

**WorkSmart Kentucky
Local Plan Update
June 1, 2012 - June 30, 2013**

**Local Plan Instructions
For Kentucky's**

**LOCAL WORKFORCE INVESTMENT
SYSTEM**

Program Years 2011 - 2012

**-Submitted by-
Workforce Investment Board**

LOCAL AREA:

BARREN RIVER

Instructions

In accordance with the Workforce Investment Act (WIA), this document provides directions to Kentucky's Local Workforce Investment Boards (LWIBs) for preparing the Local Plan update. The Update covers the time period of June 1, 2012 through June 30, 2013. WIBs are required to submit plans to the Kentucky Department of Workforce Investment's Office of Employment and Training (OET) in order for their Local Workforce Investment Areas (LWIAs) to receive funding under WIA.

The Local Plan update guidance is composed of three sections:

- **Section A: "Integration and Strategies."** OET will use this section to benchmark the LWIB's engagement in regional economic development strategies, as well as how the LWIB conducts business beyond the narrow focus of WIA programs.
- **Section B: "Program Operations."** This section collects information required by law in order for LWIBs to receive their base funding.
- **Section C: "System Operations and Attachments."** This section includes information needed to ensure that the local workforce systems meets certain legal requirements as well as complies with agreements between OET and the LWIBs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet's executive leadership, and other interested parties.

2011 - 2012 Local Plan Update Requirements

- **Local Plan Update Due Date: March 30, 2012**
- **Deliverables:**
 1. Electronically submitted, via e-mail, Local Plan Update Sections A, B, and C, including all attachments to Pat Dudgeon at PatriciaO.Dudgeon@ky.gov and;
 2. Mail one (1) hard copy of the signature page with original signatures to:

Pat Dudgeon
Office of Employment and Training
Division of Workforce & Employment Services
275 East Main Street, 2WA
Frankfort, Kentucky 40621

Planning Timetable Estimates

October 31, 2011	Draft Update Guidelines Sent to LWIAs for review and comment
November 14, 2011	Deadline for receipt of comments
December 5, 2011	Issuance of final Local Plan Guidelines
March 30, 2012	2012 Local Plan Updates are due to OET, along with submittal of the original signature page. Beginning of the Public Comment Period. Beginning of the OET review comment and clarification period.
April 29, 2012	End of the 30 Day Public Comment Period
Week of April 29, 2012	Approval of Local Plan Updates begins
June 1, 2012	Beginning of Local Plan Period

Section A: Integration and Strategies

One of the state's strategies is to invest in LWIBs who perform at a strategic level and who are leading or participating in innovative approaches to a wide range of regional challenges and opportunities. This section will be used to describe the LWIB's engagement in regional development strategies, as well as how the LWIB conducts business beyond the narrow focus of employment programs. OET will use this information for guidance in allocating special, discretionary and incentive grants.

1. How does the WIB identify and analyze regional economies?

The Barren River Workforce Investment Board and staff utilizes current economic analysis, reports, labor market information and economic plans to identify existing conditions and trends and to better understand the national, statewide and regional economic environment that we are operating within. Likewise since the BRADD is located on the border with Tennessee, we try to maintain an understanding of the activities occurring to our neighbors to the south. Due to their proximity their economic development and labor force changes have an impact, both positively and negatively, to our region.

The Barren River Workforce Investment Board will utilize the most up to date appropriate labor market information; every effort is made to identify the most recent report or information. Some of the information sources that we utilize are as follows:

- Kentucky's Target Industry Sectors Report – May 2011
- Barren River Preliminary Target Industries Report – May 2011
- Barren River Area Occupational Outlook to 2018 Report May 2011
- South Central Kentucky Region Target Markets Analysis – September 2010
- Barren River Comprehensive Economic Development Strategy (CEDS) 2011
- www.workforcekentucky.ky.gov
- <http://www.thinkkentucky.com>
- U.S. Department of Labor's sponsored O*Net database
- Barren River WIB 2012 Business and Industry Needs Assessment
- Kentucky' Unbridled Future Strategic Economic Development Plan

The Barren River Area Development District (BRADD), which administers the local WIA program, is an U.S. Economic Development Administration (EDA) designated planning agency. Our economic development staff prepares an economic development regional plan, the CEDS, for the region every five years, with annual updates. The day-to-day contact of both the WIA and ED staff with the local businesses, the annual preparation of regional plans, and participation in meetings with local leaders and agencies provides insights into what is happening in our communities and region and the direction in which the local economies are trending.

We are constantly trying to seek new and maintain the most current information sources to help us understand our region. Currently BRADD staff is in the process of developing an economic development map using our GIS system. When completed, this tool will improve our ability to visualize conditions and better analyze existing conditions and future potential.

2. How is this information used to identify the key industries and demand occupations within this economy?

Review of the information allows us to identify historical and projected trends in the increase or decline of employment in the region, determine what economic sectors are changing and how that change is impacting employment, and allows us to identify occupations that have a deficit or surplus of available workforce.

National and statewide information provides a broad understanding of the economic and labor atmosphere in which the region is operating. However, the regional information, data and personal understanding of our region allows us to more readily anticipate occupational changes and training needs.

The knowledge of what is occurring in the areas outside of the BRADD region, including Tennessee, allows us to factor in and anticipate changes in our workforce needs. The WIB understands that cluster development is not contained within a defined regional boundary and external demands upon labor and skills needs in our region must be considered in our strategy.

3. How is this information incorporated into your service delivery strategies?

Through the identification of growth sectors, the resulting occupational skill needs can be determined. The information allows staff to identify the available supply of the skills needed and any gaps that exist to meet the sector growth requirements. Training availability and deficiencies can also be identified. The WIB's strategies will be developed or modified to target skills and training needs to meet the requirements of our employers.

4. In a separate attachment, based on your most recent analysis of regional economies, provide a list of the key industry sectors in your regional economy.

See Attachment E

5. At the direction of Governor Beshear, the Kentucky Workforce Investment Board established a strategic vision and goals for the transformation of the commonwealth's workforce system. (*WorkSmart Kentucky Strategic Plan*) Key to the realization of that vision is the state board's assertion that local workforce boards must be innovative, responsive and able to make substantial positive impacts on the communities they serve.

Please describe the role of your board in implementing transformational change to the Kentucky workforce system for each of the statewide strategic areas of focus listed below. ONLY SUBMIT DESCRIPTIONS FOR INITIATIVES YOUR BOARD HAS BEGUN OR IS PLANNING TO IMPLEMENT.

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For each initiative, please indicate:

1. If the initiative is a local innovation or part of a statewide initiative (examples provided for each focus area).
2. The initiative's mission and strategic goals (if local) or any local adaptation for statewide initiatives.
3. A timeframe for implementation, including major milestones and evaluation.
4. Identify key partners/players/stakeholders, including the role of the WIB
5. Provide the current status of the initiative.

(Space is provided for one initiative in each focus area. To add additional initiatives, copy and paste the formatted narrative layout under the appropriate Focus Area. If initiatives are not currently being planned in any of the focus areas, leave blank.)

STATEWIDE STRATEGIC AREAS OF FOCUS

I. System Transformation

Related statewide initiatives: Sector Strategies, Branding & Identity, One Stop Certification, User-Friendly On Line Services, National Career Readiness Certificate, Eligible Training Provider List Enhancements

System Transformation Initiative (1)

Title: Sector Strategies

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

The Barren River WIB's mission and strategic goals is to identify and target industries and occupations within our area that are high growth, high demand and vital to the area's economy. Continuous development and updates of the local region's comprehensive strategic plan that incorporates the input of stakeholders throughout our region.

Implementation timeframe:

The BRWIB determined the high growth sectors in April of 2011 based on the area's economic and labor market analysis. The board annually reviews the data to ensure the up-to-date target industries and occupations have been targeted and properly identified. PY 2012 and 2013 sectors shall be identified by the local board by April 2012.

Partners/players/stakeholders and role of WIB:

KCTCS, State and private post secondary schools, economic development authorities, local chief elected officials, chamber of commerce's, industry and businesses, one-stop partners, and community agencies contribute the data, survey results, labor market information and other analysis. The role of the WIB is to ensure that state and federal funds are allocated appropriately based on high growth and high occupational demands within our area. The

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WIB determines the training focus designed to meet the needs of the businesses and industries located in the Barren River region as well as expand on areas of opportunities projected for the Barren River.

Current status of initiative:

The sectors indicated by the percentages are utilized at this time in determining the funding for short and long term occupational training: 35% Healthcare, 25% Management/office support, 20% maintenance/ installation, 10% education, and 10% misc. BRWIB Business and Industry Committee and the One-Stop Committee is in the current process of reviewing the economic and labor market analysis in order to make a recommendation on our target sectors at the next WIB meeting in April 2012. New sectors will be identified and approved by the WIB by April 2012.

System Transformation Initiative (2)

Title: Branding and Identity

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

Statewide initiative's goals:

- Create a unified & cohesive brand
- Transform the brand experience
- Deliver a brand promise that puts the customer first

Implementation timeframe:

No set deadline at this time.

Partners/players/stakeholders and role of WIB:

OET, OVR, OFB, and other one stop partners. WIB members are given updated status reports on the initiative.

Current status of initiative:

Local Regional Brand Champion has been identified and participating in the meetings.

System Transformation Initiative (3)

Title: One Stop Certification

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

To develop a unified Statewide One-Stop certification System

Implementation timeframe:

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Year 1 – Baseline/Self-Assessment Year (October 1, 2011 to September 30, 2012)

Year 2 – Standards Adoption Year (October 1, 2012 to September 30, 2013)

Partners/players/stakeholders and role of WIB:

OET, OVR, OFB, KCTCS, CASKY, DCBS, WIA, Experience Works, KY Farmworkers, Job Corps, and Adult Education. The Barren River WIB's One-Stop Committee will be responsible for reviewing the One-Stop Certification Packet and making recommendations to the full board for any additional and/or higher foundational and continuous improvement standards to the Kentucky's One-Stop Certification Standards. The WIB will also approve the Technical Assistance Plans from each of the local KY Career Centers in order to access state funds for technical assistance.

Current status of initiative:

The Barren River Kentucky Career Centers Partners began meeting in December 2011 and each month thereafter, to start the process of the self-assessment review of the one-stop centers. The partners anticipate that the self-assessment review will be completed by April 2012, which thereafter will be developing a Technical Assistance Plan to submit to the Barren River WIB for approval.

System Transformation Initiative (4)

Title: National Career Readiness Certificate

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

- (1) Promote the use of the NCRC credentials by employers.
- (2) Provide potential employees with a credential that will help them complete in the job market.
- (3) Provide older youth with the opportunity to be career ready if they choose not to enter post-secondary after high school.

