

WORKSmart

Kentucky



A Strategic Transformation of
Kentucky's Workforce System

IMPLEMENTATION STATUS REPORT

November 30, 2011



KENTUCKY WORKFORCE INVESTMENT BOARD

November Summary

Report Contents

- *Project Status Summary Tables*
- *Project Calendar (Next Three Months)*
- *Outreach Activities*
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High Impact Workforce Investment Boards

Statewide Enhancement Opportunity

Thursday, November 17, 2011

9 am – noon

Kentucky Higher Education Assistance Authority Building
100 Airport Road
Frankfort

Who should attend:

LWIB Chairs
LWIB Executive Committees
LWIB Directors

Featuring:

**Rodney Bradshaw
& Mike Temple**

Gulf Coast Workforce Board



This workshop will focus on:

- engaging board members
- leveraging opportunities beyond WIA funding
- acting strategically



Project Status Summary

System Transformation			
Active	Project Name	Manager/Consultant	Notes
✓	<i>Industry Partnership Grants/Sector Strategies</i>	Patricia Dudgeon	*Determined November consensus meeting for Reivew Team *Review Team members continued reviewing and scoring individual proposals *Scores sent to IP Coordinator for compilation in preparation for full Review Team meeting - summary scores compiled *Review Team met - Consensus on proposals to receive funding, discussion on the work of the Industry Partnerships
✓	One Stop Certification Policy	Tommy Wheatley Maher & Maher	Self Assessment completed and distributed. Presentations on One Stop Certification conducted at Partner for Success conferences across the state.
✓	<i>User Friendly On Line Services</i>	<i>Jim Beyea & AJ Jones</i>	Continue to work with Burning Glass on the Focus Talent wire frames. Identified three employers to establish a focus group to preview application. Pilot project to begin near end of January 2012
✓	NCRC	Joe Paul ACT	Statewide Reserve funding request to test all Area Technology Center seniors approved. Continue work to on extension with ACT and the Office of Employment and Training, still under review with Finance.
✓	Eligible Training Provider List	Linda Burton	Analyzed survey results on other states Eligible Training Providers List policies and procedures. Convened focus group for provider performance for input on proposed measures and goals.

Education Alignment			
Active	Project Name	Manager/Consultant	Notes
✓	Tech High (Phase 1)	Karen Bothun	Angie Fischer attended the AmeriCorp State Conference as well as the Career Coaches Training and Meeting, both held in Frankfort. A request for 53 part-time career coaches for 450 hours and one full-time coordinator to be supported by AmeriCorp was submitted.
✓	Apprenticeships	Karen Bothun	Meeting with Department of Labor held on November 2. The Skills USA Kentucky Leadership Institute was held November 2 – 4.
✓	High School Outreach	Karen Deuker	Outlined four quantifiable tasks to be completed i.e. Plan of Action
	GED Express	Linda Burton	Scheduled to start – January 2012

Economic Development Alignment			
Active	Project Name	Manager/Consultant	Notes
	Mind Your Own Business (Entrepreneurship)	TBD	Scheduled to start – January 2012
✓	Work Ready Communities	Tom West & Jason Slone Thinking Media	Staff and volunteers made numerous presentations to groups in Muhlenberg County, West Kentucky Workforce Investment Board and Kentucky Association for Economic Development Annual Conference. KWIB passed changes to the Internet Availability Requirement and authorized the Steering Committee to apply for the ACT Work Ready Community Academy.
✓	Rapid Response	Bill Monterosso & Linda Prewitt Thomas P. Miller	Thomas P. Miller and Associates conducted regional input session; interviews with two Regional OET Managers and one business service team input session. All notes synthesized and distributed to Leadership.
✓	Economic Development Academy	Terri Bradshaw	Speaking engagements continue to be scheduled to promote Kentucky Workforce Investment Board and Workforce Development programs to economic developers.

