

WORKSmart

Kentucky



A Strategic Transformation of
Kentucky's Workforce System

**IMPLEMENTATION
STATUS REPORT**

SEPTEMBER 30, 2010



KENTUCKY WORKFORCE INVESTMENT BOARD

September Summary

Report Contents

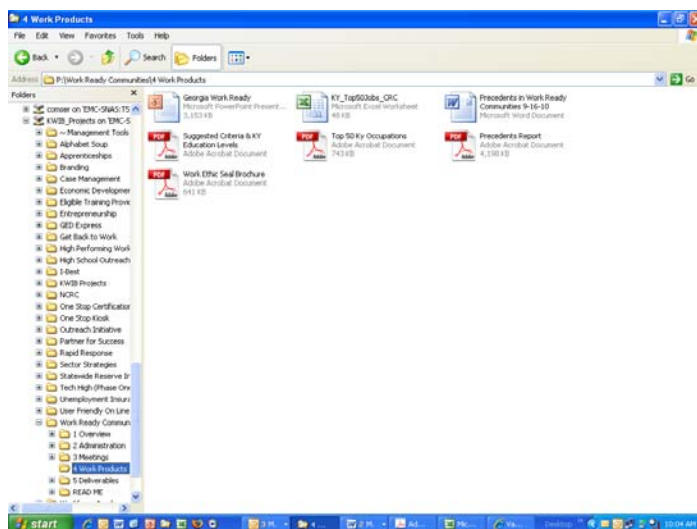
- *Implementation Activity Narrative*
- *Project Status Summary Tables*
- *Project Calendar (Next Three Months)*
- *Steering Committees/Work Groups Formed This Month*
- *Monthly Project Reports*

Implementation Activities

Project Management Tools

Staff created electronic and hard copy “Project Black Books” for all 25 implementation projects. These management tools were populated with documents, templates and samples to assist project managers use consistent management practices across the process. A special shared drive was created and mapped to all project managers’ computers. Instructions for the use of these management tools were developed and a training session planned for October 7.

There is also a folder on the shared drive named: ~Management Tools~. We will be including helpful tips for project managers, detailed instructions, templates and other useful documents in this folder, which is accessible to all Project Managers.



Project Calendar

A shared Outlook Calendar was created and instructions developed for project managers. This calendar will be accessible to all project managers through outlook and is intended to consolidate all project meetings, milestones and deliverable dates on one calendar. A sample of the calendar is included in this report.

Monthly Reports

A template for monthly project reports was developed and sent to all contracted consultants. Reports are due by noon on the 5th of the month following the reporting month. Copies of the templates were also added to the electronic black books for all projects. A sample of this report is included in this report.

Operations Plans

Operations plans (modeled on the Unemployment Insurance Customer Service Plan format) include a scope of work, project team, major milestones and project timelines for each project. These plans are being developed by the Office of Employment and Training, the Office of Vocational Rehabilitation, the Office of the Blind, and the Office of Career and Technical Education. A meeting with the project teams is scheduled for October 7 to draft these plans. Once reviewed by cabinet and KWIB staff, they will be finalized and distributed to the Secretary of the Cabinet and the Executive Committee of the KWIB.

Project Status Tables

The status tables on the following pages identify active projects with a check mark, the project manager's name, the contracted consultant (if applicable) and notes highlighting the most recent activity and upcoming scheduled events. Detailed information about each active project will be included in the monthly project reports found at the end of the document beginning with the October report. A copy of the Work Ready Communities monthly report is included in this report.

This monthly status report will be prepared by the 15th of each month following the reporting month. Future versions will contain a status summary chart, copies of monthly reports for active projects, a copy of the next three months of the implementation calendar. Please note that this is the initial report and items such as the calendar and monthly reports are not yet fully populated with information.

