

KWIB Meeting Minutes

November 17, 2011

Kentucky Higher Education Assistance Authority Building
Frankfort, Kentucky

Members Present

Jeff Bischoff, Commissioner Beth Brinly, Secretary Mark Brown, Rick Christman, Representative Larry Clark, James Cole, Crystal Gibson, Judge Executive Joe Grieshop, Senator Jimmy Higdon, Ed Holmes, Robert King (Reecie Stagnolia), Herb Krase, Roger Marcum, Heidi Margulis, Dr. Michael McCall (Donna Davis), Senator Vernie McGaha, Secretary Joe Meyer, Dr. Lara Needham, Col. Mark Needham, Kelly Nuckols, Scott Pierce, Dr. Judith Rhoads, Daryl Smith, Kevin Shurn, Tom Volta, Tom Zawacki

Staff Present

Elizabeth Hack, Tom West, Steve Rosenberg

CALL TO ORDER

Ed Holmes, Chair, called the meeting to order at 1:03 p.m.

Introduction of new members Daryl Smith and Kelly Nuckols to the Executive Committee replacing Dr. Lara Needham and Roger Marcum, who will remain on the Board.

Introduction of new staff member: Steve Rosenberg, Assistant to Tom West

ACTIONS

A motion was made by Heidi Margulis and seconded by Secretary Mark Brown to approve the August 17, 2011 KWIB Meeting Minutes. Motion approved.

STRATEGIC PLAN IMPLEMENTATION

Work Ready Communities

Crystal Gibson, Project Champion, presented a policy modification recommendation from the Work Ready Communities Review Panel. At issue is the requirement for demonstration of broadband internet service availability. The criteria as described in the program, requires a certain speed and identifies www.broadband.gov as the primary resource to be used for this criteria. Since adoption of the criteria, broadband.gov has changed the data it reports from "4Mbps" to 3 Mbps or greater." The Review Panel requested action from the Board to modify the criteria language.

A motion was made by Kelly Nuckols and seconded by Secretary Mark Brown to modify the language of the Work Ready Communities criteria regarding internet availability to reflect the language proposed by the Work Ready Review Panel. Motion approved.

ACT Work Ready Communities Academy

Crystal Gibson presented a motion that the KWIB authorize the staff to make application to ACT for participation in the Work Ready Communities Academy, in order that Kentucky might have some influence on the development of national standards for this type of certification. This authorization is conditional upon the approval of the Work Ready Communities Steering Committee which is directed to examine the program details when released. It was seconded by Commissioner Beth Brinly. Motion Approved.

Milestone Awards

Awards were presented by Chairman Holmes to two members of the Board for their leadership in implementing parts of the WORKSmart strategic plan:

Heidi Margulis	Project Champion	Branding and Identity
Dr. Lara Needham	Project Champion	One Stop Certification

REPORTS

High Impact WIB Technical Assistance

Ed Holmes reported that when the Board adopted the High Impact Workforce Board Standards funding was made available to all ten of the local boards. To date two have submitted requests for those funds.

In addition we committed to provide technical assistance at the state level for issues that are common across all of the boards. With that, the first of the High Impact Statewide Workshop was held earlier today. Eight of 10 workforce areas took advantage of this training opportunity.

High Impact WIB Workshop

Ed Holmes introduced Rodney Bradshaw and Mike Holmes of the Gulf Coast Workforce Area Development Board in Texas. Rodney and Mike gave a synopsis of the morning's workshop; they shared with the board a summary of some best practices in the areas of greater employer participation and leveraging resources.

TEK-CTE Steering Committee – Perkins Fund Recommendations

Dr. Judith Rhodes reported on the recommendations for Perkins Fund Management. There are three recommendations to consider. The first relates to how to manage the funds; the second recommendation is to review use of funds in relation to policy and the third recommendation is who will manage the funds. The options for the Board is to adopt the recommendations as presented or refer recommendations to the Executive Committee.

Secretary Joe Meyer made the motion to accept recommendations as presented, seconded by Daryl Smith. Motion approved.

Legislative Update

Secretary Joe Meyer gave report on both federal and state budget issues. On the federal level, he reported that Congress did clarify their position on the State

Wide Reserve or Governors Reserve Fund it was eliminated, we do have the Administrative funds, however many programs and successes this Board has had came through State Wide Reserve. On the state level, all agencies have submitted their budgets. The Governor's budget for the General Assembly has been prepared. This year's budget review will probably be the most difficult for the General Assembly in recent years.

There are two Legislative items from the Cabinet of interest to the Board. The first is on Secondary Career and Technical Education; how can we improve its delivery, relevance, and improve its quality. The goal of the steering committee is to lay an organizational foundation, recognize elements of a good system, increase relationship with business, better incorporation of academics and better delivery of the Career and Technical Education program and be ready to roll out a stronger program down the road when the opportunity is comes available.

The second is the development of a database currently title P-20 Collaborative. This database will allow us to follow students from elementary to college graduation as well it will incorporate unemployment and the employee services information. The end result will be we will be able to show just how much a certificate is worth and if certain training is worth more than others. The database will be called the Center for Education Workforce Statistics.

Local Area Presentation

Daryl Smith and Jennifer Compton gave a presentation from the Bluegrass Workforce Investment Board. "Transformation of a Workforce Investment Board"

OTHER BUSINESS

System Performance Measures – Best Practices

Ed Holmes opened the discussion on how do we define and develop a process and standard in which we evaluate how the system is performing as a whole and not just the individual programs. In great discussion, including those on the steering committee for Training Providers, who are hoping to present their standards at the February KWIB meeting, and many around the table referencing what other states such as Texas and Virginia are using as measurements. Then in looking at the current Board there are many highly successful companies that probably have measurement diagnostics in place, governance and internal audit committees the question was raised should we recreate the wheel, or ask the Board for input and the staff could review and present findings in February. Commissioner Brinly felt a survey of the Board would probably be best method to gain feedback. A team was created to talk and present more details and possible best practices, they are Tom West, Tom Volta, Tom, Zawacki, Daryl Smith, Commissioner Brinly, Kevin Shurn and staff.

Gateway Community & Technical College MOU

The report of the first year's activity is being provided today. It is time to renew our commitment for year two with a new memorandum of understanding.

A motion made by Senator Vernie McGaha to approve the memorandum of understanding, was seconded by Representative Larry Clark. Motion passed.

2012 KWIB Meeting Date

The dates for the 2012 KWIB meetings were presented; with no opposition they are set. Location of the meeting will be set by mid-December 2011 and advised.

NEW BUSINESS

Tom West reported on recent workshops at NGA in Kansas City and the Virginia Workforce Investment Meeting in Richmond.

Daryl Smith reported that the Bluegrass Region is close to submitting their application for Work Ready Communities; they hope to be the first.

Daryl Smith also reported that at the KAED meeting in Paducah, Tom West was elected to the Board.

ADJOURN

With no further business, a motion to adjourn was made by Tom Zawacki, seconded by everyone. Motion Passed.

