

Kentucky Work Ready Communities

APPLICATION

1	Name of County	Adair		
2	High School Graduation Rate (most recent state NCLB reporting)	76.82%	List Source/Method; i.e. summer 2011 AFGR method	AFGR Method 09 -'10 latest results
	Would you like to include high schools that are not in the traditionally reported graduation rate shown above	NO		
	If so, please enter revised graduation rate here. Please attach a list of schools included and your calculations			
3	Educational Attainment Rate (ages 18-64)	20.49%	(Source: US Census, most recent American Community Survey five-year estimates)	
4	Community Commitment	Name of Organization		
	Economic Development	x	Columbia/Adair County Economic Development Authority, Inc. Lake Cumberland Area Development Dist.	
	Elected Officials	x	City of Columbia Office of Adair County Judge Executive	
	Education	x	Adair County Board of Education Lake Cumberland Area Technology Center Lindsey Wilson College	
	Workforce Development	x	Cumberlands Workforce Investment Area Adair County Adult Education Program	
	Business and Industry	x	Reed Brothers Insurance Community Medical Services, Inc. Columbia/Adair County Chamber of Comm. Shoreline Communications, Inc./WHVE-FM Majestic Yachts, Inc. Duo County Telecom	

Attach meeting minutes and meeting attendance sheets showing these signatures.
Letters of Commitment from various organizations are helpful as well.

5 Percentage of Households with Broadband Internet Access Available (Source: Broadband.gov)

90%

Rural or Urban County

Rural

6 Are you including narrative (s) for supplemental criteria for GED or Occupational Credential Attainment? (Attach optional narratives and list sources and calculations)

Yes

7 Your contact information (primary contact for you county application)

Name
Phone
email
address

Sue Stivers
270-384-6020
cactourism@duo-county.com
201 Burkesville Street
Columbia, KY 42728

Adair County
Work Ready Community
Application

Narrative Number One

Graduation Rate

Present a plan to raise the graduation rate to 82.32 percent (state goal) within three years.

Current rate 76.82%

NARRATIVE 1: GRADUATION RATE:

Adair County Schools' current graduation rate is 76.82 per the 2009-2010 school year data. The following programs have been initiated by the Adair County School District and its partners to increase the graduation rate:

AT-RISK STUDENT SUPPORT PROGRAM

Adair County School District personnel have partnered in a collaborative effort with community partners to implement an At-Risk Support Program. This program is to identify and address student truancy, academic failure, behavior and family issues and other barriers to learning. The program uses a team approach to help students and families overcome barriers that lead to low achievement and academic failure. This team effort of school staff, parents, students and community support agencies is a joint effort to offer services and support to families and children. Services and partnerships are student and family specific in addressing individual and family needs.

CAREER PATHWAY

*Adair County High School strives to prepare students for college and future careers. Each student may earn four credits from a chosen career major; regardless of the type of diploma they are seeking. Students are given information about career majors during registration for classes each year. Beginning in 6th grade, school counselors talk to students about career majors and give them the tools and information they need to create a plan for their 4 years of high school that will allow them to successfully meet all requirements for graduation and prepare them for college and/or a career. Upon completion of the courses required for a career major, students may take the Kentucky Occupational Skills Standards Assessment (KOSSA) and receive career specific certification. Adair County High School, in conjunction with the Lake Cumberland Area Technology Center (LCATC), offers a variety of career majors from multiple career clusters. Students at LCATC have the opportunity to earn O*Net certificates and industry recognized certifications.*

Adair County High School uses the Individual Learning Plan (ILP) to help students become college and career ready. Students work with their ILP throughout the year to stay focused on their goals, both short-term and long-term. In regards to career readiness they use the career matchmaker to see which careers are best suited to their personal likes/dislikes and also rate their current skill sets in order to see if their skills are currently where they need to be in order to pursue those careers. They can also search for ANY career they are interested in and see how their personal likes/dislikes match it as well as how they rated their current skills. They can revise these throughout the years so as to keep them focused on their intended career(s). They can also use that information to decide on college, if that is necessary, or what they need to do to go directly into the workforce.

In addition to the ILP, students at Adair County High School receive guidance during registration to discuss their future goals. Registration materials include planning guides that contain information about college and career readiness requirements, KEES, diploma requirements, career majors, and dual credit college classes. The ACHS Student Handbook is also available on-line. Students in each grade level are given a grade specific registration packet with information about courses offered and tools to help plan their course of study for high school. Counselors are available to meet with individual students to ensure that they are on target to meet their graduation requirements and/or goals.

YOUTH SERVICES PROGRAM

This program targets high school seniors who are economically disadvantaged and/or at-risk. The primary goal is to see that each participant graduates and develops a plan for post-secondary. This may include entering into college, vocational training and/or workplace. The program offers various components throughout the school year. They include tutoring, mentoring, counseling, and paid/unpaid work experience. In the past, there has also been a summer work experience component. This allows for an extension of the program to other ages and serves more than the initial program participants. Once the student leaves the program and graduates, follow-up services are provided for a year to ensure that the student continues on a successful path. Aspects of the program include; study skill training, instruction leading to secondary school completion, dropout prevention strategies, alternative school

settings, occupational skill training, leadership development opportunities, support services, follow up services, drug and alcohol abuse counseling and life skills.

WORK BASED LEARNING

The Lake Cumberland Area Technology Center (LCATC) has a dual credit agreement with Kentucky Community & Technical College currently covering all programs with the exception of machine tool. The LCATC has an articulation agreement with the following schools, covering the programs listed:

- Northern Ky University – Welding, Electricity, Machine Tool, Carpentry, Industrial Maintenance
- Louisville Technical Institute – Electricity, Machine Tool
- Morehead State University – Machine Tool, Carpentry, Electricity, Welding
- ATA College – Health Sciences
- Sullivan College – Electricity, Machine Tool
- Ohio Technical College – Automotive Technology
- Kentucky Community & Technical College – All Programs
- The LCATC has a memorandum of agreement with Spencerian College in Lexington

In addition to the dual credit, articulation and memorandum of agreements, the Lake Cumberland Area Technology Center (LCATC) also offers the following:

- **Clinical** - experience for those students enrolled in the health occupations field. Example: A health student completes a supervised experience at a hospital during school hours.
- **Cooperative Education Experiences** – depending upon his/her career major. Example: A student is employed by a business that is related to his/her career major.
- **Entrepreneurial** – program that is typically found in the agricultural areas and may be a short or long term project. Example: A student operates a lawn care or greenhouse business after school hours; has a training plan and is maintaining appropriate records.
- **Internship** – provides the high-school student who has completed extensive preparation related to a career major an opportunity to pursue on-the-job training. Short-Term Example: A student learns to operate a piece of equipment to which he/she does not have access at school.
- **Mentoring** – provides a student with an adult who provides support and guidance in career pathway(s). Example: A student goes to an attorney's office to explore careers in paralegal, accounting, criminal law and/or civil law.
- **Shadowing** – where a student spends a limited amount of time with an individual in a chosen occupation to become familiar with the duties associated with that occupation. Example: A student spends one hour a day for a week observing an employee related to his/her career major.

CREDIT RECOVERY

It is important that students are afforded the opportunity to quickly regain credits not obtained due to failures, excessive absences, etc. Adair County High School uses the Novel Star program. Novel Star is an internet based curriculum (correlated with the common core standards) that allows students to earn credits anywhere they have a computer and Internet access.

WORK ETHICS SEAL PROGRAM

The Work Ethics Seal Program is for high school seniors interested in demonstrating desirable skills and attributes necessary for meaningful employment and success in life. The program is voluntary and the pursuit of the Seal is entirely the student's responsibility. Students are given an opportunity to sign up for the program until the end of August. During orientation, they are able to gather information about the program and ask any questions they may have. The School will gather data from Infinite Campus, coaches, and club advisors in order to determine if students meet all the requirements. The criteria to receive the Work Ethic Seal are: no more than 8 absences during the school year, no more than 2 unexcused absences, no more than 2 unexcused tardies, have no major disciplinary referrals (alternative

school placement or out of school suspension or expulsion), minimum G.P.A. of 2.5 with no failures in any course credit during the year, attendance of two "Work Basics" seminars (1 hour each) (job training session), submission of completed application to the Guidance Counselor's Office and involvement in at least (2) of the following during the school year: organized team sport, extracurricular program (band, academic school team, clubs, etc.), part-time employment or community volunteer, verifiable community service project, school based enterprise (i.e. bank, etc.) and special recommendation from teacher.

GOALS AND ACTION PLAN FOR THE WORK ETHIC SEAL PROGRAM

Increase graduation rate, decrease dropout rate, reduce achievement gap by motivating students to have better attendance and better grades, prepare students for school to work transition, students graduate with strong "work ethic" and confidence to succeed by setting goals and sticking with them, students who success complete the program receive a certificate and are recognized publicly, increase awareness of the "average student", increase awareness of the Work Ethic Certificate to local business and industry with input and support from them, gain advantage when seeking employment with local business and industry, voluntary participation by students and a seal that will be affixed to both diploma and transcript.

ADVANCED LEARNING OPPORTUNITIES

- **Service Learning** - Adair County High School seniors can earn credit for service learning by mentoring students at Adair County Middle School in reading and math. Students selected for service learning must be academically eligible for the program and meet all established guidelines.
- **Energy Academy** - ACHS students may enroll in the Lindsey Wilson College Energy Technology Career Academy (ETCA) and take their classes on the ACHS campus. Courses are taught by Heather Spoon, director of the ETCA, and other LWC faculty. Students in the Academy are involved in hands-on projects such as building solar panels, testing ways to supply alternative energy, and how to make bio-diesel fuel. The purpose of the ETCA is to educate students about careers in energy sources and energy sustainability.
- **Dual Credit** - ACHS partners with Lindsey Wilson College, Western Kentucky University and a number of other colleges to enroll students in dual credit courses that allow students to graduate with a number of college hours earned at a reduced tuition rate.
- **Upward Bound** - The Upward Bound program is funded by the United States Department of Education and designed to generate skills and motivation necessary for success in education beyond secondary school. The LWC Upward Bound program serves students in Adair and several other counties. Targeted Upward Bound students are low-income, first generation college students. Participating high school students participate in an Upward Bound activity one Saturday a month on the LWC campus and spend six weeks on campus in the summer prior to their entrance into college.
- **LWC Center for Entrepreneurship** - The Lindsey Wilson College Center for Entrepreneurship's mission is to educate and train entrepreneurial leaders in the community. The goals of the Center include creating learning opportunities for, and partnerships among students, faculty, and community leaders. Two of the Center's 2011 initiatives were as follows: (1) Sponsor a "Build Your Own Job" seminar series, and (2) Sponsor a Business Concept Competition. Adair County High School seniors were included in both of these initiatives. Throughout the eight seminars in the series, high schools students were present and were actively involved in learning about preparing business and marketing plans, seeking financing for a business, understanding business law, preparing staffing plans, preparing compensation and benefits plan, and learning proper business communications. From the seminar series, we had a group of 3 students to form a team who developed and presented their business plan at the Business Concept Competition where they were awarded \$1,000 scholarships. In 2012 the Center will be offering an Outstanding Business Speakers Series and the 2nd Business Concept Competition. Adair County seniors will form again a strategic part of that competition and will be exposed to best business practices and success stories through the Speaker Series. The Center will continue to work with the ACHS students to facilitate their learning experiences both inside and outside the classroom in order to prepare them to become successful business leaders and knowledgeable employees.

**ADAIR COUNTY HIGH SCHOOL WORK ETHICS SEAL
PROGRAM APPLICATION
2012-13**

GRADE LEVEL: SENIOR

NAME: _____
ADDRESS: _____
CITY: _____ ZIP CODE: _____
PHONE NUMBER: _____ STUDENT ID# _____

LIST YOUR EXTRACURRICULAR ACTIVITIES:

1. _____
2. _____
3. _____
4. _____
5. _____

Student Signature _____

**PLEASE RETURN THIS FORM TO THE GUIDANCE COUNSELOR'S OFFICE BY
AUGUST 31, 2012.**

(FOR ADDITIONAL INFORMATION CONTACT: GUIDANCE COUNSELOR'S OFFICE)

Narrative Number Two

National Career Readiness Certificate Attainment

Present a plan to raise the National Career Readiness Certificate rate to 15% of working age (18-64) within three years. Plan should include promotional strategies, training availability, and encouraging employer recognition of the certificate.

