



EDUCATION AND
LABOR CABINET

Kentucky Workforce Innovation Board

New Board Member Onboarding Training

New KWIB Member Training Manual

Introduction: State Workforce Strategy & Vision

Chapter 1: Workforce Innovation & Opportunity Act (WIOA)

Chapter 2: The Department of Workforce Development

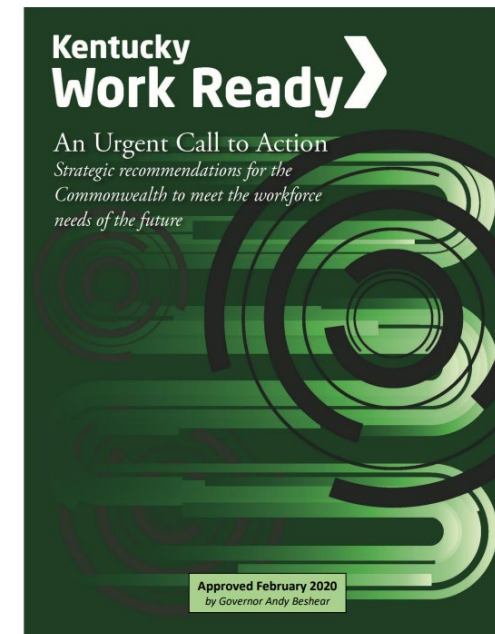
Chapter 3: The State Workforce Development Board

Chapter 4: Combined WIOA State Plan

Chapter 5: Compliance and Strategy

Conclusion: Champions of the Workforce System

Introduction: State Workforce Strategy & Vision



“Create a workforce development system that is value driven for employers, aligns education with industry demands, prepares Kentuckians for the future of work, and drives economic development.”

Chapter 1: Workforce Innovation & Opportunity Act (WIOA)

The Purpose of the WIOA

- 1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.
- 2) To support the alignment of workforce investment, education, and economic development system in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
- 3) To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.

- 4) To promote improvement in the structure of and delivery of services through the United States workforce development system to **better address the employment and skill needs of workers, jobseekers, and employers.**
- 5) To **increase the prosperity of workers and employers** in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.
- 6) To provide workforce investment activities, through statewide and local workforce development systems, that **increase the employment, retention, and earnings** of participants, and **increase attainment of recognized postsecondary credentials** by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, **meet the skill requirements of employers**, and enhance the productivity and competitiveness of the Nation.

Chapter 1: Workforce Innovation & Opportunity Act (WIOA)

Four Titles with Six Core Programs

Title I: Workforce Development Activities

Programs: Adult (with barriers), Dislocated Workers, and Youth
Operationalized: Local Workforce Development Boards