Adjourned 2:45pm

Kentucky Work Ready Communities

Review Panel

Recommendation

1-11-12

A Resolution:

The Kentucky Workforce Investment Board certifies Daviess County as Work Ready, based on the Kentucky Work Ready Communities Review Panel recommendation and the application submitted. And, that this certification shall remain in effect for two years from this date and may be renewed at that time in accordance with the Kentucky Work Ready Communities program. Further, Daviess County shall have the right to promote itself as a Certified Work Ready Community including, but not limited to, the display of signage and statements on publications and electronic media. This promotion shall be undertaken in such a manner that conforms with any design guidelines provided by this board, its staff or that of the Education and Workforce Development Cabinet. Daviess County may also promote themselves as part of a Work Ready Region, provided the region consists of at least one other certified Work Ready and or Work Ready In Progress County or Counties contiguous to at least one boundary of Daviess County.

February 16, 2012

Ed Holmes
Chairman
Kentucky Workforce Investment Board

Kentucky Work Ready Communities

Review Panel

Recommendation

1-11-12

A Resolution:

The Kentucky Workforce Investment Board certifies Warren County as Work Ready based on the Kentucky Work Ready Communities Review Panel recommendation and the application submitted. And, that this certification shall remain in effect for two years from this date and may be renewed at that time in accordance with the Kentucky Work Ready Communities program. Further, Warren County shall have the right to promote itself as a Certified Work Ready Community including, but not limited to, the display of signage and statements on publications and electronic media. This promotion shall be undertaken in such a manner that conforms with any design guidelines provided by this board, its staff or that of the Education and Workforce Development Cabinet. Warren County may also promote themselves as part of a Work Ready Region, provided the region consists of at least one other certified Work Ready and or Work Ready In Progress County or Counties contiguous to at least one boundary of Warren County.

February 16, 2012

Ed Holmes
Chairman
Kentucky Workforce Investment Board

Kentucky Work Ready Communities

Review Panel Recommendation 1-11-12

A Resolution:

The Kentucky Workforce Investment Board certifies Woodford County as Work Ready based on the Kentucky Work Ready Communities Review Panel recommendation and the application submitted. And, that this certification shall remain in effect for two years from this date and may be renewed at that time in accordance with the Kentucky Work Ready Communities program. Further, Woodford County shall have the right to promote itself as a Certified Work Ready Community including, but not limited, to the display of signage and statements on publications and electronic media. This promotion shall be undertaken in such a manner that conforms with any design guidelines provided by this board, its staff or that of the Education and Workforce Development Cabinet. Woodford County may also promote themselves as part of a Work Ready Region, provided the region consists of at least one other certified Work Ready and or Work Ready In Progress County or Counties contiguous to at least one boundary of Woodford County.

February 16, 2012

Ed Holmes
Chairman
Kentucky Workforce Investment Board

Kentucky Work Ready Communities

Review Panel Recommendation 1-11-12

A Resolution:

The Kentucky Workforce Investment Board certifies Russell County as a Work Ready Community In Progress based on the Kentucky Work Ready Communities Review Panel recommendation and the application submitted. And, that Russell County shall have the right to apply to become a Certified Work Ready Community in accordance with the program guidelines. Russell County may promote itself as a Work Ready Community In Progress including, but not limited, to the display of signage and statements on publications and electronic media. This promotion shall be undertaken in such a manner that conforms with any design guidelines provided by this board, its staff or that of the Education and Workforce Development Cabinet. Russell County may also promote themselves as part of a Work Ready Region, provided the region consists of at least one other certified Work Ready and or Work Ready In Progress County or Counties contiguous to at least one boundary of Russell County.

February 16, 2012

Ed Holmes
Chairman
Kentucky Workforce Investment Board

WORKFORCE INNOVATION FUND ANNOTATED OUTLINE

The Grant writing team elected to apply for the Workforce Innovation Fund (WIF) grant under Adapting Proven Ideas – Project Type C (SGA – p. 7). Grants under this project type are structural and/or service delivery projects that a) further develop ideas that are already supported by strong evidence and/or b) take ideas supported by strong evidence to a larger scale. For example-a service, product and/or a system change previously shown to be effective for one target group that might now be offered to additional groups.

The focus of the grant application will be on alignment of Economic Development and Workforce Strategies as stated in the KWIB Strategic Plan.

I. Cost Proposal (SGA pp 14-15)

- a. Standard Form (SF)-424
 - i. Identify the applicant and must be signed by Secretary
 1. Include amount requested, congressional districts, DUNS & EIN
 2. Obtain Secretary’s signature
- b. SF-424A
 - i. Provide a concise narrative explanation to support the budget request
 1. Line-item budget
 2. Year-by-Year expenditure projection
- c. Budget Narrative (Life of Grant)
 - i. Provide a description of costs associated with each line item on SF424A
 - ii. Two separate budgets
 1. Technical grant activities (\$6,000,000)
 2. Evaluation activities (\$1,200,000)
- d. Register with Federal Contractor Registry

II. Technical Proposal (6 Concepts Identified) (SGA pp 15 & 21-28)

- a. Strengthening the Economic Development/Workforce Partnership (\$500,000)
 - Creating unified business service/economic development teams
 - Training
 - Tools and support services

(Section proposal length projection: 3.5 pages)
- b. Return on Investment Initiative (\$250,000)
 - Performance measure criteria and process
 - Dashboard development

(Section proposal length projection: 3 pages)

c. Sector Strategies (\$3,000,000)

- Grants to Industry Partnerships that tie into KWIB and Economic Development strategic plans and targeted regional sectors
(Section proposal length projection: 8.5 pages)

d. Career Pathways (\$250,000)

- Develop a consistent framework for career pathways development among partners
(Section proposal length projection: 3 pages)

e. Customer Relations Database (\$2,000,000)

- Better manage relationships with employers
- Link with Focus Career/Talent
- Support solutions-based delivery strategy
(Section proposal length projection: 7 pages)

f. Evaluation (required) 20% (\$1,200,000)

i. Description of Problem or Issue - Provide a description of the problem or issue. (10 points)

1. Articulate the specific service delivery or policy/governance/administrative problems(s) or issue(s) and its relevance to the workforce investment system. (5 points)
 - One goal of the KWIB Strategic Plan is alignment with economic development
 - CED has adopted a new strategic plan
 - Executive, regional and local policy, operations and practice need to be reset to support its priorities – business climate, business development, Kentucky brand, sustainability, innovation and technology, and entrepreneurial culture
 - Critical areas include sector strategies and business/industry targets, strengthening partnership, embrace regionalism, increase human capital, develop existing business support, coordinate resources, support local activities and increase entrepreneurial education
 - SECTOR STRATEGIES:
 - Provide sector-focused tools and resources that will encourage partnerships continuous improvement, expansion and sustainability
 - Promotion of industry partnerships across agencies and businesses, including local, city and county governances

- CAREER PATHWAYS

- Increase the number of adult students earning a National Career Readiness Certificate (NCRC) and/or high school equivalency credential and successfully transitioning to the workforce and/or postsecondary education

2. Demonstrate the extent of the problem in qualitative and quantitative terms. (5 points)

- Education level in Commonwealth
- Skills gap in sectors and business/targets
- % of ITA in sectors
- Training needs to support a solutions-based approach to business services
- Policies to support systems change fostering talent pipeline development
- SECTOR STRATEGIES
 - Current sector-focused data requested by partnership
 - Number of responses to RFP
 - Workforce data by region/LMI targeted data by sector
 - IP survey data/data analysis
- CAREER PATHWAYS
 - The Kentucky Office of Employment and Training estimates that by 2018, some form of postsecondary education will be required for 29% of all jobs and 48% of new jobs in Kentucky.
 - A person with a high school credential earns nearly \$9,500 more per year than a high school drop-out. The potential increased earnings for GED® graduates in 2010-11 alone will be more than \$2.9 million over a 30-year career.

