. These activities will be guided by the Outreach Initiative, which is another of the board's strategic projects.

High Impact Workforce Investment Boards – Based on feedback from stakeholders and lessons learned during the first year of evaluating local workforce boards, a program designed to assist local WIBs achieve a higher impact in the communities they serve has been designed. Currently each is looking at their needs and has been invited to submit applications for Technical Assistance funding. Beginning July 2012, each local board will be encouraged to apply for High Impact status.

National Career Readiness Certificates – Kentucky, one of the first states to create an employability certificate, became the first state to launch the National Career Readiness Certificate (NCRC) statewide. Holders of Kentucky Employability Certificates have been converted holders of the NCRC and fresh crop of approximately 5,000 new recipients over the past year. Local WIBs, the Department of Workforce Investment and Adult

Education continue to partner to promote the benefits of the credential to employers and job seekers alike.

Statewide Reserve Investment Strategy – In November, the KWIB approved a short and long term investment strategy for the statewide reserve funds Kentucky receives as part of the Workforce Investment Act allocation. This strategy focused on implementation of statewide initiatives as well as encouraging innovation and pilot programs developed by local workforce areas. The investment strategy will be updated and revised as funding levels change and goals are achieved.

Project Status Summary

System Transformation			
Active	Project Name	Manager/Consultant	Notes
✓	Sector Strategies	Jim Beyea Mahe & Mahe	Report information not submitted
✓	Branding & Identity	Tom West Landor Associates	Final identity presented to Local Chairs/Directors
✓	One Stop Certification Policy	Bill Monterosso & Tommy Wheatley Mahe & Mahe	July 14th – Final Core Team Meeting Completed final Core Team standards; facilitated 6 th Core Team meeting; edited management standards; completed One Stop visit report
✓	User Friendly On Line Services	Jim Beyea & AJ Jones	Report information not submitted
✓	NCRC	Joe Paul ACT	Report information not submitted
✓	Eligible Training Provider List	Linda Burton	Survey questions approved; created SurveyMonkey account; developed provider distribution list; status reports provided to Cabinet officials and project managers

Education Alignment			
Active	Project Name	Manager/Consultant	Notes
✓	Tech High (Phase 1)	Mike Kindred	Presented update at KWIB Project Forum; submitted request for 7 full-time and several part-time career coaches for the 2011/2012 school year
✓	I-Best	Linda Prewitt	Skill Up Kentucky presented to Adult Learner Practicum workgroup and at WorkSmart meeting; site visits and data collection on-going
✓	Apprenticeships	Mike Kindred	Held meeting with KY State Director of AFI-CIO KY State Building and Construction
✓	High School Outreach	Karen Deuker	Held meeting with Secretary Meyer to refine direction of project; reviewed surveys sent to guidance counselors and LWIBs; determined over-arching project goals
	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	Steering Committee held June 21st; completed roll out plan/recommendations deliverables; final edits to documents and application materials; provided all original documents and deliverables in editable format
✓	Rapid Response	Bill Monterosso & Linda Prewitt	July 1 st – Conference Call Contract with Thomas P. Miller, LLC complete and signed with an effective date of July 1, 2011
✓	Economic Development Academy	Jim Beyea	Full planning and implementation Committee meeting held June 17th

System Simplification			
Active	Project Name	Manager/Consultant	Notes
✓	Alphabet Soup	Chris Smith & Terri Bradshaw	Letter drafted to send to ADDs and WIA Boards to begin scrubbing their websites for acronyms
✓	Partner for Success	Beth Smith	July 14 th – next meeting Held conference call June 14 th
✓	Statewide Reserve Investments	Jim Beyea	Emails sent for project status updates
✓	Case Management	Gina Triplett-Johnson	Conference Call held June 22nd; Core Team meeting held June 23
✓	High Performing WIBs	Jason Slone CSW	Steering Committee meeting held; final report submitted

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade Maier & Maier	June 3 rd teleconference; established foundation for project beginnings; established a collaborative workspace; survey information shared with Maier & Maier
	Outreach Initiative	Terri Bradshaw	Originally 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	Final kiosk changes completed by DTS; pilot implementation pushed to mid July; the 1 st pilot site will be Louisville; 2 nd pilot site will be Florence
✓	UI Customer Service Plan	Allen Larson	Conducted Employer Training Program in Pikeville; obtained addt'l location for Corbin/Bowling Green

