

WORKSmart

Kentucky



A Strategic Transformation of
Kentucky's Workforce System

IMPLEMENTATION STATUS REPORT

AUGUST 31, 2011



KENTUCKY WORKFORCE INVESTMENT BOARD

August Summary

Report Contents

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

Project Status Summary

System Transformation			
Active	Project Name	Manager/Consultant	Notes
✓	<i>Sector Strategies</i>	<i>Jim Beyea</i> Maher & Maher	Project Completed – Industry Partnerships Planning Grant RFP released, due October 10
✓	Branding & Identity	Tom West Landor Associates	Project Completed – Implementation of Brand covered under Outreach project
✓	One Stop Certification Policy	Bill Monterosso & Tommy Wheatley Maher & Maher	Project Completed – Final recommendations approved by KWIB. Distribution of standards to local boards in September
✓	<i>User Friendly On Line Services</i>	<i>Jim Beyea & AJ Jones</i>	No report Submitted
✓	NCRC	<i>Joe Paul</i> ACT	Conversion of Kentucky Employability Certificates greater than 5 years old completed. Plan for distribution of 2,500 scholarships from ACT developed
✓	Eligible Training Provider List	Linda Burton	First draft of policies and procedures created

Education Alignment			
Active	Project Name	Manager/Consultant	Notes
✓	Tech High (Phase 1)	Mike Kindred	Career Coaches meeting scheduled for September
✓	I-Best	Linda Prewitt	Project Completed – Final project narrative and final report submitted
✓	Apprenticeships	Mike Kindred	Toured electrical and pipefitter apprenticeship programs in Louisville.
✓	High School Outreach	Karen Deuker	No Report Submitted
	GED Express	Linda Burton	Scheduled to start – January 2012

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	Project Completed – Numerous presentations to counties and groups of counties underway. Review panel to meet October 12.
✓	Rapid Response	Bill Monterosso & Linda Prewitt Thomas P. Miller	Meetings held with key stakeholders and consultant. Background information provided to consultant.
✓	Economic Development Academy	Terri Bradshaw	Committee Meeting scheduled for September

System Simplification			
Active	Project Name	Manager/Consultant	Notes
✓	Alphabet Soup	Chris Smith & Terri Bradshaw	No Report Submitted
✓	Partner for Success	Beth Smith	No Report Submitted
✓	Statewide Reserve Investments	N/A	Funding continues to be disbursed for projects identified in the KWIB strategy
✓	Case Management	Gina Triplett-Johnson	Met with Champion, scheduled committee meeting for September.
✓	High Performing WIBs	Jason Slone CSW	Project Completed – Confidential baseline reports distributed to local boards, rfps for technical support sought.

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade Maier & Maier	Needs assessment survey developed and distributed to stakeholders
✓	Outreach Initiative	Terri Bradshaw	Contract with Landor for Implementation Services. Regional Champions sought.
	Get Back to Work	TBD	Scheduled to start – July 2011
✓	One Stop Kiosk	Ryan Hanson & Connie Schnell	Final preparations made for Florence pilot and testing in September
✓	UI Customer Service Plan	Allen Larson	Employer Training conducted in Paducah

KWIB Projects Calendar

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	10:00am WRC presentation (GRADD Office - 3 2:00pm NCRC Advisory Team bi-weekly conference 3:00pm Education Workforce Committee (Webster 4:00pm WEBSTER COUNTY	1:30pm Industry Partnerships RFP PreProposal Meeting (Transportation Center Auditorium C105)		9:00am RRR Steering Committee Conference Call	
					11
12	13	14	15	16	17
			3:00pm KY Workforce Academy: Survey Review & Focus Group Planning (Conference Call)		18
19	20	21	22	23	24
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)	9:00am Shelby County Work Ready Presentation (Stratton Community Center, 215 Washington Street)			25
26	27	28	29	30	
11:00am High School Outreach	Workforce Academy Forums (Trar		1:00pm Work Ready Communities Steering Committee (Frankfort - TBD)		

KWIB Projects Calendar

October 2011

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

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

KWIB Projects Calendar

November 2011

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	November 1	2	3	4	5
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)			11:30am MONTHLY REPORTS DUE	
					6
7	8	9	10	11	12
					13
14	15	16	17	18	19
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)		9:00am Hold For High Impact WIB State Tech Assistance Session 1:00pm KWIB Meeting		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)				

