

**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: TENCO

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?

TENCO uses LMI data provided through Workforce KY for our region, Occupational Outlook projections, discussions with employers including private sector LWIB members and a local data base which includes training outcomes, employment outcomes, employment in the field of training, wages, and retention outcomes for previously funded WIA participants. These outcomes are analyzed and combined with data from the other resources listed above to determine TENCO's projected high demand, high wage employment opportunities and sector strategies.

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

The information collected (as identified in question 1) is analyzed to determine occupations projected to be in high demand and offering a wage of \$10.00 or higher. TENCO has currently identified 5 occupational sectors (Health Care, Energy, Education, Manufacturing/Distribution, and Skill Trades.) based on data received from strategic planning processes and reviews of the economy (employer surveys, Business Services, LMI data, Occupational Outlook projections, local database, community forums, etc.). Projected employment opportunities within the targeted sectors are identified using the resources and analysis discussed in question 1. The sectors and occupations within the sector are reviewed annually by the Strategic Planning Committee who makes recommendations to the TENCO LWIB and are then incorporated into the TENCO Occupational Training List.

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

TENCO may provide training funds for Adults, DW, and out-of-school youth who are enrolled in occupations deemed to be in high demand within the targeted sectors utilizing the TENCO Occupational Training List. The sectors/Occupational Training List is available at all Career Centers in order to guide individuals in projected high demand, high wage occupations.

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.

The TENCO LWIB has followed a sector strategy approach for many years. Based on the most recent analysis of the regional economy, there are 5 sectors which provide opportunity for high wage, high demand occupations. These are:
Manufacturing/Distribution
Education
Health Care
Energy
Skill Trades

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.

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: *Get the Job, Keep the Job!*

- Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

Mission: To increase retention in high wage/high demand occupations which will assist employers in reducing turnover therefore, remaining competitive. Additionally by increasing retention it will provide an avenue for employees to achieve self- sufficiency. Background: Employers report most applicants have the credential necessary for hiring, and the resume is sufficient, but after hiring, new hires are not willing to adhere to workplace demands which results in being terminated from employment. The business community has expressed the concerns regarding both the job seekers and those newly hired have an "entitlement attitude" towards the job. Soft skills and workplace ethics are lacking and are an integral part of retention. Through contact with businesses that are in alignment with the LWIB's identified sectors and through discussion in focus groups a common theme emerged, workplace ethics and the soft skills components are different in each sector, i.e. Health care has different issues than does manufacturing and the 'generic' soft skills workshops offered through the Career Center needs to be re-evaluated.

Goal: Identify specific soft skills and workplace ethics according to TENCO's sector strategy by facilitating focus groups of employers. Both employers and TENCO will develop workshops in the Career Centers that are specific according to sectors. Both the employers and TENCO will facilitate the workshops and will issue a certificate of completion to the job seeker to attach to their resume. By engaging the local employers in the development and facilitation of the workshops, a powerful message will be sent to the job seeker regarding expectations of employment.

Implementation timeframe:

Focus group of manufacturing representatives 11-11.
Development of workshop content 12-11 with goal of completion 3-12.
Workshop in the manufacturing sector begin 4-12
Health Care focus group 3-12
Development of workshop content 4-12 through 6-12.
Workshop in the health care sector to begin 07-12.

Other sectors contact will begin after completion of manufacturing and health care workshop and entered employment data can be collected and analyzed.
If date supports continuation, other sectors will be contacted.

Feedback will be gathered from employers regarding hiring and retention of individuals who have completed the workshops.

Partners/players/stakeholders and role of WIB:

The TENCO LWIB is the driver of this initiative. Partners will be the HR staff in the targeted sectors who volunteer to be a partner in development and facilitation of the workshop and career center staff.

Current status of initiative:

TENCO has facilitated a focus group with seven representatives from manufacturing and the next step will be to identify topics and workshop details. Health Care will be the second sector TENCO will engage in a focus group, with two health care providers who have expressed interest in identifying topics and will assist in workshop facilitation. Feedback will be gathered from employers regarding hiring and retention of individuals who have completed the workshops.

System Transformation Initiative (2)

Title: National Career Readiness Certificate

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

The National Career Readiness Certificate builds on the foundation of the Kentucky Employability Certificate. The NCRC provides a vehicle for employers to identify and quantify a potential employee's true skills. Furthermore, the NCRC allows for individual job seekers to showcase the skills they possess to further their employment ambitions. The Goal of the NCRC initiative is to garner acceptance from local employers to utilize the NCRC, better identifying skills needed for particular positions.

Implementation timeframe:

TENCO was an active partner in the NCRC's predecessor, the Kentucky Employability Certificate, promoting the benefits to both employers and the jobseeker. TENCO has continued this outreach promoting the value of the NCRC. This rollout began in 2010 and is on-going.

Partners/players/stakeholders and role of WIB:

TENCO, OET, One Stops, Employers. The role of the WIB is to continue to be a driver in providing information regarding the value of the NCRC to local area employers

Current status of initiative:

For two years, TENCO WIA business services and OET staff have been marketing the NCRC assessment to local area employers following the initial marketing of the Kentucky Employability Certificate. Despite efforts to market the NCRC through public speaking engagements, one on one discussion with employers, radio and print advertising, and even a buy one get one free campaign, positive response and adoption of the NCRC has been limited, at best. Due to this lack of response, TENCO has begun analyzing and studying how the program can be better marketed and suited to the area's local employers. Currently, TENCO is debating a more incumbent worker marketing strategy to show the benefits to already employed individuals in upgrading their skills and for internal HR analysis for employer leadership and/or promotion. Continuous improvement analysis continues for the NCRC within TENCO.