Current rate is 8.01%

Narrative 2: National Career Readiness Certificate Attainment (NCRC):

Due to the efforts to date of the Adair County Adult Education Center and the Cumberland's WIA Board, the benchmark of 15% of the county's working age(18-64) has not been attained and currently is at 8.01%. According to the 2010 census the population for the age group 18-64 in Adair County is 11,591. The actual number of individuals acquiring a NCRC from the Adair County Adult Education Center is 125 (Documentation for each of the 125 applications for certificate is available at your request). The number of Adair County Seniors receiving certificates from 2006 to 2012 is 804. Total number of NCRC's received in Adair County is 929 or 8.01% which is above 50% of the benchmark and creates a good base to compliment the overall plan to reach the 15% benchmark.

Adair County will implement an overall plan that will we feel will result in meeting the goal of meeting the 15% benchmark. The plan will include elements to improve awareness of the benefits of employees having this certificate to employers, growing the awareness that the certificate can be delivered by the Adair County Adult Education Center, promote the awareness of the certificate to High School Seniors as part of the College/Career Ready initiative, complete buy in by the local Chamber of Commerce, Industrial Development Authority and Local Elected Officials and boards.

As part of increasing awareness, the marketing of the certificate to local businesses will be a major focus. Encourage businesses to recognize the certificate as part of the hiring process and give preference to those who obtain one. Identify businesses that are currently using the certificate as part of their hiring process and share their experiences with local businesses the result in obtaining a better employee. Brochures, presentations to community groups and business associations and use of local media will be used to promote the NCRC certificate.

Communicate to businesses and individuals that the local Adult Education Center is available to give the assessments as part of their overall goals and eligibility is met.

Encourage the Adair County Board of Education to partner with local businesses and continue to assess those High School Seniors who are seeking a career versus college. The results of the assessment and attainment of the NCRC certificate will be a valuable asset as they present themselves as potential candidates for employment.

The local Chamber of Commerce and Industrial Authority will act as Champions for the promotion of the NCRC certificate. The Chamber, being comprised of local business and leaders of the business community will assist in targeted businesses that can and will benefit from not hiring employee with the certificate but could benefit from assessment current employees to better determine future growth and potential of that employee. The Industrial Authority will position itself to incorporate and use the number of Adair County residents as a key component of the ability of potential employees as they continue to recruit new businesses and work with existing businesses when expansions are a possibility.

Educate and seek assistance from local elected officials and councils to be vocal supporters of the NCRC certificate. Each official should be aware that this will enhance the local workforce to potential and existing businesses and as a result improve the climate within the local business community.

Cumberland's WIA will assist by having the following policy in place: each potential WIA participant is referred to the local Adult Education Center for Tape testing. A minimum score of 10.5 must be obtained before they will be allowed to enter training. If remediation is required to reach that score the NCRC assessment will be embedded within the overall remediation. This is an action required by the Cumberland's Workforce Investment Area.

NATIONAL CAREER READINESS CERTIFICATE'S ISSUE BY
ADAIR COUNTY ADULT EDUCATION CENTER

PROGRAM YEAR	SILVER	GOLD
2009	13	8
2010	28	20
2011	24	3
2012	27	2
TOTALS	92	33
GRAND TOTAL		125

Narrative Number Four

Educational Attainment

Present a plan to raise the Educational Attainment rate to 25 percent with three years and 32 percent within five years and 39 percent with seven years.

Current rate is 20.49%

EDUCATIONAL ATTAINMENT

Based on calculations using data from the 2006-2010 American Community Survey Estimates of the U. S. Census Bureau, Adair County has a 20.49% rate of working-aged (18-64) adults who hold at least an Associate's degree. This rate is below the 25% required. Adair County in partnership with the public school system and Lindsey Wilson College have made improving educational attainment at all levels a goal for over a decade by instituting and implementing initiatives to promote secondary graduation, college preparation and entry, and retention in postsecondary education with an emphasis on degree attainment. This effort has extended beyond the secondary and postsecondary institutions to include the following: Adult Learning Center, Department for Employment Services, Economic Development, Lake Cumberland Area Development District, and local business representatives.

Adair County has the potential to meet this 25% due to the above-mentioned efforts coupled with the fact that the county was hit hard by the economic downturn in 2008, and, as a result, many adults who lost their jobs chose to pursue a college degree. The results of this matriculation will not be published until 2012 or later.

In order to address educational attainment, we must understand the background of our students. Many of our students come from homes where neither parent has a college degree, and therefore, may not receive the encouragement to pursue postsecondary education and graduate. There must be programs to address this. Lindsey Wilson College has two such programs, Upward Bound and Project Success. Financial resources are even more strained than ever, so financial aid must be accessible for those students. Lindsey Wilson is the choice of approximately 50% of the Adair County High School graduates who plan to attend college and 90% of those students receive full financial aid. After entering college, there must be a plethora of support services provided. At Lindsey Wilson students will have access to: (1) Freshman Seminar that helps promote successful transition from high school to college (2) Learning communities which focus on establishment of relationships for students to help promote success and retention (3) Academic advising which provides sound course selection and builds rapport with faculty (4) Tutoring for students who are experiencing difficulty with writing, math, and other topics. This is a free service. (5) Academic Success and Career Services where students can receive help in sharpening their academic skills and job-seeking skills, such as internships and resume writing which encourage students to remain in school and graduate. (6) Counseling services for students who encounter barriers to their educational achievements. These services are provided by professionals who help the students overcome the problems and move forward. These programs have contributed to Lindsey Wilson College granting degrees to 339 Adair County adults since 2006; 80% of those were Bachelor Degrees. In the following paragraphs, each of these programs and others will be listed along with the relevant statistical data.

UPWARD BOUND

Upward Bound provides fundamental support of participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. It serves high school students from low-income families and students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. The program began in 2004 and has a success rate of transitioning 93% into postsecondary education with only a 5% drop-out rate. Funding is provided by the United States Department of Education which has just notified LWC that the program will receive funding for another five years due to its success.

PROJECT SUCCESS

Project Success was federally funded in September 2010 and began offering services to students in August 2011. This program is open to all students at LWC who meet at least one of the following eligibility criteria: (1) First generation college student (2) Limited income per federal guidelines, or (3) Have a documented learning or physical disability. During the 2011 Fall Semester, 140 students were served (73% freshmen); 67% of those students were first generation and low income. Due to the support services received through Project Success and their partners across the campus, 65% of the students earned a 2.0 GPA or better. The goal of Project Success is to help students achieve academic success and graduate in preparation to enter the work force or pursue other higher education degrees. Support services include: (1) Tutoring/ peer mentoring (2) Development of college success skills, including time management and reading/writing skills (3) Advising (4) Career counseling (5) Personal counseling (6) Enrichment and engagement activities (7) Graduate school assistance (8) Financial aid services, and (9) Financial literacy.

AIM (ADULTS IN MOTION) PROGRAM

The AIM Program is an evening college program focused on providing the adult learner an opportunity to pursue a college degree at a convenient time and in a feasible format. It is the oldest evening college program in south-central Kentucky with an origination date of 1983. It is open to all students who meet the entrance criteria and offers degrees in Business Administration, Human Services and Counseling, Communications, and an on-line Criminal Justice. Coupled with these programs, web-based classes are also available for those students who can't travel to campus for classes. Currently there are 101 students enrolled in the Program.

LEARNING COMMUNITIES

Retention of students is critical and obviously a key to ensure graduation and it begins the first day the student walks on campus. LWC recognizes this and in an effort to facilitate retention has formed 10 Learning Communities for incoming freshmen. Each Learning Community consists of 25 students who are selected for a specific Learning Community based on their academic achievement, desired major, and desire to engage in service-based learning projects outside of the classroom to enhance their educational experience. Students have three classes dedicated solely to the members of the Learning Community. This format allows the students to identify with a support group early in their college career and experience camaraderie that creates a sense of belonging. The 10 communities are: Business Leadership, Science, Creative Arts, Global, Civic Engagement, Human Services, Christian Service, Digital Media, Healthcare, and Nursing. Each Learning Community has a dedicated faculty person who advises all of their students in the Learning Community and teaches at least one of the three classes and continuously works with the students both in and outside the classroom in project work.

CENTER FOR ENTREPRENEURSHIP

The Center for Entrepreneurship was established at Lindsey Wilson College in the fall of 2010 with a mission to train and educate entrepreneurial leaders in the community. Goals include creating learning opportunities for and partnerships among students, faculty, and community leaders to assist in the creation and growth of new for-profit and non-profit organizations for the sustainable advancement of the community. Initiatives for 2011 included sponsoring a "Build Your Own Job" Seminar Series which was free and open to the community. Efforts were directed toward including high school and college students

along with current or aspiring entrepreneurs. These efforts met with a great deal of success. Over 140 people attended the seminars. Seminar topics included: (1) Preparing a Business Plan (2) Preparing a Marketing Plan (3) Identifying Funding Resources (4) Staffing (5) Compensation and Benefits (6) Understanding Business Law (7) Establishing Business Communications, and (8) Accounting Practices and Programs. The Center plans to continue this series in the fall of 2012 with a follow-up Roundtable/Workshop Series which will focus on more in-depth development of business concepts. Two other initiatives sponsored by the Center were a Business Concept Competition and an Entrepreneurial Expo. One of the nine participating groups in the Business Concept Competition was made up of high school students who had attended the Seminar Series. All of these programs and initiatives are important to the creation of new jobs to help in our economic recovery.

SOMERSET COMMUNITY COLLEGE

The establishment of a permanent satellite center of Somerset Community College in Russell Springs also makes availability of a higher education more attainable and convenient for Adair County residents. Many college level classes are provided that can be attained while staying closer to home. The Center is equipped with modern computer equipment and offers a Transitional Education program that prepares high school graduates, which may not be ready for college work, to obtain the knowledge to be successful at the college level.

SUMMARY

The adage that "it takes a community to raise a child" extends beyond to "it takes a community to educate a child". Adair County has assembled the resources to do just that. Joint efforts between the local school system, Lindsey Wilson College, government agencies, and local business representatives and leaders will make this possible.

Programs and services listed above, and others not mentioned, document that the structure is in place and working toward achieving a Work Ready Community.

Narrative Number Five

Soft Skills Program

Discuss your community program or programs to address work ethic/soft skills development and credentialing for both the secondary school and post secondary adult populations. The programs must meet the following minimum standards.

1. provide evidence of employer engagement in the program development process, including representation of the county's most prolific businesses and industries.
2. provide evidence that employers recognize achievement of work ethic or soft skills credential in their hiring/advancement processes,
3. programs must include measureable goals for annual improvement in the raw number and percentage of workforce credentialed,
4. plans must include a strategy to assure employers of the sustainability of the programs, and
5. programs must address, at a minimum, the following topical areas: attendance/punctuality, communication, teamwork, leadership, and critical thinking.

Work Ready Community Application For Adair County

Narrative #5: Soft Skills Program

In order to prepare workers for jobs in a rural community like Adair County, it is imperative that the school system provide opportunities for students and adult learners to obtain the skills needed to be successful in the job market. In addition to the traditional core curriculum subjects like math, English, history, and science, more emphasis needs to be placed on the soft skills employers seek and demand of applicants for jobs. Adair County seeks to address that need through a "Work Ethic Seal" program in the high school and through a continued emphasis with adult learners in the Ready 4Work program.

As part of the process to apply for a designation of "Work Ready Community in Progress", a Soft Skills Advisory Committee was formed. This committee is composed of six of the largest employers in the county. Members included:

- Pam Hancock, Owner/Operator of Columbia McDonalds and COO of the Organization of 5 stores*
- Carla Thomas, Manager-Walmart*
- Sherry Hedgespeth, Human Resource Specialist-IMO Pump*
- Eric West, Director of Marketing-Duo-County Telephone/Telecom*
- Doug McCammish, General Manager-McCammish Manufacturing*
- Jim Hadley, Owner-Majestic Yachts*
- Troy Young, Principal-Adair County High School*
- Mary Ann Branham, Director-Adair County Adult Education Center*
- Linda McKinley-Grider, Director of Community Education/Outreach-Lindsey Wilson College*

In discussions with members of the Soft Skills Sub-Committee, it was recommended that personnel involved with the Work Ethic Seal program in the high school and representatives of the adult learning community be asked to sit on the Soft Skills Advisory Committee. This would allow for a direct exchange of ideas between the employers and the people responsible for preparing potential employees.

At its regular meeting on February 16, 2012, the Adair County Board of Education approved a work ethic seal to be implemented at the start of school in the fall of 2012. The requirements to earn the Work Ethic Seal are included in Narrative #1. The school district will publicize this new program over the summer through news releases in the local media, radio interviews about the Work Ethic Seal program, and public informational meetings with students, parents, and any other interested community members.