ii. Strategy and Logic Model - Describe Strategic Approach and Logic Model. (45 points)

1. Identify and describe project goals and expected outcomes. (10 points)

- Better results for jobseekers and employers
- Greater efficiency in the delivery of quality services
- Stronger cooperation across programs and funding streams
- Strengthening the Economic Development/Workforce Partnership
 - Creating unified business service/economic development teams
 - Training
 - Tools and support services

- Create a Return On Investment Initiative
 - Performance measure criteria and process
 - Dashboard development
 - Scale up Sector Strategies initiative
 - Grants to Industry Partnerships that tie into KWIB and Eco Dev strategic plans and targeted regional sectors
 - Increase the number of business members in regional and multi-regional partnerships, with increases in:
 1. Referrals to training
 2. Referrals to work
 3. Wages and skills base of workers
 4. Strength of IP strategic plan
 - Engage agency to improve access to detailed sector data
 - Career pathways
 - Develop a consistent framework for career pathways development among partners
 - Employ an Integrated Education and Training (IET) model that connects education and training with support services to enable individuals to earn a NCRC and/or high school equivalency credential, secure employment in particular industry or occupation sectors, and successfully advance to higher levels of education.
 - Develop an interagency Customer Relations Database
 - Better manage relationships with employers
 - Link with Focus Career/Talent
 - Support solutions-based delivery strategy
2. Present a logic model and theory of change that explains how project will generate desired outcomes and achieve goals. (25 points)
- To Be Developed – Exploring adaptation of the Accelerating Opportunity Logic Model
3. Indicate project type (A, B, or C) and provide evidence that demonstrates activities and interim outputs will lead to stated outcome goals. (10 points)
- Project C – provide evidence of substantial positive evaluation impacts.
 - Strengthening partnership – existing state models
 - Create a Return on Investment model – VA and FL
 - Scale Up Sector Strategies – PA
 1. Impact on Employers – Safety incidents, productive man hours, cost savings, competitiveness, increased profits, insider knowledge, networking, training effectiveness, lower turnover

2. Effectiveness of Partnership – Responsiveness of the partnership coordinators to meet employer and worker needs, extent to which employers are invested and engaged, ability of the partnership to secure low-cost, high-quality training
 3. Impact on System Change – Funding availability to collaborate and leverage outside resources and partnership knowledge, ability for the partnership to develop best practices
 - Career Pathways – Shifting Gears work
 1. Use integrated data systems and data matching to track assessments, referrals, enrollments, academic achievement, Adult Education earned credentials (NCRC, high school equivalency), occupational training gains and earned credentials, secured employment, and advanced postsecondary education
 - Develop Interagency Customer Data Base – state models
- iii. Work Plan and Project Management - Provide detailed work plan and project management approach that demonstrates experience in implementing a project of proposed scope. (20 points)
1. Work Plan (12 points)
 - Milestones: Identify each output in the logic model and appropriate milestones leading to the completion of each output.
 - Implementer(s): For each output, include name of partner responsible for implementing the output and any proposed subcontractor.
 - Timeline: Include projected completion dates for key milestones.

Component	Milestones	Implementer(s)	Timeline
Strengthening partnership	~CED/ EWDC Policy Framework ~Regional Approach Developed ~Train state and local staff to support	CED/EDWC	Year 1 and 2
Create a Return on Investment model	~Define Management Areas ~Develop Key Performance Elements ~Identify Indicators ~Establish Technology Platform ~Produce Dashboard	KWIB/DTS	Year 1 and 2
Scale Up Sector Strategies	~Develop Industry Partnership RFP ~Review Applications ~Award Grants ~Provide Ongoing TA to Industry Partnerships	OET, CED, KYAE, KCTCS, OCTE, ED	Years 1-4
Career Pathways	~Identify Partners	OET, CED,	Year 1 and 2

	<ul style="list-style-type: none"> ~Form Steering Group ~Explore Career Pathway models ~Choose a Framework ~Build out roles and responsibilities of partners ~Align Critical Pathways supporting targeted sectors and occupations identified by Industry Partnerships 	KYAE, KCTCS, OCTE, ED	
Develop Interagency Customer Data Base	<ul style="list-style-type: none"> ~Identify Partners ~Form Steering Group ~Explore Data Base format ~Choose a product ~Develop operational policies ~Train staff at all levels ~Launch product 	KDWI, CED, KYAE, KCTCS, DTS and Other Community Partners	Year 1 and 2
Evaluation	<ul style="list-style-type: none"> ~Develop Evaluation RFP ~Review Applications ~Award Grant ~Develop Protocols ~Execute 	CED/EDWC	Years 1, 2, 3 and 4

2. Project Management (8 points)

- Describe capacity to effectively manage the programmatic, fiscal, and administrative aspects of the proposal.
 - Professional Qualifications
 1. EWDC –Meyer, Brinly, West, Monterosso
 2. CED – Hayes, Dunnigan, Smith, Curry
 3. CPE – Doctorate of Education, M.B.A.
 - Organizational Chart
 1. EDWC
 2. CED
 - Third-party independent evaluator
 1. To Be Determined
 - Past experience and/or management capacity
 1. KWIB Strategic Plan
 2. CED Strategic Plan
 - Utilizing data to manage grant activities
 1. EKOS, eMARS, WORK, etc.
 - Recent grant management practices
 1. NEG's
 2. ARRA (Energy, etc)
 3. Career Pathway Institute
 4. Workforce Investment Act
 5. Wagner-Peyser
 6. Accelerating Opportunity

- iv. Strategic Leadership –Strong, strategic leadership is critical to achieve and sustain the changes and innovative approaches. (10 points)
1. Strategic Relationships and Leadership Buy-In (5 points)
 - Identify organizations within and outside the public workforce system necessary to implement the proposed strategy and achieve outcomes and their roles and responsibilities.
 - Cabinet for Economic Development
 - Education and Workforce Development Cabinet
 - Kentucky Adult Education
 - Kentucky Community and Technical College System
 - Council on Postsecondary Education
 - Local Workforce Investment Boards
 - Kentucky Association of Economic Development
 - Kentucky Chamber of Commerce
 2. Strategic Communication – Describe strategy for communicating the purposes, goals, and outcomes of project to key stakeholders. (2 points)
 - Develop and execute a marketing plan
 - Develop a PR plan
 - Develop a consistent outreach message for all stakeholders
 - Utilize existing Workforce Development communications platforms including newsletters, blast emails, VRU, UI check stubs, blogs and websites to communicate the program to staff and stakeholders
 - Execute search engine optimization
 - Create partner and stakeholder awareness of the program’s value to ensure sustainability
 - Utilize existing partners’ communications platforms including newsletters, blast emails and websites to communicate the program
 - Conduct presentations at meetings/conferences
 - Build long-lasting partnerships to support the program
 - Identify partners who have the most potential to support this initiative
 - Use the program to create and maintain business and industry pipelines to meet business and industry needs
 3. Integration into Formula-Funded Activities – Provide clear plan for ensuring that promising strategies continue after the grant ends. (3 points)
 - Local Formula – Adult, Dislocated Worker and Youth
 - Wagner Peyser
 - Trade