Implementation timeframe:

The Barren River Workforce Investment Board has promoted and will continue to promote the importance of the National Career Readiness Certificate. The WIA Intake Specialists at the Kentucky Career Centers, Barren River area, encourages all potential customers the value of obtaining a NCRC. Customers will be referred to appropriate county Adult Education program for instruction and testing. If the WIA customer is not eligible for Adult Education Funding, then the cost of the NCRC testing will be incurred by the WIA program per the availability of funds. The local WIA Intake Specialist has been certified to give the NCRC test and he has also taken the NCRC test and obtained the Gold Level.

The Barren River WIB will partner with Junior Achievement this year to conduct the *JA Success Skills* and the *Economics for Success* in several of the

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Alternative Schools through the BRADD ten counties and the Warren Co. Regional Juvenile Detention Center. The JA staff will also be emphasizing the value of the National Career Readiness Certificate to these participants.

The Barren River WIB has mobile laptops available to be utilized for additional computer needs when testing large groups.

Partners/players/stakeholders and role of WIB:

OET, Adult Education Providers, Junior Achievement, local chambers, OET, business and industries.

Current status of initiative:

OET, Adult Education Providers and WIA are currently enrolling customers into the NCRC program for certification. OET and WIA are currently educating and promoting the NCRC to business and industries. Junior Achievement will begin the workshops in the spring.

System Transformation Initiative (5)

Title: Eligible Training Provider List Enhancements

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

Customers obtain a credential from a post-secondary institution that has a creditable reputation and in turn enables graduates to obtain employment in their career fields with a self sufficient wage. Development of a data base to track performance measures for customers by training providers such as; date of completion, the success of self-sustaining employment and whether or not they enter into their career field of employment. Develop performance measures for training providers. Evaluate the option of limiting customers enrolling into programs that have a low percentage rate of job openings.

Implementation timeframe:

The Barren River WIB's Finance and Accountability Committee is in the process of working on these action items. Customer satisfaction survey has been completed and a link to the survey as well as the results of the survey will be available on our website at www.bradd.org by June 2012. The committee reviewed the State ETPL Policy and Procedure draft and submitted comments in February 2012.

Partners/players/stakeholders and role of WIB:

Barren River WIB's Finance and Accountability Committee members. (There are some partners on this committee). The stakeholders would be the customers attending occupational training and the potential employers for these customers. The members review the ETPL information and provide recommendations back to

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the full WIB.

Current status of initiative:

Customer's Satisfaction Survey has been developed on Survey Monkey and will be distributed to all core, intensive, and training customers to complete upon concluding their services at our office. The subcommittee will continue to be updated of the status of the State draft ETPL Policy and Procedures. Once the State policy is approved, the committee will decide if any additional requirements will be enforced locally.

System Transformation Initiative (6)

Title: DOL Career Pathways Initiative Grant

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

The Kentucky Career Pathways Team was unique from the beginning, as it was the only DOL Career Pathways Grantee that included two local regions instead of one within its core leadership team. The team also had the distinction of being viewed as having one of the most specific and comprehensive initial implementation plans of all that were submitted to DOL by the grantees. And this team has only grown since then.

The original goals of the initiative that were outlined in the initial implementation plan included:

- Increase the number of adults entering the career path of healthcare
- Increase the retention rate of schools and training sites that provide pathways to healthcare
- Increase awareness of career growth opportunities within the healthcare profession
- Develop a marketing and outreach strategy to engage adults willing to explore the possibilities within the healthcare profession
- Enhance our abilities to make adults aware of the "total opportunity" within the healthcare profession. (e.g. marketing, sales, clerical, as well as conventional career tracks such as, CNA, nursing, etc.)

Implementation timeframe:

July 2010 –December 2011

Partners/players/stakeholders and role of WIB:

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The team is comprised of representatives from: the Barren River and Green River Local Workforce Investment Board (LWIB) staff, Area Health Education Center (AHEC), Kentucky Community and Technical College System (KCTCS), Western Kentucky University (WKU), local and state partners from Kentucky Adult Education (KYAE) and Office of Employment and Training (OET). The Barren River and Green River LWIA along with the other team members have attended two "Institutes" in Washington, DC, held two forums to compile information from the healthcare employers and economic developers, and held numerous team meetings.

Current status of initiative:

The team will continue to work on this initiative throughout the remainder of the program year; however, they will merge this work with the new Accelerating Opportunities grant that Kentucky received. The team is also interested in continuing this career pathways work with other state and federal grants they will be exploring and pursuing. The team believes this grant was only the beginning of continued work in building an effective and successful career pathways system to carry into the future. The Career Pathways Team, under leadership of the LWIBs, is taking responsibility for launching a planning process that will result in a governance structure that is 'owned' by the industry partnership employers. The final governance structure will be developed in the planning process if we are awarded an Industry Partnership Grant. The IP will determine the frequency of meetings, decision making, staff structure, and communication strategies. Several letters of support have been obtained from members of the healthcare sector stating they are willing to be members of a healthcare advisory board once established. We were not chosen for the first round of Industry Partnership Grants, but anticipate submitting a proposal again once the grant is announced again.

II. Education Alignment

Related statewide initiatives: Tech-High, I-Best (aka Skill Up or Accelerating Opportunities), Apprenticeships, High School Outreach

Education Alignment Initiative (1)

Title: Glasgow Success Academy On the Job Training Grant

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

This is the 3rd year that the LWIB, based on the recommendation from the Youth Council, has awarded this grant. This local initiative provides employability skills and work experience to at-risk older youths from the age of 18-21 who are attending the Glasgow Success Academy High School which is a non-traditional high school. This school is intended to help decrease the dropout rate for all area school districts and help the community produce productive citizens.

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Implementation timeframe:

January 1st, 2012 to June 30th, 2012.

Partners/players/stakeholders and role of WIB:

Glasgow Board of Education, Glasgow Success Academy High School students, and teachers, Kentucky Career Center, Glasgow office, and Glasgow local businesses. The LWIB Youth Council reviews and monitors the grant to ensure that the services are being provided to the older youth and that they have an advantage to obtaining a full time job if they decide not to attend post secondary education.

Current status of initiative:

The students are participating in workshops that help improve their soft and employability skills, such as; how to dress, appearance, verbal communication, leadership, team work, prompt attendance, calculations, banking, career awareness and computer skills. Once the students have completed the workshops and their daily attendance is good, they will be enrolled in the OJT program with a designated business or industry to achieve work experience, and may develop into full time job. Students will begin their OJT training in the spring.

Education Alignment Initiative (2)

Title: Warren Central High School Jobs for Kentucky's Graduates (JKG) program

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

The Barren River WIB is partnering with Warren Central High School to help administer the Jobs for Kentucky's Graduates (JKG) program. JKG is a state-based national non-profit organization dedicated to preventing dropouts among young people who are most at-risk. The participants of this program receive work/job readiness, basic life skills, leadership development, and job shadowing and mentoring services. JKG has delivered consistent results by helping young people stay in school through graduation, pursue postsecondary education and secure quality entry-level jobs leading to career advancement opportunities. The JKG program will make a measurable difference in the outcomes of public education and workforce development systems at the national, state and local level.

Implementation timeframe:

December 2011 to June 2012

Partners/players/stakeholders and role of WIB:

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WIA staff, Warren Central High School staff, Warren County Students and Parents.

Current status of initiative:

WIA Youth Coordinator conducted the WIA Youth Eligibility for ten students. All necessary documentation has been received. Students were also given WIA Summer Youth Applications for summer employment with host agencies for work experience. In addition, staff will be encouraging these students to take the National Readiness Career Certificate.

Education Alignment Initiative (3)

Title: JA Success Skills and the Economics for Success at the Warren County Alternative Schools and the Warren Co. Regional Juvenile Detention Center.

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

The Barren River WIB will partner with Junior Achievement this year to conduct the JA *Success Skills* and the *Economics for Success* in six counties throughout the BRADD, given at the Alternative Schools and the Warren Co. Regional Juvenile Detention Center. The primary goals of JA programs are to equip youth with employable, job-ready skills, build a sense of self-worth through positive experiences, relationships, help students understand the importance of staying in school, encourage entrepreneurship, and show young people how their talent and abilities can create better lives for themselves and those around them.

Implementation timeframe:

January 6th, 2012 to June 30th, 2012

Partners/players/stakeholders and role of WIB:

Junior Achievement of South Central Kentucky, Happy Valley Learning Center in Barren County, Lighthouse Academy and The Academy at 11th Street in Warren County, Warren Co. Regional Juvenile Detention Center, White Plains Learning Opportunities Center in Allen County, Russellville Alternate Center for Education-ACE in Logan County, Learning Opportunities in Simpson County, area businesses and volunteers in each county. The LWIB Youth Council reviews and monitors the grant to ensure that the services are being provided to the older youth and that they have an advantage to obtaining a full time job if they decide not to attend post secondary education.

Current status of initiative:

Workshops to begin in the spring. Students participating in the programs will participate in the following workshops:

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- Identify and demonstrate the work-readiness skills needed to research, get and keep a job.
- Develop innovative personal strategies to achieve lifelong learning pursuits and career opportunities.
- Continue to explore skills, interests, values, and the world of work to make informed education, career, and life decisions.
- Apply their knowledge of personal finance to comprehend needs versus wants that will result in sound money management, regardless of income.

III. Economic Development Alignment

Related statewide initiatives: Entrepreneurship, Work Ready Communities, Rapid Response Redesign (aka Business Services Redesign)

Economic Development Initiative (1)

Title: Work Ready Communities

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

For the Barren River local communities to gain a competitive advantage in attracting new business and jobs. Increase economic growth and development.

Implementation timeframe:

Ongoing

Partners/players/stakeholders and role of WIB:

Local elected officials, key stakeholders in the communities including employers, economic development representatives, chambers, secondary and post secondary education. The local WIB will participate and assist with any county's application. The local WIB will promote and conduct outreach on the WorkReady Community Certification throughout the BRADD ten county area.

Current status of initiative:

Warren County submitted their WorkReady application in December 2011 and was awarded the certification at the KWIB meeting in February 2012. Currently the WIB staff is working with four other counties to submit their application in June 2012

Economic Development Initiative (2)

Title: Rapid Response (aka Business Services Redesign)

Initiative is a local innovation Part of a statewide initiative

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Initiative's mission and strategic goals:

The mission of the Barren River WIB is to better serve job seekers and employers by targeting their workforce needs.

One of the strategic goals of the Barren River WIB Business and Industry Committee and One Stop Committee is to become more publicized and known throughout the business and industry communities.