The goal this first year is to involve 10% of the senior class in this program. With 151 seniors this next year, that equates to involving at least 15 students willing to accept the requirements to earn the Work Ethic Seal on their diploma. In the 2013-14 and 2014-15 school years our goal would be to increase by participation by an additional 10% each year. Ultimately, the goal would be to have at least half the students in the senior class participate in this program.

Students that participate in the Work Ethic Seal program will need to meet the specific requirements regarding absences, tardiness, discipline, and grade point average. In addition, they will be required to attend two "Work Basics" seminars and will be required to participate in at least two activities not related to their classes - e.g. athletic involvement, participation in a club or other school related program, part time employment, volunteer in the community, etc. The Work Basics seminars will offer job training activities and exercises that stress teamwork, leadership, communication, and critical thinking.

Upon successful completion of this program, students will receive a Work Ethic Seal on their diploma. In addition, each student will be given a letter of recommendation signed by the superintendent of schools, the President of the Chamber of Commerce, and the Chair of the economic Development Board. Graduates will also be recognized in the commencement program and in the local media.

At the first meeting of the Soft Skills Advisory Committee, the businesses represented were excited to hear about the "Work Ethic Seal" program. Everyone was in agreement that the quality they most look for in applicants for positions in their business is initiative. Since students will have voluntarily chosen to participate in the Work Ethic Seal program they have shown the very quality the employers seek. The additional soft skills training they receive during the year will only make the students involved that much stronger.

Everyone involved with the Work Ethic Seal program realizes this is a "work in progress." The program will be monitored closely by the school district and by the members of the Soft Skills Advisory Committee. Where and when appropriate, changes will be made to increase the effectiveness of the program. Critical to the success of this effort is continuous feedback from employers. The Soft Skills Advisory Committee will meet quarterly to discuss outcomes. School personnel on the committee will then have the opportunity to discuss recommendations with the teachers involved with the soft skills program to consider how best to address the committee's input.

The Adult Education Center program parallels what will be done with the Work Ethic Seal program in the high school. This program is called "Ready4Work. Several area employers already require applicants who have not completed this program to enroll and successfully complete the requirements before they will be considered for employment. Since individuals who attend these sessions are not paid for the 40 hours they must be present to complete the program, it provides a measure of how serious the applicant is about getting a job.

This weeklong program addresses the soft skills required to be successful on the job. Topics include resume building, interviewing, safety issues, completing forms and charts, understanding potential employer's expectations, and setting goals. The program also includes a math component since many employers today are looking for potential employees who score at least at the 9th grade level. Through these classes, the Adult Education Center seeks to show the same kind of initiative that employers look for with high school students who successfully complete the requirements for the Work Ethic Seal.

At the end of classes, the program director completes an evaluation for every student. The evaluation form addresses attendance, attitude, participation in discussions and activities, whether the student stays on task and completes assignments. This information is shared with potential employers. In addition to the evaluation, adult learners who successfully complete this program have the possibility of earning a silver, gold, or platinum National Career Readiness Certificate (NCRC).

Lindsey Wilson College has also been a moving force in the community to assist students and adult learners in acquiring the soft skills they need to be successful. Through seminars offered by the Center for Entrepreneurship area residents, college students, and high school students can learn how a business operates and what it takes to be successful. Establishing Business

Communications was the topic of one of the eight seminars. The Center also sponsored a Business Concept Competition in November of 2011 where high school seniors and college students could present their business concepts in a 15 minute presentation and compete for scholarships. This experience provided training in soft skills in a competitive environment. Some of the high school students who were involved in this competition have developed their concepts further by working with certified coaches and have subsequently made presentations in other venues with great success.

In addition, Lindsey Wilson College has created Learning Communities for a great majority of their incoming freshmen. These communities help students gain a sense of belonging at the beginning of their college career and, as a result, the students involved have a greater chance for graduation.

While the reaction of employers represented on the Soft Skills Advisory Committee has been very positive, the true indication of success is several years down the road. It is difficult to get employers to commit to giving interview and hiring preference to applicants when the program has experienced its first graduating class. Their initial reaction though has been that if the program does what we expect, they would be very willing to consider giving interviewing and hiring preference to applicants that have completed this program.

As employers experience noticeable improvement in the attitude and ability of the workers they hire that have completed this program, the value of the Work Ethic Seal and Ready4Work program will be evident to them. Employers will be ready then to give interviewing and even hiring preference to potential employees that have completed one of these programs.

By involving employers at every step along the way and showing them that their recommendations carry weight with the schools, we can keep businesses actively involved. This will help assure their continued participation in the future.

The goal of the school district and the adult education program must be to prepare students for whatever kind of career they choose to pursue after graduation whether it is entering the job market right away or attending college. Recent studies suggest that over the next decade the jobs that will show the most growth will be ones that do not require a college education. The Adair County school board is committed to seeing every student reach his/her full potential. That's why the district has chosen to initiate this Work Ethic Seal program.

Students that complete the work to qualify will be equally prepared to enter the work force or further their education in college. The skills learned will stay with them whatever they do and wherever they go. That being the case, the school board has chosen to move forward with the Work Ethic Seal program and has made a commitment to provide the support necessary to see the program grow and mature.

Narrative Number Six

Broadband Availability (Rural County)

County must have 3 Mbs speeds available to 90 percent of housing units with the exception of those they can show to be inaccessible (cost prohibitive) by technology other than wireless-where there must be 1.5 Mbps speeds available to 90 percent of housing units. Present date to show that these areas are covered by 1.5 Mbps at 90 percent availability.

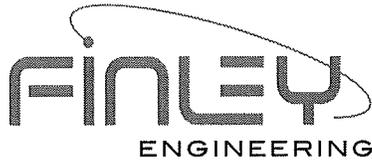
Narrative 6: Broadband Availability (Rural County)

Adair County is served by two primary carriers, Windstream and Duo-County Coop, which provide broadband service.

Duo-County Coop serves 1480 households with availability to 99%.

Windstream serves 7,072 household with availability to 88%.

Total availability to 8,552 households is 90%.



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Phone: 859-231-9831 • Fax: 859-233-0046
www.fecinc.com

December 13, 2011

Kentucky Workforce Investment Board

Re: Broadband Requirements
Work Ready Community
Broadband Availability Adair County KY

This letter is to document the availability of Broadband Internet service in Adair County KY as required for Work Ready Community Certification. The Certification defines Broadband as 4 Mbps or higher bandwidth and requires that 4 Mbps or higher be available to at least 90% of households in the county. The certification further requires that the Broadband availability data come from the National Broadband Map located at www.broadband.gov.

Creating the National Broadband Map was a tremendous undertaking for the National Telecommunications and Information Administration (NTIA). While the overall data is relatively accurate, the data for Adair County is in error. Duo County Telephone Cooperative (DCTC) serves the Gradyville and Glen's Fork CCDs of Adair County and reported their data to the NTIA accurately. DCTC is in the process of working with NTIA through their KY contractor to correct the data on the map.

The National Broadband Map lists Adair County as having 82.3% of residents with internet access available at 3 Mbps or higher. We assure the reviewers that in these two CCDs of Adair County this is closer to 99% of households at 4 Mbps or above. Of the census listed 1480 households in this portion of Adair County, 700 or 47 % are active DCTC broadband subscribers.

In 1995, DCTC began their deployment of Digital Subscriber Line (DSL) technology that allowed their customers to access the internet via broadband, replacing the previous dial up circuits. This technology requires multiple electronic locations to support the higher frequencies used for this service. DCTC continued to place additional electronic sites over the next decade so that by 2005 their customers all had access to High-speed broadband. Additionally, DCTC deployed fiber-optic cable to support the data backhaul from these sites to the internet POP. This deployment substantially increased the reliability and throughput for their internet service.

The technology of DSL has improved over the last 10 years so that now DCTC can support up to 18 Mbps to most of their customers. The households' located furthest from electronic sites are still able to achieve 4-8

Mbps. In no case are any of the households in this portion of Adair County limited to less than 4 Mbps internet service. DCTC has placed 16 electronic sites over the 156.8 square miles in these two CCD areas of Adair County. This equates to one electronic site covering on average 9.8 square miles and 88 households. DCTC's remote placement is such that on average the furthest household is 2.2 miles from an electronics site. This service platform and system design allows DCTC to serve Broadband to this entire portion of Adair County with a minimum available level of 4 Mbps.

The broadband criterion in the Work Ready Certification is seeking an indicator of digital literacy. This literacy takes time to achieve. DCTC has made high speed broadband available to most of Adair County for the past 10 years since 2001. Digital technology has been available to Adair County schools, workplaces and residences long before it was available in most Kentucky communities.

Economic Development relies heavily on infrastructure. Adair County is fortunate to have a progressive local Cooperative serving their communications needs. In addition to Broadband, services such as 100Mbps Ethernet, Voice over IP (VoIP), and redundant, diverse circuits are vitally important to many business owners. DCTC can support any communication needs potential businesses may require. In addition, DCTC provides a resilient and state of the art video network throughout most of Adair County.

Finley Engineering Company (Finley) has been DCTC's Engineer of Record since 1993. Since that time we have assisted their staff with numerous broadband upgrade designs. Currently, we are assisting DCTC with a six year plan to bring fiber-optic cable to each household to improve internet bandwidth. DCTC has always done an exemplary job of deploying the latest technology for their customers.

Finley has been in business as a consultant to communications providers since 1953. Finley provides consulting services to clients that demand experienced, professional leadership for their business and systems projects. Our consultants have a variety of IT and business backgrounds in accounting, business management, information systems, project management and telecommunications. Our employees average more than 18 years of experience.

We trust that this letter will allow Adair County to attain the Work Ready Certification requirement of Broadband access. If after your review you have any questions we would be happy to discuss this issue with you or the reviewers.

Ann M. Keller, P.E.

Ann M. Keller, P.E.

VP Finley Engineering

Cc: Tom Preston, Duo County TC

adair county, kentucky

FIND

Search Results: Broadband Providers for this Area

Below is the list of broadband providers operating in all or part of the census block for the address above. If you entered a zip code or city name, the list below only displays the broadband providers offering service in the Census Block that is in the center of that zip code or city. See [About](#) and the [FAQ](#) to learn more about the data gathering process.

Help improve this data by confirming the availability and speed information. This dataset is updated approximately every six months and your input is important to us. Click **Expand All** to see details about each provider and to give us feedback.

Show All • Show Wired • Show Wireless

[Collapse All](#)

Advertised Speeds Above 3 Mbps

Data as of: 12/31/10

Windstream Corporation

10 - 25 Mbps

[Link to Website](#)

- [Data Review](#)
- [Source](#)

Download between 10 - 25 Mbps using DSL (Asymmetric)
Upload between 768 Kbps - 1.5 Mbps using DSL (Asymmetric)

Help us verify that this is the max. advertised speed.
0 Yes 0 No

Confirm this provider serves here
0 Yes 0 No

Duo County Telephone Cooperative Inc.

3 - 6 Mbps

[Link to Website](#)

- [Data Review](#)
- [Source](#)

Download between 3 - 6 Mbps using DSL (Asymmetric)
Upload between 200 - 768 Kbps using DSL (Asymmetric)

Help us verify that this is the max. advertised speed.
0 Yes 0 No

Confirm this provider serves here
0 Yes 0 No

Skycasters, LLC

3 - 6 Mbps

[Link to Website](#)

- [Data Review](#)
- [Source](#)

Download between 3 - 6 Mbps using Satellite
Upload between 1.5 - 3 Mbps using Satellite

Help us verify that this is the max. advertised speed.
0 Yes 0 No

Confirm this provider serves here
0 Yes 0 No

Advertised Speeds Above 768 Kbps and Below 3 Mbps

Data as of: 12/31/10

Hughes Communications, Inc.

1.5 - 3 Mbps

[Link to Website](#)

[Link to Website](#)

- [Data Review](#)
- [Source](#)

Download *between 1.5 - 3 Mbps using Satellite*
 Upload *between 200 - 768 Kbps using Satellite*

Help us verify that this is the max. advertised speed.
 Yes No

Confirm this provider serves here

Yes No

Skyway

[Link to Website](#)

- [Data Review](#)
- [Source](#)

Download *between 1.5 - 3 Mbps using Satellite*
 Upload *between 200 - 768 Kbps using Satellite*

Help us verify that this is the max. advertised speed.
 Yes No

Confirm this provider serves here

Yes No

StarBand Communications Inc.

[Link to Website](#)

- [Data Review](#)
- [Source](#)

Download *between 1.5 - 3 Mbps using Satellite*
 Upload *between 200 - 768 Kbps using Satellite*

Help us verify that this is the max. advertised speed.
 Yes No

Confirm this provider serves here

Yes No

WildBlue Communications, Inc.