- Veterans
 - Unemployment Insurance
 - Rehabilitation Services Administration
 - Bureau of Labor Statistics
 - Workforce Information
 - Perkins
 - Governor’s Statewide Reserve
 - Development of all-program:
 - Tracking tool
 - Leveraging resources
 - Results of training relating to quality of life, education
 - Increase in numbers going into sectors
 - Review sustainability plans for continuation of processes, development of indices for area economic development
- v. Performance Accountability Framework: Data Collection and Reporting – Create a performance accountability framework that fully supports the innovation strategy. (15 points)
1. Provide a full and clear explanation of how applicant will operationalize a performance accountability framework.
 - Describe how applicant will measure costs and determine whether the project resulted in increased efficiency.
 - Workforce Score Card
 - Management Areas:
 1. Supply – Education and Training measures
 - Items:
 - i. Sector-based Training Investment
 - ii. Education Attainment
 - iii. Education Availability
 - iv. College & Career Readiness
 - v. Alternative Pathways
 - vi. Life-long Learning
 2. Demand – Employer and Economic Development measures
 - Items:
 - i. Earnings Level
 - ii. Regional Collaboration
 - iii. Sustainable Employment
 - iv. Unemployment rate/churn/duration
 - v. Workforce Quality/Human Capital
 - vi. Employer Support
 3. Delivery Method – User-Friendly System measures (customer centric, system simplification)
 - Items:

- i. Understanding Customer Needs
 - ii. Service Content - Responsiveness
 - iii. Service Accessibility
 - iv. System Usage
 - v. Customer Satisfaction
 - vi. Additional Services Provided
- 2. Identify key data elements and ways in which data will be captured to fully demonstrate the innovation. (15 points)
 - See above

III. Attachments (SGA pp 15-16)

- a. Abstract – Summary of proposal (cannot exceed 3 pages)
- b. Logic Model Graphic
- c. Evaluation Budget Narrative
 - i. Evaluation budget narrative and program evaluation plan for an independent third-party evaluation of strategy.
 - 1. Program Evaluation Plan (cannot exceed 15 pages)
 - Provide detailed plan for rigorously evaluating the program.
 - Explain how funding the program evaluation will provide knowledge to enhance the broader workforce system.
 - Describe process for procuring service of third-party evaluator.
 - 2. Project Evaluation Budget Narrative (\$1,200,000)
 - Provide supplementary budget narrative describing costs associated with funding the evaluation component.
- d. Project/Performance Site Location(s) (form)
- e. WIA Waivers
 - i. Submit description of potential waiver request if applicant believes a waiver of WIA or other Federal laws or rules would enhance the innovation.
- f. Memorandum of Understanding with Partners
 - i. Submit substantive non-form letters, Memoranda of Understanding, and other documentation from key leaders and partners.

System Performance Measures Committee Report

The following was developed as a starting point for Kentucky:

The KWIB's Strategic Vision is about supporting sustainable economic and job growth.

The KWIB seeks to measure a culture change in the workforce system.

The Core Values of the new culture are:

- Continuous Improvement
- Entrepreneurial and Innovative Approaches
- Problem-Solver Role
[Listening, Connecting, Delivering -> TRUST (respect for people)]

The group proposes an accountability measurement system based on Management Areas, Items to Manage, and Key Performance Indicators (KPI) which serve as measurement tools for each item.

Management Areas -> Items to Manage -> Key Performance Indicators

The physical representation of this measurement will be a workforce scorecard providing a dashboard view of progress and performance:

Workforce Score Card



Written Reports

The following reports were prepared and submitted by the Office of Employment and Training at the request of the Executive Committee. Please review the reports and jot down any questions, comments or clarifications you would like discuss at the KWIB meeting.

There will not be a formal presentation of the data in these reports, however, time is set aside on the agenda for discussion.

Reports include:

- Pre-Apprenticeship Program Grants
- Statewide Reserve Investment Strategy Status Update
(I have included the original strategy adopted by the board in 2010)
- Industry Partnership Planning Grant Awards

Introduction

The Kentucky Workforce Investment Board received American Recovery and Reinvestment Act (ARRA) funding and released a Request for Proposal (RFP) to develop pre-apprenticeship training programs to serve low-income, non-working adults and/or dislocated workers, all with special emphasis on minority, female, veterans and eligible spouses. The RFP was distributed to the Local Workforce Investment Areas on October 30, 2009 and proposals were returned to the Office of Employment and Training Office for evaluation on December 15, 2009. There was a selection panel of five people evaluated the proposals and made recommendations to OET and Cabinet Leadership.

The pre-apprenticeship training programs were established to help trainees attain successful careers in construction occupations by preparing them for full Registered Apprenticeship programs in those occupations. The programs would provide a demonstration of knowledge regarding pre-apprenticeship trainings and contribute to the further development of pre-apprenticeship models.

Each project funded was required to develop and implement innovative Pre-Apprenticeship programs which were to achieve the following objectives:

1. Integrate proven strategies for establishing skill standards, skills assessment, career counseling and individual pre-requisites for Registered Apprenticeships into their service strategies;
2. Help non-working, low-income adult and dislocated workers, especially minority members and women, to enroll and succeed in Registered Apprenticeship training;
3. Align with areas of anticipated economic growth in Kentucky, especially in occupations and industries that build a green economy; and
4. Leave a record of project-period performance and observations that significantly adds to professional knowledge of best-practices in pre-apprenticeship training.

The Kentucky Workforce Investment Board awarded Pre-Apprenticeship Program funds to Green River, Northern Kentucky and Greater Louisville Workforce Investment Boards.

Green River Workforce Investment Board Program (GRWIB)

Green River WIB Pre-Apprenticeship Program prepared individuals for Registered Apprenticeship Programs, which required job skills that included special certifications to long-term training options in a career pathway of construction and placing individuals in sustainable high-wage construction jobs. Green River WIB established the Pre-Apprenticeship Partnership, which included Kentucky Community Technical College System, Career Centers, and Owensboro Area Building & Construction Trade Council (OABCTC) representing 19 construction trades, will oversee the program. The partnership provided a training program that prepared individuals for entry into Registered-Apprenticeships programs, other occupations and/or to continue education in the construction trade. Green River's Pre-Apprenticeship Program provided the following strategies and activities:

- The Green River WIB Registered Apprenticeship integrated proven strategies for establishing skill standards (modeled after the Indiana Plan and the National Building Trades Multi-Craft Core Curriculum) and skills assessment (TABE, Work Keys, and others.).
- The program provided a comprehensive outreach and recruitment strategy with a clear process for finding and referring workers to pre-requisites for RA Programs.
- To target women and minorities, collaborative efforts was made with Job Corps, Diversity Coordinators at KCTCS, NAACP, Human Relations Commission, Community Based Services, Housing Authority and Centro Latino.
- Pre-assessments were conducted to identify individual needs and individual service plans were developed by each participant. The individual service plan provided information regarding the barriers (income, living situation, transportation, legal issues, etc) from which appropriate referrals were made to other community based programs to provide support services for the participants.
- The participants were provided opportunities to learn about different construction fields by participating in field trips, job shadowing and work experience.
- Participants were provided Support Services which addressed their needs of work boots, tools, childcare, transportation, and other economic needs.
- At the request of the partners, a drug screen was required before acceptance into the program.
- Soft skills and job readiness classes, such as resume writing, job search assistance, utilizing LMI, basic computer skills, were offered through the Career Centers.