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: *Accelerating Opportunities*

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

To give qualifying adults an opportunity to achieve basic adult education in a workplace context while they are taught technical skills, earning workplace credentials which will lead to high wage employment opportunities. Goal is to enroll at least 10 individuals in each tract all earning a credential while having the ability to stream out into Associate Degree curriculum. Three year goal is to train 300.

Implementation timeframe:

*Mason County Adult Education in partnership with TENCO and the Maysville Community & Technical College was an initial test site for the I-Best program which parlayed into the A.O. initiative. For the I-Best pilot project, TENCO completed an employability assessment and WIA eligibility on all enrollees.
The current A.O. initiative, following the state initiative has been in the planning and implementation stage for 8 months.
Meeting with A.O. project manager: November 2011
Referral to WIA for eligibility assessment: Nov/Dec 2011
First Health Care training start date: January 2012 and continues through December 2012
Industrial training start date: March 2012 and will continue through March 2013.*

Partners/players/stakeholders and role of WIB:

*Mason County Adult Education, Maysville Community & Technical College, and TENCO. TENCO had representation on the A.O. planning committee. The LWIB approved to use funds for those segments of the A.O. training that met the criteria for high wage/high demand occupations following the Board approved sector strategy. Policies allowed for training funds to be used on those individuals who did not have their GED if they were enrolled in the A. O. project providing all other training policies criteria was met.
Brochures were developed and distributed to the Kentucky Career Center, TENCO-Maysville location to assist in recruitment.
A TENCO representative provided information on a local radio station to promote the project and aid in recruitment.*

Current status of initiative:

*The first training in the Health Care career path started in January.
The Industrial career path will begin in March.
Recruitment ongoing in the Career Center.
Career Center staff will be available for soft skills training and resume writing at the conclusion of each training cohort.*

III. Economic Development Alignment

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

Economic Development Initiative (1)

Title: *Maysville Open For Business (MOB): A group of local concerned citizens, business owners, civic leaders including a TENCO representative, collaborating and planning to aid in finding tools and answers to a decreasing economy within the Maysville/Mason County area. This group hopes to spur economic development through an entrepreneurial mindset.*

Initiative is a local innovation **Part of a statewide initiative**

Initiative's mission and strategic goals:

Maysville Open for Business (MOB): This group hopes to spur economic development through an entrepreneurial mindset by bringing together local leaders, business owners and entrepreneurs to find more efficient avenues of increasing startups and employment opportunities within the Maysville area.

Implementation timeframe:

Started November 2011 and currently acquiring members

Partners/players/stakeholders and role of WIB:

TENCO WIA, Buffalo Trace Area Development District, Maysville Entrepreneur Center, Maysville Community and Technical College, Maysville/Mason Chamber of Commerce, local area entrepreneurs and small business owners. The LWIB is represented by the TENCO Business Services Coordinator whose role is to be a catalyst and resource to the business community.

Current status of initiative:

Although still in its infancy, the Maysville Open for Business Initiative has made great strides in bringing together local area entrepreneurs and small business owners for a collective cause of furthering and fostering the local economic well-being of entrepreneurial startups and local small businesses within the Maysville/Mason County KY area. The group has just completed bringing in a national consultant on entrepreneurship and small business growth and has begun to focus on services aimed at fostering small business growth such as a collective marketing campaign and other initiatives. The initiative has a goal of helping local

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area small businesses and employers as well as fostering new startups to further bolster economic well being within the area.

Economic Development Initiative (2)

Title: *Entrepreneurial Revolving Loan Fund (RLF)*

Initiative is a local innovation **Part of a statewide initiative**

Initiative's mission and strategic goals:

Mission: To encourage entrepreneurship in Mason, Bracken, Robertson, Lewis and Fleming counties as a means of economic development.

Goal: To explore and secure grant funds which can be used for a financial resource for startup or existing small businesses (less than 20 employees) in the above counties, thus bridging a difficult issues for small business, financial backing.

Goal: Provide tools and avenues to assist new start-up and local business enterprises which would result in diversity and employment opportunity in the area's economy.

To resolve this issue and to be a resource to entrepreneurs, grant funding opportunities were researched, applied for and received. An Entrepreneurial Revolving Loan Fund was secured to allocate funds to new start-ups and local business enterprises.

Implementation timeframe:

The TENCO Business Services Coordinator in conjunction with BTADD identified a grant opportunity, partnered to write and submitted a grant proposal which resulting in receiving an Entrepreneurial RLF which was funded in November 2011 by USDA. Grant award was \$200,000.

All initial grant funds must be lent and in use within one (1) year.

Interested start up's are referred to the Entrepreneurial Center for guidance in the development of a business plan.

Proposals and business plans from entrepreneurs are submitted to BTADD and the RLF committee for consideration of funding.

Partners/players/stakeholders and role of WIB:

TENCO WIA, Buffalo Trace Area Development District and USDA

Current status of initiative:

TENCO Business Services partnered up with Buffalo Trace Area Development District in identifying and applying for a USDA Rural Development Business Enterprise Grant. Buffalo Trace was awarded \$200,000 to fund an Entrepreneurial Revolving Loan Fund. This fund will be used to fund local area entrepreneurial startups for a maximum of \$50,000 per entity. The fund should aid in the entrepreneurial spirit within the BTADD/TENCO region within the counties of Mason, Robertson, Fleming, Lewis and Bracken Counties, and will help employ

residents of the region. When used in combination with other funding streams, the BTADD Entrepreneurial Revolving Loan Fund should help to spur economic growth and startups within the operational footprint of the BTADD. The availability of this resource is being promoted locally through speaking engagements, marketing local financial institution partnerships, local entrepreneurial initiatives such as Maysville Open for Business and the Maysville/Mason County Entrepreneurial Center.

