



**KWIB
Executive Committee
Meeting**

**AGENDA
June 23, 2021
10am – 11:30 am**

Via Zoom

zoom - <https://us02web.zoom.us/j/88195344623?pwd=Vml0MVBEZTVTV08zcFNMdZJa1RUUT09>
Password: WHCW5Q

- Call Meeting to Order / Welcome

Kevin Smith, Chair, Beam Suntory

- KWIB initiatives / Cabinet updates

*Mary Pat Regan, Deputy Secretary EDWC
John A. Lyons, Interim Executive Director, KWIB*

- EDWC updates
- Putting Kentuckians First
- Other

- Chair Comments

Kevin Smith, Chair, Beam Suntory

- LWDA 5-year plan overview

Honor Barker, Deputy Commissioner, Department of Workforce Investment

- 2022 modification of State Plan

Stefanie Ebbens Kingsley, Executive Advisor, Office of the Secretary

- Primary Committee updates

Education attainment and Employer Engagement.....*Beth Davisson, KY Chamber*
Workforce Participation and Sustainability.....*Amy Luttrell, Goodwill Industries, Inc.*
Resource Alignment and Funding.....*Kim Menke, Toyota Manufacturing, Inc.*
Work Ready Communities.....*Lori Ulrich, Fleming-Mason Energy*

- Adjournment



KWIB Executive Committee Meeting

DRAFT MINUTES

June 23, 2021; 10am-noon

Via zoom

<https://us02web.zoom.us/j/88195344623?pwd=Vml0MVBEZTVTV08zcFNMdjJa1RUUT09>

Password: WHCW5Q

MEMBERS PRESENT: Kevin Smith, Kim Menke, Amy Luttrell, Scott Pierce, Lori Ulrich, Beth Davisson

OTHERS PRESENT: Deputy Secretary Mary Pat Regan, Deputy Commissioner Honor Barker, Stefanie Ebbens-Kingsley, John Lyons, Sara Jagers, Jacob McAndrews, Scott Secamiglio, Debbie Dennison

10:00 am CALL TO ORDER

Kevin Smith, KWIB Chair called the meeting to order and welcomed everyone. Mr. Smith asked John Lyons to provide cabinet updates.

KWIB / EDWC updates

John Lyons, Interim Executive Director, KWIB conveyed that he accepted a position within the Kentucky Department of Education and will be leaving the KWIB. He explained about his new role serving least served students in the state. He thanked the executive committee for their work.

Deputy Secretary Regan updated the group that they were interviewing for the position; the Deloitte contract extended for another six (6) months; the Putting Kentuckians First project will continue; the FRS Benefit Cliffs video will be made. She asked for benchmarks moving forward as she will loop in the Governor's office to better align goals and vision. We must include equity and diversity in all things going forward; she also noted that top three cabinet initiatives continue to be getting people back to work, broadband and apprenticeships.

Kevin Smith encouraged the executive committee to continue committee work on the governor-approved strategic plan. He is excited about better aligning with the cabinet and governor's office during and after transition of a new Executive Director.

Kim Menke echoed Kevin's comments and thanked John for his passion in education and the time with the KWIB. Communication and identifying differences between government, business and education and bringing these together will continue to be key moving forward.

Deputy Secretary Regan lifted a mobile apprenticeship opportunity at a solar farm; those kinds of ideas and opportunities are how we will successfully move toward the future.

Amy Luttrell asked about the pilot to extend TeleWorks beyond EKCEP; Deputy Secretary Regan will look into and provide feedback in the next week. DS Regan also offered that the Governor would be updating the UI benefits.

Putting Kentuckians First continues to develop and next steps include setting milestones and continuing to build a task force to build upon priorities to get those who have been incarcerated to

work. We will use best practices to build a path for success for this population, and use this playbook to build out future focuses. Based on the feedback transportation and preparedness for workforce are biggest hurdles for re-entering after incarceration workforce population.

LWDA 4 year plan - Honor Barker, Deputy Commissioner of the Department of Workforce Investment (DWI), provided an update that the local plans were under review currently with anticipated approvals or letters with exceptions due by early July to the regional WIBs. DWI is drafting white papers/ summaries of the Regional WIB plans and will provide to the Executive committee upon completion.