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
National Governors Association SWIB Chairs and Directors	8/1/2011	10:00 AM	Tom West	Martin Simon		Kansas City, MO
Paducah Area Chamber of Commerce	8/4/2011		Joe Meyer	Elaine Spalding		Paducah, KY

Implementation Progress Report



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

Consultant or Agency name: Maher and Maher

Implementation Status: 94 % complete

Completion Date: September 2011

Tasks completed this month:

Core Team conference call meeting on August 3
Steering conference call meeting on August 9 to get final OK on Implementation Framework and Process
Presented total system to KWIB and received KWIB approval
Began work on final project report

Major milestones reached to date:

All ten One Stop visits made; Completed One Stop visit Report
Held and facilitated four Steering Team meetings and multiple conference calls; and seven Core Team meetings and multiple conference calls
Received Steering Team approval of standards for Employer/Business Services, Jobseeker Services, Management standards and Affiliate Center standards, and Framework and Implementation Process.
Presented to KWIB and received KWIB approval for total system.

Tasks to be completed next month:

Complete and submit final project report.

Coordination/collaboration required next month:

none

Implementation Progress Report



Date: August 2011 **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:

Amendment to Contract with ACT received from Cabinet Legal Dept. and forwarded to Finance Cabinet.
Completed population of >5 year KEC conversions into the KY NCRC database.
2500 ACT Scholarships allotted to KY Adult Ed and OET.
8/26/11: Attended Yellow Ribbon Event with KYNGR to explain the NCRC to returning veterans.

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
Execute Outreach Program to engage Employers in NCRC - funds made available to WIA's for face to face meetings with employers to sell NCRC
KY NCRC Database Billing Process completed - (Invoices still being generated by DTS staff)
Ver. 2.0 of the NCRC program was completed.
Outreach program to employers via the WIA's completed 30 Jun, 2011.

Tasks to be completed next month:

Continue writing Standard Operating Procedures (SOP).
Continue to resolve KY NCRC Invoicing module issues.
Coordinate testing projects with KY National Guard/Reserves
Coordinate testing projects with KDE for High School Seniors.

Implementation Progress Report



Coordination/collaboration required next month:

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 Finance Cabinet to approve amended ACT contract.

Implementation Progress Report



Date: August 2011 **Project:** Eligible Training Providers

Consultant or Agency name: Office of Employment and Training

Implementation Status: 75 % complete

Completion Date: September 2011

Tasks completed this month:

1. Summarized survey results of Eligible Training Provider.
2. First Draft of ETPL Policy and Procedures
3. Survey of other states regarding their ETPL policy??Ask Beth

Major milestones reached to date:

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

Tasks to be completed next month:

1. Analyze survey results of other states' ETPL policies.
- 2.Format Draft 1 into separate policy and procedures documents
3. Develop plan for provider data collection

Coordination/collaboration required next month:

Identify individuals/agencies for focus groups and schedule meetings.

Implementation Progress Report



Date: August 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:

We scheduled a career coaches meeting for September 30, 2011 to be held at the Shelby County ATC. Seven full time career coaches have been hired for the schools.

Major milestones reached to date:

The information that has been reported is for the following schools. The Mayfield ATC had 19 seniors that worked with the career coach and eighteen of these seniors applied to colleges. The Nelson County ATC had thirty-seven seniors that received assistance from the career coach and thirty-two of these seniors applied to colleges. The Shelby County ATC had twenty-six seniors that received assistance from the career coach and sixteen of these students applied to colleges.

Tasks to be completed next month:

We will be having a career coaches meeting on September 30, 2011 at the Shelby County ATC. We will discuss hiring the remaining five open career coaches positions.

Coordination/collaboration required next month:

Collaboration will be between Americorp and the Office of Career and Technical Education in hiring the remaining five open career coaches positions.

Implementation Progress Report



Date: August 2011 **Project:** I-Best

Consultant or Agency name: Adult Education

Implementation Status: 100 % complete

Completion Date: June 2011

Tasks completed this month:

Final project narrative and financial reports continue to be processed during this 90-day closeout period. Quarterly narrative report submitted by Project Coordinator for period ending 6/30/2011.