Implementation timeframe:

Implementation began in July 2011. The committees are holding meetings regularly. Several action items have already been completed. Technical Assistance will be provided to the board members in April through September 2012. This is currently a on-going process.

Partners/players/stakeholders and role of WIB:

All one-stop partners, economic development representatives, chambers, local elective official, education, private business and industry representatives will be asked to provide input and feedback in this initiative. It is important that the WIB is aware of what the workforce needs are for private business. The WIB has approved a technical assistance proposal from the National Association of Workforce Boards which is anticipated to begin from April through September 2012.

Current status of initiative:

The Business and Industry Committee has established a one page flyer bullet focusing on the services offered to job seekers, employers, youth, and dislocated workers. The committee has developed a survey that has been distributed to business and industries throughout the region through Survey Monkey. The results of the survey should be final by April 2012.

The One stop Committee is diligently working to form a Business Service Team (BST) that is customer friendly and quality driven. It is nearing the team assembly stage and the members will be collaborating with the Business and Industry Committee to ensure successful implementation. This will be an ongoing process. The WIB will continually revise the BST to ensure it is functional and business friendly. The Rapid Response team is currently meeting quarterly. The team reviews the rapid response process and discusses any changes necessary. The Local Rapid Response Plan was updated in 2011.

IV. System Simplification

Related statewide initiatives: Alphabet Soup, Partner for Success, Case Management, High Impact Workforce Investment Boards

System Simplification Initiative (1)

Title: High Impact Workforce Investment Boards

Initiative is a local innovation Part of a statewide initiative

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Initiative's mission and strategic goals:

The Barren River Workforce Investment Board has a significant positive impact on workforce issues throughout our region. Strategic goals are: develop a valued presence and voice in the Barren River Workforce Investment Area; identify strategies and objectives, form action plans and measure improvements, track outcomes beyond WIA performance measures, employer engagement around local sector strategies, identify and leverage community assets, and board recruitment focused on industry sector priorities.

Implementation timeframe:

The board has approved a Technical Assistance Proposal from the National Association of Workforce Board beginning April 2012 through September 2012. In addition the WIB has requested TA funds from the Kentucky Workforce Investment Board.

Partners/players/stakeholders and role of WIB:

Barren River WIB members, local elected officials, key stakeholders among the business and industry throughout our region, economic development and chamber representatives.

Current status of initiative:

The board has already started on several of their strategic goals. The board currently has three committees working on specific strategic goals.

System Simplification Initiative (2)

Title: Partners for Success

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

Fostering stronger partnerships between the agencies within the department and creates a common vision of how we work together as a team to meet individual and employer customer needs.

Implementation timeframe:

LWIA staff attended a regional meeting with local partners to develop a team equipped with the necessary information to take back to our local area and train all local partners. Our local area decided to extend the invitation to all of the local WIB partners such as KCTCS, Adult Education, Kentucky Farmworkers, Experience Works, Department for Community Based Services, Community Action, and Job Corps to present at the meeting. The trainings will be held in March at two locations, Glasgow and Bowling Green.

Partners/players/stakeholders and role of WIB:

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Office for the Blind, Office of Vocational Rehabilitation, OET, LWIA. The LWIA's role will be the liaison to ensure that all parties are aware of the services offered by all of the other partners. All of the information presented will be available on our website at www.bradd.org as a directory to ensure that the public is also aware of all of the services available within our region.

Current status of initiative:

Staff is in the process of planning for the local meeting. The invitations have been sent to all WIB members, required partners and all LWIA staff members. All trainings will be complete by the end of March.

V. Customer Service

Related statewide initiative: Workforce Academy

Customer Service Initiative (1)

Title: Workforce Academy

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

Implementation timeframe:

Partners/players/stakeholders and role of WIB:

Current status of initiative:

Barren River WIA staff member attended the Workforce Academy training on February 29th through March 2nd, 2012

Oversight/Monitoring Process – Describe the local board strategy to ensure continuous improvement to move the local system toward the Commonwealth's vision and achieve the goals identified in the *WorkSmart Kentucky Strategic Plan*.

The local board is dedicated to improving our local system. The board has approved a Technical Assistance Proposal from the National Association of Workforce Boards. The technical assistance will begin in April 2012 and go through September 2012.

The Barren River Workforce Investment Area has a formal monitoring plan in place and will follow this plan to provide oversight for all programs and

activities funded under the WIA.

Monitoring within the Barren River Workforce Investment Area will be performed by the WIA staff and will be accomplished through desktop monitoring in conjunction with an on-site visit.

All contracts will be monitored both programmatically and financially at least once during the program year. A monitoring schedule will be developed and a formal monitoring tool will be used to conduct and document the monitoring process. The monitoring schedule may be modified or adjusted to meet the needs of the Board/Contractors/etc.

A desk-top review will be conducted prior to the on-site visit which will include a review of reports, invoices, and other information received from subcontractors as well as the internal reports generated by the EKOS and accounting systems. These items will be compared to the terms of the contract in order to determine compliance. The on-site visit will include the examination of documents, interviewing of participants and sub-contractor staff, and a review of accounting practices and financial records. Summer employment worksites will be monitored for compliance with the terms of the contract as well as for safety issues.

A written report will be issued within thirty (30) days of the desk-top and /or on-site visit and will document any findings, technical assistance needs, and recommendations for corrective action. The report will also document that no deficiencies were found, if this is the case. The sub-contractor will have ten (10) days to respond to the report. BRWIB staff will determine if the response is acceptable and forward a written corrective action review to the provider within ten (10) days. All corrective action documentation will be maintained in the monitoring file. If the plan is unsatisfactory, the Barren River WIB will determine further action to be taken. Follow-up monitoring visits may be conducted, as needed, to document actual implementation of the corrective action plan.

Section B: Program Operations

This section collects information required by “WIA Law, Section 118: Local Plan” in order for LWIBs to receive their base funding.

1. Keeping the changing economy in mind, describe the workforce investment needs of your local area:

a) Businesses

The workforce investment needs within the Barren River region are similar to that of many areas: available employees with the appropriate skills for identified job openings and current reliable information. Employers have identified five areas of skill gaps. First, newly hired employees do not possess the basic work ethic skills: positive attitude, respect for others, showing up for work, being on time, self motivation, teamwork, and following through. Second, simple basic skills such as reading, verbal, listening, writing, and arithmetic/mathematics. Third, employers have identified thinking skills – i.e., learning new skills, decision making, problem solving, analyzing and interpreting, and creative thinking as major skills gaps of new employees. Fourth, employers identified skills gaps in simple workplace competency skills such as productivity, time management, conflict resolution, interpersonal/team skills and customer service skills. The key to Barren River’s economic development efforts is the availability of a skilled workforce. To address the current needs of business, we must:

- Engage our employers to acknowledge the changing needs in the workforce and work together to develop solutions to their workforce needs.
- Give our employers access to reliable predictive and current information about the local workforce, its characteristics, available quality training and the region’s economic strategy.
- Provide affordable training in different settings (on-the-job, classroom, worksite classes, distance learning, etc.) to address the varied gaps in workers’ skills.

b) Job seekers

The needs of job seekers within the Barren River Workforce Investment Area are really quite simple: Information so that they can make informed decisions and access to skills through quality training/education. The job seekers need to be able to easily access information so they make informed decisions about their employment options. The information must include a valid assessment of their skills and interests, and the local demand, characteristics and requirements for specific jobs that match their present skills and interests. Since they will probably remain in the labor pool longer than ever before and because businesses require more skills and education than ever before, job seekers must also possess information about jobs that match their interests and available in the area as well as required education and skills. Simply stated, job seekers must have access to all the information needed to make an informed decision that leads to a high demand

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career with growth potential. If training is an option for the job seeker, they must be able to conveniently access information about training providers that is current, accurate and comparable. They should be able to access this information from one source, and they should be able to compare programs with a valid measurement system that includes employment statistics based on completion of the program/training/education. The job seeker should also be able to access counseling as needed to assist in evaluating the information about employment and training options. Conversely, if they are not interested in accessing information, they should be able to simply access current available job openings. Each job seeker and their workforce needs are unique. Customer choice should be the foundation for accessing services and information for the job seekers.

Workers

The workforce investment needs of workers are:

- information about the current local labor market;
- easy access to life-long learning opportunities, career pathways; and
- support for their skill upgrade endeavors from the community: their employers, community leaders, educators and workforce professionals.

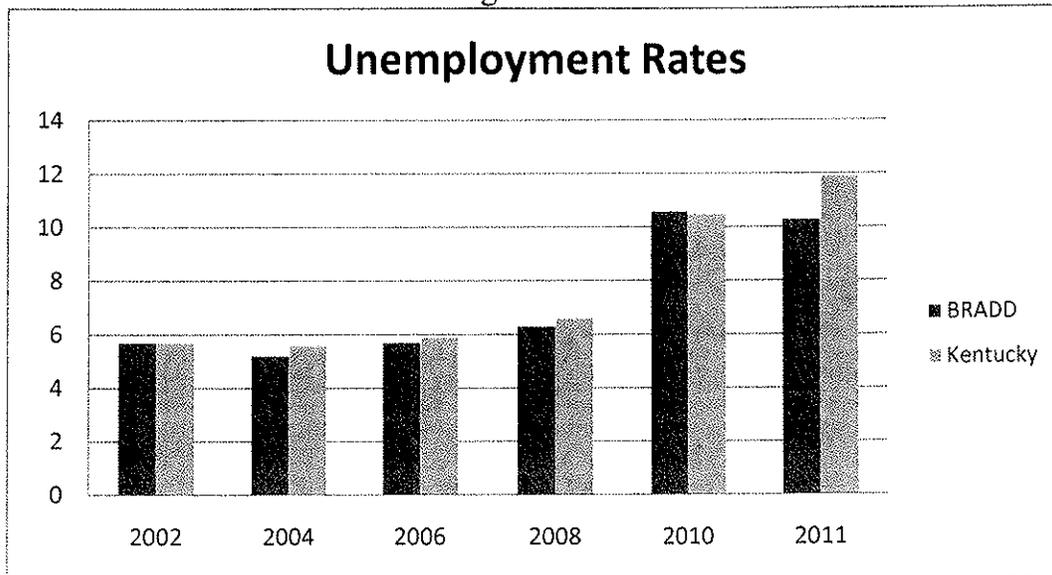
These incumbent workers need to easily access employment/training information so they can make career decisions to ensure they can remain competitive, advance in their field and/or protect themselves from potential long-term unemployment. Their needs for assistance and counseling are the same as for job seekers. Workers also need to accept that learning is a life-long process and it is vital to everyone in the community. Global competition, technological changes, and an economy that rewards the bottom line, combined to force business to respond quicker to opportunities and challenges. Businesses cannot respond to change without a workforce capable of absorbing, refocusing and applying the new and higher skills required quickly and effectively. Workers will not stay employed and companies will not be profitable unless every worker is constantly learning new skills. Current members of the workforce need support from their employers, community leaders, workforce professionals and the local training/educational system to be engaged in the life-long learning process. They must be afforded opportunities to learn on the job and in company sponsored settings. The most prevalent training in the region includes software skills, basic skills, supervision skills quality/ISO initiatives, job-specific skills, and values orientation. Workers must be able to access quality programs offered by local training providers that address their needs. We must ensure that we develop a workforce system that will support the use of varied learning modes by employers and workers to ensure that acquiring skills is made as easy and inexpensive as possible for parties.