Title II: Adult Education and Family Literacy Act

Program: Adult Education
Operationalized: Kentucky Adult Education

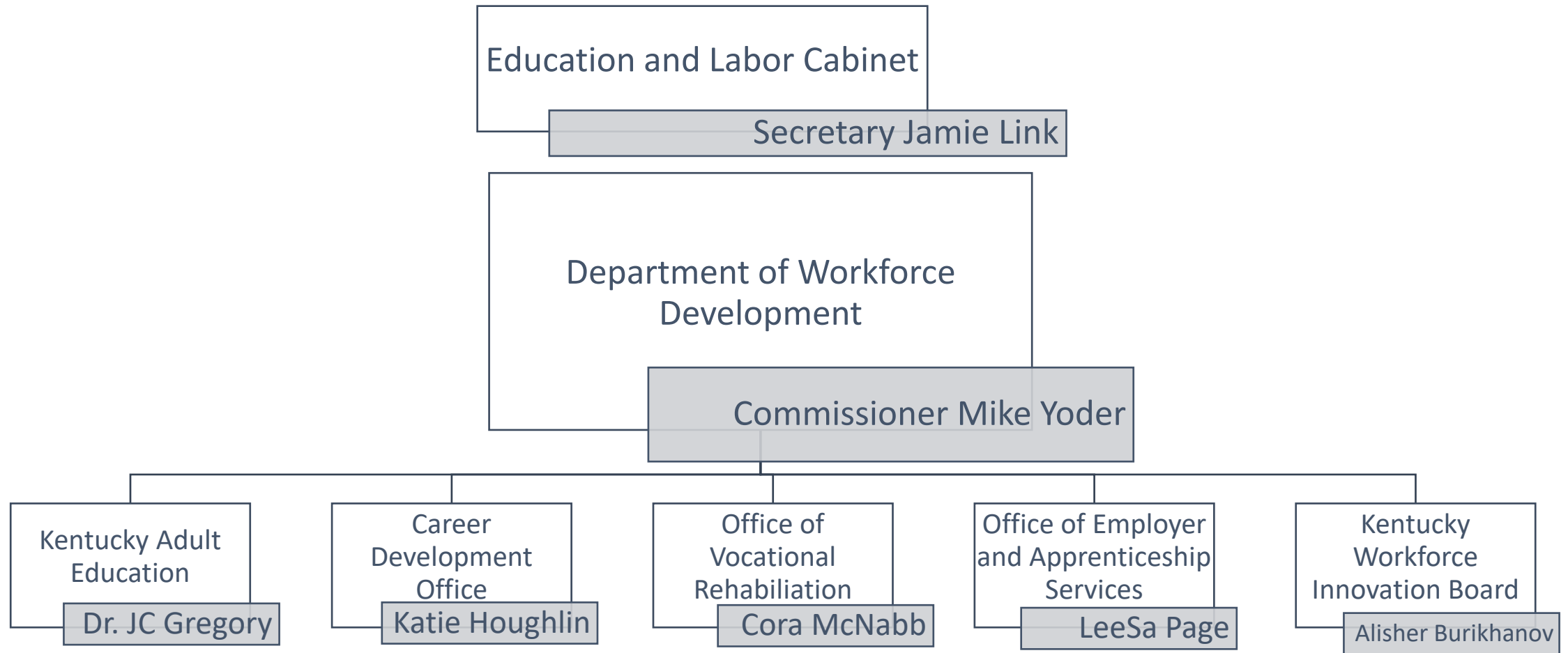
Title III: Wagner-Peyser

Program: Employment Services
Operationalized: Career Development Office

Title IV: Vocational Rehabilitation

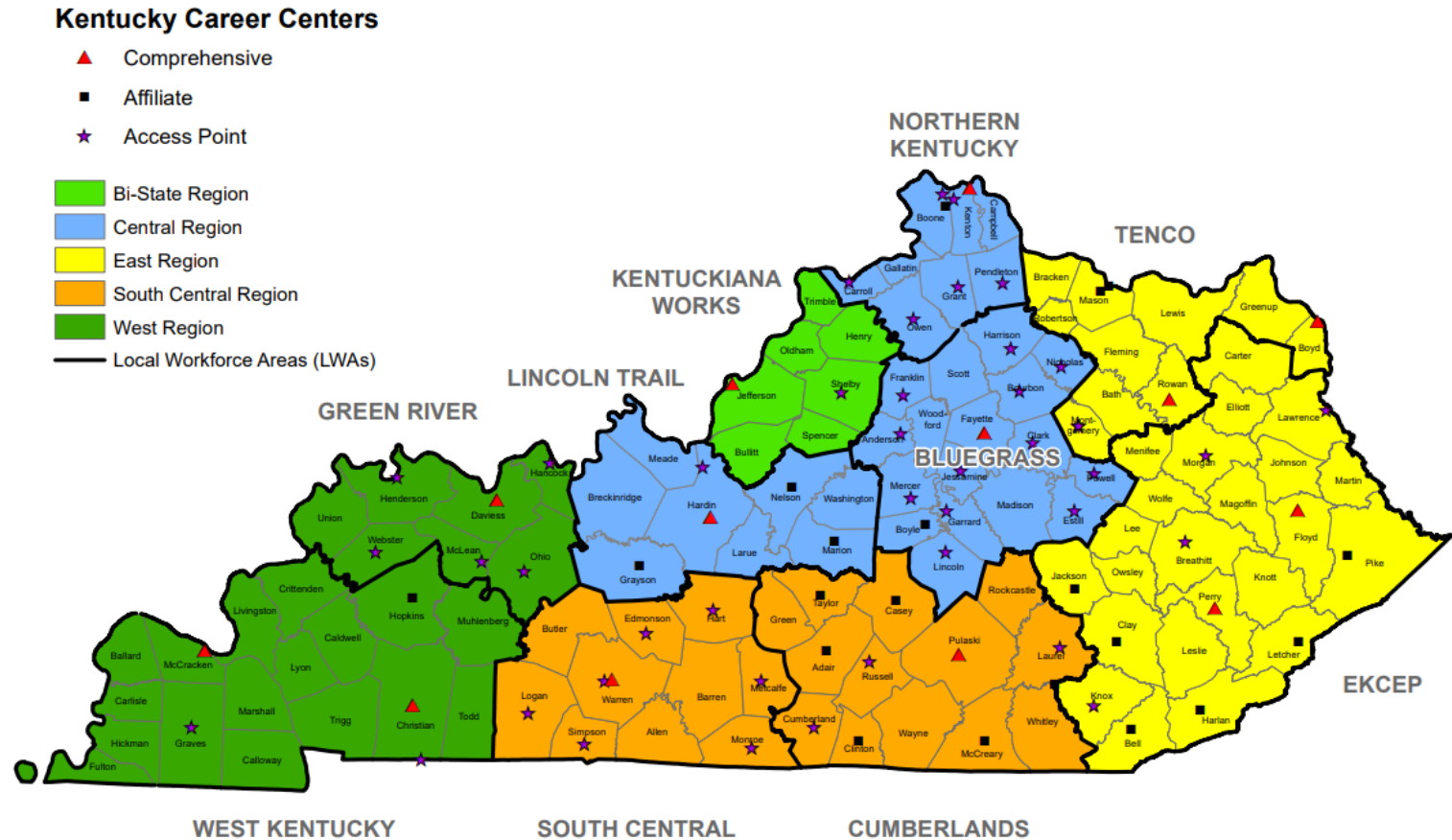
Program: Vocational Rehabilitation to Individuals with Disabilities
Operationalized: Office of Vocational Rehabilitation

Chapter 2: The Department of Workforce Development



Chapter 2: The Department of Workforce Development

The Kentucky Career Center



Chapter 3: The State Workforce Development Board

State Board Membership

- (A) Governor
- (B) Member of each chamber of the state legislature
- (C) Members Appointed by the Governor:
 - 1. Business members (51%)
 - 2. Workforce representatives (20%)
 - 3. State officials responsible for core programs
 - 4. State officials responsible for economic development
 - 5. Chief elected officials representing city and county
 - 6. Chief executive of community colleges or other institutions of higher education

The Governor appoints the chairperson for the board.

The full KWIB membership list can be found here:

<https://kwib.ky.gov/About/Documents/Kentucky%20Workforce%20Innovation%20Board%202024.pdf>

Chapter 3: The State Workforce Development Board

Functions of a State Workforce Board

- 1) Development of the 4-year State Plan
- 2) Review statewide policies, programs, and recommendation
- 3) Development and continuous improvement of the workforce development system
 - Identification and removal of barriers
 - Strategies to support career pathways (especially for individuals with employment barriers)
 - Strategies for effective employer outreach
 - Strategies to meet the needs of employers, workers, and jobseekers through sector partnerships
 - Development and strategies to support staff training & awareness across the workforce development system