System Simplification			
Active	Project Name	Manager/Consultant	Notes
✓	Alphabet Soup	Chris Smith & Terri Bradshaw	Project now merged with Workforce Academy.
✓	Partner for Success	Allison Flanagan-Jessee	Three Partner-for-Success train-the-trainer sessions were completed.
✓	Statewide Reserve Investments	N/A	No Report Submitted
✓	Case Management	Gina Triplett-Johnson	Meeting held for core members on November 15h. Discussion of need for newly created "Common Forms".
✓	High Performing WIBs	Jason Slone CSW	First Workshop conducted on 11/17/11 with Kentucky Local Workforce Board Chairs, Local Workforce Board Directors, and Executive Committee members. Discussion facilitated by Mike Temple and Rodney Bradshaw of the Gulf Coast Workforce Investment Board.

Customer Service Improvements			
✓	Workforce Academy	Susie Edwards & Vicki Wade Maier & Maier	Phase 3 – Design and Develop training Curriculum in progress. Training Assets Inventory Survey conducted and results compiled and used to scope the Academy Curriculum. Met with other Project Managers to determine concurrent project needs and deadlines.
✓	Outreach Initiative/Branding and Identity	Terri Bradshaw	Steering committee met on November 13 th to discuss various pieces of the plan of work. Regularly scheduled conference calls between Landor and the regional brand champions began.
	Get Back to Work	TBD	Scheduled to start – TBD
✓	One Stop Kiosk	Ryan Hanson & Connie Schnell	Participated in conference call with Maier and Maier discussing the Kiosk Project. Maier and Maier requested to view the kiosk tutorial, however, could not gain access due to server issues. DTS continues to work on this. Pilot pushed back to January/February 2012.
✓	UI Customer Service Plan	Allen Larson	Conducted Employer Training seminars in Winchester, Lexington and Frankfort. Initiated Testing for Automated Eligibility Review.

December 2011

December 2011							January 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	1	2	3	1	2	3	4	5	6	7
11	12	13	14	8	9	10	8	9	10	11	12	13	14
18	19	20	21	15	16	17	15	16	17	18	19	20	21
25	26	27	28	22	23	24	22	23	24	25	26	27	28
				29	30	31	29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			December 1	2	3
			Partner for Success Regional Meet	7:45am Building a Better Workforce for Woodford County (KCTCS, 300 N Main)	
				10:30am Outreach Steering Committee Meeting (Tower, 3rd floor conference room)	4
5	6	7	8	9	10
11:00am Industry Partnerships (CPT 3rd Floor, Small Conference Room 319)		10:00am Business Services Redesign Steering Committee Meeting (Executive Director's Conference Room CHR 2nd Floor)			11
11:30am MONTHLY REPORTS DUE					
12	13	14	15	16	17
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)		8:30am WRC - Grayson County (TBA)		18
19	20	21	22	23	24
10:00am Outreach Steering Committee (Tower, 3rd floor large conference room)					25
26	27	28	29	30	31
	2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)				

January 2012

January 2012						
S	M	T	W	T	F	S
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				

February 2012						
S	M	T	W	T	F	S
			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			

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					January 1, 2012
2	3	4	5 11:30am MONTHLY REPORTS DUE	6	7
					8
9	10 9:00am 2012 KWIB Project Managers Orientation and Refresher Training 2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)	11 9:00am Work Ready Review Panel (KCTCS Office, 300 N. Main Street, Versailles, KY 40383 (for directions see link below))	12	13	14
					15
16	17 2:30pm Regional Brand Champion Conference Call (1/877/355-2902 Participant # 7947023)	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	31				

February 2012

February 2012							March 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	1	2	3	4	4	5	6	7	8	9	10
12	13	14	15	16	17	18	11	12	13	14	15	16	17
19	20	21	22	23	24	25	18	19	20	21	22	23	24
26	27	28	29				25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		February 1	2	3	4
				3:00pm KSBA "A Sector Approach to College and Career Readiness" (Galt House, Louisville KY)	
					5
					11:30am MONTHLY REPORTS DUE
6	7	8	9	10	11
2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)					
					12
13	14	15	16	17	18
					19
20	21	22	23	24	25
2:00pm NCRC Advisory Team bi-weekly conference call (Dial in: 877-355-2902)					
					26
27	28	29			