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 Board*

Initiative is a local innovation Part of a statewide initiative

Initiative’s mission and strategic goals:

Mission: To provide an avenue to become an improved catalyst in the regional workforce development community. Goal: To review the organization and processes of the TENCO Board to not only strive to achieve HIW , but to most importantly, engage the members to think strategically.

Implementation timeframe:

Start: May 2011 and is on-going

Partners/players/stakeholders and role of WIB:

The TENCO Board, led by the Executive Committee is driving this initiative. Partners, including education, economic development, businesses and chambers have provided input, through the community forums held in the strategic planning process.

Current status of initiative:

Using the HIW Technical Assistance funds, TENCO contracted with a nationally known workforce specialist, John Chamberlin to assist the LWIB in the development of a 5 year strategic plan. Three community forums were held in the three TENCO labor market areas which provided an avenue for local discussion and input into the plan. Using this information, Mr. Chamberlin provided insight to the LWIB on “Thinking Strategically” and facilitated the Strategic Planning Committee in the development of the plan. Additionally, an ad-hoc committee was formed for the purpose of reviewing the TENCO LWIB By-Laws, committee structure and responsibilities which will not only align to the HIW criteria, but most importantly, will provide an avenue to expanded engagement of the LWIB members.

System Simplification Initiative (2)

Title: Partners for Success

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

To continue a TENCO best practice of sponsoring a yearly Career Center staff and partners training by incorporating the Partners for Success workshops as the topics for the training.

Goal: To provide the career center staff with a unified presence and acceptance of the KWIB Mission and Vision. This will be achieved through the staff training with the LWIA Director, OET Regional Manager, and OVR Regional Branch Manager providing an over view of the mission/vision and why it is important for the TENCO area and the state as a whole. This Leadership team will facilitate a workshop and provide an overview, each will be present each day to provide solidarity and continuity to the message presented through each of the workshops.

Goal: To provide an environment which is conducive to not only sharing information and enhancing skills, it is a foundational piece for cooperation and fostering positive partnership relationships that TENCO is known for.

Implementation timeframe:

Planning began in December 2011. Each individual will participate in a two day training session with half the career center staff attending one session and the balance will attend session two. Both sessions will be held at Carter Caves State Park with session one being held on March 20 & 21, 2012 and the second session being held March 28 & 29, 2012. Implementation of content will be on-going.

Partners/players/stakeholders and role of WIB:

TENCO is the driving influence in this initiative with cost being paid by utilizing TENCO performance incentive funds. OET and OVR are major stakeholders and we have equally collaborated on the training, outline of content, and coordination of staff as to assure there is adequate coverage at the Career Centers during the staff training sessions.

Current status of initiative:

The LWIB has approved the use of incentive funds, workshops have been assigned according to attendance at the "Train the Trainers" session. Meeting rooms and lodging has been secured and Career Center staff have been notified of which session they will be attending. Letters will go out to each staff participant as a means to 'start the correct mindset' of the purpose and anticipated outcomes of the training.

System Simplification Initiative (3)

Title: Put Your Money Where Your Mouth Is (Alphabet Soup)

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

In conjunction with a KWIB Action Plan, Alphabet Soup, it is acknowledged on a Career Center level the need to be more cognizant of acronyms and agency jargon that may be confusing to partners and customers. TENCO is implementing a light hearted activity, "Put Your Money Where Your Mouth Is" to lessen 'agency speak' the Career Centers.

Goals: For staff to use less 'agency speak' through either self awareness or assistance from other staff.

To achieve this, TENCO plans to place cans or glass jars in each Career Center that represent a nationally known maker of Alphabet Soup. Whenever someone uses 'agency speak' in outside functions, with customers, etc. they will be asked to place a quarter in the jar.

Money collected will be used for an activity for staff which will be identified at a later date.

Implementation timeframe:

March 2012

Partners/players/stakeholders and role of WIB:

TENCO is the driving influence and all partners in the Career Centers will be encouraged to participate in the activity.

Current status of initiative:

Currently looking for appropriate collection units. When these are secured and properly labeled, information will be shared with each Career Center regarding the purpose of the activity.

I. Customer Service

Related statewide initiative: Workforce Academy

Customer Service Initiative (1)

Title: Electronic Customer Service Information Intake System

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

To streamline customer information sharing among Career Center staff which would result in an increase in expedited service engagement for the customer.

Goal: Reduce wait time for customers.

Goal: Develop a system which provides a method to serve increasing numbers of

customers with no increase in staff.

Implementation timeframe:

March 2011

Partners/players/stakeholders and role of WIB:

OET/WIA. OET developed the database and WIA staff is maintaining and troubleshooting problems, when needed.

Current status of initiative:

Prior method of identification of services required and partner referrals were implemented in the Maysville Career Center in 2009 using a paper triage system. This was labor intensive and did not allow for identification of customers who could be served in a group setting.

An Access database was developed to take the place of the traditional paper triage method of customer sign in. The database provided a method of sign in and notification of service requested that was available for viewing on the desktop of all Career Center staff's computers. By using this database, staff could determine if there was a group of like services requested by the customers allowing for a decision to be made regarding provision of services in a group setting as opposed to one-on-one. Program is active in the Ashland Career Center only. Processes continue to be worked upon and improved on.