Project Status Summary

System Transformation			
Active	Project Name	Manager/Consultant	Notes
✓	Sector Strategies	Jim Beyea Maher & Maher	October 28 – Staff, Steering Committee, LWIB Presentation Meetings scheduled
✓	Branding & Identity	Tom West Landor Associates	Immersion Session Held, Presentation to KWIB Scheduled for November 18
✓	One Stop Certification Policy	Bill Monterosso & Tommy Wheatley Maher & Maher	November 4 – Kick Off Steering Committee Meeting scheduled
	User Friendly On Line Services	Jim Beyea & AJ Jones	Scheduled to start – March 2011
✓	NCRC	Wendi Dailey ACT	ACT Contract signed, Staff Training dates begin October 8 and continue into November. Roll out with Governor set for Nov 16 or 18 (at KWIB Mtg. if available)
	Eligible Training Provider List	Linda Burton	Scheduled to start – December 2010

Education Alignment			
Active	Project Name	Manager/Consultant	Notes
✓	Tech High (Phase 1)	Mike Kindred	Some Career Counselors already hired with a grant received by OCTE. Plans to re-introduce legislation during 2011 general Assembly
✓	I-Best	Linda Prewitt	Adult Education and KCTCS in process of developing curriculum. Name may change to Skill Up.
✓	Apprenticeships	Mike Kindred	Scheduled to start – May 2011 Labor Cabinet received a grant and has held 6 forums throughout the state to promote the use of apprenticeships, part of this project will be to develop follow up activities in collaboration with Secretary Gray.
	High School Outreach	Palvena Pace	Scheduled to start – May 2011
	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 Meeting #1 held on Sep. 27. Meeting #2 set for Nov. 18. Presentation to KWIB Board set for Nov 18.
	Rapid Response	Bill Monterosso & Linda Prewitt	Scheduled to start – November 2010
	Economic Development Academy	Jim Beyea	Scheduled to start – July 2011

System Simplification			
Active	Project Name	Manager/Consultant	Notes
✓	Alphabet Soup	Chris Smith & Lanny Brannock	Absence of Chris Smith for five weeks may delay completion until February 2011
	Partner for Success	Beth Smith	Scheduled to start – January 2011
	Statewide Reserve Investments	Jim Beyea	Scheduled to start – October 2010 Proposal for Secretary review in October
	Case Management	Gina Triplett-Johnson	Scheduled to start – January 2011
✓	High Performing WIBs	Bill Monterosso CSW	First Steering Committee meeting held October 1. Second meeting scheduled for October 22.

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade	New RFP to be released in early October
	Outreach Initiative	Gina Triplett-Johnson	Originally scheduled to start – July 2011 Project to follow on heels of Branding roll out (possibly March 2011)
	Get Back to Work	Wendi Dailey	Scheduled to start – July 2011
✓	One Stop Kiosk	Ryan Hanson & Connie Schnell	Kiosks have been ordered but not yet installed
✓	UI Customer Service Plan	Allen Larson	Various initiatives completed and underway including pilot testing of direct deposit in Georgetown and Ashland

KWIB Projects Calendar

October 2010

October 2010							November 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	7	1	2	3	4	5	6
10	11	12	13	14	15	16	14	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													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				October 1	2
					3
4	5	6	7	8	9
	2:00pm Copy: NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)		9:30am Project Manager Training (KHEEA Building) 11:30am Project Teams - Ops Plans (KHEEA Building)		10
11	12	13	14	15	16
		10:00am Copy: NCRC Decision Making and Strategizing (Bill Monterosso's Office)			17
18	19	20	21	22	23
	10:00am Cumberlands WIB Meeting - Present KWIB Plan 3:30pm KWIB Update Report With Secretary Meyer (Capital Plaza Tower - 3rd Floor)			8:30am High Performing WIBs Steering Committee (Frankfort - TBA)	24
25	26	27	28	29	30
			8:00am Staff Meeting - Sector Strategies (3rd Floor Capital Plaza Tower - 10:00am Steering Committee - Sector Strategies (3rd 1:30pm Sector Strategies - Local WIB Present		31

KWIB Projects Calendar

November 2010

November 2010							December 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	1	2	3	4	5	6	5	6	7	1	2	3	4
14	8	9	10	11	12	13	12	13	14	15	16	17	18
21	15	16	17	18	19	20	19	20	21	22	23	24	25
28	22	23	24	25	26	27	26	27	28	29	30	31	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
November 1	2	3	4	5	6
			8:00am One Stop Certification Staff Meeting - Capital Plaza Tower, 10:00am One Stop Certification Steering Committee - 11:30am Barren River WIB - Present KWIB Plan		7
8	9	10	11	12	13
					14
15	16	17	18	19	20
			10:00am Work Ready Communities Steering Committee (Transportation Buildi 1:00pm KWIB Meeting (Kentucky History Center - Frankfort)		21
22	23	24	25	26	27
					28
29	30				