KWIB Strategic Plan Presentation Schedule

Strategic Initiatives Presentations

	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 for Economic Development	8/5/10	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)	Capitol Plaza Hotel, Frankfort Kentucky
Kentucky League of Cities	9/14/10			Tammy Penna (Rebecca Morton)	100 East Vine Street, Suite 800, Lexington KY 40507 (859) 977-3700	KWIB Strategic Initiatives, KY Dam Convention Center
Statewide Council on Vocational Rehabilitation	9/20/10	1:00 PM	Tom West	Dave Matheis	502-782-3420	Summer Conference
OET Managers Meeting	9/29/10	1:30 PM	Betsy Flynn Tom West	Bill Monterosso	564-5331	Presentation at Lexington Center, created At A Glance Brochure about the plan.
Kentucky Society of Human Resource Management	9/29/10			Jeff Nally CHAIR ?	(502) 580-1947	October 5th and 6th working on the Agenda - will call back in a in a few days
Joint Committee on labor & Industry and Economic Development & Tourism	10/21/10	1:00 PM	Beth Brinly Tom West Bill Monterosso	Linda Bussell	LRC	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	Panel discussion to include info on ARRA KESP Grants and Sector Strategies
Council on Postsecondary Ed	11/5/10			Dr. Robert King (Mary Morse) Lee Nimocks and CC Phyllis Bailey	502-573-1555	Roundtable or other event? Will call back with a date
Kentucky Renewable Energy Consortium	11/17/10	10:55 AM	Tom West	Donald Douglas	d.douglass@louisville.edu	NEED NEW DATE - Tammy Penna will run it by her Director and call me back this week (11/8/10)
Kentucky Association of Counties	11/18/10		Elizabeth Hack	Sonya Chesser (sonya@kaco.org)	400 Englewood Drive, Frankfort, KY 40601 (502) 223-7667	36th Annual KACO Conference is November 17th - 19th
Office of Vocational Rehabilitation Leadership Meeting	11/18/10	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	Emailed "soxdine@kea.org" the Strategic Plan Link for review
Kentucky Education Association	12/3/10				Sharron Oxendine (502) 875-2889 soxdine@kea.org	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
Kentucky Association of Manufacturers	2/8/11	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	
ACT National Workforce Conference	4/18/11		Tom West (Joe Paul)			September 28-30th (Still working on the Agenda, Linda Prewitt) Lake Barkley
Partner Leadership Workshop	4/27/11		Hugh Haydon Heidi Margulis			November 5th 2010 at EKU
Kentucky Energy Workforce Development Conference	4/29/11	1:00 PM	Joe Meyer	Ann Randolph	502-564-3350	
National Governors Association SWIB Chairs and Directors	8/1/11	10:00 AM	Tom West	Martin Simon		Chicago - Work Ready Communities
Paducah Area Chamber of Commerce	8/4/11		Joe Meyer	Elaine Spalding		Lake Cumberland
Governor's Local Issues Conference	8/15/11	10:00 AM	SC members	DLG		Work Ready Communities
Kentucky Rehabilitation Association	8/30/11		Beth Brinly			Kansas City, MO - KWIB Strategic Initiatives
Green River Workforce Area	9/6/11	10:00 AM CT	Tom West	Tonya Logsdon		Work Ready Communities
Education/Workforce Committee	9/6/11	3 & 4 PM CT	Tom West	Meghan Crosman		Work Ready Communities
Kentucky Chapter - American Plannign Association	9/15/11	2:00 PM	West, Roy, Curry	Amy Williams		Northern KY, KWIB strategic iniatives
Shelby County Economic Developmen	9/21/11	9:00 AM	Tom West	Libby Adams		Work Ready Communities
Workforce Dev. Sub-committee, ADD Directors	9/26/11	10:00 AM	Tom West			Northwest Ky Forward - WorkReady Communities
ADD Board, Bowling Green	9/26/11	1:00 PM	Tom West			Work Ready Communities
Bluegrass State Skills Boarc	9/28/11		Tom West			Work Ready Communities, ADD office in Frankfort
KCTCS Workforce Solutions Managers	10/5/11			Donna Davis	859-256-3249	Work Ready Communities
Davies County Planning Committe	10/6/11		Tom West			Work Ready Communities
Marion County Economic Development even	10/6/11		Tom West			Work Ready Communities and Industry Partnership Grant
Lincoln Trail WIB - Lebanon	10/7/11	12:00 PM	Tom West			Work Ready Communities
Barren River WIB - Barren River Area KY	10/13/11	11:00 AM	Tom West			Work Ready Communities
Rowan County Economic Developmen	10/26/11		Jason Slone			Work Ready Communities
Virginia Workforce Council Meeting	11/3/11	11:00 AM	Tom West			Work Ready Communities
Western KY Workforce Investment Board	11/9/11	10:00 AM CT	Tom West	Sheila Clark		Work Ready Communities
KY Assoc for Economic Development KAED	11/10/11	11:15 AM CT	Tom West			Work Ready Communities
Purchase Area Development Distric	11/21/11	3:00 PM	Beth Brinly	Jennifer Beck Walker		Work Ready Communities
Muhlenberg County	11/30/11	3:00 PM	Tom West/Joe Paul			Work Ready Communities/NCRC
Building A Better Workforce for Woodford County	12/2/11	7:45 AM	Tom West	Tami Vater	859-873-5122	Work Ready Communities
Grayson County	12/15/11	8:00 AM	Tom West			Work Ready Communities
Gateway Area Development District GAAC	TBA		Jason Slone			KWIB Strategic Initiatives, Work Ready Communities
Montgomery County Economic Developmen	TBA		Jason Slone			Work Ready Communities
Buffalo Trace Area Development Board	TBA Nov. '11		Denise Wietelmann			KWIB Strategic Initiatives, Work Ready Communities