Best Practice

The Apprenticeship Partnership was involved in identifying needs and curriculum to develop the overall program. Establishing the Apprenticeship Partnership was a success and provides a foundation to continue building future programs.

Lessons Learned

The partnership identified two areas for improvement which included lack of leverage resources and detailed roles and responsibilities for partners. Green River concluded they would do another pre-apprenticeship program if funds were available in the future.

Numbers of Participants

Outcomes	Projected Outcomes	Final Outcomes
Total number of Participants Served	75	391
Total number of participants beginning education/training activities	75	391
Total number of participants completed education/training activities	37	93
Total number of participants completed education /training activities that are placed into RA activities	54	335
Total number of participants employed of those not employed before training.	14	23
Total number of participants employed not enrolled in the Registered Apprenticeship.	54	123
Total Award		\$250,000
Total Expended		\$240,007
Remaining Balance		\$9,993
Total cost per each participant served		\$613.83

Northern Kentucky Workforce Investment Board

Northern Kentucky Workforce Investment Board partnered with Greater Cincinnati Apprenticeship Council (GCAC), which represents 22 Registered Apprenticeship programs to provide the Pre-Apprenticeship Training Program. Participants were placed into pre-apprenticeships programs which included the Bricklayers, Electricians-Inside (Commercial/Industrial), Plumbers and Sheet Metal Workers. The pre-apprenticeship program created a pool of qualified apprenticeship candidates trained for regional job opportunities in the Region.

- The program addressed barriers relating to the targeted population by providing a strategic promotional and recruitment processes, that went beyond the One Stop walls, to numerous community based- organizations ensuring the targeted populations were informed.
- The participants who were assessed with low basic skills in reading and/or math were referred to remediation services provided by Adult Education.
- The National Career Readiness Certificate (NCRC) program was used to ensure businesses have a better sense of the knowledge and skills potential workers have upon hiring.
- The number of participants who completed the National Career Readiness Certificate (NCRC) included: 43 participants completed Silver; 15 participants completed Gold and one (1) participant completed Platinum.
- Transportation was addressed by providing support service resources and classes were held at a site that was on the bus line for participants.
- Participants Individual Service Plan (ISP) captured the outcomes of the assessments, but it also outlined action steps needed to correct deficiencies or fill out the career exploration experience.
- The Career Counselors of the One Stop provided participants with career mentoring/counseling classes.
- The lack of child care solution was solved by the use of the State's Child Care Assistant Program.
- Participants enrolled in a three (3) month class receiving a 120 hours which included classroom instruction using the Multi-Craft Core Curriculum developed by the Building and Construction Trades Department of the AFL-CIO, the national organization of which GCAC is a member.
- The Program Coordinator arranged for participant opportunities to observe different construction fields be able to pursue their specific field of interest.

Best Practices

Northern Kentucky identified the importance of staffing and outreach for a successful program. The partnership established for the pre-apprenticeship provided excellent staff and trainers who were experts in their specific trades, in return they provided support for participants success.

Lessons Learned

Placements were difficult due to the struggling economy. The timeframe allowed for the program was too short. Northern Kentucky concluded they would do another pre-apprenticeship program if funds were available in the future. They would also like to see the timeframe for the program extended.

Number of Participants

Outcomes	Projected Outcomes	Final Outcomes
Total number of Participants Served	115	143
Total number of participants beginning education/training activities	90	84
Total number of participants completed education/training activities	78	61
Total number of participants completed education/training activities that are placed into RA activities	69	14
Total number of participants employed of those not employed before training.	45	19
Total Award		\$248,745
Total Expended		\$191,379
Remaining Balance		\$57,366
Total cost per each participant served		\$1,338

KentuckianaWorks Workforce Investment Board

KentuckianaWorks Workforce Investment Board Pre-Apprenticeship Program provided support for *two (2)* coordinated efforts: **1)** the Louisville Construction Pipeline Project was designed as a construction pre-apprenticeship program embracing the green economy in the Louisville Region and **2)** the Welding Pre-Apprenticeship Initiative which partnered with the Plumbers and Pipefitters Local 502 and the United Association of Journeymen and Apprentices of the Plumbing, Pipefitting, and Sprinkler Fitting Industry (UA) which prepared participants for apprentice positions leading to middle class employment. The Pre-Apprenticeship Partnership included Greater Louisville Building and Construction Trades Council, represents 22 affiliated members; Plumbers and Pipefitters Local 502 and UA; Louisville Urban League; Justice Resource Center and Jefferson County Public Schools Adult and Continuing Education.

1) Construction Pipeline Project

- The program replaced the previous 46-hour soft skills training with 120-hours curriculum design and participants will be certified by the National Building Trades Council.
- The program also improved pre-screening processes which resulted in higher placement rates in construction related employment and/or union apprenticeship programs.
- Pipeline candidates were assessed using the Test of Adult Basic Education (TABE) to determine their math and reading skills, if those skills were low they were referred to One-Stop Partners at Jefferson County Public Schools Adult and Continuing Education where they received educational services to address their basic skills.
- For participants to compete for the pre-apprenticeship positions, they were required 100 percent attendance in all classes; passing drug test; completion of all class assignments, completion of application to a minimum of three (3) local apprenticeship programs; current resume and receipt of OSHA – 10 Certificate.
- Supportive Services were provided for tools, boots, coveralls or other items necessary for the training.

Best Practices

The partnerships formed by the Construction Pipeline were the most valuable aspect of the program. The partners included advocacy efforts focused on local skilled minorities and women in new construction projects. The Construction Pipeline has been recognized by employers as a resource for minorities and women skilled workers.

Lessons Learned

The program’s challenge included the sluggish economy which hampered new construction projects with slow hiring. The participants who graduated from the fall training session were difficult to place into Registered Apprenticeships. The fall training was eliminated due to the challenge of placing graduates.

NOTE: KentuckianaWorks requested and received Governor’s discretionary dollars to continue the Construction Pipeline Project and was awarded \$312,000 that began March 31, 2011 and ends June 30, 2012.

Number of Participants

See table below which includes construction and welding participants’ numbers together.

2) Welding Pre-Apprenticeship

The coordinated effort to recruit Construction Pipeline graduates into the Welding Pre-Apprenticeship program was successful. The Pipeline graduates were accustomed to high expectations and took the opportunity to participate in the welding program serious. The instructor and program coordinators were impressed with the students’ dedication, work ethic and extra effort displayed in learning the occupation.

- The welding initiative provided 630 hours of pre-apprenticeship training over 16 weeks to prepare them to safely and successfully enter in-demand welding apprenticeships.
- Participants completed a series of evaluations, for example, at the end of the third week (120 Hours), each student must satisfactorily complete SMAW fillet welds on T-Joint coupons using (1/4” x 2” x 6”) plates, in the 2F Horizontal, 3F Vertical and 4F Overhead positions, with E6010 and E7018 electrodes.
- Welding participants were assessed using WorkKeys online assessments which included Math, Locating Information and Sequential Employment Testing computer-based assessment.
- Participants were provided Support Services for transportation and child care.

Best Practices

The program attracted interest from other union apprenticeships, including the International Brotherhood of Electrical Workers Local Union 39, to engage in similar projects.

