



Quarterly Board Meeting
DRAFT MINUTES
May 20, 2021

via zoom - <https://us02web.zoom.us/j/82963171023?pwd=Rk43TE9oZ3V5ZWdLMDBtNE1oemEvUT09>
password MJ7vw0

1:31 CALL TO ORDER

Kevin Smith, Chairman of the Board, called the meeting to order and welcomed the board. He went over “housekeeping” items for conducting the board business. Non-board members with any questions, please reach out to Debbie.dennison@ky.gov.

John Lyons, Executive Director of the KWIB, called roll; those present are marked “x” below:

KWIB (Kentucky Workforce Innovation Board) MEMBERS PRESENT:

Kevin Smith	x	Kim Humphrey	x
Amy Luttrell	x	Lt. Governor /Sec. Coleman	
Heidi Margulis	x	Lynn Parrish	x
Kim Menke	x	Mary Pat Regan (PROXY) – Marty Hammons	x
Lori Ulrich	x	Mayor Robert Blythe	x
Scott Pierce	x	Michael Buckentin (PROXY) – David Fusting	x
Beth Davisson	x	Representative Bobby McCool	x
Jimmy Staton	x	Rob Southard	x
Cora McNabb	x	Ryan Holmes	
Dianne Owen	x	Sadiqa Reynolds (PROXY)	x
Dr. Aaron Thompson (PROXY) – Lee Nimocks	x	Secretary Larry Roberts (PROXY) – Vickie Wise	x
Dr. Jason Glass (PROXY) – David Horseman	x	Secretary Larry Hayes (PROXY)	x
Governor Andy Beshear (PROXY) – Michael Brown	x	Secretary Michael Brown	x
Interim Pres (Dr. Paul Czarapata) (PROXY) –Kris Williams /Greg Rush	x	Senator Jimmy Higdon	x
Dr. Jacqueline Korengel	x	Sharon Price (PROXY) – James Cole	x
Jonathan Webb (PROXY)	x	Suhas Kulkarni	x
Judge Exec. Micheal Hale		Bo Matthews	
Todd Dunn	X	Tony Georges	x
Terry Sexton	X	Julie Whitis	x

QUORUM REACHED – 21 members of 31 voting members attending were B&I / WF representatives (satisfying ROP)

American Recovery Program (ARP) funds Overview:

John Hicks, Executive Officer, Office of State Budget Director spoke to the board about the ARP program; Kentucky will be awarded \$2.2B to go towards cities, counties, infrastructure, small businesses, UI loan, building broadband infrastructure and extending the employer retention tax credit initially funded under the CARES act.

Update with the KWIB Chair

Kevin Smith, Chair of KWIB reiterated the goals of why this board exists and thanked the board for their involvement in the committee work and forward thinking as it relates to the future of Kentucky's workforce and removing barriers and creating success pathways for all sub-populations.

A motion to approve the minutes of March 18 KWIB quarterly meeting was made, by Scott Pierce, and seconded by Heidi Margulis. **Motion passed** with no dissenting votes.

Work Ready Strategic Plan Business

Scott Secamiglio with KY Stats, provided updates on the following:

- Multi-state post-secondary graduate tracking in employments compared to other states
- Q3 spring graduates employed to PY's broken out by race, ethnicity, age, etc.
- Total pipeline management – employment tracking to other states
- Kentucky Workforce dashboard updates to include adding sub-population tracking
- FRS brief walk through that benefits individuals, and will ultimately help us recommend focus on legislation to improve participation in the workforce in Kentucky

Other links from KY Stats include the following:

All Reports: <https://kystats.ky.gov/Reports/>

Family Resource Simulator: <https://kystats.ky.gov/Reports/FRS>

Kentucky Future Skills Report: <https://kystats.ky.gov/Latest/KFSR>

Work Ready Communities: <https://kystats.ky.gov/Latest/WRC>

Workforce Dashboard: https://kystats.ky.gov/Reports/Tableau/KWD_2020

CTE Employer Connector Tool: <https://kystats.ky.gov/Reports/Tableau/CTESearchSystem>