Chapter 3: The State Workforce Development Board

Functions of a State Workforce Board

- 4) Development & updating of comprehensive state performance and accountability measures to assess core program effectiveness
- 5) Identification & dissemination of information on best practices, including:
 - Effective one-stop centers;
 - business outreach;
 - Partnerships;
 - Service delivery strategies;
 - Strategies serving individuals with barriers to employment
- 6) Development of strategies for technological improvements for quality of services
Enhance digital literacy skills; acquisition of skills and credentials; strengthen professional development of providers and workforce professionals

The entire list per WIOA can be found here: <https://www.law.cornell.edu/cfr/text/20/679.130>

Chapter 4: Combined 2024-2027 WIOA State Plan

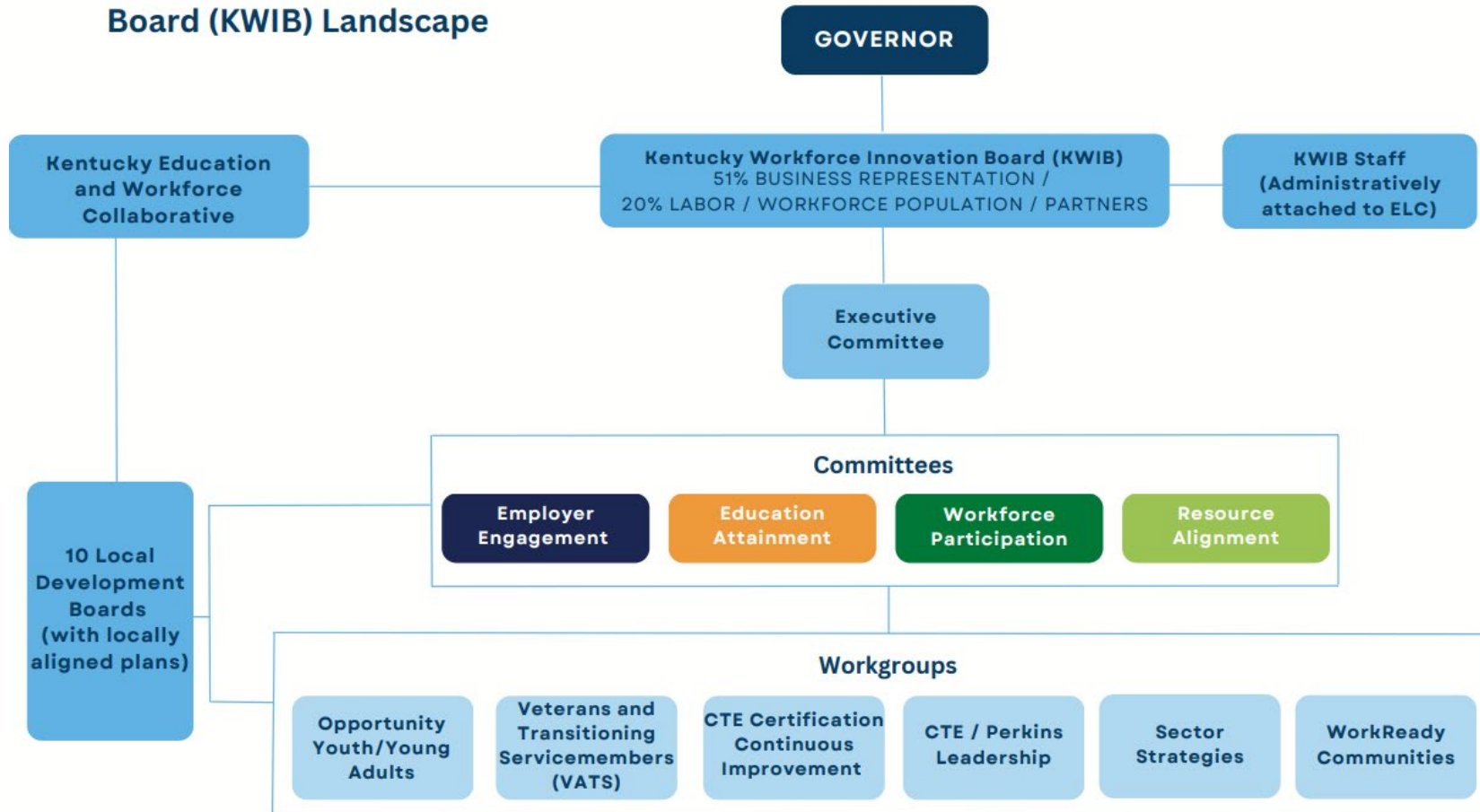
- 1) The strategic pillars: Employer Engagement, Education Attainment, Workforce Participation, Resource Alignment
- 2) Grassroots intelligence gathered: 33 focus groups comprising of 348 participants
- 3) KWIB provides strategy; Education and Workforce Collaborative provides direction, Department of Workforce Development executes
- 4) Initiatives highlighted: Work-Based Learning (WBL), Statewide Workforce and Talent Team (SWATT), Work Ready Communities – Next Generation