2022 modification of the State workforce plan - Stefanie Ebbens-Kingsley, Executive Advisor, OLLS, will be working with the Executive committee to create a task force to review the current plan and offer change suggestions for a modification later this year.

Committee updates:

Education attainment / Employer engagement – Beth Davisson, Chair

The CTE Certification Continuous Improvement sub-committee will be naming a new chair as Kiley Whitaker is accepting another position outside of state government.

John Lyons lifted that the Perkins Leadership team needs to reconvene; focus the next round of applications on work-based learning and further engaging employers; include innovative solutions will be an added requirement of request for funds.

The Sector Strategies sub-committee has begun its work and next steps are to come.

Resource Alignment and Funding – Kim Menke, Chair

The committee continues to review cabinet funding and policies for future action.

Workforce Participation and Sustainability – Amy Luttrell, Chair

This committee continues to work on removing barriers for underserved populations. Discussions around best practices continue and work being done by the Local WIBs is to be shared within the committee.

Work Ready Communities Committee – Lori Ulrich, Chair

New applications are being reviewed by KWIB Work Ready staff and the next committee meeting will be end of July with discussions and recommendations.

KWIB Quarterly Meeting prep

John Lyons walked through the agenda for the upcoming quarterly meeting that will include a PowerPoint and several presentations from KY stats and KWIB executive committee members. Reminder given to type out terminology for abbreviations and acronyms.

11:33AM ADJOURNMENT - KEVIN SMITH CLOSED THE MEETING WITH REQUEST ON TRANSITION PLAN BE LIFTED.

The Workforce Innovation and Opportunity Act requires each state file a Unified or Combined State Plan every four years. USDOL evaluates the work conducted by the Kentucky Workforce Innovation Board, and by the Local Workforce Innovation Boards through the performance measures outlined in the four year State Plan. USDOL uses the State Plan as a formal tool to evaluate both the successes and needs for improvement of Kentucky's workforce strategies. The 2020 State Plan incorporates the four objectives set forth by the KWIB in their strategic plan: ensure seamless delivery of services, alignment of education and workforce, focus on engagement and outreach, and resource alignment for the system as a whole. The State Plan is the vehicle through which these objectives are achieved. The plans are required to undergo a two- year assessment of any modifications that may be needed, which is what we are planning for, the 2022 State Plan Modification Plan.

The State Plan provides the framework to outline a strategic vision of, and goals for, how their workforce development systems will achieve the purposes of the Workforce Innovation and Opportunity Act (WIOA). The State Plans serve as 4-year action plans to develop, align, and integrate the State's systems and provide a platform to achieve the State's vision and strategic and operational goals. USDOL envisions the State Plan will do the following:

(1) Align, in strategic coordination, the six core programs (Adult, Dislocated Worker, required in the Unified State Plan pursuant to § 676.105(b), and additional Combined State Plan partner programs that may be part of the Combined State Plan pursuant to § 676.140;

(2) Direct investments in economic, education, and workforce training programs to focus on providing relevant education and training to ensure that individuals, including youth and individuals with barriers to employment, have the skills to compete in the job market and that employers have a ready supply of skilled workers;

(3) Apply strategies for job-driven training consistently across Federal programs; and

(4) Enable economic, education, and workforce partners to build a skilled workforce through innovation in, and alignment of, employment, training, and education programs.

20 C.F.R. § 676.100

GUIDE TO WHERE LEGAL SERVICES OBTAINED INFORMATION FOR 2020 WIOA STATE PLAN

NOTE: Page numbers below reference the pages from the WIOA State Plan Requirements PDF document.

I. WIOA STATE PLAN TYPE and EXECUTIVE SUMMARY (pg. 6)

- (a) **Unified or Combined State Plan.** Select whether the State is submitting a Unified or Combined State Plan.