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 LWIB, along with TENCO and partner staff, have copies of the WorkSmart Kentucky Strategic Plan and the vision and goals of this plan have been discussed in meetings. The TENCO LWIB has reviewed and discussed all the initiative and implications for the local area. The TENCO Leadership team has participated in statewide steering committees and workgroups which were vital in the development of the statewide responses to meet initiatives as outlined in the strategic plan. Examples of committee involvement are: the One-Stop Certification, High Impact WIB; Workforce Academy; Work Ready Community; Branding & Identity and NCRC. TENCO staff has been made aware of the initiatives as they have become finalized and are familiar of the local role in designing implementation plans for the area. The TENCO LWIB has restructured its committees as a means to enhance oversight and to develop implementation activities which will enhance the local workforce development system. For example, the Executive Committee is the driving influence in the HIW initiative while the One-Stop Committee as well as the Leadership Team as designated in the Consortium Agreement will be leading the One-Stop Certification initiative. Additionally, the Leadership Team is coordinating the Partner's for Success training for all Career Center and partner staff. The Strategic Planning Committee has recently held community forums as to garner input into the upcoming TENCO

Strategic Plan. Several initiatives, such as HIW and One-Stop Certification are being incorporated into the TENCO strategic plan. The Accountability Committee will be responsible to assure the strategic plan is being implemented, and is a living document which can be changed to reflect immediate needs of the area. Each committee will report to the LWIB at each meeting regarding the progress of their respective part of either the LWIB or the KWIB strategic 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 future of the region, which is true of the state and nation as a whole, is becoming more dependent on the availability of a skilled workforce not only for entry level employment opportunities, but also needing a workforce that keeps skills current and upgraded through continuous learning. The TENCO area’s workforce needs of employers are typical of many other rural areas. As a result of the downturn of the national economy, unemployment rates in TENCO has been as high as over 10% and as low as 8.6% in the past two years. High unemployment has increased the number of applicants for the diminished job opportunities resulting in a high number of applicants per job, some applicants are not qualified, some overqualified and many for employers to chose from who meet the skill set required. Employers want an applicant pool that has, at least, the basic employability skills: the ability to read; write; to be able to calculate math at a 10th grade levels; basic computer skills; and positive workplace integrity such as being to work on time, following directions and positively responding to supervisory instruction.

Based on the community forums recently conducted, the business community in the TENCO area reported the need for soft skills training as a companion to the technical credentials. An additional theme identified was the mind set of current job seekers is that of being “entitled” to a job rather than the understanding of personal responsibility to “earn” a job. Retention of qualified individuals is an issue due to a lack of understanding on how to show up on time, work in teams and conflict resolution and a lack of respect for authority figures. A systemic issue, not only in TENCO but also other Eastern Kentucky counties, was to have a qualified pool of applicants who can pass the initial drug screen. High wage/demand occupational job openings are unfilled, not because of a lack of credentials, but a lack of job readiness, including drug issues.

b) Job seekers

Job seekers in the TENCO area need to be knowledgeable of workplace skills including basic math and computer skills, workplace ethics and the ability to pass a drug screen . Information is needed to provide information regarding LMI and occupations that are high wage/high demand in their commute area. Additionally, information is needed regarding credentials & licenses required that can lead to self sufficiency. Information on community resources that can be a lifeline to assure basic needs are met such as Medicaid, food stamps, TANF and Unemployment Insurance. Transportation in rural counties remains an issue and is critical in education obtainment, job placement and retention. Job seekers need to keep skills current as there is a growing mind set in the employer community, those who have been unemployed for many weeks are no longer work ready as their workplace skills and ethics have diminished.

c) Workers

Soft skills that lead to retention of employment and avenues for skill upgrades which translates into higher wages. Child care and transportation resources are a vital link in employment retention.

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

*The current and projected employment opportunities in TENCO mirror each other. Technical Engineers is the number one opening that is difficult to fill.
Industrial Maintenance
Tool & Die
Allied Health Care
Skilled Trades including welding
Energy from the power plant sector
Special Education/ Math/Science Teachers
Food/Tourism/Retail Sales however, these are both low wage occupations and are many times seasonal, and as a result, these are not occupations that lead to self-sufficiency.*

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

Food/Tourism/Retail Sales require at least a high school diploma or equivalent. The remainder requires post-secondary credentials. In addition to the required credentials, the ability to pass the drug screen and then the proper soft skills which leads to employment retention is necessary.

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

The LWIB ensures continuous improvement in training providers and contract providers through collaboration and review of outcomes data. TENCO does not contract with providers of training, but does contract with entities that provide WIA services in the Career Center(s) and with providers of youth services. Technical assistance is provided a minimum of once per year, but is available upon request or by TENCO's determination of need. Monthly meetings are held in order to inform contractors of changes in law, regulations, guidance memos, review of caseload, performance, etc. Financial and program monitoring are conducted annually, with additional reviews completed upon

any findings/concerns through monitoring. Contractors may be invited to attend/participate in state, local, and partner meetings.

Continuous improvement of training providers also is achieved through analyzing internal outcomes and through communication of the workforce skills employers need through community intelligence gathered by TENCO. Additionally, providers and employers are invited and participate in TENCO facilitated focus groups which provides an avenue of dialogue resulting in training alignment with business needs.

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

*Monthly staff meetings for contractors who provide WIA services in the Career Centers
Quarterly Career Counselor meetings
Monthly technical assistance visits with youth contractors
Annual monitoring of program and financial
Quarterly review of EKOS and Data validation
Participation in state, local and/or partner meetings such as WorkKeys, Rapid Response, Trade, EKOS training, Career Center Partners Training, ADA/EO
Career Center Partners Meetings
Statewide Initiatives such as NCRC, A.O.*

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

*Continuous improvement items listed in #5 have been in place for several years and will continue in 2012.
Additionally, new activities will involve:
Branding/Identity
One-Stop Certification
Rapid Response Re-Design*

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

TENCO is in the process of completion of a new strategic plan which was developed from input from the local community, including employers. TENCO will be analyzing the current service delivery model for the Career Centers and this process will lead to the development and implementation of a unified, streamlined and customer friendly approach which will enhance all services received by both employers and participants.