2. Describe the current and projected employment opportunities in your local area.

The Barren River Area Development District (BRADD) is a ten-county region located in southcentral Kentucky consisting of Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson, and Warren Counties and 26 incorporated cities. The 2010 population of the District is 284,195, which represented 11.4% growth over the 2000 population of 255,225. Bowling Green became the third largest city in Kentucky. Based on the Barren River Area

Occupational Outlook 2008 to 2018 Report, the employment in our area is projected to grow from 128,669 to 137,455, a gain of 6.8%. According to Workforce KY, in 2009 the BRADD region had 121,486 persons employed and 15,900 unemployed with an unemployment rate of 11.6%. In June 2010, the BRADD region had 121,315 persons employed and 14,259 unemployed with an employment rate of 10.5%. Figure 2.A.1 displays the unemployment rates of BRADD in comparison to the State of Kentucky over the past ten years. In 2011 the Barren River Region began to see an increase in our overall employment numbers. According to Workforce KY, in December 2011 the BRADD region had a labor force of 136,289 with 124,991 persons employed and 11,298 unemployed with an unemployment rate of 8.3%. From June 2010 to December 2011 there was an increase of 3,505 employed persons and decreased of 2.20% of our unemployment rate.

Figure 2.A.2



Source: www.workforce.ky.gov

Currently, the major industrial employers in the region are the automotive; plastics; metals; food; and logistics, warehousing and distribution sectors. Healthcare is also a major employer in the Barren River region. Based on the Barren River Area Occupational Outlook 2008 to 2018 Report, the highest growth rates among healthcare occupational groups are likely to be in Occupational and Physical Therapist Assistant and Aide Occupations (34%, followed by Health Diagnosing and Treating Practitioner Occupations (25.3%). Regionally, employment in the health care industry is projected to grow on average by 24% in the next 5 years. Agriculture continues to be a major component of the economy for the region with many counties ranking at the top of production in the state for beef cows, cattle and calves, burley tobacco, hay and alfalfa, milk production, soybeans, grains and hog and pigs. Tourism, with the location of Mammoth Cave National Park, Barren River Reservoir State Park, Nolin Reservoir State Park and numerous other natural and man-made attractions, continues to be a key and growing economic sector. **Recent Developments** - During the period from July 1, 2010 to February 29, 2012, the region experienced an increase in private investment of over \$574 million of private investment

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and 3,142 new jobs that resulted from 54 industries locating in the region or expanding existing operations. The industries that are expanding or locating in the region are listed in Figure 2.A.2

**Announced/Reported Facility Locations/Expansions
July 1, 2010 – February 22, 2012**

County	Facility	Emp Full	Product/Service Provided
Allen	Dollar General Corp.	100	Storage Warehouse & Distribution Center
Allen	J M Smuckers, LLC	80	Frozen food products, Distribution and R&D Center
Barren	Innovative Manufacturing Services Inc	25	Electrical Control Systems, Conveyor Systems, Special Automated systems.
Barren	Integrated Pharmaceutical Packaging, LLC	100	Packaging of Pharmaceutical Products, Distribution
Barren	Fortis Manufacturing, LLC	100	Metal Stamping
Barren	Bluegrass Dairy and Food, LLC	36	Dehydrated dairy and non dairy ingredients, customer spray drying and dry blending; cheese manufacturing.
Barren	Akebono Brake	224	Vehicle Brake Systems
Butler	Casco Products Corp	280	Automobile cigarette lighters and power outlets for automobiles.
Edmons on	Renaissance Global Logistics	15	Repackages and Distributes automotive components.
Edmons on	Yahagi America Molding, Inc.	3	Injection Molding and assembly of automotive plastic parts
Hart	Sister Schubert's Homemade Rolls, Inc.	65	Manufacture, package and distribute frozen yeast rolls
Logan	General Products Corp.	25	Machining and assembly of cast iron and alum castings
Logan	Cumberland Scrap Processors, LLC		Scrap recycling/handling facility
Logan	MHM Metals Corp.	30	Recycling of aluminum salt slag, a byproduct of secondary aluminum products
Logan	Bluegrass Recycling, LLC	4	Metal and plastic recycling
Logan	H & H Sheet Metal Fabrications	20	Machine Shop
Logan	Ventra Plastics	25	Injection molded plastic automotive trim for interior and exterior parts
Logan	Nelson Co. of Kentucky	12	Wood Pallets, boxes and skids
Logan	Carpenter Co.	18	Carpet Cushioning, polyester fiber, filter media and polyurethane foam for use in bedding, consumer products, home furnishings and medical furnishings
Logan	Sensus Precision Die Casting		Aluminum Die Casting
Metcalfe	Kingsford Manufacturing Co.		Charcoal Briquettes
Monroe	Roy Anderson Lumber Co.		Green hardwood lumber, kiln dried hardwood lumber, pallet cants, crossties, wood chips, bark, sawdust.

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		Wood Pallets	
Monroe	Graham Pallet Co., Inc.		
Monroe	APACE KY, LLC	35	Package and distribute pharmaceuticals 2d and 3d die sets and die forms to primarily service automotive market; production machining
Simpson	Worldwide Technologies	25	Distribution Facility
Simpson	Tractor Supply Company	216	Recycles wood pallets
Simpson	Franklin Pallet, Inc.	10	Machining, grinds, welds, and reworks products for customers in a wide range of fields including the automotive industry Warehouse and distribution center for tobacco
Simpson	Premium Services	25	Corporate office and warehouse
Simpson	Hail and Cotton	5	Pipeline coatings, industrial, athletic & consumer adhesive tapes and bandages
Simpson	Keystops, LLC		Regional headquarters for site development, heavy construction Polyethylene films used in flexible packaging, medical packaging and household packaging items
Simpson	Berry Plastics	5	Adhesive tapes, duct tapes, masking tape, stucco tape and custom packaging
Simpson	Charles DeWeese Construction, Inc.	10	Assembly of automotive throttle bodies & charcoal canisters, injection molding, fuel delivery components
Simpson	Danafilms, Inc.	25	Manufacture adult incontinence care products for the retail and healthcare institutional markets
Simpson	Philmo Industries, Inc.		Machine Shop: CNC machining, motorcycle wheels and brakes, in house chrome line
Simpson	Franklin Precision Industry, Inc		Headquarters and distribution center
Warren	SCA Personal Care	65	Machine Shop: General machining; drilling boring , cutting, honing, grinding, arc & gas welding, fabrications & metal sales
Warren	RC Components, Inc.	6	Manufacture coil suspension springs for automotive industry/Coil suspension springs and trunk lid torsion bars
Warren	Fruit of the Loom	600	Automotive power transmission & industrial V-Belts
Warren	Bowling Green Machine & Welding	1	Offset and specialty art print, book, catalog & brochure printing
Warren	NHK of America Suspension Components, Inc	108	Assembly of convertible roof top systems
Warren	Bando USA, Inc.	15	Automotive assembly: Chevrolet Corvette
Warren	Gerald Printing Service		
Warren	Magna Car Top Systems	30	
Warren	General Motors Corp.	250	

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Warren	C G S Machine & Tool		Specialty machinery, tool and die, spare parts, production runs
Warren	Hitcents.com Inc.	10	Website advertising and software development for Internet Companies
Warren	American Howa Kentucky, Inc.	86	Manufacture dash insulators and headliners for the automotive industry
Warren	Bendix Spicer Foundation Brake, LLC	200	Design, develop, manufacture & distribute products used in air brake systems for commercial vehicles
Warren	HeathCo, LLC	7	Headquarters for sales, marketing, R&D of home improvement products including security lighting, decorative lighting, controls, door chimes & buttons
Warren	Holley Performance Products	136	Automotive, marine parts & accessories: carburetors, fuel injection & transmission modulators, exhaust systems, NOS-nitrous oxide systems, plumbing components
Warren	Medina Blanking, Inc.	60	Blanking and stamping services for automotive and industrial customers
Warren	Scotty's Development		Solar renewable energy facility
Warren	Pure Power Technologies, LLC	10	R&D of actuation systems for valves and throttles used in diesel engine and automotive applications

Source: www.thinkkentucky.com

3. Describe the job skills necessary to obtain such employment opportunities.

Projected employment opportunities for the Barren River region fall into 11 categories that best describes the education or training needed by most workers to become fully qualified. The following categories are:

- 1) First professional degree. Completion of a bachelor's degree plus three additional years of full time academic study
- 2) Doctoral degree. Completion of a bachelor's degree plus three additional years of full time academic study
- 3) Master's degree. Completion of a bachelor's degree plus one or two additional years of full time academic study
- 4) Bachelor's or higher degree, plus work experience. Require experience in a related non-management position for which a bachelor's or higher degree is usually required.
- 5) Bachelor's degree. At least four years of full-time academic study.
- 6) Associate's degree. At least two years of full-time academic study.
- 7) Postsecondary vocational awards. Some programs last only a few weeks while other may last more than a year. Programs lead to a certificate or other award, but not a degree.
- 8) Work experience in a related occupation.

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- 9) Long-term, on-the-job training. More than 12 months of on-the-job training or combined work experience and formal classroom instruction are needed for workers to develop the skill necessary to be fully qualified.
- 10) Moderate-term, on-the-job training. Skills needed to be fully qualified can be acquired during one to twelve months of combined on-the-job experience and informal training.
- 11) Short-term, on-the-job training. Skills needed to be fully qualified can be acquired during a short demonstration of job duties or during one month or less of on-the-job experience or instruction.

Based on the Barren River Area Occupational Outlook 2008 to 2018 Report the projected occupations to produce the largest number of job openings in the Barren River region, 14 percent fall within category two, 29 percent fall within category five, 14 percent fall within category six, 43 percent fall within category seven, 57 percent fall within category eight, 29% fall within category nine, 57 percent fall within category ten and 57 percent fall within category eleven.