- (b) **Plan Introduction or Executive Summary.**
 - We chose Unified State Plan for the 2020 version.
 - Scotty McFarlan prepared the Plan Introduction / Executive Summary

II. STRATEGIC ELEMENTS (pg. 7 – 9)

(a) Economic Analysis, Workforce Analysis, and Workforce Development Activities Analysis

- KYSTATS provided the Economic Analysis and Workforce Analysis pieces, specifically Michael Clark and Kimberly Gester with assistance from Jessica Cunningham
- Language for the Workforce Development Activities Analysis section was largely taken from the 2018 plan with updates provided by Rachel Adams with DWI; Janet Slayden and Jacqueline Korengel with Adult Ed; and Cora McNabb with OVR
- Strengths / Weaknesses were prepared by Rachel Adams and Scotty McFarlan with input from Deputy Secretary Josh Benton

(b) State Strategic Vision and Goals

- Language was taken from the EWDC Plan and KWIB Strategic Plan for the Vision and Goals sections
- Rachel Adams provided language for the Performance Goals and Assessment sections

(c) State Strategy

- Melissa Aguilar with KWIB provided language for this section

III. OPERATIONAL PLANNING ELEMENTS (pg. 10-14)

(a) State Strategy Implementation

- Melissa Aguilar with the KWIB and the KWIB website provided information for the State Board section
- Other information was taken from the 2018 Plan with updates from Rachel Adams in DWI, Cora McNabb in OVR, and Janet Slayden and Jacqueline Korengel in Adult Ed
- Language regarding Registered Apprenticeship was prepared by Scotty McFarlan with assistance from Brenda Demic, in Apprenticeship, and Josh Benton
- Michelle DeJohn provided language for the Coordination, Alignment and Provision of Services to Employers and Coordinating with Economic Development Strategies sections

(b) State Operating Systems and Policies

- Michelle DeJohn provided language for Data Collection and Reporting Processes used for all programs and activities sections
- Rachel Adams provided language for State Operating Systems that support coordinated implementation of State Strategies and Data Collection sections
- The KWIB website houses all of the relevant WIOA policies and is linked in the Policies section
 - The KWIB website also provided information regarding the current board members and current Board activities
- Josh Benton provided the organizational charts for DWI and the Cabinet
- Adult Ed (Jacqueline Korengel) provided language for the Distribution of Funds for Core Programs for Title II section
- Jason Hutchinson and Donietta Hawkey with the Veteran's Program provided the Priority of Service for Veteran's language
- For language taken from the 2018 Plan, Rachel Adams was asked to review the various sections and update as needed or sign off as still being current

IV. COORDINATION WITH STATE PLAN PROGRAMS (pg. 14)

- This section was based on the draft MOA provided by Melissa Aguilar and was prepared by Scotty McFarlan

V. COMMON ASSURANCES (pg. 15-16)

- All relevant departments had to sign off on these assurances (i.e., DWI, Adult Ed, OVR, etc.)

VI. PROGRAM SPECIFIC REQUIREMENTS FOR CORE PROGRAMS

Adult, Dislocated, and Youth Activities under Title I-B (pg. 17-21)

(a) General Requirements

- Language largely taken from 2018 Plan with any updates provided by Rachel Adams
- Michelle DeJohn provided language for the Statewide Activities and Trade Adjustment Assistance sections
- Brenda Demic provided the Registered Apprenticeship language

(b) Adult and Dislocated Worker Program Requirements

- Rachel Adams provided language for this section and reviewed language taken from 2018 Plan for any updates

(c) Youth Program Requirements

- Madisen Webb with DWI provided this language

(d) Single-area State requirements

- N/A

(e) Waiver requests

- The Waiver Request was prepared by Rachel Adams, Elise Marti, and Tess Russell with Josh Benton submitting request on behalf of Cabinet to DOL; Rachel Adams also provided supplemental information requested by DOL

TITLE I-B ASSURANCES

- Rachel Adams provided these assurances

WAGNER-PEYSER PROGRAM (Employment Services) (pg. 22-24)

- Rachel Adams and Jim Beyea provided language for this section, with input from UI Director Muncie McNamara for any UI-related language
- Jeff Gatewood with the Foreign Worker Program / Migrant Services assisted Rachel Adams with providing language for the Agricultural

Outreach Plan (AOP) section (most language was taken from 2018 Plan with Rachel's review for updates)

- Wagner-Peyser Assurances were provided by Rachel Adams

ADULT EDUCATION AND FAMILY LITERACY ACT PROGRAM (pg. 25-29)

- Jacqueline Korengel with Adult Ed / KY SkillsU provided this entire section and the assurances and certifications

VOCATIONAL REHAB (pg. 30 – 40)

- Cora McNabb with OVR provided this entire section and the assurances and certifications

APPENDIX 1: Performance Goals for Core Program (pg. 41-48)