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

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 TENCO Board adopted a sector approach several years ago. This sector approach was developed to assure training funds and funded initiatives were spent on high

wage/high demand occupations within the approved sectors which would be an avenue for individuals to achieve self-sufficiency. 100% of individuals enrolled in formula funded WIA training follow the approved sector strategy as outlined by the LWIB. Individuals, who have been determined Trade eligible by the Department of Labor, are provided Labor Market Information to make an informed decision regarding training and employment opportunities. Per DOL guidelines, these individuals do not have to adhere to the LWIA's sector approach for training, therefore, Trade funded participants may be in training following the local area's designated sector approach.

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?

For the TENCO region to prosper and to have a skilled workforce to meet both present and future employment opportunities, the educational attainment of the population must be increased. Only 31% have a high school diploma or GED, 15% of these individuals enroll in post secondary training, but do not earn a credential or degree. 5% obtain an Associate Degree and 12 % have a Bachelors Degree or higher.

The data supports the need to increase degrees and certificates utilizing a two prong approach, increase secondary achievement to have an increased pipeline to post secondary and providing services to those enrolled in postsecondary leading to credential achievement.

The TENCO LWIB Strategic Planning committee has identified this as a goal in the TENCO Strategic plan and will present to the full Board on February 15, 2012. Should the LWIB approve the recommendation of this committee, this goal will go back to the Strategic Planning committee for the development of the action steps TENCO will implement to achieve this goal. This process should be completed by May 2012 with an achievement of the goal set for June 30, 2013.

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)?

TENCO reacts quickly and decisively to potential or actual mass layoffs of 50 or more employees within the area, following the TENCO LWIA Rapid Response Plan. Upon notification, the TENCO Business Services Staff communicates with the employer to ascertain all relevant information. Upon confirmation that a layoff of 50 or more employees is imminent, the TENCO Business Services director contacts the state rapid response coordinator within 24 hours. Upon notification, the state rapid response coordinator and the TENCO Business Services Representative file the appropriate paperwork for a WARN notice.

Rapid Response:

- 1. LWIA Rapid Response Lead is responsible for arranging initial RR employer meeting.*
- 2. Follow local area RR plan in coordination of services with all One Stop partners and community agencies.*
- 3. LWIA Rapid Response Lead is responsible for entering RR data into EKOS.*

All communications related to RR activities should be copied to the Rapid Response Lead.

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 process concerning mass layoff potential is documented within the TENCO Regional Plan for Integrated Rapid Response Services. The TENCO Business Services Representative immediately contacts the state rapid response coordinator of any impending potential layoffs of 50 or more employees requiring a WARN notice. Communication lines remain open for any size business between the state and TENCO Business Services, working well with each other to communicate information concerning layoffs of any size.

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

Collaboration and partnership is vital in the prompt and concise provision of services to companies and workers who are potentially TAA certifiable. The TENCO WIA maintains a positive relationship with the State Trade representatives including the TENCO Trade Facilitator. Any company experiencing Rapid Response services is evaluated for state Trade Certification by the TENCO Business Services Team. The TENCO Business Services Team aids and facilitates the application and filing of State Trade paperwork and applications on behalf of the affected company, per their wishes, utilizing TENCO's Regional Plan for Integrated Trade Services Plan. The TENCO Business Services team advises every Rapid Response candidate of Trade services and the application process. Upon completion of a Trade application, the TENCO Business Services Representative communicates the company's intentions to the Regional Trade Facilitator and helps facilitate the State Trade process through Trade Orientations and other duties.

TRADE PETITION:

- 1. Employer Trade petition may be filed by several different individuals/groups – including a One-Stop Partner according to Trade regulations.*
- 2. OET or LWIA staff may assist the employer and /or employees in completing a petition if they chose to submit one;*
- 3. Rapid Response Lead will check petition web site on a monthly basis to determine if any trade petitions have been filed or approved in the TENCO service delivery area;*
- 4. If petitions are found/approved, Rapid Response Lead will disseminate information to Rapid Response Team, LWIA Director, OET Regional, One Stop Managers and other staff as determined.*
- 5. Website location for petition is: doleta.gov.*

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

Any company within the TENCO WIA experiencing rapid response services is explained the Trade Act and procedures for filing. Upon explanation, the TENCO Business Services team helps the company complete their DOL Trade Application if applicable. Upon completion of their Trade Application either by a company representative or

employees, the business services team delivers that application to DOL and communicates the information to the State Regional Trade Facilitator. Upon Trade Certification, TENCO Business Services Representatives work hand in hand with State Trade Facilitators to coordinate the Trade Orientation for the company's affected employees. All outreach procedures are documented in the TENCO One Stop Career Center's Regional Plan: Integrated Trade Services.

OUTREACH:

- 1. Outreach activities shall be provided to potential trade-eligible clients;*
- 2. OET is responsible for providing outreach activities to the client;*
- 3. The initial outreach activity will be the development and distribution of the Letter of Potential Services to all impacted workers from the dislocation event. The company will be contacted for name and address listing of affected individuals. The letter will be used to schedule the orientation session and request necessary documents to bring such as, two forms of identification, one having a picture and the DD-214, if applicable.*
- 4. OET and LWIA shall coordinate to schedule an Orientation session to provide information about available Dislocated Worker services and potential TAA services.*

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*](#))

As the LWIA does not have access to KEWES, OET will be the responsible entity for identification and notification of the chronically unemployed of services available at the Career Center. Orientation to the services at the Career Center is an ongoing universal service provided by all partners. Should an interest in training be expressed, a referral to a WIA will be implemented.