WIOA State Plan Executive Summary: <https://kwib.ky.gov/Documents/Kentucky%20WIOA%20State%20Plan%20Briefer%20.pdf>

The Local and Regional Plans Toolkit: <https://kwib.ky.gov/Local-Boards/Pages/Local-and-Regional-Plans-Toolkit.aspx>

Chapter 4: Combined 2024-2027 WIOA State Plan

Kentucky Workforce Innovation Board (KWIB) Landscape



Education and Workforce Collaborative Status Report: <https://kwib.ky.gov/Kentucky-Education-Workforce-Collaborative/Documents/Collab%20Info.pdf>

Chapter 5: Compliance and Strategy

Compliance Activities (Consent Agenda)

1) Approving Kentucky Career Center One-Stop Certifications

Process:

- a) Reviewed and approved via local workforce development boards
- b) KWIB staff reviews for accuracy
- c) Shared with Executive Committee members
- d) Shared with the full KWIB

The KCC One-Stop Certification are valid for 3 years; submissions from local areas happen continuously and brought before the board regularly.

Process and application: <https://kwib.ky.gov/Pages/One-Stop-Certification.aspx>

Chapter 5: Compliance and Strategy

Compliance Activities (Consent Agenda)

2) Approving Local Workforce Development Boards

- a) 51% business reps (numerically at least 10 members; if more, the % needs to be maintained at 51% or higher; additionally, two members must represent small business)
- b) 20% workforce reps (minimum of 4 members; 2 must represent organized labor, if possible)
- c) Education and training reps (minimum of 2 members, includes adult ed)
- d) Government & economic development reps (minimum of 3 members)
- e) Other members (if a board desires)

Local Workforce Development Board certification happens every two years. Currently boards are submitting information for 2025-2027 certifications.

The local workforce development board certification is governed by Policy 15-001:

https://kwib.ky.gov/WIOA%20Planning%20and%20Policy/WIOA%20Planning%20and%20Policy%20Documents/15-001_LWDB_Composition_Membership_Certification_Functions.pdf

Chapter 5: Compliance and Strategy

Compliance Activities (Consent Agenda)

Kentucky's K-12 Industry Certification Approval



For more information please visit
<https://kwib.ky.gov/Pages/CTE-Certification-Process.aspx>

Chapter 5: Compliance and Strategy

Compliance Activities (Consent Agenda)

4) Perkins Leadership Funds

- a) The State Leadership Funds are designed to support various initiatives aimed at enhancing career and technical education (CTE) across the state.
- b) These funds can be allocated for programs that prepare students for high-demand careers, support individuals in state institutions, and develop CTE teachers and personnel.
- c) Additionally, permissible uses of funds include establishing statewide programs of study, creating industry partnerships, and providing professional development for educators.

Perkins Leadership Funds are reviewed once a year; usually in January of a given year.