Implementation Progress Report



Date: November 2011

Project: Sector Strategies

Consultant or Agency name: Office of Employment and Training

Implementation Status: 95 % complete

Completion Date: December 2012

Tasks completed this month:

- *Determined November consensus meeting for Review Team
- *Review Team members continued reviewing and scoring individual proposals
- *Scores sent to IP Coordinator for compilation in preparation for full Review Team meeting - summary scores compiled
- *Review Team met - Consensus on proposals to receive funding, discussion on the work of the Industry Partnerships

Major milestones reached to date:

- *Industry Partnership Grant Opportunity RFP issued August 15, 2011; Up to \$500,000 in funds available.
- *IP proposals received in OET - 4:00 pm - October 10, 2011 - responsive proposals sent to reviewers
- *Review Team met for consensus on awards - November

(Note: Prior Sector Strategy initiatives were led by Jim Beyea...previous reports reflect those activities and accomplishments. August, 2011..Pat Dudgeon, Industry Partnerships Coordinator)

Tasks to be completed next month:

- *Letters and announcements of awards
- *Processes and procedures for distribution of funds to recipients and other ongoing technical assistance guidance
- *Discussion and plans for next RFP

Coordination/collaboration required next month:

- *Coordination with Communications for public announcement of grant recipients
- *Collaboration with OET WORKS System "Notice of Funding Availability" criteria

Implementation Progress Report



Date: November 2011

Project: Branding and Identity

Consultant or Agency name: Office of Employment and Training

Implementation Status: 5 % complete

Completion Date: December 2012

Tasks completed this month:

Steering Committee met on November 14 to discuss various pieces of the plan of work and continue to prepare that plan to be approved and implemented. Regularly scheduled conference calls between Landor and the regional brand champions began.

Major milestones reached to date:

Tasks to be completed next month:

Plan of work should be approved by the steering committee at the December 2 meeting and all participants should begin implementation.

Coordination/collaboration required next month:

Coordination of timeline for all pieces of the plan of work.