Lessons Learned

Trying to get organized, recruiting efforts coordinated, and the timeframe finalized provided to be a challenge. Once the selection process was completed and the training began, the program ran smoothly.

Number of Participants

Outcomes	Projected Outcomes	Final Outcomes	Projected Outcomes	Final Outcomes	Total Number
	Construction Pipeline	Construction Pipeline	Welding	Welding	Construction & Welding
Total number of Participants Served	200	72	100	15	87
Total number of participants beginning education/training activities	60	72	12	15	87
Total number of participants completed education/training activities	45	63	12	15	78
Total number of participants completed education /training activities that are placed into RA activities	36	40	15	15	55
Total number of participants employed of those not employed before training.	45	44	15	15	59
Total Expended					\$250,000
Remaining Balance					\$0
Total cost per participant					\$2873.56

Statewide Reserve Fund Investment Strategy
Adopted by Kentucky Workforce Investment Board
November 18, 2010

Currently, the Commonwealth has approximately \$5.4m in Statewide Reserve (SWR) funds available. A key to transforming the workforce development system through innovative practices which enhance sustainable economic and job growth to improve the lives of Kentuckians is investing these funds strategically.

Below outlines recommendations for the use of these funds based on the priorities established by the Kentucky Workforce Investment Board (KWIB) in the *WorkSmart Kentucky* strategic plan. The recommendations are broken out into both short-term and long-term investments supporting at least one initiative in each of the five focus areas in the plan. Short-term are those to be funded with PY 2010 and FY 2011 SWR funds along with any carry forward funds from the previous year.

Short-Term Investments:

State Innovation Fund **\$1,450,000**

These resources will be invested in statewide projects that support system transformation and the four goals of the Kentucky Workforce Investment Board: 1) align the Commonwealth's workforce development system with Kentucky's education objectives; 2) align the Commonwealth's workforce development system with economic development strategies; 3) simplify the workforce development service delivery system and 4) improve service to achieve a customer-centered delivery system.

Local Innovation Fund **\$1,450,000**

These resources will be invested in locally initiated projects that support system transformation and the four goals of the Kentucky Workforce Investment Board as outlined in the State Innovation Fund above.

Performance Incentive Fund **\$750,000**

Provide resources to Local Workforce Investment Boards based on performance during PY 2009. These funds will be distributed on a formula bases for those areas that exceed negotiated performance standards. They are typically used to support local innovation, modernization and system improvements.

Outreach **\$500,000**

A significant branding and identity initiative, action step 2, is currently underway. Once this work is completed, these funds will be used to carry out the workforce development system changes reflecting the new branding and identity strategy at all levels of the system. This will include an aggressive outreach initiative detailed in action step 22.

Workforce Academy **\$500,000**

The Commonwealth is reissuing this RFP given the limited response to the initial RFP with a refined scope of work. This initiative will result in a comprehensive training program for all staff at each level of the workforce system. It will support consistency and quality across Kentucky. It is action step 21 in the *WorkSmart Kentucky* plan.

High School Outreach***\$250,000***

The resources will encourage local workforce investment boards to develop strong working relationships with middle and high schools detailed in action step 10. These relationships will be based on the One Stop Centers' capability to deliver assessment and career exploration services, and the direct linkages to the local business community. This investment supports statewide refinement and implementation of a work ethic program.

Rapid Response Redesign***\$250,000***

This effort will evaluate and enhance Kentucky's delivery structure based on best practices across the country. The intent is to provide support to Kentucky companies throughout the business lifecycle as opposed to predominantly times of dislocation as detailed in action step 14. Locals will be able to apply for planning funds to support the redesign efforts.

Pre-Apprenticeship Phase 2***\$250,000***

In the previous year, the Commonwealth seeded several projects to advance the pre-apprenticeship model. These resources will build upon that initial investment and support the outcomes of the upcoming Apprenticeship Action Clinic that the U.S. Department of Labor is convening in January 2011. This relates to action step 9.

Long-Term Investments:

Below represent priorities for the PY 2011 and FY 2012 Statewide Reserve funds based on current work and the action step implementation timeline:

- ***One-Stop Certification*** – action step 3
- ***Sector Strategies Development Fund*** – action step 1
- ***GED Express***– action step 11
- ***Work Ready Community Roll-out***– action step 13
- ***Economic Development Academy***– action step 15
- ***Workforce Development Academy*** – action step 21
- ***High Performance Workforce Investment Board***– action step 20

STATEWIDE RESERVE FUND WORKFORCE INVESTMENT ACT

The fund commonly referred to as Statewide Reserve or Governor’s Reserve or State Set Aside was established by the Workforce Investment Act (WIA) and allows Governors to “set aside” up to 15 percent from each of the three funding streams (Adult, Dislocated Worker, and Youth Programs) for statewide workforce investment activities. In addition, the governor may reserve not more than five percent of these funds for state administration of these programs. Kentucky’s State Plan directs the fund be set aside as follows:

- 10% set aside for statewide programs, and
- 5% set aside to administer WIA.

WIA has both Required Activities and Allowable Activities with regard to these funds. The Required Activities include the following:

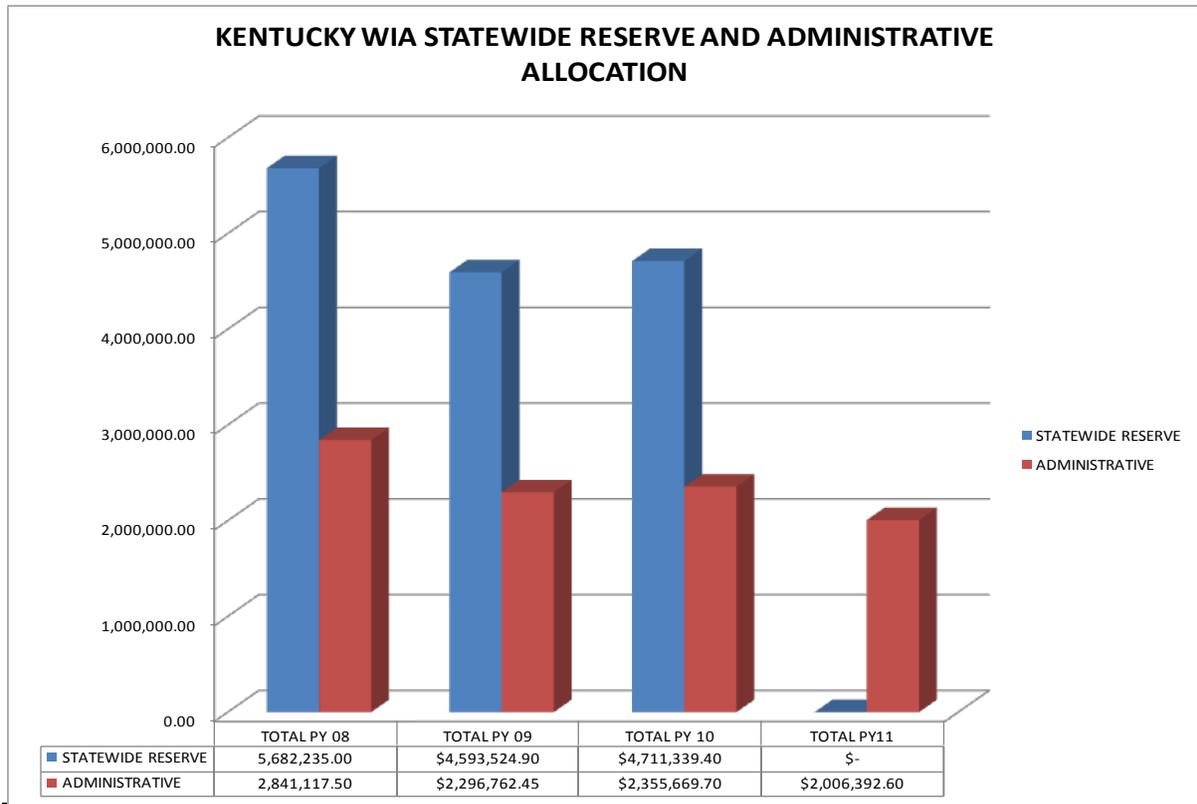
- Rapid Response,
- Disseminating information about training providers,
- Conducting evaluations and evaluating performance,
- Providing incentive grants for
 - Regional cooperation
 - Local coordination
 - Exemplary performance
- Technical assistance to local areas,
- One-stop enhancement,
- Additional assistance for areas with high concentration of youth, and
- Fiscal management/accountability system.

