



Andy Beshear
GOVERNOR

EDUCATION AND LABOR CABINET

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August 1, 2023

Dennis Courtney, Chair
West Kentucky WDB
Attorney at Law
PO Box 150
Murray, KY 42071

Sheila Clark, Director
West Kentucky Workforce Development Board
300 Hammond Drive
Hopkinsville, KY 42240

Dear Mr. Courtney and Ms. Clark:

Enclosed is the Department of Workforce Development (DWD) report of the monitoring review that was conducted on June 5, 2023, by the DWD monitoring team. The monitoring review covered the Workforce Innovation and Opportunity Act (WIOA) federally funded program of the West Kentucky Local Workforce Development Board (LWDB) for PY21.

The monitoring review was conducted to determine if WIOA formula funds were utilized consistent with federal requirements and grant agreements, as well as to familiarize and collect effective grant management practices. A comprehensive financial review was also conducted in respect to the WIOA program.

In summary, the report contains no WIOA program or financial findings and observations for the PY21 monitoring year. Although, no response is required for this report, the Cabinet reserves the right to review files of this cohort, as well as all participant files for ongoing compliance purposes.

If you have any questions, please contact Jim Beyea via email at jim.beyea@ky.gov or oetmonitoringteam@ky.gov.

Sincerely,

Jim Beyea
Assistant Director

Attachment(s): West KY WIOA Comprehensive Monitoring Report

WIOA Comprehensive Monitoring Review

WEST KENTUCKY LWDB

June 5, 2023

Monitoring of the WEST KENTUCKY Local Workforce Development Area

The WEST KENTUCKY Local Workforce Development Area was monitored by the monitoring team staff on June 5, 2023. Department of Workforce Development (DWD) monitoring staff included Anita Doster, Amanda Cummins, and Donna Burke. The team reviewed Workforce Innovation and Opportunity Act (WIOA) Title 1B programs, specifically Adult, Dislocated Worker (DW), and Youth relating to Program Year 2021. Also, a comprehensive financial review was conducted of all referenced programs.

A closing conference was held on June 28, 2023. A brief review of monitoring was given by Jim Beyea, Anita Doster, Amanda Cummins, and Donna Burke.

The purpose of the monitoring review was to analyze information regarding the above-noted formula programs and grants operated by WEST KENTUCKY's LWDB in order to:

- determine if the programs are meeting their goals and objectives;
- assess whether the programs are operating in accordance with federal, state, and local requirements, and
- identify promising practices.

For purposes of this monitoring review, a finding could denote noncompliance with the following:

- applicable laws and regulations;
- relevant Office of Management and Budget (OMB) circulars;
- uniform administrative requirements;
- state policies and directives; and/or
- local policies and procedures.

The monitoring team appreciates the time and information provided by WEST KENTUCKY's LWDB staff. This report is critical to the continuous improvement of the workforce system leading to better services and outcomes for jobseeker and employer customers.

Title 1B Executive Summary

The following is a description of findings and observations found when monitoring WIOA Title 1B Programs:

The Program monitor(s) identified no findings and no observations, and the financial monitor identified no findings and no observations during the PY21 Comprehensive Monitoring Review. The findings identified within this report are indicative of operational or quality issues worthy of attention and/or follow-up.

A finding requires immediate attention and corrective action, up to and including a corrective action plan. An observation may be a concern that, if left unaddressed, may result in future finding(s). An observation may also be a concern in which a written clarification from the LWDB could alleviate the concern. The operational challenges identified in the observations are related to those activities for which the Commonwealth has a strategy or an initiative, but for various reasons, the action is incomplete or insufficient.

Incorporated in this summary is a list of applicable findings and observations for each program based on the Comprehensive Monitoring Review. Following the summary are the individual program details.

Program Monitoring Summary

Finding(s):

No findings.

Observation(s):

No Observations.

Financial Monitoring Summary

Finding(s):

No Findings.

Observation(s):

No Observations.

BEST PRACTICES

The Department of Workforce Development would like to acknowledge the Best Practices conducted by West Kentucky's Workforce Development team. They are as follows:

PROGRAM

- Need to train is documented well.
- ITA college course training documents including course schedules, grades, FAFSA, Customer training packet, and Financial Award Analysis are consistently attached in KEE Suite documents.
- MSG's are always entered completely and accurately.

FISCAL

- Clarification of any fiscal questions.
- Great and quick response to document request.

END OF REPORT