[Link to Website](#)

- [Data Review](#)
- [Source](#)

Download *between 1.5 - 3 Mbps using Satellite*
 Upload *between 200 - 768 Kbps using Satellite*

Help us verify that this is the max. advertised speed.
 Yes No

Confirm this provider serves here

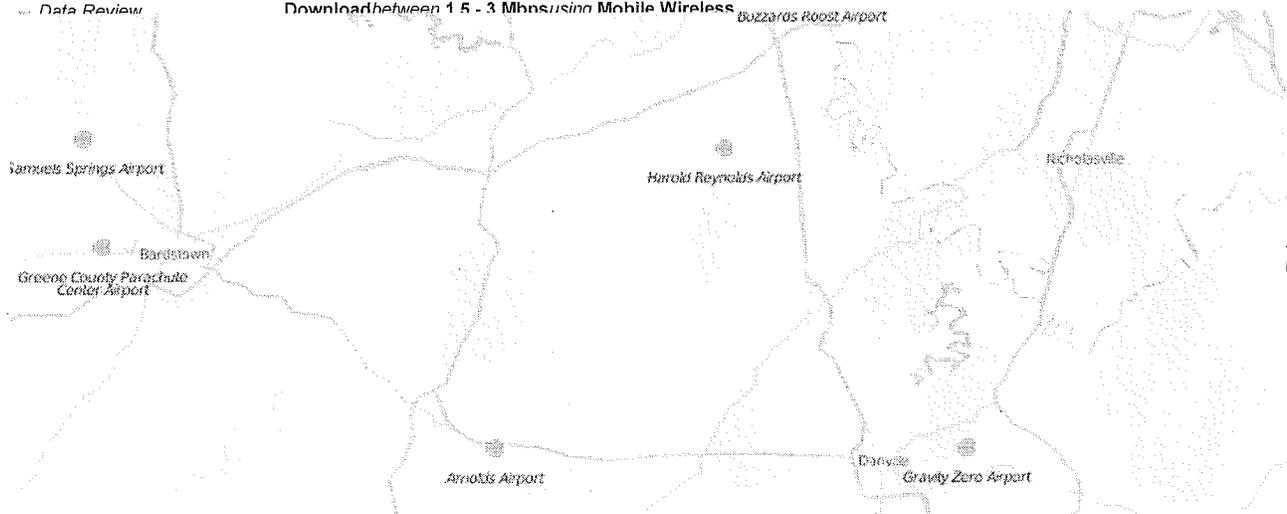
Yes No

Cumberland Cellular Partnership

[Link to Website](#)

- [Data Review](#)

Download *between 1.5 - 3 Mbps using Mobile Wireless*



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- 90210
- 24073
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- seattle
- los angeles
- 14300 pearl rd, strongsville, oh 44136
- seattle, wa
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Data © 2009 OpenStreetMap. Rendering © 2009 CloudMade.
 Columbia Adair County Airport

The National Broadband Map is a tool to search, analyze and map broadband availability across the United States.

Created and maintained by the NTIA, in collaboration with the FCC, and in partnership with 50 states, five territories and the District of Columbia.



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The National Broadband Map Gets an Update
posted by Anne Neville on September 21, 2011

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Analyze » Summarize

State » Kentucky
County » Adair

Below is a summary of the broadband characteristics for the area listed above. The broadband data below is as of 6/30/11 and represents data collected by SBDD grantees. Click on the section headings to see more information.

Print this page • Export Data

Number of Wireline Providers	Percent Population	Nationwide
0	6.1%	4.0%
1	48.7%	12.9%
2	45.2%	41.6%
3	0.0%	29.1%
4	0.0%	9.9%
5	0.0%	1.8%
6	0.0%	0.3%
7	0.0%	0.2%
8+	0.0%	0.2%

Source API Call

API Call: <http://www.broadbandmap.gov/broadbandmap/analyze/jun2011/summary/population/county/ids/21001?format=json>

Number of Wireless Providers	Percent Population	Nationwide
0	2.6%	0.4%
1	88.6%	2.4%
2	8.9%	5.3%
3	0.0%	9.9%
4	0.0%	31.6%
5	0.0%	25.3%
6	0.0%	14.6%
7	0.0%	6.3%
8+	0.0%	4.3%

Source API Call

API Call: <http://www.broadbandmap.gov/broadbandmap/analyze/jun2011/summary/population/county/ids/21001?format=json>

Technology	Percent Population	Nationwide
DSL	87.7%	88.0%
Fiber	0.0%	17.3%
Cable	40.9%	83.3%
Wireless	68.8%	98.5%
Other	0.0%	0.0%

Source API Call

API Call: <http://www.broadbandmap.gov/broadbandmap/analyze/jun2011/summary/population/county/ids/21001?format=json>

Speed	Percent Population	Nationwide
Unreported	0.0%	0.0%
Download > 0.768 Mbps, Upload > 0.2 Mbps	95.3%	99.5%
Download > 3 Mbps, Upload > 0.768 Mbps	82.8%	98.3%

Source API Call

API Call: <http://www.broadbandmap.gov/broadbandmap/analyze/jun2011/summary/population/county/ids/21001?format=json>

Broadband Speed Test (mbps)	Number of Tests	25 th percentile	median speed (mbps)	75 th percentile	Download Speed
Home	12		1.6		2.8

Share »

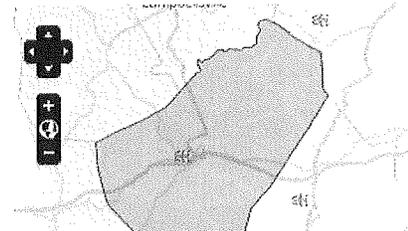
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Demographics

Total area (sq miles)	397
Population	18,589
Households	8,552

Age	Area (%)	Nationwide
under 5	4.6%	5.3%
5 - 19	19.0%	20.1%
20 - 34	18.6%	19.5%
35 - 59	31.7%	33.1%
60+	26.2%	22.1%

Race	Area (%)	Nationwide
White	94.8%	70.8%
Black	2.7%	12.4%
Hispanic	2.1%	10.9%
Asian/Pacific Islander	0.2%	4.8%
Native American	0.2%	0.9%

Income	Area (%)	Nationwide
Median income	\$29,527	\$54,838
Poverty rate	24.0%	15.9%
Below \$25k	51.6%	28.6%
\$25k-\$50k	29.2%	29.0%
\$50k-\$100k	14.9%	30.0%
\$100k-\$200k	3.1%	10.1%
\$200k or more	1.4%	2.4%

[BACK TO TOP](#)

Education	Area (%)	Nationwide
High School graduate	60.4%	79.6%
Bachelor's degree or higher	11.2%	24.6%

Source API Call

API Call: <http://www.broadbandmap.gov/broadbandmap/demographic/?format=json>

Map my community

Schools, Libraries, Community Centers	0		
Medium/Large Business	0		
Small Business	0		
Mobile	13	1.0	1.9
Other	0		

Source: API Call
 API Call: <http://www.broadbandmap.gov/broadbandmap/speedtest/county/ids/21001?format=json>

Community Anchor Institutions	Total Number of Records	Subscribe to Broadband			
		Yes	No	?	*
Schools K through 12	0	0	0	0	0
University, College, other post-secondary	1	1	0	0	1
Libraries	1	1	0	0	1
Medical / Healthcare	2	1	0	1	1
Public Safety	3	0	0	3	0
Community Centers - Government support	2	0	0	2	0
Community Centers - Non-Government support	0	0	0	0	0

Source: API Call
 API Call: <http://www.broadbandmap.gov/broadbandmap/cai/jun2011/county/ids/21001?format=json>

BTOP Kentucky State Funding

Recipient	Project	Total Award
State Data and Development		
Commonwealth of Kentucky ...	State Data and Development	\$5,302,717
Infrastructure		
City of Williamstown, Ken...	Deployment of Broadband to Corinth, Ky., and Ot...	\$535,308
University Corporation fo...	United States Unified Community Anchor Network ...	\$62,540,162
Public Computer Centers		
Boat People SOS, Inc.	Neighborhood Empowerment and Support through Te...	\$392,000
Kentucky Arts, Education ...	Kentucky Public Library PCC Workforce Opportuni...	\$1,349,826
Louisville-Jefferson Coun...	Metro Louisville Public Library Computing Cente...	\$743,741
Sustainable Adoption		
Communication Service for...	Project Endeavor	\$14,988,657
One Community	Connect Your Community	\$1,327,235
One Economy Corporation	21st Century Information and Support Ecosystem:...	\$28,519,482

Source: API Call
 API Call: <http://www.broadbandmap.gov/broadbandmap/btop/states/kentucky?format=json>

BIP Kentucky State Funding Summary

Applicant Name	Grant Request	Loan Request	Total Request
Round 1			
Mountain Rural Telephone Cooperative Corporatio...	\$38,281,044	\$39,843,535	\$78,124,579
North Central Telephone Cooperative, Inc.	\$0	\$0	\$0
Round 2			
Wildblue Communications	\$19,533,444	\$0	\$19,533,444

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 New Data for the National Broadband Map posted by Anne Neville on March 2, 2012

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Hughes Network Systems	\$58,777,306	\$0	\$58,777,306
Foothills Rural Telephone Cooperative, Corporat...	\$14,680,738	\$6,291,744	\$20,972,482
Highland Telephone Cooperative, Inc.	\$14,461,393	\$4,820,464	\$19,281,857
Leslie County Telephone Company	\$6,169,295	\$0	\$6,169,295
Mikrotec CATV, LLC	\$829,813	\$0	\$829,813
Peoples Rural Telephone Cooperative Corp, Inc.	\$17,859,928	\$7,654,254	\$25,514,182
Salem Telephone Company	\$1,934,474	\$0	\$1,934,474
Thacker-Grigsby Telephone Company, Incorporated	\$5,185,932	\$2,222,542	\$7,408,474
Twin Lakes Telephone Cooperative Corporation	\$0	\$0	\$0
West Kentucky Rural Telephone Cooperative Corpo...	\$42,710,999	\$42,711,001	\$85,422,000
Windstream Corporation	\$27,644,292	\$0	\$27,644,292
Windstream Corporation	\$31,118,534	\$0	\$31,118,534
Sacenet	\$7,530,000	\$0	\$7,530,000
Windstream Corporation	\$951,445	\$0	\$951,445
Echostar XI Operating LLC	\$14,159,250	\$0	\$14,159,250

TA-Grants

Source API Call
 API Call: <http://www.broadbandmap.gov/broadbandmap/bip/stateids/21?format=json>

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The **National Broadband Map** is a tool to search, analyze and map broadband availability across the United States. Created and maintained by the **NTIA**, in collaboration with the **FCC**, and in partnership with 50 states, five territories and the District of Columbia.



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Narrative Number Eight

Supplemental Criteria

GED: Please show your county GED attainment as compared to county goals (at <http://www.kyae.ky.gov/> under the Performance/Accountability tab-GED targets, under the category County Goals/Targets).

Occupational Credentials: Please show total number of industry-recognized credentials in your county among working age (18-64) population. Be sure to list the type of credential, number of individuals with each credential, sources and show any calculations. Employment and community colleges will be important sources in this effort.

Narrative 8: Supplemental Criteria

GED: Show county GED attainment as compared to county goals:

Adair County Adult Education Center produced 38 GEDs with the goal of 66 in Fiscal Year 2011. This was 57% of the county's goal. The number is expected to increase in the upcoming years due to the growing number of students expected to enroll in the Ready4Work Program. In the Adair County enrolled 154 students will a goal of 319 which is 48%. In FY 2011 Adair County Adult Education Center has a goal of 54% in Academic Performance and achieved 50% of this goal. The Adair County Adult Academic Performance and achieved 50% of this goal. The Adair County Adult Education program is designed to meet the varied needs of our community and to raise the educational levels of eligible adults by providing academic instruction that leads to strong literacy skills and GED attainment, which are gateways to post-secondary education and skilled employment.

Occupational Credentials: Show total numbers of industry-recognized credentials in Adair County among working age (18-64) population. List the type of credentials, number of individual with each credential, sources and show any calculations.

Last fiscal year, Adair County Adult Education started a workplace training program referred to as "Ready4Work". This training provided a local certificate of completion which is beneficial to the citizens and local employers. The Ready4Work program provides employers with skilled potential employees. As of current date, 61 starting a new training class called 9 to 5. With both trainings the current rate of participates earning certificates is expected to rise at a steady rate. With both training classes employers could use certificates as a pre-hire tool to determine the individual's work readiness.