Implementation Progress Report



Date: November 2011

Project: One Stop Certification

Consultant or Agency name: Maher and Maher

Implementation Status: 100 % complete

Completion Date: September 2011

Tasks completed this month:

Self Assessment completed and forwarded to OET Regional Managers, LWIB Directors, OVR Executive Director, and OFB Executive Director, Core Team members and Steering Committee members.
Gave presentation on One Stop Certification at Partner for Success conferences across the state.

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.
Self Assessment completed and distributed.

Tasks to be completed next month:

None

Coordination/collaboration required next month:

None

Implementation Progress Report



Date: November 2011

Project: User-friendly On-line Services

Consultant or Agency name: Office of Employment and Training

Implementation Status: 75 % complete

Completion Date: December 2011

Tasks completed this month:

Burning Glass:

Continued our work with Burning Glass on the Focus Talent (employer side, job posting application) wire frames. Identified 3 large employers (UPS, Humana and Ford) to establish a focus group to preview the application and solicit any feedback. Two KY regions have been identified in which a Pilot project will take place beginning toward the end of January 2012. Continued QA on Focus Talend wireframes.

Proposed GUI re-design:

A.J. Jones met with DTS to discuss feedback received from staff for the new web design.

Major milestones reached to date:

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.

Proposed GUI re-design:

Initial creation of a team that will be dedicated to the online front door look of our new website. Web design and some functionality was sent out to staff for input and feedback.

Tasks to be completed next month:

Conduct Focus Group Meetings with 3 regions identified above. Coordinate testing efforts in anticipation of the Focus Talent code from Burning Glass. Expected date to our test environment is December 19, 2011.

Coordination/collaboration required next month:

Implementation Progress Report



Work with Focus Group
Work with Burning Glass on code delivery
Coordinate testing efforts on new code

Implementation Progress Report



Date: November, 2011

Project: National Career Readiness Certificates

Consultant or Agency name: Office of Employment and Training

Implementation Status: 100 % complete

Completion Date: December, 2011

Tasks completed this month:

1. SWR funding request to test all Area Technology Center seniors approved.
2. Continue work to Extend OET Delegation of Payment Agreement with ACT for another year. Delivered to Finance Cabinet for finalization.

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 nrcr.ky.gov
5. KY NCRC Database Billing Process completed
6. ATC project complete and data sent to OCTE
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.

Tasks to be completed next month:

1. Continue writing Standard Operating Procedures (SOP).
2. Continue to resolve KY NCRC customer service issues.
3. Continue to coordinate assessment projects with KY National Guard/Reserves.
4. Continue to coordinate assessment projects with KDE and OCTE of High School Seniors.
5. Finish Training Module with help from OCTE for Area Technology Center

Implementation Progress Report



Coordination/collaboration required next month:

1. Continue to identify with DTS any upgrades and/or enhancements that need to be made to the ncrc.ky.gov web site to increase functionality streamline workflow.
2. Coordinate and share WorkKeys data with Dept of Education
3. Coordinate with Finance Cabinet to approve amended ACT contract.
4. Collaborate with KY National Guard / Reserves to work with returning veterans.
5. Collaborate with OCTE to develop administrator training for assessments FY12.

Implementation Progress Report



Date: November 2011

Project: Eligible Training Providers

Consultant or Agency name: Office of Employment and Training

Implementation Status: 80 % complete

Completion Date: December 2011

Tasks completed this month:

1. Analyzed survey results on other states' ETPL policies and procedures.
2. Convened focus group for provider performance to obtain their input on proposed performance measures and goals.

Major milestones reached to date:

1. Project scope developed.
2. New (general) ETPL process incorporated in state plan.
3. Established ETPL steering committee.
4. Four principals for proposed ETPL policy established.
5. Surveys of providers and other state workforce agencies conducted.
5. Draft policy document prepared for focus group discussion and input.

Tasks to be completed next month:

1. Convene other focus groups (LWIBs, Reporting/technology and employer/labor organizations) for input on policy.
2. Discuss provider performance data collection with other states.
3. Request meeting with Charles McGrew to explore possibility of coordination with P20 project for provider performance data collection.
3. Meet with steering committee to review input obtained from focus groups.