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.**

Currently, the Ashland Career Center has been selected for implementation of REA services in the TENCO region. The program is designed to reach out to unemployed customers who are in most need of career guidance. REA customers will be identified by OET as part of the state Unemployment Insurance profiling system. Customers will receive a letter expressing what this requirement is, when and where they should attend a basic orientation of One Stop Services. Customers will be engaged into focus career and will begin a 3 week case management (Individual Employment Plan) process by OET staff which will, if relevant, lead to an employment/partner referral. Staff throughout this process will be required to further identify what barriers are preventing the customer from obtaining employment. The IEP will be utilized for documentation, building a collaborative plan, resulting with a measurable outcome by removing these preventative employment barriers. TENCO and OET will collaborate on workshops which will be tailored to remove employment barriers. TENCO will be a part of the basic orientation of One-Stop Services and will provide LMI information regarding high wage/high

demand occupational and training opportunities in the local area. All individuals participating in REA that are referred to TENCO will be provided an orientation to WIA services including OJT and other training opportunities in high wage/demand occupations. Individuals will be assessed for training. Those who are not enrolled in training will be referred to partner agencies including Adult Education or be referred back to OET for further assistance.

Outcomes will be tracked in EKOS by both OET and TENCO. For individual who are enrolled in WIA funded training, outcomes can be tracked using EKOS regarding enrolled in training, obtained a certificate, employed in field and retention. Individual who are not enrolled in training, outcomes will be tracked by OET in EKOS.

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

LWIA and OET Career Center staff has been fully trained in Focus Career. When an individual enters the Career Center to access services, staff first determines if registration in Focus Career has been fully completed including a viable resume. If this has not been achieved, staff either guides or assists in the completion of this process. Customers are explained the benefit of making their resume viewable to employers; however this is a voluntary step.

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

Information regarding career choices, high wage/demand occupations and educational providers are available to everyone. Youth services, such as offering activities related to the 10 Youth Program Elements, are offered through youth contracts. The Youth Council provides over-sight and implements and assesses all youth services including –youth funding, contract approval, program and budgetary, and monitoring/finding and makes recommendations to the TENCO Board. Additionally, the Youth Council implements community youth activities provided outside the youth contracts such as partnering the P-16 council, local community college, and business for Work Readiness, Work Ethic Seal, Career Decisions, International Day and other community youth initiatives. These special initiatives are funded by TENCO incentive funds.

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 activities, which are funded with youth formula funds, are provided through contracts. TENCO solicits youth proposals through a Request for Proposal process. The proposals are reviewed and rated based on specific information requested in the RFP. Criteria includes program operation, program elements, performance (current and/or projected based on services/activities and assessments provided), and budget. The Youth Council reviews the proposals/ratings and makes a recommendation to fund/not to fund to the TENCO WIB.

Current contracts of youth services are monitored a minimum of once per year in financial and program content, file management, performance, and services provided.

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.

During the planning process, meetings were held with partners of the TENCO One-Stop Career Centers. In addition, public forums were held where community representatives including education, labor and business provided input into the needs of the local area. Input resulting from these meetings was incorporated into the Local Plan. The community forums were advertised to the general public by placement of notices in newspapers. Additionally, individuals who represented labor, education, businesses, local elected officials and other interested parties in the collective workforce development system were mailed invitations to the forums.

The Local Plan was posted on the TENCO web site, the BTADD web site for public review and comment. Notices were also placed in local newspapers regarding how to access, review and make comments to the Local Plan.

To continue to provide transparency to the public for workforce activities, updated information regarding services, activities, and the LWIB will be updated on the TENCO web site as well as utilizing media releases and other avenues of public dissemination of information.

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

Competitive Process:

The LWIB and the administrative entity for the Workforce Investment Board can award grants and contracts, through a competitive procurement process for allowable WIA activities. A request for proposal is developed which outlines the scope of work required. The proposal includes instructions for completion of a narrative, statement of work, details regarding the proposed program or service and a budget detailing anticipated costs as allowable under the Act. Proposals are solicited from providers through public notice in newspapers, LWIA web site and through a maintained mailing list.

The award process:

- 1. Administrative Entity for the WIB will receive proposals, which are marked with the date and time received from interested parties.*
- 2. Administrative Entity distributes copies of the proposals that are in compliance with the time/date of receipt to TENCO for distribution to the designated review committee. Using pre-established criteria and a scoring tool, the review committee evaluates each proposal.*
- 3. For youth projects, the Youth Council will consider recommendations from the review committee and make recommendations to the Executive Committee and/or the LWIB for final approval. All other projects will be forwarded to the Executive Committee for consideration.*
- 4. The Executive Committee and/or the LWIB may accept, reject or revise the recommendations presented by the Youth Council. No resolution is required on decisions made by the Executive Committee.*

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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, TENCO-Maysville
Contact: 1) Alice Dunlap 2)
Title: 1) Career Center Manager 2)
Phone: 1) 606-564-3347 2)

E-mail: 1) AliceC.Dunlap@ky.gov 2)

Location: Kentucky Career Center, TENCO-Morehead
Contact: 1) Tonia Anderson 2)
Title: 1) Career Center Manager 2)
Phone: 1) 606-783-8525 2)

E-mail: 1) Toniam.Anderson@ky.gov 2)

Location: Kentucky Career Center, TENCO-Ashland
Contact: 1) Kelli Felty 2)
Title: 1) Career Center Manager 2)
Phone: 1) 606-920-9024 2)

E-mail: 1) KelliR.Felty@ky.gov 2)

Location: _____
Contact: 1) _____ 2) _____

Title: 1) _____ 2) _____

Phone: 1) _____ 2) _____

E-mail: 1) _____ 2) _____

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

Contact:	1) Owen McNeill	2)
Title:	1) Business Services Representative	2)
Phone:	1) 606-564-6894	2)
E-mail:	1) omcneill@btadd.com	2)
Reports to:	Denise Wietelmann	