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	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				July 1	2
					3
4	5	6	7	8	9
	11:30am MONTHLY REPORTS DUE		10:30am ETPL Steering Committee (500 Mero Street, 3rd Floor, Large Conference Room)		10
11	12	13	14	15	16
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)		One Stop Certification Core Team Meeting (Bluegrass ADD, Lexington)		17
18	19	20	21	22	23
					24
25	26	27	28	29	30
10:00am One Stop Certification Steering Team Meeting (Capital Plaza Tower, Conference room 314)	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)		10:00am KWIB Executive Committee Mtg (EHI Louisville Office)		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	15	16	17
28	22	23	24	25	26	27	25	26	27	28	22	23	24
	29	30	31								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
			1:00pm Kentucky Workforce Investment Board (KHEAA Building, 100 Airport Rd., Frankfort)		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			

September 2011

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

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

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: June 2011 **Project:** Branding and Identity

Consultant or Agency name: Landor

Implementation Status: 100 % complete

Completion Date: June 2011

Tasks completed this month:

Landor presented final identity and name to Local Chairs/Directors as well as the Steering Committee. Presentation included quantitative research data in regards to current logo (local areas & OET) awareness and perceptions along with perceptions of new name & identity.

Brand guidelines, roll-out plan, assets/logos, etc to be provided for deployment. Brand guidelines include color palettes, application examples on various touch points, logo restrictions, etc in order for the new branding to be deployed across the state and regions.

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.

On-line Surveys regarding current vs new identity and naming options.

Finalized name & identity, brand guidelines, and roll-out plan for deployment of new identity system.

Tasks to be completed next month:

N/A - Project Complete

Kentucky Workforce System to begin implementation/roll-out of new identity.

Coordination/collaboration required next month:

N/A - Project Complete

Implementation Progress Report



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

Consultant or Agency name: Maher and Maher

Implementation Status: 75 % complete

Completion Date: August 2011

Tasks completed this month:

Completed final Core Team standards for One Stop Management to present to Steering Team
Attended third Steering Team meeting on June 14 -- Received approval of Job Seeker standards and guidance to re-do some of the Management standards
Facilitated sixth Core Team meeting on June 21-22, including re-visiting management standards and beginning implementation process discussion
Edited management standards and conveyed them back to Steering Team
Completed One Stop visit Report and sent to State

Major milestones reached to date:

All ten One Stop visits made; Completed One Stop visit Report
Held three of four Steering Team meetings; and six of seven Core Team meetings
Received Steering Team approval of standards for Employer/Business services and Jobseeker services.
Management standards re-do pending approval at July Steering Team meeting.

Tasks to be completed next month:

Present and receive Steering Team approval of final One Stop management standards and measures
Hold seventh and final Core Team meeting on July 14 -- Complete implementation process for presentation to Steering Team
Prepare Core Team presenters to deliver implementation process to Steering Team on July 27
Facilitate seventh Core Team meeting, completing Implementation process discussions

Work with State 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: June 2011

Project: Eligible Training Providers

Consultant or Agency name: Office of Employment and Training

Implementation Status: 45 % complete

Completion Date: July 2011

Tasks completed this month:

1. Provided status report presentation for ETPL project to KWIB project managers and Cabinet officials.
2. Survey questions were submitted to the steering committee for input and were approved; created SurveyMonkey (SM) account and revised questions according to SM format.
3. Developed provider distribution list.
4. Evaluated Prisms application to identify and eliminate duplicate provider and program offerings in state's database.
5. Developed plan to eliminate double entry of provider information in EKOS and Access database.

Major milestones reached to date:

- 1) Draft project scope developed.
- 2) Draft approval criteria/policy & performance reports created.
- 3) New (general/not specific) ETPL process incorporated in state plan.
- 4) Established ETPL steering committee.
- 5) Four principals for proposed ETPL policy established.

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.
2. Conduct survey of other states to obtain input on their minimum performance standards.
3. 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).

