

Implementation Structure

Kentucky Workforce Investment Board & Executive Committee

The Board shall have the responsibility to oversee and monitor implementation of all action items described in the strategic plan. The Board shall also have responsibility to report on the progress of implementation and results of actions taken to the Governor on a regular basis. The Board may, at its discretion, assign some of the responsibilities for monitoring to the Executive Committee. The Board may also, if it chooses to do so, authorize the Executive Committee to make time sensitive decisions on behalf of the board when required between regularly scheduled meetings of the full Board.

Project Champions

A project Champion is a member of the Kentucky Workforce Investment Board, his or her designee, or other stakeholder group who takes personal interest and responsibility for advancing a particular implementation project. This individual acts as a cheerleader to rally buy-in from partners and stakeholders and as an advocate to build support from elected and appointed officials determined to be key to the success of the project. The Project Champion can be as involved as he or she chooses in the technical oversight of implementation, but will serve as spokesperson to the Board on behalf of the project. The Champion may also be called upon to make presentations from time to time about the project to stakeholder and other groups.

Lead Agency

The Lead Agency is an office, division, department or other organization responsible for developing an operations plan and coordinating the necessary steps to successfully implement the project. In some cases, an agency outside the Education and Workforce Development Cabinet may fulfill this role. In such an instance a cabinet agency will be assigned to provide technical support and financial accountability when funding streams administered by the cabinet are being used. Lead agencies also act as the facilitators and have responsibility to schedule meetings, arrange for appropriate meeting locations, maintain contact information and project files as prescribed by the Board. The Lead Agency will be responsible for reporting project activities to the assigned committee of the Board or Steering Committee.

Partners

Partners are agencies, organizations and stakeholder groups both within and outside government. Partners identified are those whose participation is believed to be necessary for successful implementation of a particular project. Partners serve as technical experts, consensus builders, and links to individuals and groups impacted by the project. An assigned contact from each Partner will serve as the primary contact with that group and be provided all appropriate

communications and project development materials, It is anticipated that Partners will participate at varying levels of involvement depending on factors such as available time, benefits of the project to their group, etc.

Steering Committees

Steering Committees are designated to provide input, oversight and monitoring for several specific projects. These projects are generally larger in terms of budget and anticipated results or involve the use of a contractor or consultant who requires regular access to specific individuals or groups to fulfill their obligations to the contract. Composition of a Steering Committee will be based on the requirements of the project. These committees will vary in size and are anticipated to include representatives of the Board as well as others engaged in the implementation process. Steering Committees shall be chaired by a member of the Board, which may or may not also serve as the Project Champion. These committees will report directly to the Board on their progress and results.

Board Committees

Projects which do not require a specialized Steering Committee will be assigned to one of the Boards regular committees. The Committee will be responsible for monitoring implementation progress, providing input and guidance to the staff and partners, and reporting on progress at regular meetings of the Board.

Time Commitments

The amount of time each member spends as a Project Champion, Steering or Board Committee Chair or member is up to that individual. Successful implementation will require various amounts of time depending on the project itself and the engagement of others. In order to achieve a workforce system which is truly demand-driven, business led, and solutions based, we completed a planning process led by the private sector members of our Board.

Now that we are putting that plan into action, it is even more critical to have the private sector providing the leadership that will transform the system and give Kentucky the competitive edge we must have in the new economy. The system's staff will provide the leg work, but the leadership must come from the Board.

Staff Support

In addition to the Board's staff, professionals from a variety of cabinet agencies have been assigned responsibility for providing support services for each of the action items. These individuals will develop and keep all contact information and files related to the project, organize meetings and events, develop reports, and create or coordinate all necessary documents. They will also communicate regularly with the Board's staff who will serve as the conduit for getting information to the appropriate committee, champion, or consultant.