Coordination/collaboration required next month:

Coordination with steering committee members to facilitate focus groups.

Implementation Progress Report



Date: November 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:

Angie Fischer attended the statewide AmeriCorp state conference in Frankfort on November 2 and 3. the conference covered topics on student issues, disability, peer pressure, personality differences/types, and conflict resolution.

Angie Fischer attended the career coaches training and meeting in Frankfort on November 7 and 8. There were 60 coaches in attendance, and they were trained in data collection, how to help students with FAFSA forms and rules, how to help students with ILP's. There was also a presentation by the state police on the rising problems of drug abuse among teens.

Mary Stratton requested 53 part-time career coach positions for 450 hours and 1 full-time coordinator to be supported by AmeriCorp. The request was submitted on November 9 to Gayle Hilleke.

Major milestones reached to date:

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Tasks to be completed next month:

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Coordination/collaboration required next month:

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Implementation Progress Report



Date: November 2011

Project: Apprenticeship

Consultant or Agency name: Office of Career and Technical Education

Implementation Status: % complete

Completion Date: December 2012

Tasks completed this month:

Karen Bothun met with Mike Donta, Mark Brown, and Mike Dixon from the Kentucky Labor Cabinet on November 2.

The SkillsUSA Kentucky Leadership Training Institute was held on November 2 - 4. Mazak Corporation presented a PowerPoint to students attending the KLTi on November 3 relating to apprenticeship with their organization. The PowerPoint can be found in the Work Products folder.

Larry Wood with Local Union 502 (Plumbers, Pipefitters & Service Technicians) provided a tour of the training center to KLTi students.

Major milestones reached to date:

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Tasks to be completed next month:

Mazak Corporation presented a PowerPoint to students attending the KLTi on November 3 relating to apprenticeship with their organization. The PowerPoint can be found in the Work Products folder.

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Coordination/collaboration required next month:

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Implementation Progress Report



Date: November 2011

Project: High School Outreach

Consultant or Agency name: Office of Employment and Training

Implementation Status: 27 % complete

Completion Date: December 2012

Tasks completed this month:

Outlined 4 quantifiable tasks to be completed i.e. Plan of Action

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

Refined goals of project

Developed Plan of Action

Tasks to be completed next month:

Begin working on Toolkit for LWIB's and OET Regional Managers to facilitate getting LMI information to middle and high schools throughout the state.

1.) Darryl McGaha will task someone in his office to begin working on a common format for a webpage on each WIB's web site. This webpage will identify "where the good jobs are in that region and how to go about securing one."

2.) Karen Dueker will begin working on Communication Plan to include who to contact in a school district, when, where, how often and how to develop the relationship for use by WIBs (Youth Council) and OET Regional Managers. This Plan may include press releases, and outreach awareness.

3.) Missie Quillen will meet with Sharon Johnston from KDE to prepare a framework for participation in Operation Preparation

Coordination/collaboration required next month:

Next meeting scheduled January 10 at 1:00 p.m. during which the committee will work on an on-site presentation for high school and middle schools.

Continue to engage partners.

Explore with KET making a DVD for presentation in the toolkit.

Implementation Progress Report



Date: November 2011

Project: Work Ready Communities

Consultant or Agency name: Thinking Media

Implementation Status: 100% complete
2012

Completion Date: November

Tasks completed this month:

Staff and volunteers made numerous presentations to groups in Muhlenberg County, West Kentucky Workforce Investment Board, Kentucky Association for Economic Development Annual Conference and others.

KWIB passed changes to the Internet Availability Requirement and authorized the Steering Committee to apply for the ACT Work Ready Communities Academy.

Steering Committee met and voted to apply for the academy.

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 (with 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. August 18, 2011.

Tasks to be completed next month:

Application deadline is December 10. First applications to be reviewed by staff and forwarded to review panel members.

Implementation Progress Report



Coordination/collaboration required next month:

Continued work to refine the NCRC data quality.