Adair countians receive college credentials from local colleges such as Lindsey Wilson College and Somerset Community College. The number of individuals that obtained credentials from Somerset Community College who listed Adair as their home county for the period of 2000 to 2011 is 391. (Attachment Number 1).

The Lake Cumberland Area Technology Center students have attained the following list of credentials. For the past school year 8 have received certificates under the Kentucky Skills Standard Assessment Report. (Attachment Number 2)

*The Lake Cumberland Area Technology Center students have attained the following list of O*Net Certificates. For the past school year 30 have received Certificates that attached directly to industry recognized O*Net codes and 6 that were Industry Recognized Certificates. (Attachment Number 2)*

Attachment Number 1

County of Origin	Home County	K_LAST_SCH_ATT_NM	DEGREE	ACAD_PROG_DESCR
ADAIR	Adair	Non High/Non GED	CERT	Engineering Technology
ADAIR	Adair	Non High/Non GED	CERT	Engineering Technology
ADAIR	Adair	Non High/Non GED	CERT	Engineering Technology
ADAIR	Adair	University of Kentucky	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Humanities
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Glasgow Health Technology C	CERT	Allied Health
CUMBERLAND	Adair	Glasgow Health Technology C	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
WARREN	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Somerset Community College	CERT	Social & Behavioral Science
ADAIR	Adair	Russell County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Allied Health
LAUREL	Adair	GED	CERT	Social & Behavioral Science
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	GED	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology

ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Cochranton Jr-Sr High School	CERT	Business
ADAIR	Adair	Cochranton Jr-Sr High School	CERT	Business
ADAIR	Adair	Dekalb High School	CERT	Allied Health
ADAIR	Adair		CERT	Engineering Technology
ADAIR	Adair		CERT	Engineering Technology
RUSSELL	Adair	Barren County High School	CERT	Engineering Technology
RUSSELL	Adair	Barren County High School	CERT	Engineering Technology
RUSSELL	Adair	Barren County High School	CERT	Engineering Technology
RUSSELL	Adair	Barren County High School	CERT	Engineering Technology
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RUSSELL	Adair	Barren County High School	CERT	Engineering Technology
RUSSELL	Adair	Barren County High School	CERT	Engineering Technology
ADAIR	Adair		CERT	Allied Health
ADAIR	Adair	Sheldon Clark High School	CERT	Business
ADAIR	Adair	Sheldon Clark High School	CERT	Business
ADAIR	Adair	Sheldon Clark High School	CERT	Allied Health
ADAIR	Adair	Sheldon Clark High School	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
ADAIR	Adair	Adair County High School	CERT	Engineering Technology
LAWRENCE	Adair	Fairview High School	CERT	Business
LAWRENCE	Adair	Fairview High School	CERT	Business
LAWRENCE	Adair	Fairview High School	CERT	Business
LAWRENCE	Adair	Fairview High School	CERT	Business
ADAIR	Adair	GED	CERT	Business
ADAIR	Adair	GED	CERT	Business
ADAIR	Adair	GED	CERT	Business
ADAIR	Adair	GED	CERT	Business
ADAIR	Adair	GED	CERT	Business
METCALFE	Adair	GED	CERT	Allied Health
ADAIR	Adair	Adair County High School	CERT	Allied Health
ADAIR	Adair		CERT	Allied Health
ADAIR	Adair	Non High/Non GED	CERT	Allied Health
ADAIR	Adair	Lindsey Wilson College	CERT	Allied Health

Darryl McGaha

From: Yarberry, Carlotta (OCTE-RS) <Carlotta.Yarberry@ky.gov>
Sent: Monday, May 21, 2012 12:11 PM
To: darryl@lcadd.org
Cc: Adams, Jeffrey D (OCTE-RS)
Subject: 2012 Certificate Results for Adair County

Adair County Certificate Results 2012

O'Nets	30
KOSSA	8
Industry Certificates	6

Carlotta Yarberry

Lake Cumberland ATC
2330 S Hwy 127
Russell Springs, KY 42642
Phone: (270) 866-6175
Facimile: (270) 866-2424

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Columbia-Adair County Economic Development Authority, Inc.

201 Burkesville St. • P.O. Box 116 • Columbia, Ky. 42728 • 270-384-4401 • 270-384-2056 Fax
www.thinkcolumbiaky.com • info@thinkcolumbiaky.com

February 7, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of my commitment to the Kentucky Work Ready Community Program for Adair County. The Columbia-Adair County Economic Development Authority, Inc. commits to participate in the program, support the program and work to spread the word and gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual planning retreat for our Work Ready Community effort
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes

Sue C. Stivers, Executive Director
Columbia-Adair County Economic Development
270-384-4401
cactourism@duo-county.com
201 Burkesville Street
Columbia, KY 42728 Adair County

Signature: *Sue C. Stivers*



Columbia-Adair County Economic Development Authority, Inc.

201 Burkesville St. • P.O. Box 116 • Columbia, Ky. 42728 • 270-384-4401 • 270-384-2056 Fax
www.thinkcolumbiaky.com • info@thinkcolumbiaky.com

By this letter, we, the Columbia-Adair County Economic Development Authority commit to actively support and promote the Kentucky Work Ready Community Program for Adair County. We commit to participate in the program, actively support the program, and to encourage participation in the program to others in our community.

In addition, we will participate by:

- Sending a representative to an annual strategic planning session for the Adair County Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and,
- Accepting the National Career Readiness Certificate as a valid work-readiness credential in our hiring and/or promotions process for employees.

Organization Columbia-Adair County Economic Development Authority

Key Contact Person D.W. McCammish

Contact Title: Chairman,

Phone: 270-384-0068

E-Mail: dmccammishjr@mccammish.com

Contact Mailing Address 132 Industrial Park Dr, Columbia, KY 42728

Signature: _____

Lake Cumberland Area Development District, Inc.

P.O. Box 1570, Russell Springs, Kentucky 42642

DONNA DIAZ
Executive Director

JANET CLARK
Chairman

Ph: (270) 866-4200
FAX: (270) 866-2044
TDD: 1-800-648-6056

November 15, 2011

Re: Kentucky Work Ready Communities

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Adair County. The Lake Cumberland Area Development District commits to participate in the program, support the program and work to spread the word, work to gain participation from others in the community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort;
- Attending periodic community meetings to discuss the program with others; and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions process (for employer).

Organization: Lake Cumberland Area Development District

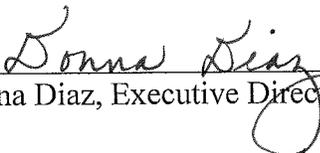
Key Contact Name: Donna Diaz

Key Contact Title/Role: Executive Director

Key Contact Phone Number: 270-866-4200

Key Contact E-mail Address: donnad@lcadd.org

Address: P.O. Box 1570, Russell Springs, KY 42642

Signature: 
Donna Diaz, Executive Director



Adair • Casey • Clinton • Cumberland • Green • McCreary • Pulaski • Russell • Taylor • Wayne

Web-Site Address - <http://lcadd.org>
Equal Opportunity Provider

Mark D. Harris
Mayor



Municipal Building
116 Campbellsville St.
Columbia, KY 42728
Phone (270) 384-2501

February 1, 2012

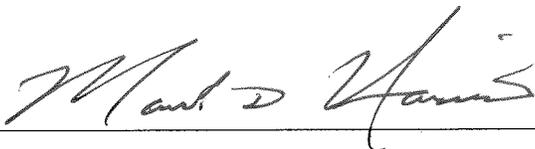
Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Adair County. The City of Columbia commits to participate in the program, support the program and work to spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending a periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes (for employers).

Organization: City of Columbia
Key Contact Name: Mark Harris
Key Contact Title/Role: Mayor
Key Contact Phone Number: (270) 384-6183
Key Contact Email Address: mayor@cityofcolumbiaky.com
Address: 116 Campbellsville Street
City: Columbia County: Adair

Signature: 

Office of Adair County Judge/Executive

424 Public Square, Suite 1 • Columbia, Kentucky 42728

270-384-4703 • 270-384-4704 • Fax 270-384-9754

E-mail acjudge1@duo-county.com



Ann Melton
Judge/Executive

January 31, 2012

Re: Work Ready Community Steering Committee:

To Whom It May Concern:

Please consider this letter documentation of our commitment to the "Kentucky Work Ready Community Program" for Adair County. The Adair County Fiscal Court commits to participate in the program, support the program and work to spread the word and gain participation from others in our community.

In addition to the above, we are willing to participate by:

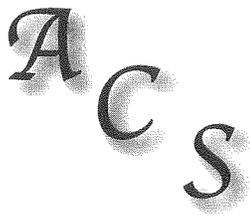
- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort.
- Attending a periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes for employers.

Organization:	Adair County Fiscal Court	
Key Contact Name:	Judge Executive Ann Melton,	Magistrate Perry Reeder
Key Contact Phone #:	270-384-4703	270-634-3234
Key Contact Email Address:	acjudge1@duo-county.com	
Key Contacts Addresses:	424 Public Square, St 1 Columbia KY 42728	P O Box 331 Columbia KY 42728

Please consider making Adair County a Work Ready Community.

Sincerely,

Ann Melton, Judge Executive,
Adair County



Adair County Board of Education

"Learning for a Lifetime"

Darrell Treece - Superintendent

1204 Greensburg St. • Columbia, KY 42728 • Phone: 270-384-2476 • Fax: 270-384-5841

February 13, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Adair County. The Adair Board of Education voted unanimously at its November 15, 2011 regular meeting to participate in the program, support the program and work to spread the word and to gain participation from others in the community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our classified hiring and/or promotion processes.

Organization: Adair County Schools

Key Contact Name: Darrell Treece

Key Contact Title/Role: Superintendent

Key Contact Phone Number: (270)384-2476

Key Contact Email Address: Darrell.treece@adair.kyschools.us

Address: 1204 Greensburg Street

City: Columbia, KY 42728 County: Adair

Signature: 

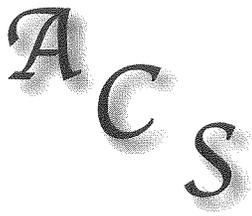
MARSHA WALKER
Chairperson

FLOYD BURTON
Vice-Chairman

MIKE HARRIS
Member

JOSEPH B. PAYNE
Member

REBECCA TURNER
Member



Adair County Board of Education

"Learning for a Lifetime"

Darrell Treece - Superintendent

1204 Greensburg St. • Columbia, KY 42728 • Phone: 270-384-2476 • Fax: 270-384-5841

Marsha Walker
126 Will Walker Lane
Columbia, KY 42728
(270) 384-2243

February 27, 2012

Dear Work Ready Community Steering Committee:

I am pleased to submit my letter of support for the Kentucky Work Ready Communities Program for Adair County. As a representative of the board of education on the planning committee, I have enjoyed participating in local efforts to achieve college/career readiness for all students and adults. The Work Ready information and materials shared at our meetings has given me great hope that programs such as WorkKeys, emphasis on soft skills, mentoring and better college/career advising will encourage our students to better prepare themselves for jobs and higher education.

We have a Columbia/Adair County Chamber of Commerce that is involved and committed. I am excited to see the commitment of local stakeholders in the planning process. Becoming a certified work ready community will be good for all and will encourage new businesses to locate here. As a member of the Chamber, I am spreading "work ready" program information among other business members and encouraging the use of the National Career Readiness Certificate as a valid work readiness credential in their hiring and promotion of employees.

I will continue to serve on the KWRCPC planning committee with enthusiasm and dedication. I will fully support work ready programs and activities in our P-12 schools and Adult Learning Center.

Sincerely,

Marsha Walker

MARSHA WALKER
Chairperson

FLOYD BURTON
Vice-Chairman

MIKE HARRIS
Member

JOSEPH B. PAYNE
Member

REBECCA TURNER
Member



KY Tech - Lake Cumberland Area Technology Center

2330 Highway 127 South Russell Springs, KY 42642
Phone: (270) 866-6175 Fax: (270) 866-2424

January 23, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Adair County. Lake Cumberland Area Technology Center commits to participate in the program, support the program and work to spread the word to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes (for employers).

Organization: Lake Cumberland Area Technology Center

Key Contact Name: Jeff Adams

Key Contact Title/Role: Principal

Key Contact Phone Number: (270) 866-6175

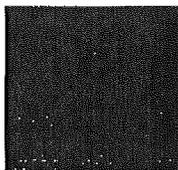
Key Contact Email Address: JeffreyD.Adams@ky.gov

Address: 2330 S Hwy 127

City: Russell Springs . County: Russell

Signature: _____

Education and Workforce Development Cabinet



**LINDSEY
WILSON
COLLEGE**

Lindsey Wilson College will support and promote the Kentucky Work Ready Community Program for Adair County. We commit to participate in the program, actively support the program, and to encourage participation in the program by others in our community.