Final Outcome Summary due September 9, 2011.

Major milestones reached to date:

Contract with KYAE and Cabinet ended 6/30/2011. Final project narrative and financial reports continue to be processed during the 90-day closeout period.

Total amount awarded for this project: \$520,500. Total actual expenditures: \$236,224.54.

Tasks to be completed next month:

KYAE advised that final summary report will be completed by September 9.

(Project continues under General Funds)

Coordination/collaboration required next month:

Work with each site to obtain student data
Work with KYAE and KCTCS to complete final report

(Project continues under General Funds)

Implementation Progress Report



Date: August 2011 **Project:** Apprenticeship

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: % complete

Completion Date: December 2012

Tasks completed this month:

Mike Kindred, Fran Dundon and Jill Ralston toured Electrical and Pipefitter apprenticeship schools in Louisville, KY on 8/26/11. The tours were very informative and copies of each program's curriculum was received. The curriculum branch of the Office of Career and Technical Education (OCTE) will start reviewing the curriculum to explore the future possibility of articulation credit between the apprenticeship schools and our OCTE programs.

Major milestones reached to date:

Preliminary discussion on a future welding apprenticeship program with Mazak. Receiving the curriculum for the union Electrical and Welding programs is a milestone so that the curriculum can be compared with the OCTE area technology center's current secondary curriculum.

Tasks to be completed next month:

Jill Ralston, Fran Dundon and Jim Burke will be attending the 2011 Apprenticeship Conference. Larry Wood Director of Training from the United Association Plumbers, Pipefitters and Service Technicians will be scheduling a meeting with other directors for all of them to discuss the possibilities of developing articulation agreements between the OCTE area technology center's and the union apprenticeship schools. We will be scheduling another meeting for our KWIB group in October of 2011 and focus on new objectives directed from the Department of Labor and the KY Labor Cabinet. We will also be discussing possible articulation of curriculum from the area technology centers to the union apprenticeship schools.

Coordination/collaboration required next month:

Jill Ralston to work further with Mazak on supporting their current apprenticeship programs. Jill Ralston, Fran Dundon and Jim Burke will be working networking with several groups at the 2011 Apprenticeship conference.

Implementation Progress Report



Implementation Progress Report



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

Consultant or Agency name: Thinking Media

Implementation Status: 100% complete

Completion Date: July 2011

Tasks completed this month:

Governor Steve Beshear announces the Work Ready Communities project as a means for local counties to measure the quality of their workforce. August 16, 2011.

Official project kick off during Governors Local Issues Conference - August 18, 2011. Tom West, Mike Mangeot, and Jason Slone presented the program to during the conference, fielding questions from those in the audience.

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

KWIB Board Presentation November 18, 2010 (deliverable #12)

Research and compilation of application materials from other programs

Completion of Application Materials first draft

Work Ready Community Steering Committee meeting - April 14

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)

Governor officially announces program through a press release dated August 16, 2011.

Presentation to local government during the Governors Fall conference on Local Issues. Agust 18, 2011.

Tasks to be completed next month:

Implementation Progress Report



Project rollout August 16, 2011 in Lexington.
Governors Fall Conference Presentation - Louisville

Coordination/collaboration required next month:

Continued discussion around current goal for high school graduation rates and how this is calculated into the process.

Implementation Progress Report



Date: August 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:

- Set up bi-weekly conference calls with Thomas P. Miller and staff.
- August 18: - Thomas P. Miller staff met with Dr. Jay Box and Donna Davis from KCTCS
- August 18: Thomas P. Miller staff attended KWIB meeting and connected with Gretchen from Maher and Maher concerning shared training at Workforce Development Academy.
- OET provided contact information to TPMA for all LWIA directors and OET Regional Managers.
- TPMA provided draft materials for the regional input sessions and the sessions with business services teams.
- TMPS provided a draft one-page information sheet about the project that they will hand out as background during the regional meetings.
- One-Stop Certification Project manager provided TPMA with One-Stop draft standards and objectives of the Business Services Teams as developed by One-Stop Certification team.