Chapter 5: Compliance and Strategy

Compliance Activities (Consent Agenda)

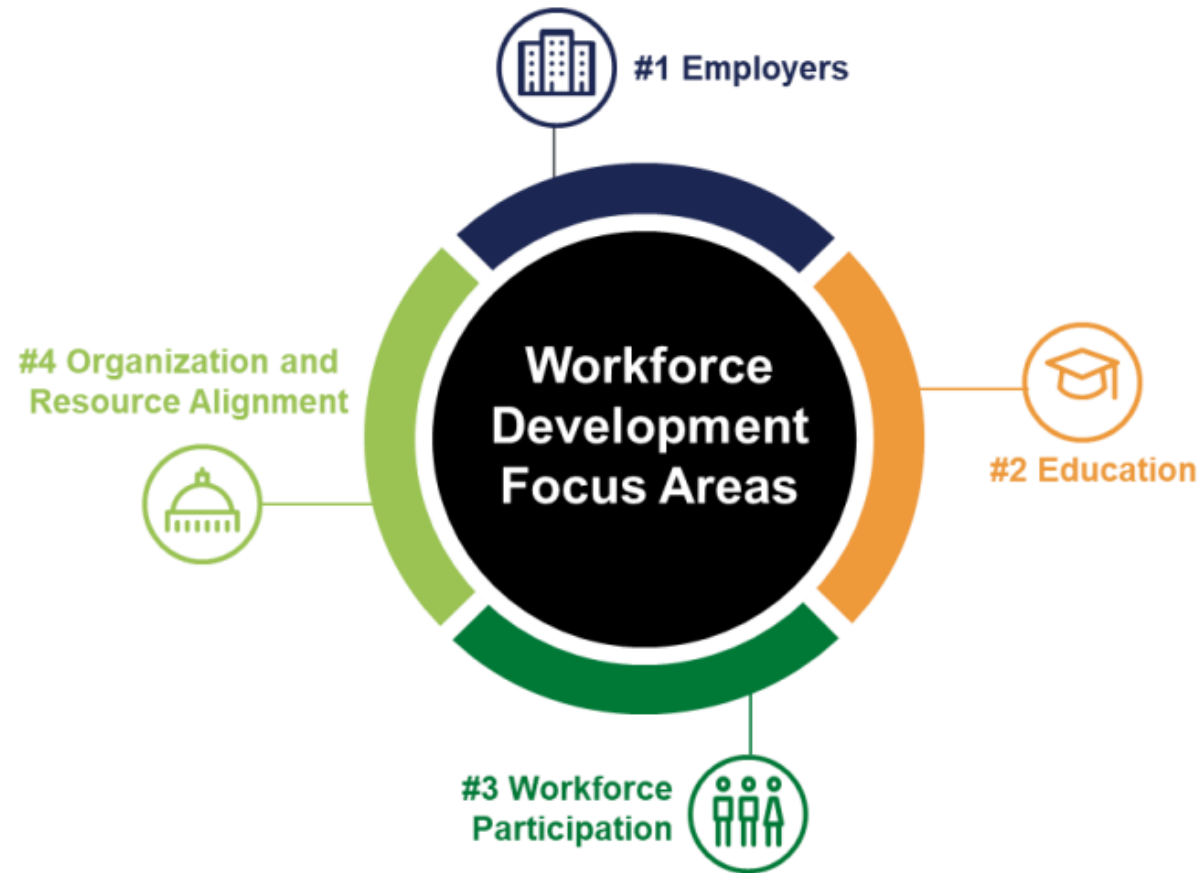
WIOA Guidance & Policy

WIOA Planning and Policy Documents

<u>Category</u>	<u>Document Type</u>	<u>Download</u>	<u>Effective</u>	<u>Title</u>
AJC & WIOA	Policy	Download	7/1/2015	15-001 - WIOA Local Workforce Development Board Composition, Membership, Certification, and Functions (with attachments)
AJC & WIOA	Policy	Download	11/1/2021	15-002 - Workforce Innovation and Opportunity Act - Interlocal Agreements, Chief Local Elected Official and Local Elected Official Roles and Responsibilities
AJC & WIOA	Policy	Download	10/1/2015	15-003 - WIOA Local Elected Official(s) and Local Workforce Development Board Partnership Agreement
AJC & WIOA	Policy	Download	5/14/2015	15-004 - Identification of Regions and Designation of Local Workforce Development Areas
AJC & WIOA	Guidance/Procedure	Download	4/1/2016	16-003 - WIOA Guidance on Incumbent Worker Training Programs (IWT)
AJC & WIOA	Guidance/Procedure	Download	4/6/2021	16-006 - Adult Priority of Service
AJC & WIOA	Guidance/Procedure	Download	10/1/2020	16-008 - Transfer of Funds between the Adult and Dislocated Worker Local Formula Funds

Chapter 5: Compliance and Strategy

Strategic Activities



Chapter 5: Compliance and Strategy

Strategic Activities

Kentucky's Top Five In-Demand Sectors

- 1. Healthcare**
- 2. Manufacturing and Logistics**
- 3. Construction**
- 4. Education**
- 5. Professional, Scientific, and Technical Services**

Top Five In-Demand Sectors PDF: <https://kwib.ky.gov/About/Documents/Kentucky%e2%80%99s%20Top%20Five%20In-Demand%20Sectors.pdf>

Conclusion: Champions of the Workforce System



“Create a workforce development system that is value driven for employers, aligns education with industry demands, prepares Kentuckians for the future of work, and drives economic development.”

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Notes