4. How does the LWIB ensure continuous improvement of its providers?

The Finance and Accountability committee reviews the performance of the exiting customers via a Survey Monkey questionnaire to ensure that they are receiving required skills. The LWIA staff provide a quarterly meeting with all the training providers to address any issues and update providers of any recent and/or upcoming changes in policies/procedures, etc. The Board will ensure the continuous quality of service providers through monitoring performance, technical assistance and staff training /development. Eligible training providers must submit applications annually. This will ensure that customers receive the most recent information and are able to make an informed decision when selecting an area of training.

5. List the continuous improvement activities in which your local providers and partners participated in 2011.

Partners for Success local training for all partners
Quarterly meetings with our local training providers and LWIA staff.
One-Stop Partner's Monthly Meetings
Quarterly Rapid Response and Trade meetings

6. Provide a list of planned continuous improvement activities for 2012 in which your local providers and partners will participate.

The LWIB has approved the Technical Assistance Proposal submitted by the National Association of Workforce Boards that will be conducted April 2012 through September 2012. At this time, other activities will be developed for our local providers and partners that would focus on improvement on our weak areas.

7. What new initiatives is the LWIB implementing to ensure that the local workforce system meets the needs of employers and participants?

The LWIB One-Stop Committee is in the development and implementation stage of a new Business Services Team. A business services plan will also be developed and implemented to track the goals and objectives. The LWIB Business and Industry

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Committee has developed a Business Needs Survey that was sent out through Monkey Survey. The response has been very beneficial to the board's strategic planning. This initiative will be conducted annually.

The LWIB will continue to submit grants and proposals for the planning and creation of a Healthcare Industry Partnership Council. The council would assist in the development of health care career pathways to fill position openings throughout this industry.

The LWIB Finance and Accountability Committee has developed a Customer's Satisfaction Survey. The survey is distributed to customers after they have completed their training through Monkey Survey. A portion of the survey will allow the customers the opportunity to inform our office of any weaknesses/strengths of the training providers that we need to be made aware of.

8. Refer to Attachment A, "Performance Standards" for state and local figures.

See Attachment A

9. What percentage of the participants will be in training programs (not pre-vocational services) that lead to targeted high-growth and high-wage industries, demand driven occupations, and/or career laddering occupations as identified in Section A?

The current local regional sectors and percentages approved by the board are as follows:

Healthcare – 35%
Management/Office Support – 25%
Maintenance/Installation – 20%
Education – 10%
Miscellaneous – 10%

The board reviews the sectors and percentages annually. The board will make the final approval of local sectors and percentages in April 2012.

10. What is the LWIB plan to help Kentucky increase by 10 percent the number of people who receive training and attain a degree or certificate through the following programs by June of 2013: WIA Title I-B programs, National Emergency Grants and Trade Adjustment Assistance?

Due to the shortage and reduction of funding this past year, the local WIB has reduced the amount of WIA funds allocated for ITAs. The funds can only be used for tuition. No funds will be allocated for payment of books, supplies or support. This will allow the LWIA to serve additional customers. Short-term and On-the-Job Training is also being utilized to enable us to serve the needed customers throughout our region. Business and Industry input for workforce training is vital.

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11. How does the LWIA inform the State Rapid Response staff within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

Local Area Rapid Response Team Process:

In the event of a plant closing, mass layoff or cutback, the BRLARRT has developed a process which customizes services to the needs of the affected workers and employers. The process below can begin at anytime and begins in confidence with members of the LARRT. The most effective programs begin with at least 60 days notice, in compliance with the *Worker Adjustment Retraining Notice (WARN) Act*, but may actually begin within a shorter period of time.

Receipt of WARN notice from State Level: Local Area Rapid Response Team Coordinator (LARRC) will receive WARN notice and e-mail LARRT member and team member management regarding receipt of WARN notice. Receipt of WARN from Local Level: WARN notices that are received by a team member at the Local Level are to be given to the LARRC so that they may be forwarded immediately to the State Rapid Response Team.

12. How does the LWIA cooperate with the State Rapid Response staff in securing information when there is a possibility of a mass layoff?

The LARRC will try to secure any information that is needed for the State Rapid Response staff from the appropriate individuals, affected companies, economic development representatives, chambers, and local officials. Local Rapid Response Coordinator will make sure all information stays confidential.

13. How does the LWIA inform the State Trade Act staff of companies that are potentially TAA certifiable?

The Local Area Rapid Response Coordinator investigates if there is a possibility that the employer and workers are TRADE impacted during the initial contact meeting. If there is a possibility that the employer and workers could be TRADE impacted, the Barren River Trade Coordinator will be advised, work with, and encourage the employer and/or employees to file a Trade Petition. The Trade Coordinator would be responsible for notifying the State Trade Act staff of the potential Trade impact to this employer and employees.

14. How does the LWIA cooperate with the State Trade Act staff where the layoff involves a company that is DOL Trade-certified?

Per receipt of Approved DOL Trade Petition Notice from State Level the Local Area Trade Coordinator will receive Trade Petition Notice, inform the local Rapid Response Coordinator and email the Trade Rapid Response team members regarding receipt of notice. The local Barren River TAA Services Plan will be followed. Local Trade Coordinator ensures that there is cooperate and coordination with the State Trade Act staff. The methods use are, but not limited to: phone calls, e-mails and/or in person.

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- 15. How will your LWIA work with OET in calling in and conducting orientation sessions for people who are chronically unemployed?** (*chronically unemployed - those who are not employable because of their lack of skills, education, and experience*)

The LWIA's staff that are located at the Kentucky Career Centers in the Barren River area will continue to work closely with OET staff to assist the chronically unemployed individuals in our area. LWIA staff person located at the Kentucky Career Center in Bowling Green conducts WIA orientation sessions twice a month, the LWIA staff person located in the Kentucky Career Center in Glasgow conducts the WIA orientation session once a month. Additional orientation sessions can be conducted per the availability of staff's limited time and work responsibilities. OET staff offers the following workshops in the Career Centers on a weekly basis: REA (Reemployment & Eligibility Assessment) Orientations, KEN (Kentucky Employment Network)

- 16. Describe the process in which partners (i.e. Wagner-Peyser) will ensure some level of enhanced services to the chronically unemployed and UI applicants selected for Reemployment and Eligibility Assessment (REA). Describe what services will be offered such as job placement activities, resume writing or interviewing workshops, etc.**

In-depth REA orientations. Following the REA Orientations, individual appointments for assessment and development of IEP's (Individual Employment Plan). Primary skills assessment conducted via Focus Career and referrals to LWIA staff for more in-depth skills assessment & to identify appropriate training providers.

- 17. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program Universal Customers), are registering in FocusCareer and are making their resumes viewable to employers?**

At the initial contact with a new customer, the WIA Intake Specialist will search their name and social security number to see if they are registered in "Focus Career". If they are not registered, the WIA Intake Specialist will assist them in setting up a new account. This account will require a personal e-mail and password. After all the screens are completed the customer will then be able to print out a Resume. The Resume will be stored in the system for future employers to review and match with job opportunities.

- 18. Describe how youth activities are provided and assessed in the LWIA?**

The LWIB and Youth Council members' vision is to prepare our nation's most needy and at-risk youth with the education and skills needed for high demand occupations in the 21st century. The vision places an emphasis on serving out-of-school youth as well as those most at risk of dropping out. The LWIB views this population as an important component of the new workforce "supply pipeline" needed by businesses to fill jobs in the knowledge-driven economy. The services that will be provided to youth in our local area will include; obtaining a GED, assistance in starting in a high demand career field, assistance with writing resumes and preparing for job interviews, improving basic skills, upgrading computer skills, leadership development and work readiness assistance, work experience, on-the-job training and obtaining an Individual Training Account, in hopes to obtain a degree or certificate. The Youth Council provides recommendations for all youth activities and training providers in

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Barren River region. The recommendations are then presented to the Workforce Investment Board for approval.

19. Identify the criteria used in awarding grants for youth activities, including criteria used to identify effective and ineffective youth activities and providers of such activities.

Youth Council as well as LWIA staff reviews the submitted proposals and critic based on developed score sheets. The criteria used, would depend on what type proposal the LWIB has solicited. Currently the LWIB Youth Grant Activities include; Summer Youth Program Administrator, On-the-Job Training for Alternative School Participants and Soft Skills Workshops for participating attending Alternative Schools. Points are given for each requirement within the RFP. Incomplete submissions are not accepted. Performance of previous contracts is reviewed prior to additional awards being made. After a recommendation has been made by the Youth Council, the recommendation is presented to the LWIB for approval. The LWIB has final approval for all awarded contracts under the WIA program.

20. Provide a description of the process used by the LWIB to provide an opportunity for public comment, including comment/input by representatives of business and labor organizations, prior to submission of the plan.

The local plan is emailed to all Local Elected Officials, the BRWIB and partners, Chambers, and Economic Development representatives for comment/input. The local plan was presented and approved by the Barren River Local Elected Officials on Monday, March 26, 2012. The Local Plan was presented and approved by the Barren River Workforce Investment Board's Executive Council on Thursday, March 29th, 2012. The local plan was posted on our website under Legal Notice for public comments from March 29th through April 27th, 2012.

21. Describe the competitive process to be used for awarding the grants and contracts in your local area for WIA activities.

The Barren River Workforce Investment Area requires full and open competition of the purchase of goods and services (following the procurement procedures outlined in the Kentucky Model Procurement Code [KRS Chapter 45A] and in the selection of service providers (following Section 184 (a) (3) of the Act. Potential providers will be notified of the implementation of the request for proposal (RFP) process by one of two methods – all agencies on the potential service provider list will be emailed notice of the RFP release and notification be placed in at least one regional newspaper. Also, a RFP package will be made available through the Barren River Area Development/Workforce Investment Area and Barren River website.

The Barren River Workforce Investment Bard (BRWIB) will ensure that all procurement transactions regardless of whether by small purchase, sealed bids competitive proposals or noncompetitive proposals, shall be conducted in a manner that provides for full and open competition. The BRWIB will maintain an up-to-date list of persons, firms or other organizations which are used in acquiring goods and services that will include sufficient numbers of qualified sources to ensure maximum open and free

competition.

Criteria for the review of applications are developed and included in every RFP. These criteria are used in the selection of service providers. The criteria will contain both quantifiable and qualify able measures to assure objectivity and still maintain maximum flexibility for the BRWIB judgment and discretion in the selection process. The procedure is designed to provide equal access and opportunity for all potential service providers.