Implementation Progress Report



Date: November 2011

Project: Rapid Response

Consultant or Agency name: Office of Employment and Training

Implementation Status: 50 % complete

Completion Date: February 2012

Tasks completed this month:

- Held bi-weekly calls with Thomas P. Miller and Associates (on-site 10/10 and via phone 10/24).
- One (1) regional input session was conducted by Thomas P. Miller and Associates (TPMA): Eastern Kentucky, 11/3.
- TPMA held two (2) interviews with Regional OET Managers (11/1 and 11/4).
- TPMA conducted one (1) business services team input session (11/3).
- TPMA synthesized notes from each of the input sessions and interviews and provided them to leadership on 11/16.
- TPMA identified and analyzed common themes from qualitative input and drafted a Common Themes and Initial Recommendations document for review by leadership (submitted 11/30).

Major milestones reached to date:

- All of the regional on-site work has been completed.
- Initial recommendations have been drafted and will be reviewed/ discussed during the coming weeks.

Tasks to be completed next month:

- The Business Services Redesign Steering Committee will meet on 12/7 with Thomas P. Miller and Associates to review findings, prioritize recommendations, and begin to design the training session for staff in February 2012.
- TPMA will continue to draft a report and recommendations in December with guidance from the Steering Committee and leadership.

Coordination/collaboration required next month:

- Continued communication with Thomas P. Miller and Associates via bi-weekly project calls and any as-needed correspondence.
- Scheduling of a small meeting with a Report Review Group made up of interested Steering Committee members, state staff and leadership.
- Begin the scheduling and logistics for the February 2012 training session.

Implementation Progress Report



Date: November 2011

Project: Economic Development Academy

Consultant or Agency name: Office of Employment and Training

Implementation Status: 90 % 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. Tom and Terri attended the KAED meeting in Paducah.

Major milestones reached to date:

Tasks to be completed next month:

Speaking engagements and networking opportunities will continue to be scheduled with economic development representatives.

Coordination/collaboration required next month:

Implementation Progress Report



Date: November 2011

Project: Partner for Success

Consultant or Agency name: Office for the Blind

Implementation Status: 75 % complete

Completion Date: February 2012

Tasks completed this month:

Three Partner-for-Success train-the-trainer sessions were completed this month with representatives from all partner agencies. The training locations were General Butler, Jenny Wiley, and Lake Barkley.

Teleconference occurred on November 14 to review first training evaluations and minor improvements and adjustment were made for the remaining two training sessions.

Major milestones reached to date:

Tasks to be completed next month:

December will include a final assessment of the training evaluations from the November trainings.

Coordination/collaboration required next month:

January 2012 will include a team meeting to focus on specific policy topics.

Implementation Progress Report



Date: November 2011

Project: Case Management

Consultant or Agency name: Office of Employment and Training

Implementation Status: 25 % complete

Completion Date: January 2012

Tasks completed this month:

Meeting held for core members November 15, 2011 in Louisville with the project champion, Comm. Beth Brinly.
Discussion of need for newly created "Common Forms". Intake, Confidentiality, Assessment, etc.
Review direction for the Case Management Project

Major milestones reached to date:

Three forms are being created for "Common" use for the Case Mgmt Team per career center. An overall flow chart is being created to identify possible barriers that will need to be addressed.
Overall access for all agencies to EKOS and Focus Career to have a common shared space to view progress will be necessary in order for the case mgmt team to perform correctly.

Tasks to be completed next month:

Tasks to be completed:
Intake Form
Career Plan Form
Flow Chart

Coordination/collaboration required next month:

Next meeting scheduled Dec 14th, ETown

Implementation Progress Report



Date: November 2011

Project: High Performing Workforce Boards

Consultant or Agency name: Office of Employment and Training

Implementation Status: 100 % complete

Completion Date: October 2011

Tasks completed this month:

11-17-2011 – Workshop conducted with Kentucky Local Workforce Board Chairs, Local Workforce Board Directors, and Executive Committee members.