- 113th US Congress, *Workforce Innovation and Opportunity Act*, <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>
- Congressional Research Service, *The Workforce Innovation and Opportunity Act and the One-Stop Delivery System* (2022), <https://sgp.fas.org/crs/misc/R44252.pdf>
- Education and Labor Cabinet, <https://elc.ky.gov/Agencies/Pages/default.aspx>
- Kentucky Career Centers Map, <https://kwib.ky.gov/Pages/One-Stop-Certification.aspx>
- KWIB Membership list, <https://kwib.ky.gov/About/Documents/Kentucky%20Workforce%20Innovation%20Board%202024.pdf>
- Functions of the State Workforce Development Board, <https://www.law.cornell.edu/cfr/text/20/679.130>

Notes Continued

- Combined 2024-2027 WIOA State Plan, <https://kwib.ky.gov/Documents/Kentucky%20WIOA%20State%20Plan%20Briefer%20.pdf>
- Local and Regional Plans Toolkit, <https://kwib.ky.gov/Local-Boards/Pages/Local-and-Regional-Plans-Toolkit.aspx>
- Education and Workforce Collaborative Status Report, <https://kwib.ky.gov/Kentucky-Education-Workforce-Collaborative/Documents/Collab%20Info.pdf>
- Kentucky Career Center One-Stop Certification, <https://kwib.ky.gov/Pages/One-Stop-Certification.aspx>
- Department of Workforce Development Policy 15-001, https://kwib.ky.gov/WIOA%20Planning%20and%20Policy/WIOA%20Planning%20and%20Policy%20Documents/15-001_LWDB_Composition_Membership_Certification_Functions.pdf

Notes Continued

- Career and Technical Education Certification, <https://kwib.ky.gov/career-technical-education-resources/Pages/Career-&-Technical-Education-Certification-Processes.aspx>
- Perkins Leadership Fund, <https://kwib.ky.gov/career-technical-education-resources/Pages/Perkins-Leadership.aspx>
- WIOA Policies and Guidance, <https://kwib.ky.gov/WIOA%20Planning%20and%20Policy/Pages/default.aspx>
- Top Five In-Demand Sectors PDF, <https://kwib.ky.gov/About/Documents/Kentucky%e2%80%99s%20Top%20Five%20In-Demand%20Sectors.pdf>