The Barren River WIB will be responsible for the selection of providers of goods and services. Any RFP released will require, at a minimum, information on the effectiveness of meeting performance goals, cost of quality services, and past performance (for a period of not less than one year.) Upon receipt of the completed application, Barren River WIB staff will conduct a technical review of the proposal to ensure compliance with the WIA law, regulations, local plan and/or policies as well as the request for proposal. Staff comments are made available to the WIB and the potential provider during the review of the application. The applicants may be given an opportunity to present their application to the full WIB and/or a designated standing committee. Any entity submitting a proposal for consideration and members of any standing committee must follow the prescribed code of conduct outlined in Section 667.200(4) (i) (ii) of the Final Regulations. These are as follows:

(i) A State Board Member or a Local Board member or a Youth Council member must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member(s) or any organization which that member(s) directly represents, nor on any matter which would provide any direct or financial benefit to that member or a member of his immediate family.

(ii) Neither membership on the State Board, the Local Board, the Youth Council nor the recipient of WIA funds to provide training and related services, by itself, violates these conflict of interest provisions.

Funding decisions will be determined upon completion of this review. Protest procedures are included into any RFP or solicitation packet for services. The decision of the BRWIB is final.

All WIB members, youth council members, partners, mayors, judges, and chambers are informed via email. A committee is developed to review submitted proposals and bring recommendation back to full WIB board.

Section C: System Operations and Attachments

In this section, LWIBs must provide information needed to ensure that the local workforce delivery system meets certain legal requirements as well as complies with agreements between OET and LWIAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet’s executive management, and other interested parties. *(As with the state plan submitted to the Department of Labor, local areas should update their contact information if there have been changes to the individuals listed since the last submittal. This process is simply a contact change—not a requirement to modify the local plan.)*

1. List contact information for the designated site representative(s) at each of your comprehensive career center locations. If there is more than one contact, please include.

Location: Kentucky Career Center Glasgow

Contact: 1) Rita Pierce 2)

Title: 1) Operations Administrator 2)

Phone: 1) 270.651.2121 2)

E-mail: 1) RitaC.Pierce@ky.gov 2)

Location: Kentucky Career Center Bowling Green

Contact: 1) Mary Hutchins 2)

Title: 1) Workforce Development Consultant 2)

Phone: 1) 270.746.7425 2)

E-mail: 1) Mary.Hutchins@ky.gov 2)

Location: _____

Contact: 1) 2)

Title: 1) 2)

Phone: 1) 2)

E-mail: 1) 2)

Location: _____

Contact: 1) 2)

Title: 1) 2)

Phone: 1) 2)

E-mail: 1) 2)

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2. List the contact information for the person responsible for the WIB's rapid response activities.

Contact:	1) Jill Lewis	2)
Title:	1) Rapid Response Coordinator	2)
Phone:	1) 270-781-2381	2)
E-mail:	1) jlewis@bradd.org	2)
Reports to:	Debbie McCarty, Director of the BRWIA/BRWIB	

3. List contact information for the local person responsible for Americans with Disabilities Act (ADA) for all partner programs in your area.

Contact:	1) Jane Smith – Glasgow	1) Jim Wallace – Bowling Green
Title:	1) Vocational Rehabilitation Counselor Certified II	1) Branch Manager, Office of Vocational Rehabilitation
Phone:	1) 270.237.3112	1) 270.746.7489
E-mail:	1) Jane.Smith@ky.gov	1) JimW.Wallace@ky.gov
Reports to:	Jim Wallace	

4. List contact information for the local person responsible for Equal Opportunity and completing the Discrimination Complaint Log. (*Section 188 of the WIA or 29 CFR Part 37*)

Contact:	1) Misti England – Glasgow	1) LaKeesha Tisdale – Bowling Green
Title:	1) WFD Specialist II	1) WFD Facilitator
Phone:	1) 270.651.2121	1) 270.746.7425
E-mail:	1) Misti.England@ky.gov	1) LakeeshaK.Tisdale@ky.gov
Reports to:	Rita Pierce	Mary Hutchins – BG office

5. List contact information for the person responsible for English as a Second Language (ESL) for all partner programs in the local area.

Contact:	1) Jayme Garrett – Barren County	1) Mary Ford – Warren County
Title:	1) Director	1) Director
Phone:	1) 270.678.9385	1) 270.901.1017
E-mail:	1) Jayme.Garrett@barren.kyschools.us	1) Mary.Ford@kctcs.edu
Reports to:		

6. List contact information for the person responsible for local customer relations such as recording/reporting incidents and non-discrimination complaints. (i.e. customer is injured in one-stop career center; customer complains about non-professional service, etc.)

Contact:	1) Rita Pierce – Glasgow	1) Mary Hutchins – Bowling Green
Title:	1) Operations Administrator	1) WFD Consultant
Phone:	1) 270.651.2121	1) 270.746.7425
E-mail:	1) RitaC.Pierce@ky.gov	1) Mary.Hutchins@ky.gov

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Reports to: Vickie Wade

Vickie Wade

List the programs for which this individual is responsible for providing customer relations.

Unemployment
Job Seeker Services
Trade & Rapid Response Program
Veterans Program
Focus Talent
Focus Career
Local, Regional & National Labor Market Information
Employer Services – Business Services

7. If the individual listed above is NOT the person responsible for customer relations for any of the core partner programs, list the contact information for the person responsible for customer relations for each of the other programs.

Program(s) Workforce Investment Area
Programs – Kentucky Career
Center – Bowling Green

Contact: Marty Elmes

Title: Intake Specialist

Phone: 270-146-7425

E-mail: melmes@bradd.org

Reports to: Debbie McCarty

Program(s) Workforce Investment Area Programs – Kentucky Career Center -
Glasgow

Contact: Peggy Tuck

Title: Intake Specialist

Phone: 270-651-2121

E-mail: peggy@bradd.org

Reports to: Debbie McCarty

8. Does the local area have in place an agreed upon WIA Discrimination complaint process per 29 CFR Part 37.76-77?

Yes No

If no, is there a plan in process to develop a discrimination complaint procedure?

Yes No

9. List contact information for the person responsible for local data in the comprehensive centers or Kentucky Career Center facilities.

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Contact: Rita Pierce – Glasgow
Title: Operations Administrator
Phone: 270.651.2121
E-mail: RitaC.Pierce@ky.gov
Reports to: Vickie Wade

Contact: ~~Mary Hutchins - Bowling Green~~
Title: Workforce Development Consultant
Phone: 270.746.7425
E-mail: Mary.Hutchins@ky.gov
Reports to: Vickie Wade

10. Complete Attachment D – *Workforce Investment Area Sub-Grantee List* and provide a current listing for each of the LWIA Sub-Grantee names, services provided, funding source, city and state of Sub-Grantee, and whether the Sub-Grantee/Provider is located in a Kentucky Career Center.
11. Complete Attachment B – *Workforce Investment Board/Council Membership List* and provide current contact information for the members of the local workforce investment board, including any vacancies, and the organizations that are represented on the board. Indicate whether the business representatives come from “targeted high-growth/high wage” industries, and/or provide demand driven occupations.
12. Briefly describe the LWIB’s policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2012.

Membership appointments and reappointments shall be the responsibility of the authorized locally elected officials or their designees in accordance with the provisions of the Act. Each year in April and early May, membership requests are sent to the Judge Executives, Mayors, Chambers of Commerce, and to the mandated partner agencies that has or will have a vacancy membership on the BRWIB. They are given a two to three week time period to submit a qualified person to fill their county or agency’s vacancy. Once the requests are returned, the nominations are submitted to the Barren River Local Official Organization for approval in June. Once approved, a new Barren River Workforce Investment Board Membership list is sent to Frankfort for the governor’s approval. New board members will begin membership starting the first of July.

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According to DOL Training and Employment Guidance Letter (TEGL) 10-09 program operators/service providers are required to provide Veterans Priority of Service in 20 DOL-funded programs. These programs include WIA Adult and Dislocated Worker formula funded programs, Wagner-Peyser Employment services, Trade Act Programs, National Emergency Grants, Senior Community Service Employment Programs (SCSEP), Migrant/Seasonal Farmworker Programs, H-1B Technical Skills Training Grants, Job Corps, WIA Demonstration Projects, Youth Opportunity Grants, pilots, and Research and Development.

Final rules (dated December 19, 2008) for Veterans Priority of Service as it relates to DOL programs.

Veterans' Program Letter (VPL) 07-09 (dated November 10, 2009) implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. DOL.

Considering the Public Law cited here, answer the following questions pertaining to your local process and procedures that ensure that Veterans receive priority of service.

13. What is the process you use to identify Veterans coming into your Kentucky Career Center?

A rather large and prominent sign is posted at the reception desk requesting all veterans to self-identify upon entry. Additionally, at time of registration, all customers are queried as to whether or not they are a veteran. Additionally, our virtual billboard contains several slides outlining services available to veterans, as well as prompting them to identify themselves as veterans to Career Center staff. In addition to Veteran staff working closely with Wagner-Peyser staff and other partners in identifying Veterans, each customer is asked at time of registration for services, if they are a Veteran. If a customer is identified at the time of sign in, they are provided a letter identifying and explaining the services available. The Veteran staff will then work to identify their priority of services.

14. What is the process you use to assess the needs of Veterans seeking service in your Kentucky Career Center and how do you identify Veterans with a barrier to employment?

A comprehensive interview and assessment of education and work experience is completed with each veteran seen by veterans' staff. Discussions include desires, goals, and ambitions in order for the veteran to become a productive member of society again. During the interview, all possibilities of potential barriers are discussed, including, but not limited to education, work experience, transportation, criminal background, housing, subsistence physical and/or mental limitations, need for medical care and what brought them to the point they are currently at. Barriers are discussed individually and a course of action to overcome the barrier(s) is developed jointly between the veteran and local veterans' staff. Follow-up interviews are conducted to measure the state of progress. The Veteran staff will be made aware of their entitlement to priority of service, the full array of programs and services available to them and the eligibility requirements for those programs and /or services.

15. What is your process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

Each customer is asked at time of registration for services, if they are a Veteran. If a customer is identified at the time of sign in, they are provided a letter identifying and explaining the services available. The Veteran staff will then work to identify their priority of services.