Coordination/collaboration required next month:

Continue collaboration with sector strategies project manager.

Implementation Progress Report



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

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: 65 % complete

Completion Date: June 2012

Tasks completed this month:

Presented an update at the KWIB Project Forum on 6/14/11. We also have submitted a request for seven full time career coaches positions for 2011/2012 school year. Due to budget constraints a request for several part-time positions has also be requested.

Major milestones reached to date:

We had a successful year for students who were able to have the assistance of one of the career coaches put into place this year from Americorp. There will be data available for the next school year that explains how many students were assisted by the career coaches this year and the positive effects the coaching had on the students pathway after highschool.

Tasks to be completed next month:

The Americorp grants should be announced so the schools will know if their career coach requests will be filled or not.

Coordination/collaboration required next month:

They will be working with the schools that are award a full time or part-time career coach in getting offices and goals in place before school starts in August.

Implementation Progress Report



Date: June 2011

Project: I-Best

Consultant or Agency name: Adult Education

Implementation Status: 95 % complete

Completion Date: June 2011

Tasks completed this month:

Skill Up content presented to Adult Learner Practicum workgroup at CPE offices
Site visits and data collection (observations and interviews) continued
Skill Up update presented at WorkSmart meeting at Transportation Cabinet

Major milestones reached to date:

Louisville, Elizabethtown and Owensboro classes wrapped up
Owensboro allied health capstone project (fun and fitness fair) was implemented with community partners (Owensboro Fire Dept, Riverview Medical Center, Boys & Girls Club, etc.)
Owensboro construction trades capstone project completed (construction of storage shed) and delivered to Habitat for Humanity house construction site

Tasks to be completed next month:

Continue data collection (observations and interviews) at Maysville and Southeast sites
Compile data from each site
Attend graduation ceremonies
Work with KYAE and KCTCS to complete final report

(Project continues under General Funds)

Coordination/collaboration required next month:

Work with each site to obtain student data
Coordinate site visits for observations and interviews (Maysville/Southeast)
Work with KYAE and KCTCS to complete final report

(Project continues under General Funds)

Implementation Progress Report



Date: June 2011

Project: Apprenticeship

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: 45 % complete

Completion Date: December 2012

Tasks completed this month:

Met with the KY State Director, Larry Roberts of the AFI-CIO KY State Building and Construction in order to plan on tours of some of their construction schools. We also discussed obtaining state apprenticeship curriculum for industry trades that our taught in the area technology centers. So that we can compare the apprenticeship curriculum to the current curriculum taught at the area technology centers to see if dual credit can be developed between the two programs in the future.

Major milestones reached to date:

Attending the Registered Apprenticeship Action Clinic in May of 2011. Meeting with Larry Roberts, State Director of AFI-CIO KY State Building and Construction.

Tasks to be completed next month:

1. To set up a day with Larry Roberts to visit apprenticeship schools for Jill Ralston and Mike Kindred.
2. To schedule another meeting for our KWIB group and focus on new objectives directed from the Department of Labor and the KY Labor Cabinet for the month of August.

Coordination/collaboration required next month:

To schedule the next team meeting and focus on objectives directed by the Department of Labor for sometime in August of 2011.

Implementation Progress Report



Date: June 2011 **Project:** High School Outreach

Consultant or Agency name: Office of Employment and Training

Implementation Status: 10 % complete

Completion Date: December 2012

Tasks completed this month:

Held meeting with Secretary Meyer to refine direction of project
Reviewed surveys sent to guidance counselors and LWIB's
Determined over-arching goals of the project

Major milestones reached to date:

Created and sent survey to guidance counselors and LWIB's 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

Tasks to be completed next month:

brief presentation of program offered in EKCEP
Get information about Kentucky School Counseling Conference
Contact representatives from OCTE and KDE for participation

Coordination/collaboration required next month:

Obtain commitment to participate from OCTE and KDE
Call Cumberlands WIB for participant

Implementation Progress Report

Date: June 2011

Project: Work Ready Communities

Consultant or Agency name: Thinking Media

Implementation Status: 100% complete

Completion Date: June (Select)