Discussion facilitated by Mike Temple and Rodney Bradshaw of the Gulf Coast Workforce Investment Board. The meeting agenda was built on discussion to assist local boards in Kentucky; 1). Engage their board members; 2.) Leverage funding beyond WIA; 3). To act strategically in their planning.

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 August 2011.**
- 2). TENCO LWIB submitted a request for technical assistance funding. The funds, if approved, would further facilitate the board in developing a strategic plan.**

Tasks to be completed next month:

Review any additional applications received for technical assistance.

Coordination/collaboration required next month:

n/a

Susan Edwards 12/5/11



Implementation Progress Report

Date: November 2011

Project: Workforce Academy

Consultant or Agency name: Maher and Maher

Implementation Status: 31% complete

Completion Date: May 2012

Tasks completed this month:

IN PROGRESS - Phase 3: Design & Develop Training Curriculum.

1) **IN PROGRESS – Instructor Led Training (ILT) Core Curriculum.** Drafted the Training Assets Inventory Survey (for KY steering team to identify existing sources of Competencies training to include in Academy Curriculum), collaborated with both internal & KY teams to gather feedback, revised, web-designed, and deployed survey. Gathered & compiled results from survey, and used to scope the Academy curriculum. Met with other PMs in Kentucky to determine concurrent project needs and deadlines that may affect the Academy curriculum. Outlined & revised the full Academy curriculum.

Major milestones reached to date:

COMPLETE - Phase 1: Preparation & Planning

COMPLETE - Phase 2: Needs Assessment & Competency Formation

22% COMPLETE - Phase 3: Design & Develop Training Curriculum (see task detail above)

Tasks to be completed next month:

IN PROGRESS - Phase 3: Design & Develop Training Curriculum.

1) **IN PROGRESS – Instructor Led Training (ILT) Core Curriculum.** Further refine, & design the Academy curriculum. Refine the introductory course outline, develop course material, develop course trainer's guide, develop course participant guide, develop course media.

2) **NEXT STEPS – Professional Development Strategy for Cohort Curricula**

3) **NEXT STEPS – Training Curriculum Approval**

Coordination/collaboration required next month:

Next month, we will require collaboration from the KY project team to complete the tasks in Phase 3: Design & Develop Training Curriculum (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: November 2011

Project: One Stop Kiosk

Consultant or Agency name: Office of Employment and Training

Implementation Status: 75 % complete
2011

Completion Date: February

Tasks completed this month:

- Participated in conference call with Maher and Maher discussing the Kiosk Project. Maher and Maher requested to view the kiosk tutorial, however, could not gain access due to server issues. DTS continues to work on this.
- Completion date for pilot in Louisville and Florence pushed back to January / February, 2011

Major milestones reached to date:

- Limited services added to kiosks in both locations
- Empowering staff to be involved with the set up and testing
- IT Support at the local level involved and assisting as needed

Tasks to be completed next month:

- Continue testing and utilizing staff along with Career Center customers.

Coordination/collaboration required next month:

- DTS fine tuning programming as needed
- Staff continued training
- Begin limited customer use in Louisville and Florence
- PM's continued observation of project making changes as needed; working with DTS, IT Support and staff

Implementation Progress Report



Date: November 2011

Project: Unemployment Insurance Customer Service Plan

Consultant or Agency name: Office of Employment and Training

Implementation Status: 45 % complete

Completion Date: July 2012

Tasks completed this month:

Conducted Employer Training seminars in Winchester (Chamber of Commerce), Lexington (Kentucky School Board Assn., and Frankfort (State Human Resource Officers).
Initiated Testing for Automated Eligibility Review

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
Implementation of Fraud Reporting Email address
Developed new or updated information sharing agreements with SOS, SSA, IRS, Workers Comp

Tasks to be completed next month:

Meet with Board Members of Kentucky Housing Authorities to initiate Information Exchange Agreements
Continue forms review and updates
Test electronic notification system for claim filing notices
Conduct employer training seminars in Ashland and Louisville

Coordination/collaboration required next month:

Local chamber
Kentucky Housing Authorities
Information Technology Support Center (ITSC)