In addition, we will participate in the Kentucky Work Ready Community Program by:

- Sending a representative to an annual strategic planning session for the Adair County Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others and,
- Accepting the National Career Readiness Certificate as a valid work-readiness credential in our hiring process for employees.

Organization Lindsey Wilson College

Key Contact Person Bettie C. Starr

Contact Title: Vice President for Academic Affairs

Phone: 270-384-8030

E-Mail: starrb@lindsey.edu

Contact Mailing Address 210 Lindsey Wilson St. Columbia, KY 42729

Signature: Bettie C Starr

OFFICE OF ACADEMIC AFFAIRS

210 Lindsey Wilson Street
Columbia, Kentucky 42728
Office: 270-384-8030 Fax: 270-384-8050
www.lindsey.edu

Lake Cumberland Area Development District, Inc.

P.O. Box 1570, Russell Springs, Kentucky 42642

DONNA DIAZ
Executive Director

JANET CLARK
Chairman

Ph: (270) 866-4200
FAX: (270) 866-2044
TDD: 1-800-648-6056

November 15, 2011

Re: Kentucky Work Ready Communities

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Adair County. The Cumberlands Workforce Investment Board commits to participate in the program, support the program and work to spread the word, work to gain participation from others in the community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort;
- Attending periodic community meetings to discuss the program with others; and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes (for employers).

Organization: Cumberlands Workforce Investment Board (CWIB)

Key Contact Name: Darryl McGaha

Key Contact Title/Role: Associate Director for Workforce Development

Key Contact Phone Number: 270-866-4200

Key Contact E-mail Address: Darryl@lcadd.org

Address: P.O. Box 1570, Russell Springs, KY 42642

Signature:



Darryl McGaha,

Associate Director for Workforce Development



Adair • Casey • Clinton • Cumberland • Green • McCreary • Pulaski • Russell • Taylor • Wayne

Web-Site Address - <http://lcadd.org>
Equal Opportunity Provider

Adair County Adult Education Program
403 Indian Drive
Columbia, KY 42728
Phone/Fax: 270-384-4497

February 7, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Adair County. Adair County Adult Education Program commits to participate in the program, support the program and work to spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes.

Adair County Adult Education Program
Mary Ann Branham
Director
270-384-4497
maryann.branham@adair.kyschools.us
403 Indian Drive
Columbia, KY 42728

Signature



November 7, 2011

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of my commitment to the Kentucky Work Ready Community Program for Adair County. I commit to participate in the program, support the program, and work to spread the word and to gain participation from others in the community.

In addition to the above, I am willing to participate by:

Attending an annual strategic planning retreat for our Work Ready Community effort.

Attending periodic community meetings to discuss the program with others, and

Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions process.

Reed Brothers Insurance

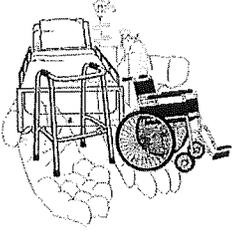
Dan L. Antle

270-384-2143

Dan.antle@rbi-ins.com



Dan L. Antle



COMMUNITY MEDICAL SERVICES, INC

P. O. BOX 987
COLUMBIA, KY 42728

Toll Free: 877- 445-5040

Phone: (270) 384-0750

Fax: (270) 384-2213

Email: cmsmed@duo-county.com

March 1, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Adair County. Community Medical Services, Inc. commits to participate in the program, support the program and work to spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as valid work readiness credential in our hiring and/or promotions processes (for employees).

Organization: Community Medical Services, Inc.

Key Contact Name: Stacey Wilson

Key Contact Title/Role: Owner, President

Key contact Phone Number: 270-384-0750

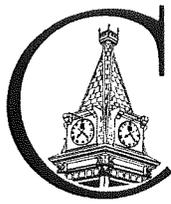
Key Contact Email Address: cmsmed@duo-county.com

Address: 801 Burkesville Street, Columbia, KY 42728

City: Columbia County: Adair

Sincerely,

Stacey Wilson
Owner, President



Columbia-Adair County Chamber of Commerce

Post Office Box 116
Columbia, Kentucky 42728-1901
Phone: 270-384-6020
Fax: 270-384-2056
Email: coladair@duo-county.com
www.columbia-adaircounty.com

February 7, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of my commitment to the Kentucky Work Ready Community Program for Adair County. The Columbia-Adair County Chamber of Commerce commits to participate in the program, support the program and work to spread the word and gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual planning retreat for our Work Ready Community effort
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes

Columbia-Adair County Chamber of Commerce
Ronald E. Heath
Past President
270-250-2125
rvheath@duo-county.com
201 Burkesville Street
Columbia, KY Adair County

Signature: _____

SHORELINE COMMUNICATIONS, INC.

P.O. Box 927
Columbia, KY 42728
270-384-7979
FAX 270-384-6244

P.O. Box 927
Russell Springs, KY 42642
270-866-7979
FAX 270-866-8774



February 10, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Adair County. Shoreline Communications, Inc. commits to participate in the program, support the program and work to spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

*Sending a representative to an annual strategic planning retreat for our Work Ready Community effort.

*Attending periodic community meetings to discuss the program with others, and

*Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes.

Organization: Shoreline Communications, Inc. (WHVE-FM and WVLC-FM)

Key Contact Name: Jan Royse

Key Contact Title/Role: General Manager

Key Contact Phone Number: 270-384-7979

Key Contact Email Address: traffic@ridingthewave.com or jan_royse@yahoo.com

Address: P.O. Box 927, Columbia, KY 42728

County: Adair

Jan Royse
General Manager

The Wave!

www.ridingthewave.com



February 15, 2012

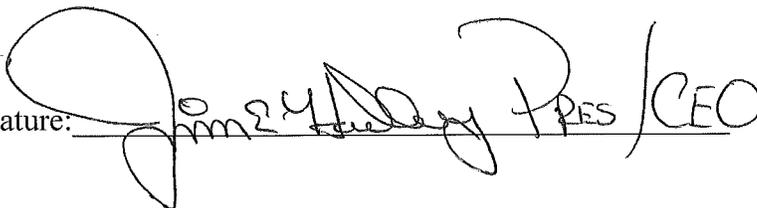
Dear Work Ready Community Steering Committee:

Please consider this letter documentation of my commitment to the Kentucky Work Ready Community Program for Adair County. Majestic Yachts Inc. commits to participate in the program, support the program and work to spread the word and gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual planning retreat for our Work Ready Community effort
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes

Jim E. Hadley, President/CEO
Majestic Yachts Inc.
270-385-9828
sales@majesticyachtsinc.com
101 Westwood Drive – P.O. Box 580
Columbia, KY 42728 Adair County

Signature:  Jim E. Hadley PRES / CEO

**P.O. Box 580
Columbia, KY 42728
Phone: 270-385-9828
Fax: 270-384-4737**



By this letter, we, Duo County Telecom commit to actively support and promote the Kentucky Work Ready Community Program for Adair County. We commit to participate in the program, actively support the program, and to encourage participation in the program to others in our community.

In addition, we will participate by:

- Sending a representative to an annual strategic planning session for the Adair County Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and,
- Accepting the National Career Readiness Certificate as a valid work-readiness credential in our hiring and/or promotions process for employees.

Organization: Duo County Telecom

Key Contact Person: Eric West

Contact Title: Director of Marketing

Phone: 270-866-1226

E-Mail: ewest@duotel.com

Contact Mailing Address: P.O. Box 80, Jamestown Kentucky 42629

Signature: _____

A handwritten signature in black ink, appearing to read "Eric West", is written over a horizontal line.

Minutes: Meeting of the Kentucky Work Ready Application Committee, November 3, 2011

Present: Jim Hadley (Majestic Yachts, EDA, City Council), Jeff Adams (Russell Co. Area Technology Center), Doug McCammish (McCammish Mfg., EDA), Mary Ann Branham (Director, Adair County Adult Ed), Darrell Treece (Superintendent, Adair County Schools), Ron Heath (President, Columbia-Adair County Chamber of Commerce), Dan Antle Reed Brothers Insurance, EDA), Mark Harris (Mayor, City of Columbia), Darryl McGaha (Director, Workforce Investment, LCADD), Kaye Bowman (Community Medical, EDA), Marsha Walker (Chair, Adair County School Board), Sue Stivers (Columbia-Adair EDA Director, Columbia-Adair Chamber Director)

The meeting was opened by Doug McCammish, thanking all those present for attending.

Doug stated the objectives for the meeting:

Adair County and Columbia are in competition with counties and states and countries around us for jobs. Moreover, our young people need direction and support to enable them to control their future. The Kentucky Work Ready Communities program has given us an opportunity to improve our competitiveness and give our citizens a leg up, but it will take some work and commitment. We are here today to learn about the need, the potential, and the requirements, and then to make some decisions about whether this program is right for us, whether we should make the commitment, and how to position this effort among all the other opportunities we have.

All present then introduced themselves and gave their role with respect to the meeting.

Doug then introduced Darryl McGaha to review the Kentucky Work Ready Community requirements.

Darryl first noted that becoming a Kentucky Work Ready Community would be a prestigious credential and would be a key factor in state Economic Development Cabinet referrals. There are few communities in Kentucky that have achieved that status or that are even working on it. Even to be a Work Ready Community in Progress would be a major asset.

Darryl then walked the group through the requirements:

- The National Career Readiness Certificate (NCRC) requirement is possibly the most difficult criterion (see also graduation rate) since it requires a credible plan to have 15% of working-age adults (18-64) achieve that certification. The certificate requires assessments in reading for information, applied math, and locating information. The school system has been using this test for some graduates for a couple of years, but it is fairly expensive. Achieving 15% would require that currently employed adults see a value in certification. For a county working-age population of 10,000, for instance, we would need to have 1500 people certified. Per Darryl, we now have about 472 certifications in Adair County. Superintendent Treece indicated that use of the NCRC is being expanded in the school system.

During discussion, it was agreed that employer preference for NCRC holders is key to this. One component of our plan should be to develop a program to "market" the NCRC to county employers so that they give preference in interviewing, at least, to potential employees who are certified.

- A High School Graduation rate of 82.32% is required. However, per Darrell Treece, the state has recently changed the way that graduation rate is calculated so that, while Adair County's rate was once above 85%, it would be below 70% with the new calculation method. Darrell went into some detail about the new rules that penalize the school system by not counting as graduates anyone who moves into or out of the system or counting GED recipients in any way. (Ref. AFGR - average freshman graduation rate)

- Broadband Internet Availability at 4 Mbps speeds to 90% of the community is probably within reach following the work of Connect KY a few years ago. It was agreed to ask providers Duo-County and Windstream to participate in the KWRC process. We need data from them both to determine our county percentages.

- The Soft Skills Assessment requires plans in place to address work ethic, attendance, and other "soft" skills training for all workers. Jeff Adams provided copies for all attendees of the "Work Ethics Seal Program" for high school seniors and Mary Ann Branham provided an outline of the training provided for adult education participants in a 40-hour class. In the view of the industry participants present, these programs are essential to the preparation of any worker. Per Jeff Adams and Superintendent Treece, these programs are being implemented system-wide

In follow-up discussion, there were several points made by participants:

- The young people of Adair County would be the biggest beneficiaries of the Kentucky Work Ready Community program - both in preparation for entering the workforce and in the prospect of more jobs.
- Much of the work to be done to achieve KWRC status is already planned or in place by the school system and Lake Cumberland Area Development District.
- A plan should be development to market the NCRC to Adair County employers. (see above)

Going forward:

- All participants agreed the program is worthwhile and necessary and all participants agreed to submit a letter of commitment. A template for the letter is included in the application packet provided to all participants.
- All participants agreed that we should target June, 2012 submission of our KWRC application. Darrell Treece noted that Mr. Alan Reed, employed by Adair County Schools, has the expertise necessary to prepare the documents with input from the committee. Darrell plans to make that assignment and invite Alan to participate in future committee discussions.
- The Economic Development Authority is responsible for overall coordination of the effort, but one or two key individuals will be selected as "point" people.
- School Board Chair Marsha Walker and Superintendent Treece agreed to submit the KWRC plan for board approval at the next meeting on November 8. Every team member involved is strongly encouraged to submit this Kentucky Work Ready Community effort for formal approval and to update their organizations regularly.

- Coordinating schedules for Darryl and Darrell, it was agreed to meet again at 12:00 noon on November 16 to begin development of a work plan and assignments.