Tasks completed this month:

Steering Committee Meeting June 21, 2011 in Frankfort
Completed Roll out plan/recommendations deliverable
Final edits to documents and application materials
Provided all original documents and deliverables in editable format

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)
Agenda and preparation for Steering Committee Meeting November 18, 2010
Preparation for KWIB Board Meeting November 18, 2010
Analysis of Work Ready Indicators (100% - Deliverable #3)
Survey and voting on criteria for Work Ready Communities (75% - Deliverable #6)
Agenda and preparation for Steering Committee Meeting November 18, 2010
Preparation for KWIB Board Meeting November 18, 2010
Coordinated with NCRC Program Committee/Contractor to discuss Work Ready Communities in their statewide informational events
Steering Committee Meeting November 18, 2010
KWIB Board Presentation November 18, 2010 (deliverable #12)
Compiled input from KWIB board on criteria
All-Consultant conference call - November 19, 2010
Agreed upon Top 10 Work Ready Community criteria (100% deliverable #6)
All-Consultant conference call December 17th
Report - Analyze Kentucky Communities on selected criteria (deliverable #7)
Completed Key Stakeholder List (100% on deliverable #4) and Employer List
All-Consultant conference call January 21st
January 27th Steering Committee Meeting
Initial criteria discussions and key stakeholder contact plan
Created web calculator for qualification effects of varied criteria
All-Consultant conference call February 18
Steering Committee Meeting in Frankfort, March 1
All-Consultant conference call March 18
Revised recommend criteria thresholds based on March 1 discussions and feedback from the six stakeholder discussions, steering committee members, and other groups such as Connect Kentucky (broadband availability rates)
Research and compilation of application materials from other programs
Completion of Application Materials first draft
Work Ready Community Steering Committee meeting - April 14
All-Consultant conference call April 15
Revised materials based on April 14 discussions
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 (with board suggestions incorporated)

Implementation Progress Report



Date: June 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:

Contract with Thomas P. Miller, LLC completed and signed. Effective date of contract: July 1, 2011.

Major milestones reached to date:

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

Tasks to be completed next month:

LRC Contract Review Committee will review for final approval.

Coordination/collaboration required next month:

LRC Contract Review Committee for final approval.

Contact Thomas P. Miller, LLC regarding next steps and review new timeline.

Conference call scheduled for 7/1/2011 to begin implementation of Project.

Implementation Progress Report



Date: June 2011

Project: Economic Development Academy

Consultant or Agency name: Office of Employment and Training

Implementation Status: 10 % complete

Completion Date: December 2012

Tasks completed this month:

June 17 was the first meeting of the full planning and implementation committee. At that meeting we discussed revision of the implementation plan including updating responsible parties and due dates/timelines. We will also discussed the number of trainings should to 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.st time.

Major milestones reached to date:

Got commitment to serve on the committee from a dozen of the top economic development experts in the state.

Tasks to be completed next month:

It was mentioned that the Economic Development Cabinet is in the process of holding strategic planning meetings throughout the states. A representative of the committee will schedule a meeting with Larry Hayes to determine how that may work with this project. Following that meeting, another ED Academy committee meeting will be scheduled.

Coordination/collaboration required next month:

Continue discussion with KAED representatives the possibility of a presentation prior to their spring conference to introduce the Academy.

Continue discussion with ED CAbinet.

Implementation Progress Report



Date: June 2011 **Project:** Alphabet Soup

Consultant or Agency name: Office for the Blind

Implementation Status: 95 % 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 95% 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 make their websites accessible and their publications and printed materials easy to understand and free of acronyms.

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: June 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 14th to discuss final reports to Commissioner.
Reports due July 15th.
Discussed training rollout to field staff on one stop standards and Partner for Success workshop. It was decided to have 3 regional meetings across the state for field staff. Will try to hold meetings the first two weeks of November at state parks. Attending will be a representative of each partner in the one - stop and a representative from each stand alone office.
Planning committee formed to investigate locations.

Major milestones reached to date:

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Tasks to be completed next month:

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Coordination/collaboration required next month:

Next meeting to be held July 14 th .