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

Contact:	1) Michael Thoroughman	2)
Title:	1) Finance Officer/EO Officer	2)
Phone:	1) 606-564-6894	2)
E-mail:	1) mthoroughman@btadd.com	2)
Reports to:	Amy Kennedy	

Law Reference: 29 CFR 37.25 – Responsibility of Equal Opportunity Officer
Law Reference: 29 CFR 37.23 – Designation of Equal Opportunity Officer

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) Michael Thoroughman	2)
Title:	1) EO Officer/Finance Officer	2)
Phone:	1) 606 564-6894	2)
E-mail:	1) mthoroughman@btadd.com	2)
Reports to:	Amy Kennedy	

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) Doi Woodall	2)
Title:	1) OVR Assistant	2)
Phone:	1) 606-564-4056	2)

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E-mail: 1) Doi.woodall@ky.gov 2)
Reports to: Tom Combs

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) Tom Combs –Ashland 2) Jason Slone-Morehead
Title: 1) OVR Regional Branch Manager 2) OET Regional Manager
Phone: 1) 606-920-2338 2) 606-783-8525
E-mail: 1) Tomh.combs@ky.gov 2) Jason.Slone@ky.gov
Reports to: Individual supervisor responsible for staff or program delivery

Contact: 3) Denise Wietelmann
Title: 3) Director of Workforce Development, TENCO
Phone: 3) 606-564-6894
E-mail: 3) dwietelmann@btadd.com
Reports to: Individual supervisor responsible for staff or program delivery and to the TENCO One-Stop Committee

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

Vocational Rehabilitation, Wagner-Peyser, Trade, UI, WIA

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) N/A
Contact: _____
Title: _____
Phone: _____
E-mail: _____
Reports to: _____

Program(s) _____
Contact: _____
Title: _____
Phone: _____
E-mail: _____
Reports to: _____

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.

Contact: Michael Throughman
Title: EO/Finance Officer, BTADD
Phone: (606)564-6894
E-mail: mthroughman@btadd.com
Reports to: Amy Kennedy

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.

Nominations and Board composition shall be made in accordance with federal statutes and regulations. The Chief Elected Official appoints the members to the TENCO Board. Members shall be appointed for a term of three (3) years. Members can be assigned to additional three (3) year term(s). Mandatory partner organizations must be from the same category where a vacancy exists. Private sector appointees are to reflect, whenever possible, the TENCO identified sectors. Board members whose terms expire June 30, 2012 will be assigned another three year term.

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.

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?

All veterans entering the career centers are first identified at point of entry in each Career Center. Customers will complete a basic request for information, expressing what services they need and indicating if they are a veteran. Anyone who submits a request for labor exchange services as a veteran is then given a brief questionnaire to determine eligibility for priority of service. If the customer is deemed a veteran/eligible person and seeking labor exchange services, the next available Career Center staff will engage this customer.

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?

Veteran/eligible customers will first be registered into the Kentucky Career Focus system. This will identify each customers skill sets, education, work history, etc. Staff will be providing a full range of core services at this time. This will include, LMI, job search assistance, career guidance on occupations identified by the veteran, resume assistance, etc. Career Center staff is searching for job readiness. If any barriers are detected by Career Center staff, which is preventing this customer from being or becoming job ready, a referral is then made to the veterans program for further assistance.

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?

Career Center staff is responsible for providing all initial core services to a veteran/eligible person. Once staff has exhausted all core services and deem the veteran is not job ready, a referral to the veterans program (DVOP) is made. The DVOP then assists this customer in becoming job ready then the customer is referred to the LVER for job search assistance and placement. LVER's are responsible for conducting business outreach and job development. These opportunities further assist veterans who become job ready to become employable through networking opportunities already established by the LVER.

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Signature Page

Program Year 2011 - 2012

Workforce Investment Area Name: TENCO

Workforce Investment Board Name: TENCO Workforce Investment Board

Name and Contact Information for the WIB:

Name and Title: John Carpenter
 Address: 1201 U.S. 68
 Address: _____
 City, State, Zip: Maysville, KY. 41056
 Phone: 606-564-8900
 Fax: _____
 Email: John.Carpenter@cdbt.net

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

Name and Title: James Gallenstein, Judge Executive, Mason
 Address: 219 Stanley Reed Court
 Address: _____
 City, State, Zip: Maysville, KY 41056
 Phone: 606-564-6706
 Fax: _____
 Email: jgallenstein@masoncountykentucky.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: <u>John D. Carpenter</u>	Name: <u>James L. Gallenstein</u>
Title: <u>Chairman</u>	Title: <u>Co. Judge Exec. & Chief Elected</u>
Signature: <u>John D. Carpenter</u>	Signature: <u>James L. Gallenstein</u>
Date: <u>02/23/2012</u>	Date: <u>02/23/2012</u>

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 boards 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;
- 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;*
- *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	82	TBD
Employment Retention Rate	89	TBD
Avg. Six Month Earnings	13700	TBD
Dislocated Worker		
Entered Employment Rate	85	TBD
Employment Retention Rate	93	TBD
Avg. Six Month Earnings	13200	TBD
Youth		
Placement in Employment or Education	57	TBD
Attainment of a Degree or Certificate	70	TBD
Literacy and Numeracy Gains	74	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: TENCO