Youth and Young Adults Populations: https://kystats.ky.gov/Reports/Tableau/YAP_2020

Initial COVID-19 Employment Exploration:

https://kystats.ky.gov/Reports/Tableau/2020_ICEE

Career Explorer: <https://kystats.ky.gov/CareerExplorer>

Labor Market Information: <https://kystats.ky.gov/KYLM>

Data Request: <https://kystats.ky.gov/Reports/DataRequest>

Putting Kentuckians First Lab

John Lyons shared feedback from the first lab (meeting) focused on identifying and removing barriers for the population of folks reentering the workforce after incarceration. A second meeting is upcoming end of May with recommendations by end of June.

Workforce Participation and Sustainability Committee

Amy Luttrell, Chair of this committee, shared best practices found in Teleworks / EKCEP model of employment. Broadband and affordable childcare are top priorities with funding provided by ARP monies from the federal government. The Family Resource Simulator tools are ready on the Ky Stats site and the KWIB is working on a brief overview. Requested changes to legislation creating barriers are anticipated. The Opportunity Youth sub-committee will meet to discuss findings on programs and funding. Amy encouraged

collaboration from state and local leaders to align resources as we move forward on removing barriers for populations that are under-served.

Resource Alignment and Funding Committee

Kim Menke, Chair and committee members are still reviewing policy recommendations and resources currently funding by the state.

Education attainment and Employer Engagement Committee

Beth Davisson, Chair of this committee shared the recommendation by the CTE Certification Continuous Improvement sub-committee to move to a Dynamic certification list as opposed to a Static List for additions to the list during the year, but not for removal. A motion to adopt this recommendation was made by Dianne Owen and seconded by Jimmy Staton. **Motion passed** with no dissenting votes.

Beth introduced the reconvening of the Sector Strategies sub-committee and announced LaKisha Miller, TPM Director for KY Chamber, will chair the sub-committee. The first meeting will be at the end of June.

Work Ready Communities Committee

Lori Ulrich shared the review of letters of intent and applications. The Work Ready Communities committee recommends approving the following:

- **Work Ready Application** - Meade County (WR)
- **Recertification Applications** - Hopkins County (WR), Hardin County (WR), Nelson County (WR)
- **Extension Applications** - Christian County (WR) – 3-year, Graves County (WR) – 3-year, Garrard County (WR) – 3 year, Scott County (WR) – 3 year, Owen County (WR) – 12-month , Pulaski County (WR) – 12-month

Heidi Margulis motioned to approve; Scott Pierce seconded the motion. **Motion passed** with no dissenting votes.

Closing comments

Kevin Smith, Chair reminded the board of the next meeting on August 19, 2021. He concluded the business of the day. Scott Pierce and David Horseman motioned to adjourn. Motion carried.

2:38 PM **ADJOURNMENT**

**Zoom Meeting Session
1:30 – 3:00 pm**

LOG IN INFO:

<https://us02web.zoom.us/j/82963171023?pwd=Rk43TE9oZ3V5ZWdLMDBtNE1oemEvUT09/> Password: MJ7vw0

Via Phone: USA 8888227517 (US Toll Free) Conference code: 194369

1:30 CALL MEETING TO ORDER

Welcome / Housekeeping.....*Kevin Smith, Chairman*
Beam Suntory

Roll Call.....*John Lyons, Executive Director*
KWIB

ARP Overview.....*John Hicks, Executive Officer, Office of State Budget Director*

Cabinet Initiatives

Education and Workforce Development Cabinet.....*Mary Pat Regan, Deputy Secretary*