Implementation Progress Report



Date: June 2011 **Project:** Case Management

Consultant or Agency name: Office of Employment and Training

Implementation Status: 20 % complete

Completion Date: January 2012

Tasks completed this month:

Conference Call with Burning Glass contractor June 22, 2011
Core team meeting Thursday June 23, 2011
Information gained from call will lead into details for initial case mgmt screen in Burning Glass and referrals process

Major milestones reached to date:

Gaining ground on with BG contractor, full day workshop will be held completed this month
Implementation timelines will be set, training of staff will be reviewed and selection of "case mgmt team" within each center will be reviewed.

Tasks to be completed next month:

Information gained from meeting, detailed layout of implementation and RFP for Burning Glass will be reviewed with project champion.

Coordination/collaboration required next month:

Possibility of scheduling a meeting with all directors to share project details in order to gain the full support that will be needed.
Approval for RFP for Burning Glass case mgmt tool.

Implementation Progress Report



Date: June 2011

Project: High Performing Workforce Boards

Consultant or Agency name: CSW

Implementation Status: 100 % complete

Completion Date: June 2011

Tasks completed this month:

Tasks completed during June, 2011:

1. Steering committee meeting which included discussion on:

- a. Final Report
- b. changes on criteria
- c. Next steps for years 2 and 3 of the HIW initiative, including LWIB technical assistance and application for HIW status.

Major milestones reached to date:

Final Report complete

Working document for steering committee complete

Tasks to be completed next month:

None, project complete.

Coordination/collaboration required next month:

n/a

Implementation Progress Report



Date: June 2011

Project: Workforce Academy

Consultant or Agency name: Office for Vocational Rehabilitation

Implementation Status: % complete

Completion Date: (Select) (Select)

Tasks completed this month:

Teleconference held on June 3rd. Established foundation for project beginnings. Maher & Maher establishing work team. Kentucky co-project managers (Vickie Wade and Susie Edwards) will be contacted with the information within a week to 10 days. Maher will also establish a collaborative workspace for the team and the project managers will be responsible for distributing the information to the KY team members. Orientation call agenda placed in meeting folder. Information from survey taken on behalf of Partner for Success team to be shared with Maher and other interested parties for foundational information on organization climate.

Major milestones reached to date:

Orientation teleconference call completed. Initial timelines established. Outline of plans reviewed. Dates to avoid identified for timeline impacts and project completion. Link for survey mentioned in the above paragraph provided to Maher other individuals as planned.

Tasks to be completed next month:

By the end of the month team formation should be complete and initial contacts made with project managers. Collaborative Workspace should be established and link distributed to team members. Beginning work on the development of the comprehensive needs assessment should be completed and ready for distribution. Team members should have created their list of identified leaders within and outside of the agency that might be "deputized" into the project.

Coordination/collaboration required next month:

As per Orientation Call Agenda - June 3, 2011 - Establish kick-off meeting, prepare project plan, deploy collaborative workspace, begin to form focus groups, form training Design & development team and set action items.

Implementation Progress Report



Date: June 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:

Final changes to kiosk program completed by DTS.

Met with OET and OVR Executive Directors to discuss current status and direction of kiosk initiative.

Pilot implementation pushed to mid July. First pilot site will be Louisville (6th and Cedar) and the second pilot site will be Florence, due to physical setup of locations and availability of project managers to monitor pilot sites.

Major milestones reached to date:

Kiosk program finalized.

Tasks to be completed next month:

Setup kiosks in Louisville and Florence.

Training staff on how to use kiosk program / Send kiosk tutorial link.

Educate customers entering One-Stops on how to use kiosk.

Coordination/collaboration required next month:

DTS – Installing kiosks at pilot sites.

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

Implementation Progress Report



Date: June 2011

Project: Unemployment Insurance Customer Service Plan

Consultant or Agency name: Office of Employment and Training

Implementation Status: 41 % complete

Completion Date: January 2012

Tasks completed this month:

Conducted Employer Training Program in Pikeville (EKCEP)
Obtained additional location for Employer Training Program (Corbin / Bowling Green)

Major milestones reached to date:

Implementation of E-Pay for Employer contributions
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

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
State Department of Revenue