MINUTES

Kentucky Work Ready Application Committee

November 16, 2011

Noon

Present: Jim Hadley (Majestic Yachts, EDA, City Council)
Jeff Adams (Russell Co. Area Technology Center)
Doug McCammish (McCammish Mfg., EDA)
Mary Ann Branham (Director, Adair County Adult Ed)
Darrell Treece (Superintendent, Adair County Schools)
Ron Heath (President, Columbia-Adair County Chamber of Commerce)
Dan Antle (Reed Brothers Insurance, EDA)
Mark Harris (Mayor, City of Columbia)
Darryl McGaha (Director, Workforce Investment, LCADD)
Kaye Bowman (Community Medical, EDA)
Marsha Walker (Chair, Adair County School Board)
Sue Stivers (Columbia-Adair EDA Director, Columbia-Adair Chamber Director)
Alan Reed (Adair County Schools)

The meeting was opened by Doug McCammish, thanking all those present for attending, and stated the objectives for the meeting:

Doug called for any Letters of Recommendations that were ready to be given to Sue. Some in the meeting indicated they would have more letters forthcoming, and Sue said she also had others on her desk.

Doug then proposed that the Committee begin to work on the Application which would be turned over to Alan Reed for completion.

Alan suggested that we walk through the Application document and identify the required resources for each narrative and divide out the sections to the proper sources. In addition, Alan requested to brought up to speed on the project, thus far.

Doug then led a review of the following points:

- There are two levels of the Program: (1) Work Ready Community (2) Work Ready Community in Progress—meaning we won't immediately achieve all narratives in the document, but will put processes in place to achieve at a later date.
- We have roughly 6 months to complete the project (deadlines are: Dec 12, 2011, March 5, and June 27, 2012). We anticipate achieving the June 2012 deadline.
- We have requested a sample of a completed application, but Doug feels it's unlikely we will receive one.
- Darryl stressed that we need to use documentation that currently exists for narratives, especially in the area of education data. The National Career Readiness Certificates (NCRC) are very important, and there are nearly 500 currently in Adair County. We would need to have 1,500 to obtain the required 15%. Mary Ann & Darrell will work on that data. More seniors will be tested next year, so the percent should rise. It was also noted that older adults would also be tested -- upcoming senior data will be a good source, plus Adult Education initiatives because they will be required to take the NCRC. Lindsey Wilson College can also provide some career-ready data. (Alan asked what the term "Educational Attainment" meant, and Darryl said it meant to have an Associates degree or higher. And, that new census data should give better to-to-date data than what we currently have.)

- It was also agreed to establish a marketing strategy for the NCRC program. The marketing program would encourage area employers to give applicants, who have a National Readiness Certificate, interviewing priority over other applicants applying for the same job.
- Industry seems very interested in the soft skills portion of this program because it will help improve workforce skills. Currently Adult Education efforts can really assist in this, as well as what is being done in public schools. In addition, some private hiring agencies such as Quality Personnel are doing soft skills training. (Darryl noted that we need to include Winfrey Bates with KTCTS in Russell Springs for data.
- In regards to the Broadband narrative, it was established that neither Duo-County or Windstream communications had been contacted. Darryl said he would contact both.
- Doug asked for clarification of what kind of Occupational Educational credentials and certificates were accepted. A few were verbalized: all certificates given by Lindsey Wilson College in career areas, as well as certificates for Adult Education.

Alan then suggested developing a flow chart, which he would oversee, to show exactly 'who' was assigned to 'what'. It would also help show what areas need more assistance.

The following committee members were assigned to each narrative:

- #1 Graduation Rate.....Alan, Marsha, Reed, Adams
- #2 NCRC Attainment.....Sue, Darryl, Mary Ann
- #3 and #4: Education Attainment.....Winfrey Bates, LWC Rep.
- #5 Soft Skills.....Alan, Jim, Ron, Dan, Mark, Jamie White (Youth & Svc Center)
Develop NRC Marketing Program.....Alan, Kaye, Doug, Jim, Anthony, Tony, Dan
- #6 and #7 Broadband.....Darryl, Alan, Windstream and Duo-County Reps
- #8 Supplemental Criteria.....Mary Ann, Sue, Darryl, Jeff (it was agreed to go back 10 years or whatever data is available)

It was agreed on to work towards the June 2012 deadline, but some thought we might achieve it by an earlier date.

Jim Hadley asked if we needed other representation on the committee from the community? It was agreed that the following needed to be contacted: Lindsey Wilson College (Sue will contact), County Judge (will be represented next meeting), Youth Svc Center (Alan will contact Jamie White).

Next meeting was scheduled for January 25th at 11:45 AM.

Meeting adjourned at 1pm

Work Ready Community

Minutes of the Meeting

January 25, 2012

The meeting was called to order by Chairman Alan Reed at 11:45a.m. in the conference room of the Adair County Chamber of Commerce.

Reed assigned/accepted individuals to serve as subcommittee chairpersons for the various sub-sections of the application. They were:

Graduation Rate – Darrell Treece (Supt. of Schools)

National Career Readiness Certificate – Mary Ann Branham

Educational Attainment – Linda McKinley Grider (Lindsey Wilson College)

Soft Skills – Ron Heath (Lindsey Wilson College, ret.)

Broadband Availability – Darryl McGaha

Supplemental Criteria – Mary Ann Branham

**A copy of the Work Ready Sub-committee membership and those in attendance are attached.*

Reed shared the KWIB reference and resources websites and shared examples of effective examples from three counties who had previously submitted application.

After much discussion it was decided by the group that the deadline for submission of completed sections would be May 16, 2012 to allow for ample time for final compilation and editing. It was decided that each sub-committee will present both a "hard copy" and electronic copy in MS Word format.

The group heard Sue Stivers, Executive Secretary of the Chamber report on the importance of soliciting the Letters of Commitment. The letters will be submitted to her.

The next meeting was set for February 29, 2012.

Meeting adjourned at 1:00 p.m. CST.

WORK READY COMMUNITY – COMMITTEES

Narrative 1: Graduation Rate Chair: Darrell Treece

Jeff Adams
Darrell Treece
Alan Reed
Marsha Walker

Narrative 2: National Career Readiness Certificate Attainment Chair: M.A. Branham

Mary Ann Branham
Daryl McGaha
Sue Stivers

Narrative 3/4: Educational Attainment Chair: Linda McKinley Grider

Linda McKinley Grider
Winfrey Bates
Darryl McGaha

Narrative 5: Soft Skills Program Chair: Ron Heath

Alan Reed
Jim Hadley
Dan Antle
Ron Heath
Jaime White
Linda McKinley Grider

Narratives 6 and 7: Broadband Availability Chair: Darryl McGaha

Darryl McGaha
Alan Reed
Eric West – Duo-County
Ben Sams – Windstream

Narrative 8: Supplemental Criteria Chair: Mary Ann Branham

Mary Ann Branham
Jeff Adams
Linda McKinley Grider (resource)
Darrell McGaha

ATTENDANCE

Jan. 25, 2012

NAME	BUSINESS ORGANIZATION	ADDRESS	PHONE/CELL	E-MAIL
Mary Ann Brubaker	Sherid Johnson	126 Mill Meadows Lane, Columbia	384-2243 378-1659	mbrubaker@duccounty.com
Debra Williams	Adair Co. Ag. Ex.	4341 Packer St. Columbia	384-9903	adair@adaircounty.com
Mary Ann Brubaker	Adair Co. Health Ed.	4103 Indiana Dr. Appleton	384-4497	maryann.brubaker@adairky.com
Roger Melbous	United Citizens Bank	700 Jamestown St. Columbia	384-2265	roger@melbous.com
Perry Reader	Adair Fiscal Court	424 Public Sq. Columbia	634-3234	adair@adaircounty.com
Doreen McGee	Lake Cumberland ADD	2384 Lakeway Dr. Russell Springs	866-4200	doreen@lakecumberland.com
Jeff Adams	Lake Cumberland ARE	2330 Hwy 127 Russell Springs	866-6175	jeff@lakecumberland.com
Jim Habley	MASSIVE YARDS, LLC CITY SQUARE, EDA	101 WESTWOOD DR. Columbia	250-2310	jim.habley@adaircounty.com
Ron Heath	Adair County Chamber of Commerce	151 W. marts Circle, Columbia	250-2125	rheath@adaircounty.com
Doreen McGee	EDDA	90 Packer St. Columbia	384-9903	doreen@adaircounty.com
Kathy Bowman	CHS, Inc.	P.O. Box 987 Columbia	250-8119	kathy@adaircounty.com
Allen Reed	Adair Co. School	P.O. Box 927 - Columbia	378-0250	allen.reed@adaircounty.com
Shirley A. Stewart	Columbia - Adair County Chamber of Commerce Adair County Board of Education * Tourism - Stewart's Director	P.O. Box 116, Columbia, Ky	384-6020	shirley@adaircounty.com

Work Ready Community

Minutes of the Meeting

February 29, 2012

The meeting was called to order by Chairman Alan Reed at 11:45 a.m. with the introduction of new members and guests.

Each of subcommittee chairpersons gave a report on the progress of their individual groups. Ron Heath, chairperson for Soft Skills section noted the difficulties in crafting this particular section. Heath noted the importance of having representation from Adair County High School. Reed said he would work with the Superintendent to ensure adequate representation on Ron's subcommittee.

The group heard a report from the Adair County Adult Learning Center about the forthcoming grant application and a request for letters of support from the community was made by both Reed and Mary Ann Branham, center director.

Marsha Walker reported on recent policy adopted by the Adair County Board of Education in re Worth Ethics Seal for Adair County High School students.

Chairman Reed gave a Power Point presentation on how the Work Ready Community process with help drive state mandates for curriculum changes in Adair County Schools. Job projections and training requirements through 2014 were presented.

The next meeting was scheduled for March 27, 2012.

Meeting adjourned at 1:00p CST.

Work Ready Community

Minutes of the Meeting

March 27, 2012

The meeting was called to order by Chairman Alan Reed at 11:45 a.m. at the regular meeting location at the Chamber of Commerce office.

Each Sub-committee chairperson gave a report and update regarding the progress of his/her committee.

Chairman Reed presented a legislative update from the 2012 Session relating specifically relating to House and Senate bills relating to career and technical education.

Ron Heath, sub-committee chairman for Soft Skills, reported significant progress in this most difficult of sections of application. Reed and the group praised Heath for his dedication.

Chairman Reed shared two books worth reading: "A Whole New Mind" by Pink and "The Coming Job Wars" by Clifton. Also shared with the group was a map indicating the percentage of Kentucky students who are "College or Career Ready" (county-by-county).

The group decided since all section were nearly complete except for Soft Skills, there would be no need for an April meeting. The final committee meeting was scheduled for May 16, 2012.

The meeting was adjourned at 12:55 p.m.

2012 Session Education Bills
27 March 2012

HB75 (BR 245) - L. Belcher, D. Keene, R. Palumbo, R. Smart

AN ACT relating to career and technical education, making an appropriation therefor, and declaring an emergency. Amend KRS 158.812 to express legislative goals for career and technical education; amend KRS 158.810 to define terms related to career and technical education; create a new section to KRS Chapter 156 to require the Department of Education to issue core content standards, assess student progress, and develop new courses relevant to college and career readiness; create a new section to KRS Chapter 158 to provide for the creation and use of evidence-based models assessing the needs of at-risk students; create a new section of KRS Chapter 157 to define terms related to career and technical education and to establish a career and technical education accessibility fund; amend KRS 158.814 to address unmet needs for career and technical education; amend KRS 158.816 to add criteria to the assessment of technical education students; amend KRS 18A.010 to exempt technology center employees from the count of full-time executive branch employees; provide short title; EMERGENCY.

SB3 (BR 159) - J. Westwood, M. Wilson

AN ACT relating to career pathways, making an appropriation therefor, and declaring an emergency. Amend KRS 158.812 to express legislative goals for career and technical education; amend KRS 158.810 to define terms related to career and technical education; create a new section of KRS Chapter 156 to require the Department of Education to issue core content standards, assess student progress, and develop new courses relevant to college and career readiness; create a new section of KRS Chapter 158 providing for the creation and use of evidence-based models assessing the needs of at-risk students; create a new section of KRS Chapter 157 to define terms related to career and technical education and to establish a career and technical education accessibility fund; amend KRS 158.814 to address unmet needs for career and technical education; amend KRS 158.816 to add criteria to the assessment of technical education students; amend KRS 18A.010 to exempt technology center employees from the count of full-time executive branch employees; EMERGENCY.