In 2011 Congress passed the Full-Year Continuing Appropriations Act of 2011, P.L. 111-10. Pursuant to section 133 in each of the Continuing Appropriations Acts of 2012, Congress clarified that the reduction in the Governors’ Reserve applies to all Program Year 2011 funds. This law reduces the state set aside by 10 percentage points, from 15 percent to 5 percent. It is a reallocation of federal funds and an effort by the U.S. Department of Labor (USDOL) to create competitive grants to be awarded by the Secretary of Labor for innovative workforce activities (Workforce Innovation Fund).

The following table summarizes WIA formula breakdown for PY 2011 funds:

	WIA Youth	WIA Adult	WIA Dislocated Worker
Statewide Activities (including State Admin)	Maximum 5%	Maximum 5%	Maximum 5%
Local Allocations	Minimum 95%	Minimum 95%	Minimum 70%
Rapid Response			Maximum 25%

The chart below summarizes Kentucky’s State Set-Aside (Statewide Reserve and Administration) for the last four program years.



STATUS – STATEWIDE RESERVE - JANUARY 30, 2011				
SWR Available	SWR Obligated	SWR Unobligated	SWR Expenditures	SWR Balance
\$9,304,864.30	\$8,557,310.10	\$ 747,554.20	\$3,474,116.27	\$5,830,748.03

The following chart indicates the status of all ACTIVE Statewide Reserve Projects.

Statewide Reserve Funds - ACTIVE Projects	Obligated	Awarded to Outside Agency or LWIB	Expended	Balance
Wokforce Development Academy	\$ 500,000.00	\$ 485,013.23	\$ 155,008.40	\$ 344,991.60
High Impact WIB Tech Assist	\$ 200,000.00	\$ 30,000.00	\$ 15,000.00	\$ 185,000.00
Work Ready Community Roll-Out	\$ 200,000.00	\$ 1,516.00	\$ -	\$ 200,000.00
Partners for Success	\$ 100,000.00		\$ 23,122.15	\$ 76,877.85
Outreach Phase I	\$ 500,000.00	\$ 59,382.00	\$ 33,329.00	\$ 466,671.00
Sector Strategies Dev-Industry Partnership	\$ 500,000.00	\$ 189,622.00	\$ -	\$ 500,000.00
One-Stop Certification Technical Assistance	\$ 200,000.00		\$ -	\$ 200,000.00
Economic Development Academy	\$ 100,000.00		\$ -	\$ 100,000.00
Business Services Redesign	\$ 47,000.00	\$ 47,000.00	\$ 33,000.00	\$ 14,000.00
Kentucky Scholars Initiative - KCTCS	\$ 100,000.00	\$ 100,000.00	\$ 9,200.00	\$ 90,800.00
KET - GED	\$ 1,000,000.00	\$ 1,000,000.00	\$ 552,887.71	\$ 447,112.29
Kentucky Home Performance - KCTCS	\$ 134,496.00	\$ 134,496.00	\$ -	\$ 134,496.00
Louisville Youth Sector Strategy	\$ 90,372.00	\$ 90,372.00	\$ 63,889.00	\$ 26,483.00
One Stop Staff Prof Development	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00
KDE - JKG 2011-2012	\$ 860,000.00	\$ 860,000.00	\$ 90,240.49	\$ 769,759.51
Sector Strategy Internships - Bluegrass	\$ 260,000.00	\$ 260,000.00	\$ 30,000.00	\$ 230,000.00
PY 2009 Performance Incentive Awards	\$ 750,000.00	\$ 750,000.00	\$ 354,247.82	\$ 395,752.18
PY 2010 Performance Incentive Awards	\$ 750,000.00	\$ 750,000.00	\$ -	\$ 750,000.00
Louisville Construction Pipeline	\$ 312,000.00	\$ 312,000.00	\$ 190,750.00	\$ 121,250.00

Industry Partnerships Sector Strategies - Summary

The Kentucky Workforce Investment Board (KWIB) released its first Industry Partnerships Request for Proposals (RFP) on August 15, 2011. This planning grant opportunity was created to encourage employers in fostering and promoting the use of industry-led state or regionally defined sector-focused partnerships.

The grants were awarded to industry partnerships that are comprised of a consortium of employer representatives, and where possible, employee associations, organized labor and representatives from the workforce. Information from the industry partnerships will be used to adjust education and training investments to meet the needs of sectors in Kentucky that have been identified through a study as growth industries.

The long-term goal of industry partnerships is to create an infrastructure that will provide employer-led training and education that enhances the skills of incumbent workers and develop career pathways for the emerging workforce.

There were twelve (12) proposals received from across the state in response to this first round Industry Partnerships RFP. Three (3) proposals were selected to receive funding in this first round.

Northern Kentucky Industrial Park Association (NKIPA) – Management Council Industry Partnership was awarded a \$65,000 grant. The purpose of the grant is to identify the regional manufacturing workforce needs, to identify and assess workforce pipeline issues and to develop a strategic plan based on employers' needs. NKIPA, Northern Kentucky Workforce Investment Board (NKWIB) and other regional partners will work with a survey company to develop two surveys that will provide significant data for the Industry Partnership Strategic Plan. One survey will be the "Manufacturing Current and Future Position Requirement Survey", the other, the "Manufacturing Pipeline Survey". The results of these surveys will provide a series of road maps of the types of training requirements needed in the Northern Kentucky region to meet future job needs. The goal of NKIPA IP is to ensure that all future manufacturing job openings are filled through a strong human capital pipeline to meet the future needs of Northern Kentucky's new and existing manufacturing companies. Below are some highlights from the NKIPA scope of work:

- Hire/contract with a professional survey company to conduct a survey to identify key positions by level of skill requirement and the applicable and required core competencies.
- Hire/contract with a professional survey company to conduct a series of interviews from individuals in the Northern Kentucky nine (9) school systems to assess the current perception of students regarding manufacturing career opportunities.
- The Northern Kentucky University Center for Economic analysis and Development will provide data analyses of the survey information.
- Utilize the Director of Industry Partnerships for the Greater Cincinnati Workforce Network (GCWN) as the project manager to leverage the work of previous initiatives. (This Director/project manager is associated with the Aspen Institute.)