Major milestones reached to date:

- TPMA provided meeting notes from July 28 meeting noting findings of RRR team, Steering Committee, and Key Stakeholders.
- TPMA developed draft materials for regional input sessions and business services teams sessions. Documents were distributed to Steering Committee for review and comment.
- First Regional Meeting set in Green River 9/22/2011.

Tasks to be completed next month:

- Steering Committee Conference call to discuss Sessions documents provided by TPMA on 9/9/2011.
- OET to provide TPMA with comments from Steering Committee on Monday, 9/12/11 biweekly conference call.
- TPMA will kick off the first Regional Meeting in Green River on September 22. The full RRR TPMA team will be attending this session which will set the process for the remaining nine regional meetings.
- Rename the Rapid Response Redesign team – i.e. Business Solutions Redesign team, Business Services Redesign team.

Implementation Progress Report



Coordination/collaboration required next month:

Continuing contact with Thomas P. Miller & Assoc.
Finalize Sessions documents as approved by Steering Committee.
Green River Regional Meeting – 9/22/2011.
Set the remainder of the Regional and Business Sessions for the first couple weeks in October.

Implementation Progress Report



Date: August 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:

Not tasks were completed this month. The committee chose to wait until September to hold our next meeting to allow the Cabinet for Economic Development to complete their Strategic Planning process, which would determine the direction of this committee.

Major milestones reached to date:

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

Continued to build a partnership between local and state economic development professionals, workforce development professionals, as well as the KCED.

Tasks to be completed next month:

Meeting is scheduled for September 23.

Coordination/collaboration required next month:

Implementation Progress Report



Date: August 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:

Meeting on August 29, 2011 with Champion, Beth Brinly to review to date progress.
Reviewed Focus Career piece, referral process and detail of case mgmt process.

Major milestones reached to date:

Focus Career portion with some details to be changed

Tasks to be completed next month:

Re-Evaluate the details of "Common" referrals, confidentiality form as well as a common "cost allocation" for case mgmt.
Full Committee meeting to be held in Sept. review of team members and possibility of adding additional members with experience and knowledge of policy and procedures.

Coordination/collaboration required next month:

Implementation Progress Report

Identify new members, review current policies as well as begin process to create a common cost allocation funding stream for case mgmt.

Re-Evaluate Process

Set goals

Policies

Procedures

Tools

Training

Barriers

Silo's

Implementation Progress Report



Date: August 2011 **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:

One application received for technical assistance and reviewed.

Major milestones reached to date:

Letters drafted and signed by KWIB Chairman, Ed Holmes, inviting all local reas to participate within the project. July 2011

- 1). Baseline feedback reports provided to local chairs and directors.
- 2). Technical assistance application included.
- 3). Technical assistance process document

Technical Applications Received to date:

- 1). Green River LWIB submitted a request for technical assistance. Request approved and funded.

Tasks to be completed next month:

None, project complete.

Coordination/collaboration required next month:

n/a

Implementation Progress Report



Implementation Progress Report



Date: August 2011 **Project:** Workforce Academy

Consultant or Agency name: Maher and Maher

Implementation Status: 14% complete

Completion Date: May 2011

Tasks completed this month:

IN PROGRESS - Phase 2: Needs Assessment & Competency Formation.

- 1) **COMPLETE** - Compile Needs Assessment Survey Distribution List. Defined Job Cohorts and worked with KY project managers order to form the email lists for survey distribution.
- 2) **COMPLETE** - Develop Needs Assessment Survey. Scoped, drafted, refined, and finalized the survey questions together with the KY team; selected, drafted, tested, and refined the tool for online delivery of the survey; sent the final live survey link to the KY team for distribution.
- 3) **IN PROGRESS** - Deploy Needs Assessment Survey. Deployed survey, sent 1st reminder emails, and are currently monitoring return rate and data collection. Next steps are to send 2nd reminder email & close survey.
- 4) **IN PROGRESS** - Analyze Needs Assessment Survey Data. Have begin to gather additional data on job competencies & competency modeling from various sources, and will analyze together with the Needs Assessment Survey data, in order to form a first draft of a Competency Model & Training Needs summary.
- 5) **IN PROGRESS** - Focus Groups. Worked with KY project managers to schedule the onsite Focus Group meeting, and began development of strategy for hosting Focus Groups based on preliminary information gathered from the Competency Model & Training Needs summary. Next steps are to coordinate logistics for Focus Groups, prepare materials, then facilitate onsite focus group in KY.