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Signature Page

Program Year 2011 - 2012

Workforce Investment Area Name: Barren River

Workforce Investment Board Name: Barren River Workforce Investment Board

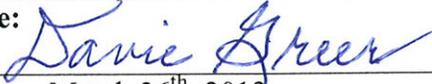
Name and Contact Information for the WIB:

Name and Title: Jay Ingram, Chairperson of the BRWIB
Address: 2714 Apache Drive
Address: _____
City, State, Zip: Bowling Green, Kentucky 42101
Phone: 270-526-5933
Fax: _____
Email: jayingram@gmail.com

Name and Contact Information for the Local Elected Official(s):

Name and Title: County Judge Executive Davie Greer
Address: 117 N. Public Square, Suite 3A
Address: _____
City, State, Zip: Glasgow, Kentucky 42141
Phone: 270-651-3338
Fax: 270-651-2844
Email: dgreer@glasgow-ky.com

We the undersigned, attest that this submittal is the Program Year 2011-2012 Local Plan for our WIB/WIA and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board	For the Local Elected Officials
Name: Jay Ingram	Name: Davie Greer
Title: Chairperson	Title: Barren County Judge Executive and Chairperson of the Barren River Local Officials Organization
Signature: 	Signature: 
Date: March 29 th , 2012	Date: March 26 th , 2012

Certifications and Assurances

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2011-2012 Local Plan for the local Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Kentucky state statutes and that it is consistent with the PY 2011 Kentucky State Plan;
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to the Office of Employment and Training (as the Governor's representative) by the local board and that available copies of a proposed local plan are made available to the public; (WIA, Section §118 (c))
- C. that the public (including individuals with disabilities) have access to all of the workforce investment board's and its components' meetings and information regarding the board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the master agreement issued by the Office of Employment and Training have been established;
- E. that veterans will be afforded employment and training activities authorized in WIA, Section §134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. (38 USC 4215.), U.S. Department of Labor, Training and Employment Guidance Letter 5-03;
- F. that it is, and will maintain a certifiable local Workforce Investment Board (WIB);
- G. that it will comply with the confidentiality requirements of WIA, Section §136 (f) (3);
- H. that the master agreement and all assurances will be followed;
- I. that it will ensure that no funds covered under the master agreement are used to assist, promote, or deter union organizing;
- J. that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA, Section §188, as provided in the regulations implementing that section, will be completed;

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- K. that this plan was developed in consultation with local elected officials, the local business community, labor organizations and appropriate other agencies;
- L. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- M. that there will be compliance with the Architectural Barriers Act of 1968, Sections §503 and §504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990;
- N. that WIB members will not act in a manner that would create a conflict of interest as identified in Regulations 20 CFR, Section §667.200(a) (4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- O. that Memoranda of Understanding that is endorsed and signed by the current WIB Chair and current One-Stop Career Center partner representatives and Cost Allocation Plans are in place and available upon request for each One-Stop Career Center within the WIB's local workforce service area;
- P. that insurance coverage be provided for injuries suffered by participants in work-related activities as required under Regulations 20 CFR, Section §667.274.

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- *WIA, Section §188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;*
- *Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;*
- *Section §504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*
- *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and*
- *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
- *The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which prohibits discrimination on the basis of physical sensory, or mental disability or impairment, and the ADA Amendments Act of 2008 effective January 1, 2009;*

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- *Each grant applicant and each training provider seeking eligibility must also ensure that they will provide programmatic and architectural accessibility for individuals with disabilities.*

The grant applicant also assures that it will comply with Regulations 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Performance

Workforce Investment Act and Wagner Peyser

WIA	Negotiated	Proposed
	PY 2011	PY 2012
Adult Measures		
Entered Employment Rate	73	TBD
Employment Retention Rate	81	TBD
Avg. Six Month Earnings	\$9,200	TBD
Dislocated Worker		
Entered Employment Rate	62	TBD
Employment Retention Rate	91	TBD
Avg. Six Month Earnings	\$11,500	TBD
Youth		
Placement in Employment or Education	81	TBD
Attainment of a Degree or Certificate	70	TBD
Literacy and Numeracy Gains	48	TBD
Wagner-Peyser	PY 2011	PY 2012
Entered Employment Rate	60	TBD
Employment Retention Rate	75	TBD
Avg. Six Month Earnings	\$11,400	TBD

Local Area: Barren River Workforce Investment Area

Workforce Investment Board/Council Membership List

Program Years 2011 and 2012

WIB: Barren River Workforce Investment Board

Date Submitted:

March 29th, 2012

LWIA: Barren River

Indicate any vacant positions or other constituency represented as well.

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

<u>Name/Address/Email Phone/Fax</u>	<u>Organization</u>	<u>Position</u>	<u>Business/Industry Represented (Private Sector Only)</u>	<u>Business Representation From Targeted Industry/ Occupation? (Yes/No)</u>	<u>Term Start and Term End</u>
A. PRIVATE SECTOR					
Rick Bagwell 101 Industrial Dr Scottsville KY 42164 rbagwell@haltoncompany.com 270/237-5600		Plant Manager	Halton Corporation	Yes	7/1/10- /6/30/13
Rickie Huntsman 1595 Veterans Memorial Parkway Scottsville KY 42164		Executive Vice President	Farmers National Bank	Yes	7/1/10- 6/30/14

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rhuntsman@anbankky.com 270/3141			Asst. Manager Human Resources	ACK Controls	Yes	7/1/10- 6/30/13
Amy Walker PO Box 1297 Glasgow KY 42142 Ack-awalker@glasgow-ky.com 270/678-6200 270/678-6202 Fax			Owner	Amber Resources, LLC	Yes	7/1/11- 6/30/14
Gary Hogan PO Box 719 Cave City KY 42127 dochoganwrg@yahoo.com 270/834-9065			Co-Owner	Ingram Brothers Trucking	Yes	7/1/09 – 6/30/12
Jay Ingram 2714 Apache Drive Bowling Green KY 42104 jayingram@gmail.com 270/526-5933			CEO	The Fortress Group INC	Yes	7/1/10 – 6/30/13
Nick Noble 22850 Louisville Road Park City KY 42160 nhnoble@insightbb.com 270/749-4101			Human Resources Representative	Yahagi America Molding INC	Yes	7/1/11 – 6/30/14
Lori Edmunds 100 Sanders Drive Park City KY 42160 l-edmunds@e-yami.com 270/749-3000			Managing Consultant	Green Valley Water	Yes	7/1/10 – 6/30/13
Elroy Lanimore PO Box 103 Horse Cave KY 42749 elanimore@scrtc.com 270/786-2436						

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Randall Curry 203 McFerran Street Horse Cave KY 42749 Curryr1c98@yahoo.com 270/786-4040	Owner	Caveland Trophies	No	7/1/10 – 6/30/14
David Clarke PO Box 176 Russellville KY 42276 david@mooreinsuranceagency.com 270/726-3136	Owner	Moore Insurance Agency	No	9/27/10 – 6/30/14
Tommy Gant PO Box 882 Russellville KY 42276 tgant@ventraplastics.com 270/726-4767	Human Resources	Ventra Plastics	Yes	7/1/11 – 6/30/13
David Estes 616 Stockton Street Edmonton KY 42129 daranco@serfc.com 270/670-9905	Co-Owner	Da-Ranco INC	No	7/1/10 – 6/30/13
Randy Sexton 616 Stockton Street Edmonton KY 42129 Rd.sexton@hotmail.com 270/432-4863	Co-Owner	Da-Ranco INC	No	7/1/09 – 6/30/12
Vicky McFall 7599 Monroe County House Rd Tompkinsville KY 42167 Ceo@mcmccares.com 270/487-9231	CEO	Monroe County Medical Center	yes	7/1/11 – 6/30/14
Charles Emberton PO Box 457	Owner	Quick Shop Market	No	7/1/11 – 6/30/13

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Tompkinsville KY 42167 quickshopmarket@hotmail.com 270/487-8192							
Wayne Goodrum 951 Fairview Bowling Green KY 42101 wgoodrum@wrecc.com 270/842-5214	Manager of Business Development	Warren Rural Electric Cooperation Co-Op	Yes	7/1/09 – 6/30/12			
Andre DeSouza 210 Jody Richards Drive Bowling Green KY 42101 adesouza@cannautobg.com 270/563-0090	Plant Manager	Cannon Automotive Solutions	Yes	7/1/10 – 6/30/13			
Chip Bennett 445 Jody Richards Drive Bowling Green KY 42101 c-bennett@ahk-howa.com 270/563-4415 270/563-4439 Fax	Quality Engineer	American Howa Kentucky Inc	Yes	7/1/11 - 6/30/14			
Kaylah West 404 West Morrison Street Morgantown KY 42261 Kaylah@bhci.acro 270/662-0100	HR & Sales Manager	Blackhawk Composites Inc	Yes	7/1/11 – 6/30/14			
B. PUBLIC ASSISTANCE AGENCY							
Cheryl Allen PO Box 90014 Bowling Green KY 42102-9014	Director	Community Action of Southern Kentucky		7/1/09 – 6/30/12			
C. ORGANIZED LABOR							

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Larry Jagers 675 Commanche Trail Ste 101 Frankfort KY 40601 ldgagers@kyafclcio.org 227/774-2265	KY State AFL-CIO	Secretary/Treasurer	7/1/09 – 6/30/12
Eldon Renaud 712 Plum Springs Loop Bowling Green KY 42101 e.renaud@insightbb.com 270/782-2164	GM Union	President of UAW	7/1/09 – 6/30/12
D. VOCATIONAL REHABILITATION			
Jane Smith 201 West Main Street Rm. 6 Scottsville KY 42164 Jane.smith@ky.gov 270/237-3112	Vocational Rehabilitation	CRC	7/1/09 – 6/30/12
E. COMMUNITY-BASED ORGANIZATION			
Melissa Milby 742-E East Main Street PO Box 933 Glasgow KY 42142-0933 Melissa.milby@ky.gov 270/651-2250	Two Rivers Service Region	Service Region Administrator Associate	1/13/12 – 6/30/13
F. ECONOMIC DEVELOPMENT AGENCY			
Virginia Davis PO Box 688 Munfordville KY 42765 Hart_co@scrte.com 270/524-2892	Hart County Chamber of Commerce	Executive Director	7/1/09 – 6/30/12

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G. PUBLIC EMPLOYMENT AGENCY			
Vickie Wade 126 E Public Square Glasgow KY 42141 Vickie.wade@ky.gov 270/651-2121	Office of Employment and Training	Regional Manager	7/1/10 – 6/30/13
H. EDUCATIONAL AGENCY			
Manon Pardue 2355 Nashville Road Bowling Green KY 42101 Manon.pardue@wku.edu 270/745-1919	Western Kentucky University DELO	Director	7/1/10 – 6/30/13
Daniel Howard 203 North Tyler Street Morgantown KY 42261 Scott.howard@butler.kyschools.us 270/746-7033	Butler County Schools	Superintendent	7/1/10 – 6/30/13
Lewis Carter 591 W Phillipi Church Road Tompkinsville KY 42167 Lewis.carter@monroe.kyschools.us 270/427-5352	Monroe County High School	Superintendent	7/1/10 – 6/30/13
Bill Crabtree 129 State Ave Glasgow KY 42141 Billy.crabtree@ky.gov 270/901-1024	KY Adult Education Council on Postsecondary Education	Associate, Program Support	7/1/10 – 6/30/13