Workforce Investment Board/Council Membership List

Program Years 2011 and 2012

WIB: TENCO Date March 27, 2012
 Submitted: _____
 LWIA: TENCO

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</u> <u>Phone/Fax</u>	<u>Organization</u>	<u>Position</u>	<u>Business/Industry</u> <u>Represented</u> (Private Sector Only)	<u>Business Representation</u> <u>From Targeted</u> <u>Industry/</u> <u>Occupation?</u> (Yes/No)	<u>Term</u> <u>Start</u> <u>and</u> <u>Term</u> <u>End</u>
A. PRIVATE SECTOR					
Louie Flanery	Mark IV Properties	Owner	Housing	No	2012-2015
John Carpenter	Citizens Deposit Bank	Executive Loan Officer	Banks/Loan	No	2012-2015
Wayne Darnell	Community Trust Bank	SVP/Loan Officer	Banks/Loan	No	2010-2013
Kevin Carpenter	Fleming-Mason Energy	Director, C/ED	Energy	Yes	2009-2012
Debbie Hampton	Mitsubishi Electric	Human Resources	Manufacturing	Yes	2011-2014
Carlos Marin	University of KY	Asst. Dean/Prog. Dir.	Health Care	Yes	2012-2015
Roger Russell	St. Claire Reg. Medical	Emergency Preparedness	Health Care	Yes	2012-2015
Phil Tackett	CPA	Owner	Accounting/Finance	Yes	2012-2015
Don Davis	Consulting & Taxes	Owner	Consulting	No	2010-2013
Sandra Loperfido	Amedisys Home Health	Account Executive	Health Care	Yes	2010-2013
Maurice Reeder	Lewis Co.	Superintendent	Education	Yes	2012-

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	Board of Educ.				2015
Rodney Hitch	East KY Power Headquarters	Manager, Economic Director	Energy	Yes	2010- 2013
B. PUBLIC ASSISTANCE AGENCY					
Diane Blankenship	Appalachian Foothills Housing	Executive Director			2011- 2014
Karen Combs	DCBS/Family Support	Field Service Supervisor			2012- 2015
C. ORGANIZED LABOR					
Jim Finley	Sheet Metal Workers Local 24	Business Representative	Labor	Yes	2009- 2012
Jamie Rucker	Plumbers & Steamfitters Local 248		Labor	Yes	2011- 2014
D. VOCATIONAL REHABILITATION					
Tom Combs	Office of Vocational Rehabilitation	Branch Manager			2012- 2015
E. COMMUNITY-BASED ORGANIZATION					
Teresa Plymesser	Licking Valley CAP	Director of Aging Programs			2012- 2015
F. ECONOMIC DEVELOPMENT AGENCY					
Brett Traver	Morehead Rowan County EDC	Economic Development			2011- 2014
G. PUBLIC EMPLOYMENT AGENCY					
Jason Slone	Office of Employment & Training	Regional Program Manager			2012- 2015
H. EDUCATIONAL AGENCY					
Dan Connell	Morehead State University	Assistant VP			2009- 2012
Larry Ferguson	Ashland Community & Technical College	Dean of Workforce Solutions			2011- 2014
I. LOCAL ELECTED OFFICIAL (list contact information even if CEO is not a member of the WIB)					
James Gallenstein	Mason County Fiscal Court	Judge/Executive			
J. OTHER CATEGORY					
Amy Kennedy	Buffalo Trace ADD/Title 1	Executive Director			2012- 2015

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Joan Flanery	Ashland Community & Technical College	Adult Education Director			2012- 2015
Charlie Conn	Frenchburg Job Corp	Administrative Officer			2009- 2012
K. YOUTH COUNCIL CHAIRPERSON (list contact information even if YCC is not a member of the WIB)					
Maurice Reeder	Lewis Co. Board of Educ.	Superintendent	Education	Yes	2012- 2015

Workforce Investment Board Subcommittee List

Program Years 2011 and 2012

WIB: TENCO Date Submitted: March 27, 2012
 LWIA: TENCO

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 Committee	<p>The responsibility of this committee is to assist the Workforce Development Director in conducting the orderly management of routine business of the Board. The Executive Committee has the authority to oversee and/or conduct the normal and reoccurring business authorized by the Board. The Executive Committee along with the Chief Elected Official shall develop and review budget and expenditures for the local area’s workforce and career center system.</p> <p>The Executive Committee may exercise the full powers of the Board in the management of the Board’s business between regular meetings of the Board if a simple majority of the Executive Committee is present. The Executive Committee may act in lieu of the Board to address important issues in an emergency, which is defined, in part, to include those times when a quorum is not present. The Executive Committee shall make regular reports of its action to the Board.</p>
One-Stop Committee	The committee shall have the duties of ensuring coordination of the required partners in the delivery of core, intensive and training services as required by the Workforce Investment Act of 1998.

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Strategic Planning Committee	The committee develops and recommends the overall strategic direction for the LWIB including development of the strategic plan and the LWIA local plan, monitors progress, reviews results as a basis for setting new strategy, and recommends actions to the Board.
Accountability Committee	The committee will review and recommend policies and procedures as needed to enhance understanding and consistent interpretation among members and staff; review system goals and specific performance indicators to ensure continuous improvement. The committee will evaluate the effectiveness of programs and the overall system in increasing self-sufficiency, employment and retention rates of individuals after receiving services and search of alternative funding streams.
Youth Council	The council coordinates youth activities authorized under Section 1290 of the Act and other duties determined to be appropriate by the Chairperson of the Board.

Workforce Investment Area Sub-Grantee List

Program Years 2011 and 2012

WIB: Kentucky _____ Date March 27, 2012
Submitted: _____
LWIA: TENCO _____

(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
FIVCO ADD	Core, Intensive, Training, Case Management, Trade	Dislocated Worker and Adult funds	Ashland Career Center,
Lewis County Board of Education	Youth Services	Youth funds	Vanceburg, Kentucky
Morehead State University	Youth Services	Youth Funds	Morehead, Kentucky
Mason County Family Drug	OJT	Dislocated Worker and Adult funds	Maysville, Kentucky