Cabinet for Health and Family Services (CHFS).....*Eric Friedlander, Secretary*

2:00 BUSINESS, PRESENTATIONS, DISCUSSION AND ACTION RELATED TO STRATEGIC PLAN / OPERATIONS

Update with KWIB Chair.....*Kevin Smith, Chairman*
Beam Suntory

Minutes of March 18, 2021 meeting (ACTION REQUIRED)..... *Kevin Smith*

Work Ready Strategic Plan Business..... *John Lyons*

- Data / Metrics update*Scott Secamiglio*
Visual Analytics and Strategy Director, KY STATS
- “Putting Kentuckians First”*John Lyons*
- Workforce Participation and Sustainability.....*Amy Luttrell, Committee Chair*
Goodwill Industries
 - *Teleworks /EKCEP successes*
 - *Affordable broadband*
 - *Better collaboration by population group*
 - *Use of Family Resource Calculator (benefits cliff issue)*
 - *Opportunity Youth Sub-Committee*
- Education Attainment and Employer Engagement..... *Beth Davisson, Committee Chair*
Kentucky Chamber
 - *CTE Certification Continuous Improvement (ACTION REQUIRED)*
 - *Sector Strategies*

- WorkReady Communities (**ACTION REQUIRED**).....*Lori Ulrich, Committee Chair*
Fleming-Mason Energy
 - *Informational* Letters of Intent
 - Certification, Recertification and Extension Recommendations

- **Closing Comments**.....*Kevin Smith, Chair*

- **Other**

3:00 ADJOURNMENT



Quarterly Board Meeting
DRAFT MINUTES
March 18, 2021

Via zoom - https://us02web.zoom.us/j/89335318229?pwd=S051T1d4eWRHYzVISjUQnRrNHFYUT09
Password: qN4s3T

1:30 CALL TO ORDER

Kevin Smith, Chairman of the Board, called the meeting to order and went over some "housekeeping" items - this meeting is a recorded board meeting; we have actionable voting items and will identify during the call when those exist. If you have any questions, please present to Debbie.dennison@ky.gov.

John Lyons, Executive Director of the KWIB, called roll and those present are below:

KWIB (Kentucky Workforce Innovation Board) MEMBERS PRESENT:

Table with 4 columns: Name, Attendance (x), Name, Attendance (x). Lists 22 members including Kevin Smith, Amy Luttrell, Heidi Margulis, Kim Menke, Lori Ulrich, Scott Pierce, Beth Davisson, Jimmy Staton, Cora McNabb, Dianne Owen, Dr. Aaron Thompson (PROXY), Dr. Jason Glass (PROXY), Governor Andy Beshear (PROXY), Interim Pres (Dr. Paul Czarapata) (PROXY), Dr. Jacqueline Korengel, Jonathan Webb (PROXY), Judge Exec. Michael Hale, Kim Humphrey, Lt. Governor /Sec. Coleman, Lynn Parrish, Mary Pat Regan, Mayor Robert Blythe, Michael Buckentin, Representative Bobby McCool, Rob Southard, Ryan Holmes, Sadiqa Reynolds (PROXY), Secretary Larry Roberts (PROXY), Secretary Larry Hayes (PROXY), Secretary Michael Brown (PROXY), Senator Jimmy Higdon, Sharon Price, Suhas Kulkarni, Superintendent Bo Matthews.

QUORUM REACHED - 22 members of 31 voting members attending were B&I / WF representatives (satisfying ROP)

CABINET STAFF PRESENT: Zach Dembo, Buddy Hoskinson, Kiley Whitaker, Marty Hammons, Michelle DeJohn, Misty Edwards, Karla Tipton, John Lyons, Sara Jagers, Jacob McAndrews, Debbie Dennison, Anna Larson, Scott Secamiglio, Kylie Whitaker

ADMINISTRATION AND CABINET UPDATES:

Lieutenant Governor Jacqueline Coleman spoke to the continued administrative goals and initiatives that includes: "cradle to career" focus; broadband initiatives, and the focus of the governor's budgets to invest in the economy and workforce and education of Kentucky.