- Rachel Adams provided the Table Data for Title I - Adult Program, Title I - Dislocated Worker Program, Title I - Youth Program, and Wagner-Peyser
- Terry Tackett and Jacqueline Korengel with Adult Ed provided the Table Data for Title II – Adult Education and Family Literacy Act
- Cora McNabb provided the Table Data for Vocational Rehabilitation Program

SUBMISSION INFORMATION:

- The Plan was submitted electronically through the DOL / Department of Ed portal
- Holly Neal was designated as the “Big Submitter” for the Cabinet for the Plan submission
 - Holly uploaded the main body of the plan (Part I – Part V) into the portal
- Cora McNabb was designated as the submitter for the OVR section and uploaded it
 - She also assisted Holly and uploaded the Dislocated Worker and Wagner-Peyser sections into the portal
- Jacqueline Korengel was designated as the submitter for the Adult Ed section and uploaded it
- **NOTE RE 2022 PLAN MODIFICATION FILING:** We need to make sure the folks uploading the Plan into the portal have the appropriate authorizations to upload each section.
 - There was an issue with the 2020 filing because Holly and Cora were not the designated submitters / Program Directors for the

Wagner-Peyser or Dislocated Worker sections of the plan and thus could not submit those sections

- Holly and Cora were able to receive that authorization from DOL the next day and complete the filing

PUBLIC COMMENT AND STAKEHOLDER MEETING INFORMATION:

- Pursuant to 34 C.F.R. § 361.130, the Cabinet sought public comment on the WIOA State Plan from March 3, 2020 through March 24, 2020.
- The draft State Plan was posted on the Cabinet’s website as well as the KWIB website, and the public was encouraged to submit comments via mail or email. Comments were accepted until 4:30 PM EST on March 24.
- The Cabinet received a total of five (5) comments, which resulted in revisions to the State Plan (e.g., inclusion of the GED Plus program and ETPL waiver request as well as removal of the appeal process for EPTL from the WIOA Grievance and Appeals procedures).
- The Cabinet also held five stakeholder meetings across the Commonwealth (from Prestonsburg to Madisonville) during the week of March 9 through March 13 where the draft State Plan was presented and discussed.
 - Melissa Aguilar and her staff were in charge of scheduling those meetings, and Melissa gave the presentations at each meeting.
- With these efforts, the Cabinet ensured a meaningful opportunity for public comment for the draft WIOA State Plan

2/2/2021 WIOA Policy Team Meeting

Discussion of 2020 State Plan

- Approximately one year ago we started the process of putting together Kentucky's 2020 WIOA State Plan
- Per WIOA, the Governor of each state must submit a Unified or Combined State Plan to USDOL that outlines a 4-year strategy for the State's workforce development system with the goal of helping job-seekers secure good jobs while providing businesses with the skilled workers they need to compete in the global economy
- **The big thing:** States must have an approved Unified or Combined State Plan in place to receive funding for core programs (Adult, Dislocated Worker and Youth activities under WIOA Title I, Wagner-Peyser Program, Adult Ed, and OVR)
 - The State Plan must document how states are planning across those core programs in order to promote a shared understanding of workforce development
- States can submit either a Unified or Combined State Plan
 - Unified means a plan that addresses the six core programs
 - Combined means a plan that addresses the core programs and includes one or more of the partner programs
 - The previous State Plan was a Combined State Plan and included OUI and Jobs for Veterans' State Grants
 - The 2020 State Plan is a Unified Plan, mainly due to the time constraints and other issues we were dealing with at the time that the Plan had to be assembled and provided to DOL
- A link to the 2020 State Plan is available on the KYWIB website
 - https://kwib.ky.gov/About/Documents/WIOA_State_Plan_2020_2023.pdf

- The task of preparing and assembling the State Plan is enormous
 - DOL provides a template for the State Plan entitled Required Elements for Submission of the Unified or Combined State Plan, and it's 72 pages
 - The plan itself is 262 pages
- Let's focus on the big picture
- The Plan starts in an aspirational manner with the Introduction / Executive Summary
 - Here we laid out Kentucky's four goals for WIOA programs, each with specific objectives
 - Deliver workforce services in a flexible, seamless manner to engage customers and effectively connect job supply and demand
 - Align education and workforce programs with labor market demands to connect job creators with qualified employees
 - Leverage new and existing strategic partnerships and innovative communication to engage, support and grow the workforce
 - And align internal and external resources to ensure efficient allocation across programs and initiatives
 - I didn't just make these up. They were pulled from the prior administration's EWDC 2020-2024 Strategic Plan and the KWIB's 2018 Strategic Plan
- The Next section is the Strategic Elements section
 - This section required extensive data and analysis from KYSTATS to complete the Economic Analysis and Workforce Analysis pieces, as well as input from DWI, Adult Ed, and OVR to complete the workforce Development Activities Analysis
 - This section is also where Strengths and Weaknesses of Kentucky's workforce development system are identified and discussed