The Northwest Kentucky Training Consortium (NKTC): Strengthening Partnerships and Sustainability received \$59,622 in grant awards. The partnership focus is on advanced manufacturing. The purpose of the grant is to identify needed training to be provided to member companies and to leverage that training across the consortium at a low cost. The consortium will work with Henderson Community and Technical College and the regional high schools to evaluate local educational needs, the types of certifications and associate degree programs that will meet these industries' requirements. The NKTC will review skill gaps for the local workforce and develop training activities to fill those gaps. To sustain these efforts, the NKTC will want to move towards managing and facilitating the provision of these future training initiatives.

Below are some highlights from the NKTC scope of work:

- Hire a consultant to conduct a skills gap survey and report the data, with recommendations for training and scheduling opportunities for training.
- Work with high schools to increase knowledge of local industries and skill needs. Assist with career fairs, internships, speakers and provide quarterly reports on the activities provided. Support Career Readiness Assessments in the high schools and provide an annual report on activities provided.
- Partner with Henderson Community and Technical College to develop new certificate program and associate degree programs and provide quarterly reports on the program development. Develop proposed career pathways.
- Provide assistance to Henderson, Union and Webster counties in their efforts towards Certified Work Ready Communities.
- Work with Green River Area Development District to develop regional partnerships with western Kentucky and report on the progress of those efforts.
- Hire a consultant to conduct comprehensive, strategic communication and marketing plans for NKTC.
- Hire a part-time project manager and provide quarterly reports of this staff activity.

Bluegrass – Partnering Healthcare Initiative for Tomorrow was awarded \$65,000. The purpose of the grant is to use the Bluegrass Healthcare Consortium (BHC), established in November 2010 through the efforts of human resource professionals from the Bluegrass area healthcare facilities, to conduct a community resource mapping process. This community resource map will provide valuable information on the status of the employment, skills needs and training initiatives across the Bluegrass healthcare industries, so these Industry Partnership members and the Bluegrass Workforce Investment Board can build support for services and resources in the community.

Below are some highlights from the Bluegrass – Partnering Healthcare Initiative for Tomorrow scope of work:

- Hire a project manager, approved through the BHC to aid in the community resource mapping process.
- Develop a BHC Task Force comprised of healthcare stakeholders from healthcare industry groups, economic development agencies, and Kentucky Adult Education and KCTCS partners. The Task Force will:
 1. Analyze primary care workforce baseline and benchmark data for existing workforce, the levels of hiring demand and the identification and use of the current talent pipeline from area/regional public/private institutions of higher education.
 2. Build a regional healthcare ‘dashboard’ to provide data on primary care priority shortages and possible workforce solutions that could be implemented.
 3. Prioritize by occupation, the shortages in the primary care workforce.
 4. Review existing reports/research on healthcare workforce shortages and proposed solutions.
 5. Draft a regional Primary Care Workforce Shortages implementation plan.
- Use the research and data results from the BHC Task Force to develop strategies to increase the talent pipeline of youth interested in healthcare careers and to develop plans for assistance to dislocated workers to ‘remap’ these individuals towards training/careers in the healthcare sector.
- Engage additional partners, build additional partnerships and provide opportunities to share the results of this mapping initiative.

The Office of Employment and Training (OET) has provided startup technical assistance to these three partnerships. OET will provide guidance, research and information related to the Industry Partnerships throughout the term of this funding initiative, and will conduct monthly conference calls to provide technical assistance to the Partnership and the LWIB. Additionally, quarterly meetings will be conducted among all the Industry Partnerships. Webinars and other research initiatives in other states or at a national level will be summarized and provided to the members/partners of the Industry Partnerships.

The Industry Partnerships Sector Strategies – Planning – Second (2nd) Round RFP is expected to be released in February, with grants ranging from \$5,000 - \$50,000. Total grant funds remaining for Industry Partnerships is approximately \$310,000.

Information and guidelines on how to apply for the Industry Partnerships Sector Strategies – Planning – Second Round RFP will be posted to www.kwib.ky.gov. For further information, contact Pat Dudgeon at (502) 782-3032 or PatriciaO.Dudgeon@ky.gov.

Executive Director's Report

Tom West participated in the following activities since the last KWIB Meeting:

ADMINISTRATION

Participated in 2 meetings with KWIB Chair Ed Holmes
Participated in conference call with LWIB directors and Commissioner Brinly
Participated in KWIB Executive Committee meeting
Participated in staffing strategy meeting with Secretary Meyer, Deputy Secretary Riggs and Commissioner Brinly
Participated in 3 Performance Measurement Committee meetings
Organized presenters and materials for KWIB meeting

STRATEGIC PLAN IMPLEMENTATION

Produced 3 Monthly Implementation Status Reports
Presentation in Muhlenberg County for Work Ready Communities
Presentation in Woodford County for Work Ready Communities
Participated in 3 Outreach Steering Committee meetings
Participated in 2 Signage Subcommittee meetings
Participated in Industry Partnership Planning Grant Proposal Reviews and Selection
Presentation in Grayson County for Work Ready Communities
Developed Work Ready Communities logo and collateral materials with EKCEP designer
Participated in Goals and Strategy session with Commissioner Brinly and Cabinet for Economic Development representatives
Presentation at Madisonville Community and Technical College for Work Ready Communities
Developed draft concept for Workforce Innovation Fund with Commissioner Brinly
Conducted Project manager Orientation and Refresher Training
Participated in Work Ready Communities Review Panel meeting
Served on Interview Panel for Brand Manager position
Presentation in Hopkins County for Work Ready Communities
Presentation to LWIB directors and Department of Workforce Investment Regional managers for KWIB Strategic Plan Implementation Status
Attended demonstration of One-Stop Kiosk project
Met with Kentucky School Boards Association Executive Director
Presentation at Kentucky School Boards Association Conference about Sector Strategies
Developed presentation for Southeastern Training Association Conference with Bluegrass WIB and Woodford County Chamber of Commerce
Presentation to Madisonville-Hopkins County Chamber Awards Luncheon for Work Ready Communities
Developed talking points about Work Ready Communities for State of the Commonwealth Address

Presentation in Northern Kentucky for Work Ready Communities
Met with representatives of Henderson County regarding Work Ready Application
Met with representatives of Union County regarding Work Ready Application
Met with representatives of Webster County regarding Work Ready Application
Met with representatives of McLean County regarding Work Ready Application
Met with representatives of McCracken County regarding Work Ready Application
Developed Work ready Communities Certification Package

OTHER

Attended Purchase ADD Meeting with Commission Brinly
Assisted with development of Local WIB Plan Guidelines development
Developed application for ACT Certified Work Ready Communities Academy
Conducted Capital Education Center teacher focus group for First Lady Jane Beshear
Represented KWIB at Statewide Council for Vocational Rehabilitation meeting
Participated in Kentucky Association for Economic Development Board Meeting & Retreat
Attended TENCO WIB meeting in Maysville
Met with ACT Regional Representative
Proxy for Secretary Meyer at Bluegrass State Skills Corporation meeting
Worked with counterparts in South Carolina and Oklahoma regarding several KWIB initiatives
Participated in ACT Work Ready Academy meeting #1 in Atlanta