Major milestones reached to date:

COMPLETE - Phase 1: Preparation & Planning (see task detail above).

50% COMPLETE - Phase 2: Needs Assessment & Competency Formation (see task detail above).

Tasks to be completed next month:

Implementation Progress Report

IN PROGRESS - Phase 2: Needs Assessment & Competency Formation.

3) IN PROGRESS - Deploy Needs Assessment Survey. Deployed survey, sent 1st reminder emails, and are currently monitoring return rate and data collection. Next steps are to send 2nd reminder email & close survey.

4) IN PROGRESS - Analyze Needs Assessment Survey Data. Have begin to gather additional data on job competencies & competency modeling from various sources, and will analyze together with the Needs Assessment Survey data, in order to form a first draft of a Competency Model & Training Needs summary.

5) IN PROGRESS - Focus Groups. Worked with KY project managers to schedule the onsite Focus Group meeting, and began development of strategy for hosting Focus Groups based on preliminary information gathered from the Competency Model & Training Needs summary. Next steps are to coordinate logisitcs for Focus Groups, prepare materials, then facilitate onsite focus group in KY.

Coordination/collaboration required next month:

Next month, we will require collaboration from the KY project team to complete the tasks in Phase 2: Needs Assessment & Competency Formation (see task detail above). Specific collaboration needs will be communicated with the team each week on Mondays, when the Project Manager sends the weekly project calendar & "to-do list" email detailing each team's priorities for the week.

Implementation Progress Report



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

Consultant or Agency name: Office of Employment and Training

Implementation Status: 0 % complete

Completion Date: December 2011

Tasks completed this month:

Contract was negotiated and signed with Landor to continue as consultants in the Outreach project for 4 hours each week for 12 weeks and to conduct an emersion session for stakeholders.

Major milestones reached to date:

Tasks to be completed next month:

Landor's contract begins on September 1, 2011. All suggested committee members will be asked to serve on the committee and a meeting held. The group should begin to formulate a plan of work for the Outreach project.

Coordination/collaboration required next month:

A date and time needs to be scheduled with Landor and the committee members for the Emersion session.

Implementation Progress Report



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

Consultant or Agency name: Office of Employment and Training

Implementation Status: 85 % complete

Completion Date: December 2011

Tasks completed this month:

Kiosk stand for Florence received. Will be put together as soon as billing and payment issues have been resolved. We received the stand before it was paid for and are resolving with the supplier.

Kiosk tutorial sent to Florence users for training purposes.

August pilot pushed back due to delay in getting kiosk stand for Florence and getting access for kiosk tutorial users. Project Managers also had several days of continued testing in which some statewide server issues took place. Pilot will begin in September.

Discussed kiosk program to One-Stop partners and received feedback regarding pilot implementation. The feedback was positive.

Major milestones reached to date:

Pilot sites identified and will begin in September.

Tasks to be completed next month:

Set up services in kiosk. Ensure some consistency in description of services at both pilot sites.

Assemble kiosk stand for Florence.

Coordination/collaboration required next month:

Implementation Progress Report



DTS - communicate actual start date for technical support. We will also need assistance in running reports.

All One-Stop partners will be needed in assisting with the pilot after it has started.

Implementation Progress Report



Date: August 2011 **Project:** Unemployment Insurance Customer Service Plan

Consultant or Agency name: Office of Employment and Training

Implementation Status: 43 % complete

Completion Date: January 2012

Tasks completed this month:

Conducted employer training program in Paducah

Major milestones reached to date:

Deployment of State Withholding
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

Tasks to be completed next month:

Identify reliable contact with Kentucky Housing Authorities to discuss information exchange agreements
Continue forms review and updates
Initiate steps to join "Interstate Overpayment Recovery Reciprocal Agreement"
Complete reviews and evaluations of responses to RFP for UI Business Process Review
Initiate steps to develop electronic notification of employers in order to respond to claims

Coordination/collaboration required next month:

Local SHRM's / Chambers of Commerce
Kentucky Housing Authorities
USDOL
DTS/COT