- The Vision and Goals pieces expand of the information provided in the introduction (and were largely taken from the Cabinet's and KWIB's strategic plans) and KWIB provided the language for the State Strategy section
- Part III of the Plan is where the details matter and DOL wants states' to drill down on the Operational Planning Elements, which includes State Strategy Implementation (including a discussion of KWIB , its activities, and how it functions), state operating policies and procedures (which is of interest to this group), State Agency Organization, assessment and evaluation of programs and one-stop partners. Distribution of funds for core programs, program data, and priority of service for veterans among a few other areas.
 - It's a lot and required input from KWIB, DWI, OVR, Adult Ed, Registered Apprenticeship, Office of Employer and Apprenticeship Services, Cabinet leadership, and the Kentucky Veteran Program
- Part IV is Coordination with State Plan Programs and focused on use of a draft Memorandum of Agreement between Kentucky Workforce System Partner Programs for the Integrated Workforce System. The purpose of the MOA between state-level workforce system partner programs was to establish cooperative and mutually beneficial relationships and successfully accomplish several objectives.
 - I honestly do not know the status of this MOA and hope it's gone through. If not, something to add to our list
- Part V Common Assurances for all programs
 - My favorite part because we just have to say yes or no. But the key is that when we say yes, it has to be correct.
 - We needed assurances from DWI, Adult Ed, OVR, etc.

- Finally Part VI drills down into the specifics for each core program, starting with Adult, Dislocated and Youth Activities under Title I-B
 - Along with DWI, we needed information from OEAS and the Apprenticeship folks
 - For Adult, Dislocated, and Youth section, we also included a Waiver Request for the required collection and reporting of performance-related data on all students participating in training programs listed on the state’s Eligible Training Provider List (ETPL)
 - Waiver requests must be supported by a litany of information including background, actions to remove barriers, proposed goals and outcomes of waiver, list of individuals impacted by waiver, monitoring progress and implementation, and Notice to Local Boards and public comment
- The Wagner-Peyser section required input from DWI, OUI, and the Migrant Worker Services Program (as the Agricultural Outreach Plan (AOP) is included in this section
- Adult Ed and OVR largely handled their pieces in-house with little outside input
- The final piece of this beast of a plan is Appendix 1 – Performance Goals for Core Programs where table data is provided re performance indicators for each program
- Finally, the DOL approval process requires public comment and an opportunity for the public to be heard
 - For the 2020 Plan, the Cabinet sought public comment from March 3, 2020 through March 24, 2020.
 - The draft State Plan was posted on the Cabinet’s website as well as the KWIB website, and the public was encouraged to submit comments via mail or email.

- The Cabinet received a total of five (5) comments, which resulted in revisions to the State Plan (e.g., inclusion of the GED Plus program and ETPL waiver request as well as removal of the appeal process for EPTL from the WIOA Grievance and Appeals procedures).
- The Cabinet also held five stakeholder meetings across the Commonwealth (from Prestonsburg to Madisonville) during the week of March 9 through March 13 where the draft State Plan was presented and discussed.
- With these efforts, the Cabinet ensured a meaningful opportunity for public comment for the draft WIOA State Plan
- After the Plan was submitted, we worked with DOL on their numerous requests for additional information for the various elements of the plan and finally got it approved and published in October 2020
- As you can see, the Plan requires folks within the core programs to provide specific, detailed information within the framework of a strategic and unified plan
 - We faced several obstacles with assembling the 2020 State Plan, including an administration change, and are pleased with the product generated but acknowledge it can be better
 - And for it to be better, we need to plan ahead and start working on the required two year modified plan in the near future
 - I understand that KWIB is considering working on a new or modified strategic plan, which is key to the vision / goals section of the state plan
 - So there would be good synergy starting work on these projects sooner rather than later