KWIB Projects Calendar

December 2010

December 2010							January 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	1	2	3	4	2	3	4	5	6	7	8
12	13	14	8	9	10	11	9	10	11	12	13	14	15
19	20	21	15	16	17	18	16	17	18	19	20	21	22
26	27	28	22	23	24	25	23	24	25	26	27	28	29
			29	30	31		30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		December 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	

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Implementation Progress Report



Date: September 2010

Project: Work Ready Communities

Consultant or Agency name: Thinking Media

Implementation Status: 20% complete
(Select)

Completion Date: June

Tasks completed this month:

Initial Kickoff Call - August 27, 2010
Report: Precedents in Work Ready Communities. Deliverable #2, 100%
First meeting of the Steering Committee - September 27, 2010
Initial list of key stakeholders (50% on deliverable #4)
Committee discussion and generation of list of key indicators (50% on deliverable #6)
Committee discussion and general direction on process, requirements, incentives, benefits (20% on deliverable #8)
Summaries of meetings (Kickoff Call and Steering Committee meeting) distributed
Initial data gathering on analysis of work ready indicators (deliverable #3)
Initial data gathering for analyzing Kentucky Communities (deliverable #7)

Major milestones reached to date:

Initial Kickoff Call - August 27, 2010
Identification and appointment of Steering Committee
Report: Precedents in Work Ready Communities. Deliverable #2, 100%
First meeting of the Steering Committee - September 27, 2010
Initial list of key stakeholders (50% on deliverable #4)
Committee discussion and generation of list of key indicators (50% on deliverable #6)
Committee discussion and general direction on process, requirements, incentives, benefits (20% on deliverable #8)

Tasks to be completed next month:

Analysis of work ready indicators (deliverable #3)
Design and execute process for selecting criteria for Work Ready Communities (key indicators, deliverable #6)
Complete list with all contact information of key stakeholders (deliverable #4)
Progress report preparation - for KWIB Board Meeting, Nov 18

Implementation Progress Report



Coordination/collaboration required next month:

Coordinate input/voting on criteria among members of the steering committee
Work with Ron Crouch (LMI) to generate employment density report and to produce an accurate "Top 50 Employers" list
Coordinate with NCRC Program Committee/Contractor to discuss Work Ready Communities in their statewide informational events

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 Tom West	Barb Stewart	
Bluegrass	12/21/2010	9:00 AM	Tom West	Jennifer Compton	
Barren River	11/4/2010	12:00 PM	Roger Marcum Tom West	Debbie McCarty	
Lincoln Trail	9/21/2010	11:30 AM	Hugh Hayden Tom West	Sherry Johnson	
Greater Louisville				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	Board Meeting next one is September 29th LM
Kentucky Association of Manufacturers	10/29/2010			Ken Carroll (k.carroll@kamanufacturers.com)	609 Chamberlin Ave Frankfort, KY 40601 (502) 352-2485 Fax: (502) 352-2489 E-Mail: info@kamanufacturers.com	October 29th (CEO will be back this afternoon) EMAILED PPT
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
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
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				Tammy Penna (Rebecca Morton)	100 East Vine Street, Suite 800, Lexington KY 40507 (859) 977-3700	Conference KLC Conference & Expo September 14-17 in Louisville LM
Kentucky Association of Counties			Elizabeth Hack	Sonya Chesser (sonya@kaco.org)	400 Englewood Drive, Frankfort, KY 40601 (502) 223-7667	36th Annual KACO Conference is November 17th - 19th (AGENDA POSSIBLY FULL has alternate date) EMAILED PPT
Kentucky Education Association					Sharron Oxendine (502) 875-2889 soxendine@kea.org	September 10th and 11th Monthly Board Meeting CALL BACK
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
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