Work Ready Community

Minutes of the Meeting

May 16, 2012

The final meeting was called to order by Chairman Alan Reed at 11:45 a.m. at the Chamber of Commerce building.

Draft copies of the Work Ready Community application were presented to the members present.

The members again praised Ron Heath, sub-committee chairman for Soft Skills (along with his membership) for the very compelling work on the Soft Skills section of the application.

The group decided to celebrate if and when the application was approved.

An e-mail will be sent by Chairman Reed to all group members thanking them for their support in this initiative.

The meeting was adjourned at 12:30 p.m.

Columbia-Adair County
Work Ready Community Committee
Soft Skills Sub-Committee Meeting
February 15, 2012

Members Present: Jaime White, Linda McKinley-Grider, Dan Antle, Jim Hadley,
Alan Reed, and Ron Heath

Committee Chair Ron Heath called the meeting to order. Agendas and copies of the “soft skills” narratives for three other counties – Russell, Warren, and Daviess – were distributed to all members. The Chair went over the task at hand for the committee and the requirements for the narrative. The rest of the meeting was spent discussing ideas on what the committee needs to do. It was evident from the start that we will need to have representatives from the school district, the adult education program, and some of the largest area employers share their knowledge with the committee.

Alan Reed indicated he will be making a presentation on the “Work Ready Community” project at the next school board meeting. As part of his remarks he will talk about the Work-Ethic Seal program and seek their support.

Since the committee needs feedback support from several of the largest employers in the county, a list was compiled which included the following:

Lindsey Wilson College	Westlake Community Hospital
Adair County Schools	IMO Pump
Walmart	IGA
McDonalds	Tractor Supply
Gaddie Shamrock	Pyles various businesses
Duo-County	McCammish Manufacturing

The committee will need to meet representatives from some of these businesses to find out what kinds of soft skills they are looking for in hiring new employees. These companies will also need to be encouraged to give preference to applicants for jobs who have completed the Work-Ethic Seal program. This will need to be one of the first tasks of the committee.

As to the Work-Ethic Seal program the committee decided Adair County School Superintendent Darrell Treece or his designee would be the best person to work with the committee to see that this program is implemented effectively in the high school. Mr. Treece would also be the person the committee would rely on for comparative data the committee will need to develop some measurable goals for the Soft Skills narrative.

Mary Ann Branham, who oversees the adult education program for the county, would be the person the committee needs to work with to be sure the Work-Ethic Seal program is integrated into the adult education program. Linda McKinley-Grider as a member of the

committee would be able to provide the necessary data with regards to how Lindsey Wilson College is involved with this program.

The next meeting is set for Wednesday, March 7.

Submitted by:

Ron Heath
Soft Skills Sub-Committee Chair

Columbia-Adair County
Work Ready Community Committee
Soft Skills Sub-Committee Meeting
March 7, 2012

Members Present: Jaime White, Linda McKinley-Grider, and Ron Heath

Committee Chair Ron Heath called the meeting to order. He then provided an update on the progress made with regard to soft skills since the last time the committee met on February 15. He commented about three steps that have been taken:

- Jan Royce and Linda Waggener have volunteered to serve on this committee
- The Work-Ethic Seal Program has been approved by the School Board
- Mary Ann Branham has been invited to come to a future meeting to outline how the Adair County Adult education program and how she addresses soft skills.

Under new business, the committee discussed which employers should be invited to serve on the Soft Skills Advisory Committee. After some discussion the committee identified eight potential businesses to provide input. These include (with contact person):

- | | |
|-----------------------------------|-----------------|
| • Duo-County Telecom | Eric West |
| • McDonalds | Pam Hancock |
| • Gaddie Shamrock | Roy Beard |
| • IMO Pump | Earl Milby |
| • Walmart | Carla Thomas |
| • McCammish Manufacturing | Doug McCammish |
| • United Citizens Bank | Sandy Corbin |
| • Assisted Transportation Systems | Robin Wilkerson |

We also mentioned Majestic Yachts, but since Jim Hadley is already on the Soft Skills Sub-Committee he will have input. If the contact person says the business is interested, but he/she cannot serve we would ask for the human resource person or some other designee to participate. With potential businesses identified, the committee then went over the list again to seek volunteers to make the contact to invite the business personally. Linda McKinley-Grider volunteered to contact McDonalds and McCammish Manufacturing; Jaime White agreed to contact United Citizens Bank and Assisted Transportation Systems. Ron Heath agreed to contact Duo-County, Walmart, and IMO Pump. He also agreed to talk with Alan Reed about asking Roy Beard at Gaddie Shamrock to serve on the committee. At the first meeting Alan indicated Roy has a great interest in education. This might be a way to get him involved.

Next the chair asked if the committee could identify someone from the high school to serve as a liaison between the Soft Skills Committee and the Work-Ethic Seal program at the high school. The lines of communication between the Soft Skills Advisory Committee and the people who administer the Work-Ethic Seal program at the high school need to be open. Our committee can be the conduit to make that happen, but we need representation from both groups. Jaime White agreed to contact Mr. Treece, the

Superintendent for Adair County Schools, to ask if he would appoint someone who will be involved directly with the program to serve as the liaison with our committee and the advisory board. We agreed too that Mary Ann Branham, as Director of the Adult Education program in the county, needs to be invited to meet with the business representatives to hear their thoughts on what types of soft skills they feel need to be emphasized.

The final item of business was to set a date for the next meeting. Contacts with potential business representatives need to be made as quickly as possible so we can get the group together. The Chair suggested we meet in two weeks, on March 21 and that the business representatives be invited to attend. Jaime suggested that at that meeting, Alan Reed might be able to do a condensed version of the power point presentation he did for the school board. After that first meeting we can ask the representatives the best day and time to meet in the future.

Linda and Jaime suggested that, if possible, we provide a sandwich lunch during that meeting. Jaime indicated that she might be able to cover the cost of the sandwiches through one of the programs at high school. She was reasonably sure she could get approval, but she said she will confirm with the appropriate people and let the committee know for sure.

The meeting adjourned at 12:50 p.m.

Submitted by:

Ron Heath
Soft Skills Sub-Committee Chair

Columbia-Adair County
Work Ready Community Committee
Soft Skills Advisory Committee Meeting
March 21, 2012

Members Present: Alan Reed, Jaime White, Linda McKinley-Grider, Pam Hancock, Jason Edwards, Mary Ann Branham, Eric West, and Ron Heath

As everyone was finishing their sandwich lunch, Chairperson Ron Heath opened the meeting with a welcome and thanks to those attending today's session. He also expressed appreciation to Jaime White for arranging lunch for everyone. After a few introductory remarks, he asked Alan Reed, Chairperson of the Work Ready Community Committee to provide an overview about the Work Ready Community project. Alan shared a power point presentation he put together on the importance of preparing students and adult learners to take their place in the work force. A four year college degree won't be necessary for about two thirds of the jobs will open up in the near future. Our education programs must do a better job of preparing students for jobs that may not require a college degree.

After Alan's presentation, Ron Heath brought up the Work Ethic Seal program recently adopted by the school board. The purpose of this program is to help prepare students with the soft skills they will need to be successful at whatever job students get after graduation. Several members of the committee commented that one of the most important qualities they look for from applicants is initiative. The Work Ethic seal idea was discussed at length. In looking over the document approved by the school board regarding graduation rates, it was discovered there seems to be a duplication. The work ethic certificate program and the work ethic seal program are each listed, but the requirements and even the wording is exactly the same for both programs. Ron will get together with Superintendent Treece and mention it to him to see if one might be eliminated.

Before moving on, Ron asked MaryAnn Branham to describe the process adult learners go through to complete a 40 hour work ready program. It was discussed that feedback from employers is essential if the program is going to meet the needs of businesses in the community. Ron mentioned the other businesses that have or will be invited to have representation on this committee. Besides Duo-County, Walmart, and McDonalds, the other businesses include: IMO Pump, McCammish Manufacturing, United Citizens Bank, Gaddie Shamrock, and Assisted Transportation Systems. In addition since Jim Hadley is already a member of the committee, Majestic Yachts will be represented.

Next, Ron mentioned the purpose of the Soft Skills Advisory Committee. There are five aspects the committee will need to deal with. These include:

1. Provide evidence of employer engagement in the program development process
2. Provide evidence that employers recognize achievement of work ethic credentials in the hiring/advancement process
3. Provide measurable goals for annual improvement
4. Provide strategies to assure employers of the sustainability of the program
5. Program must at least address: attendance/punctuality, communication, teamwork, leadership, and critical thinking.
- 6.

When the meeting was opened up to questions and comments, MaryAnn brought up a new program she is planning to implement for adult learners. She is calling it the 9-5 program. This new program will help strengthen the skills of adult learners. It will begin after spring break. Eric West suggested that rather than have the Work Ethic criteria focus on negatives we should look for positive ways to reinforce students who participate in this program. Public recognition of some kind would be one way. Another way would be to offer mock interviews for students to help them identify strengths and weaknesses in the way they interview. Ron Heath agreed to pass these suggestions along to Mr. Treece.

The next meeting of this committee is scheduled for April 25 at 11:45 in the Chamber Board Room. The meeting adjourned at 1:10 p.m.

Respectfully submitted,

Ron Heath
Soft Skills Sub-Committee Chair

Columbia-Adair County
Work Ready Community Committee
Soft Skills Advisory Committee Meeting
April 25 2012

Minutes

Present: Linda McKinley-Grider, Mary Ann Branham, Eric West, Jim Hadley,
David Sharp, Doug McCammish, Jan Royce, Jeff Adams, Troy Young,
Darryl MaGaha, Sue Stivers and Ron Heath

Chairperson Ron Heath called the meeting to order at 11:45 a.m. He welcomed everyone and then reviewed the purpose of the Soft Skills Advisory Committee. The goal of this program is to better prepare graduating high school students and adult learners for the job market by helping them hone their "soft skills."

Next, Mr. Heath reported on the progress that has been made since the last meeting. Superintendent Treece has indicated his willingness to bring recommendations from the Soft Skills Advisory Committee to the members of the school board for their consideration. Mr. Treece also asked Mr. Troy Young, Principal at Adair County High School to sit on Soft Skills Advisory Committee to provide input and direction when the committee meets. Mr. Heath also thanked Mr. Darryl MaGaha for arranging an invitation for him to attend the Work Ethic Seal Recognition Luncheon in Somerset. He was able to make some good contacts and pick up some ideas that may be helpful as we seek to establish a strong program in Adair County. He shared a statistical report with the committee that showed the number of students involved in the program in each of the years since the program was started. All three high schools listed showed similar results. It took 2-3 years for the program to catch on. Since that time the number of students participating has increased significantly.

Mr. Young provided some background details about how the work ethic seal program came about in Adair County. He also compared what this county is doing with other counties that have work ethic seal programs. Eric West asked Mr. Young whether any provision has been made to provide students with progress reports during the year. Mr. Young responded that at the current time there is no specific provision for progress reports, but that students do receive some feedback about their work. He suggested that might be something for the program to consider in the future.

Following Mr. Young's presentation, Ms. Mary Ann Branham, Director of the Adult Education program in Adair County, talked about the process used to help adult learners with their soft skills. She distributed a "Ready4Work" rating sheet that is completed for each person in the program. This rating sheet helps gauge a potential employee's soft skills. Ms. Branham also mentioned that her department is working to implement a "9 to 5" program to help hone the secretarial skills of anyone interested in that type of work.

Next Ms. Linda McKinley Grider from Lindsey Wilson College talked about the programs she is involved with at the college that emphasize soft skills. She mentioned the successful seminar series conducted last year and coming soon will be another seminar series. These programs are offered through the center for Entrepreneurial Studies. Ms. Grider also talked about a program she's involved with at the high schools that helps students develop their soft skills.

Mr. Jeff Adams, Principal of the Lake Cumberland Area Technology Center, spoke on the similarities and differences between what Russell County is doing with its program and what is currently being put in place in Adair County

The final discussion item concerned how to recognize students who complete this work ethic seal program. Mr. Heath reported on what he heard and saw when he attended the Work Ethic Seal Recognition Luncheon in Somerset. Pulaski County allows juniors as well as seniors to participate in this program. Juniors receive a book bag and seniors receive a cord to wear during graduation. Anyone who completes the program is invited to the luncheon along with their parents (as well as area employers). The names of all students are read when they receive their gift. In addition to the book bag or cord, all the students receive a letter of recommendation signed by the superintendent of schools, the executive director of the Somerset-Pulaski County Development Foundation, and the President of the Pulaski County Educational Consortium.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Ron Heath, Chair
Soft Skills Sub-Committee