Mary Pat Regan, Deputy Secretary of the Education and Workforce Development Cabinet provided a deeper dive into the broadband initiatives (broadband info - <https://educationcabinet.ky.gov/pages/default.asp>) and on the recently rolled out “Discover YOU” Virtual Bus Tour (information can be found on the cabinet website - <https://educationcabinet.ky.gov/Initiatives/Pages/VBT.aspx>).

Buddy Hoskinson, Director, Office of Unemployment Insurance, provided updates on initiatives of the Unemployment office; April 15th; regional career centers will be opening back up (information on processes forthcoming); a new call center will be opening soon; with regard to work search requirements, deeper questions have been added to the UI claims for review.

Eric Friedlander, Secretary for the Cabinet for Health and Family Services (CHFS) provided updates from the cabinet to local communities; examples included childcare and promoting living wage jobs and entrepreneurship, even through and especially in response to the pandemic.

2:10pm KWIB BUSINESS

Update with the KWIB Chair

Kevin Smith identified the new Vice-Chair of the KWIB, Kim Menke, Toyota Manufacturing.

Minutes from December 17, 2020 Board meeting

Motion to approve the minutes of December 17, 2020 KWIB quarterly meeting was made by Scott Pierce and seconded by Terry Sexton. Motion carried unanimously with no dissenting votes.

Work Ready Strategic Plan

- Scott Secamiglio, Director KY STATS provided a high-level overview of their services, data analysis products and research agendas –links to site information includes:
<https://kystats.ky.gov/Reports/Tableau/WORKR> and <https://kystats.ky.gov/Reports/FRS>

Other links from KY Stats include the following:

All Reports: <https://kystats.ky.gov/Reports/>

Family Resource Simulator: <https://kystats.ky.gov/Reports/FRS>

Kentucky Future Skills Report: <https://kystats.ky.gov/Latest/KFSR>

Work Ready Communities: <https://kystats.ky.gov/Latest/WRC>

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Data Request: <https://kystats.ky.gov/Reports/DataRequest>

- **John Lyons, Executive Director** provided an overview of the Work Ready Strategic plan implementation efforts. He walked through a new project, a pilot program for “Putting Kentuckians First” that will improve our workforce participation. The pilot population is those recently released

from incarceration. Meetings for the first phase of this pilot will begin in April and continue through May.

The Perkins committee and Executive committee have made Perkins Leadership recommendations. Scott Pierce motioned to accept the recommendations and seconded by Kim Menke. The motion was approved unanimously by the board with no dissenting votes.

- **Amy Luttrell, Workforce Participation and Sustainability** committee Chair about the committee's focus in 2021. In rural and urban areas, technology is a clear focus. Eastern Kentucky Employment Program (EKCEP) has a technological employment program called "Teleworks". The committee agrees with the justice-involved population as the focus for the pilot John lifted. Amy spoke about exploring ways to use the benefit calculator to change policy as necessary. Amy introduced Johnny Pittman as the new Chair of the Opportunity Youth sub-committee.
- **Kim Menke, Resource Alignment and Funding** committee Chair updated the board on the review of the Policy 15-002 (the WIOA policy on Interlocal agreements). There are additional requests and changes to the policy that are under review and recommendations brought to the full board in the May meeting.
- **Beth Davisson, Education attainment and employer engagement** Chair provided updates from the committee works over the last two months. She introduced a discussion regarding internship opportunities within higher education and invited Dr. OJ Oleka (AIKCU) to speak about these opportunities, to make good policy, to build these talent pipelines with intention.

She updated the board on the newly created sub-committee, CTE Certification Continuous Improvement. Data is being gathered on a recently submitted survey, in partnership with the Local WIB Director's. Good work is being started and we look forward to upcoming meetings.

- **Lori Ulrich, Work Ready Communities** committee Chair updated the board on the work of the team reviewing 13 applications currently. She offered information on reaching out to Jacob McAndrews (Jacob.mcandrews@ky.gov) and Sara Jagggers (sara.jagggers@ky.gov), Work Ready Coordinators within the KWIB, dedicated to working with counties. Recommendations will be made to the Executive Committee and the full board for the May 20, 2021 meeting.
- John Lyons updated and lifted his appreciation to the board that ALL board members are involved in committee work. He invited continued participation and non-board members to reach out to Debbie.dennison@ky.gov if they would like to be a part of any of the committees. He wants board members to be involved in upcoming meetings for the pilot program and will be reaching out for their participation.