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Phil Neal 1845 Loop Drive Bowling Green KY 42101 Phil.neal@kctcs.edu 270/901-1111	KY Community & Technical College Systems	INT Chief of Student Affairs Officer	7/1/10 – 6/30/13
I. LOCAL ELECTED OFFICIAL (list contact information even if CEO is not a member of the WIB)			
Davie Greer 117 N Public Square Ste 3A Glasgow KY 42141 dgreer@glasgow-ky.com 270/651-3338	County of Barren	Judge Executive	7/1/11 – 6/30/14
N.E. Reed PO Box 353 Brownsville KY 42210 ecfc@mchsi.com 270/597-2819	County of Edmonson	Judge Executive	7/1/11 – 6/30/14
J. OTHER CATEGORY			
Vickie Hutcheson PO Box 51146 Bowling Green KY 42102-4446 yphofntown@bellsouth.net 270/782-2330	KY Farmworkers Program Inc	Executive Director	7/1/11 – 6/30/14
Robin Jordan 3115 Ollie Ridge Road Mammoth Cave KY 42259 Jordan.robins@jobcorps.org 270/286-1110	Great Onyx Job Corps	Liaison Specialist	7/1/11 – 6/30/14

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<p>Mary Jo Sims PO Box 50200 Bowling Green KY 42102 Maryjo_sims@experienceworks.org 270/843-8127</p>	<p>Experience Works</p>	<p>Executive Director</p>		<p>7/1/11 – 6/30/14</p>
<p>Nancy Tooley 400 E Main St Ste. 302 Bowling Green KY 42101 Nancy.tooley@ky.gov</p>	<p>Dept. for the Blind</p>	<p>Executive Director</p>		<p>7/1/10 – 6/30/13</p>
<p>K. YOUTH COUNCIL CHAIRPERSON (list contact information even if YCC is not a member of the WIB)</p>				
<p>Leslie Hudson 955 Fairview Ave Suite 100 Bowling Green KY 42101 Lesliej.hudson@ky.gov 270/746-7033</p>	<p>Office of Vocational Rehabilitation</p>	<p>Counselor</p>		<p>3/10/10 – 6/30/13</p>

Workforce Investment Board Subcommittee List

Program Years 2011 and 2012

WIB: Barren River Workforce Investment Board Date: March 29th, 2012
 LWIA: Barren River Submitted:

If applicable, provide a current list of the Board's committees and/or task forces along with a summary of the committee's objectives.
 (To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Committee or Task Force	Objective / Purpose of Committee or Task Force
Executive Council Committee	<p>The Executive Committee acts on behalf of the Board with regards to resources and decision making in the absence of the Board's ability to act. The Executive Committee interacts with the Standing Committees to ensure alignment to strategic goals and plans. The Executive committee shall meet frequently enough to ensure completion of the business of the Board. Each program year and as needed thereafter, the Executive Committee will meet to perform the following functions for the Board:</p> <ul style="list-style-type: none"> a. Nomination of committee appointments. b. Review of meeting attendance as described in Article IV, Section 4.7, and may make recommendations for member replacement to be presented to the full board for approval. Business sectors needing representation may be forwarded to the local CEO's for vacancies resulting from term expiration, resignation, or removal. c. Review of Board by-laws, making recommendations to the Board as appropriate. d. Review of Board administration, making recommendations to the Board as appropriate. e. Appointing replacements for Executive Committee vacancies. An Officer elected to fill a vacancy shall hold office until the next annual meeting at which the election of Officers is the regular order of business and until his/her successor is elected.

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	<ul style="list-style-type: none"> f. Establishing, as necessary, ad hoc committees of the Board as deemed necessary. g. Ensures systems are in place to identify needs of both employer and job seeker customers of the system. h. Ensures systems are in place to ensure coordination of system wide service provision. i. Recommends overall direction in collaboration with individual WIB members and/or committees; identifies major legislative/policy issues and develops WIB positions, and provides program oversight. j. Negotiates local performance standards with State Department of Labor and with local service providers on behalf of the WIB and in conjunction with the CEO's. k. Reviews performance standards of providers to assure compliance. l. Monitors the work of other committees and addresses issues as they arise.
<p>One-Stop Committee</p>	<ul style="list-style-type: none"> a. Ensures that the interests of job seekers and employers are equally represented in the One-Stop system. b. Ensures that the One-Stop system provides comprehensive services in a seamless, integrated, effective and efficient manner. c. Ensures that knowledgeable, skilled One-Stop system staff delivers high quality services, resulting in high levels of customer satisfaction. d. Ensures that the One-Stop system meets or exceeds performance standards for placement, retention, earnings and job seeker and employer customer satisfaction. e. Serves as the One-Stop Certification Team, which ensures the continuing implementation of One-Stop system activities. f. Identifies and monitors the flow of One-Stop services and implements team management of the One-Stop system. g. Guides and directs One-Stop operations to enhance the quality of customer services and ensures continuous improvement of the One-Stop system. h. Defines and approves One-Stop protocols and criteria. i. Convenes task forces, focus groups and conducts telephone surveys to determine incentives and obstacles for businesses to use the One-Stop Center's services. j. Reviews, evaluates and makes recommendations on the current marketing materials being used by the One-Stop Center and the WIB.
<p>Business and Industry</p>	<ul style="list-style-type: none"> a. Initiate and coordinate all business related activities of the WIB, including but not limited to grant activity, training programs, occupational demand activities, skills acquisition programs and coordination with other regional economic development activities. b. Recommend new business initiatives to the Board. c. Assure WIB representation in all major business and industry initiatives that will require activity or resources from the Barren River WIB. d. Conduct business and industry surveys to identify emerging policy issues and program needs related to the workforce. e. Define business service training from the business perspective

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	<p>f. Identify program service gaps or interagency deficiencies and recommend programs or initiatives that will enhance customer and activities or respond to the developing workforce needs of the business customer.</p> <p>g. Shall ensure that programs are demand driven and are established and implemented according to the quality standards adopted by the Board.</p>
<p>Funding and Accountability</p>	<p>a. Responsibility for oversight of Workforce Investment Act programs and expenditures.</p> <p>b. Review and recommend the Workforce Investment Act (WIA) funding and budget, expenditure reports, and performance reports.</p> <p>c. Ensure compliance with local/regional performance standards that have been negotiated with State.</p> <p>d. Review and determine the number of customers that may be allocated funds for occupational training annually based.</p>
<p>Youth Council</p>	<p>a. The Council shall develop the priorities of the local Workforce Investment Area Five-Year Plan relating to eligible youth, as determined by the Chairperson.</p> <p>b. The Council shall recommend eligible providers of youth activities for award of grants or contracts on a competitive basis by the WIB, to carry out youth activities, as prescribed in 29 U.S.C. § 2843.</p> <p>c. The Council shall conduct oversight with respect to the eligible providers of youth activities in the local Workforce Investment Area, subject to approval of the WIB, in accordance with 29 U.S.C. § 2843.</p> <p>d. The Council shall coordinate youth activities in the local Workforce Investment Area authorized for funding, in accordance with 29 U.S.C. § 2854.</p> <p>e. The Council shall perform other duties determined to be appropriate by the Chairperson of the WIB.</p>

Workforce Investment Area Sub-Grantee List

Program Years 2011 and 2012

WIB: Barren River Workforce Investment Board Date Submitted: March 29th, 2012

LWIA: Barren River

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Sub-Grantee	Services Provided	Funding Source	Provider Location
Junior Achievement of Southern Ky	Work Readiness Skills to all Alternative High Schools in our LWIA	Youth In-School	Bowling Green, KY
Success Academy	On-the-Job Training to students working toward GED at Success Academy Alternative School	Youth In-School	Glasgow, KY

ATTACHMENT E

KEY REGIONAL INDUSTRY SECTORS

The Barren River WIB has identified and examined various plans and sector analysis, which are summarized below. The Kentucky Unbridled Future Strategic Economic Development Plan identifies the statewide economic sectors in a broader context than what is useful for more detailed analysis for our region. However, the sectors are identified by abbreviations for each of the sectors outlined in the other plans. We also reference the KWIB Target Industry Sectors for Kentucky and the Barren River region as well as the South Central Kentucky Region Target Markets Analysis. The Barren River Area Occupational Outlook 2008 to 2018 Report is also consulted to round out our analysis.

The primary economic sectors for the region are automobile manufacturing; transportation and logistics; energy creation/transmission; food manufacturing; wood manufacturing; plastic manufacturing; metal and machine manufacturing; service sector; and education services. The top occupations and required skills identified for the 2008-2018 period, as outlined below, coincide with the identified sectors.

COMPARISON OF EXISTING SECTOR AND TARGET INDUSTRY ANALYSIS – KENTUCKY AND BRADD

AM – Advanced Manufacturing
 SM – Sustainable Manufacturing
 T – Technology
 TR – Transportation
 HC – Health Care

Economic Sectors	Unbridled Future Plan		KWIB Target Industry Sectors		South Central KY Target Market	
	Kentucky	BRADD	Kentucky	BRADD	Kentucky	BRADD
Health Care/Social Assistance	HC		X			
Automobile & Aircraft Manufacturing	AM		X		X	
Transportation, Distribution & Logistics	TR		X	X	X	
Business Services & Research & Development			X			
Energy Creation/Transmission	SM/T		X			
Food Manufacturing/Processing	SM				X	
Wood/Paper Product Manufacturing	SM				X	
Chemical, Plastic & Mineral Manufacturing					X	
Metal & Machine Manufacturing	AM				X	
Transportation Equipment Manufacturing	AM				X	
Service Sector						X
Education, Training, Library						X

ATTACHMENT E**Barren River Area Occupational Outlook 2008 to 2018 Report**

Office/Administrative Support	526	Short term OJT to associate degree
Sales and Related Occupations	501	Short term OJT to bachelor's degree
Food Preparation and Serving	435	Short term OJT to work experience in related occupation
Production occupations	418	Post secondary vocational awards to short term OJT
Education, Training, Library	302	Skills range from Postsecondary Vocational to Ph.D
Healthcare Practitioners and Tech	267	Moderate-term, on the job training to first professional degree
Transportation and Material Moving	243	Short term OJT to a bachelor's degree