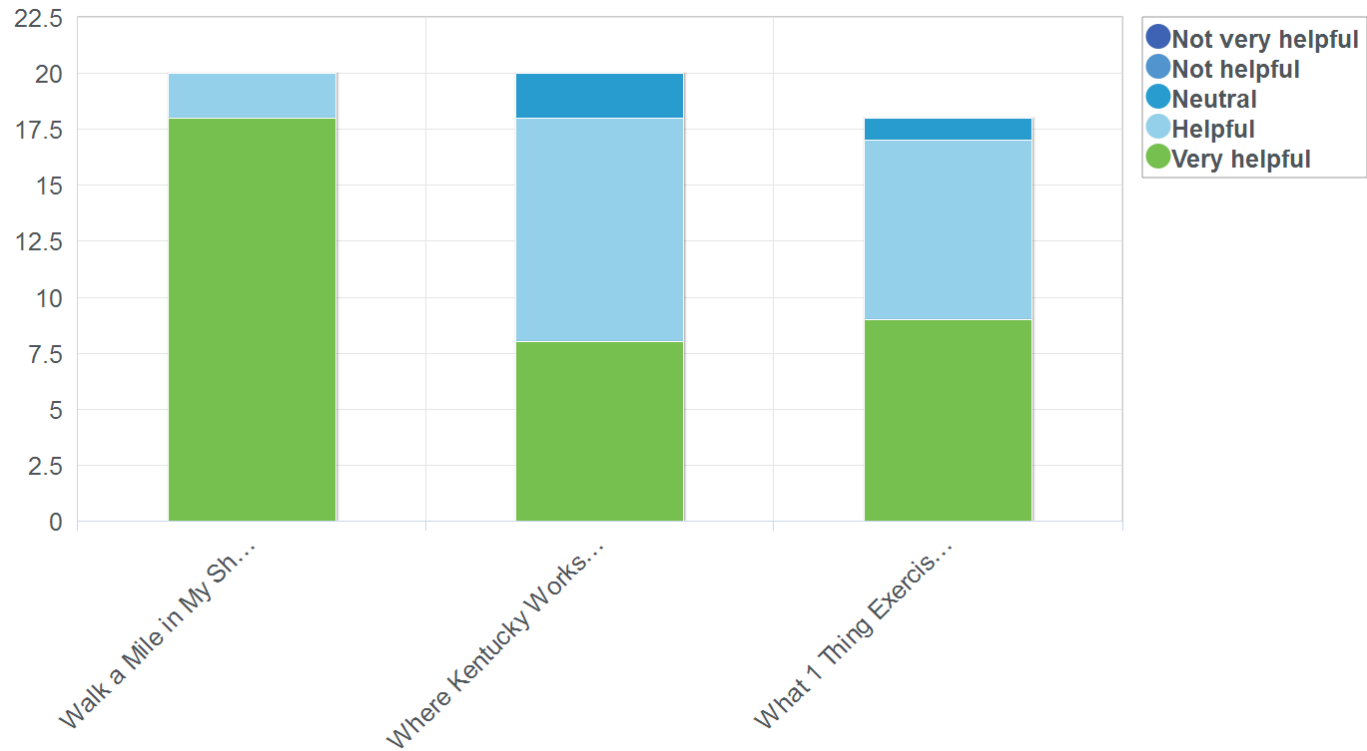
Kevin Smith, Chair reminded the board of the next meeting on May 20, 2021. He concluded the business of the day. Scott Pierce and Rob Southard motioned to adjourn. Motion carried.

3:06 PM **ADJOURNMENT**

Putting Kentuckians First Lab 1 Feedback

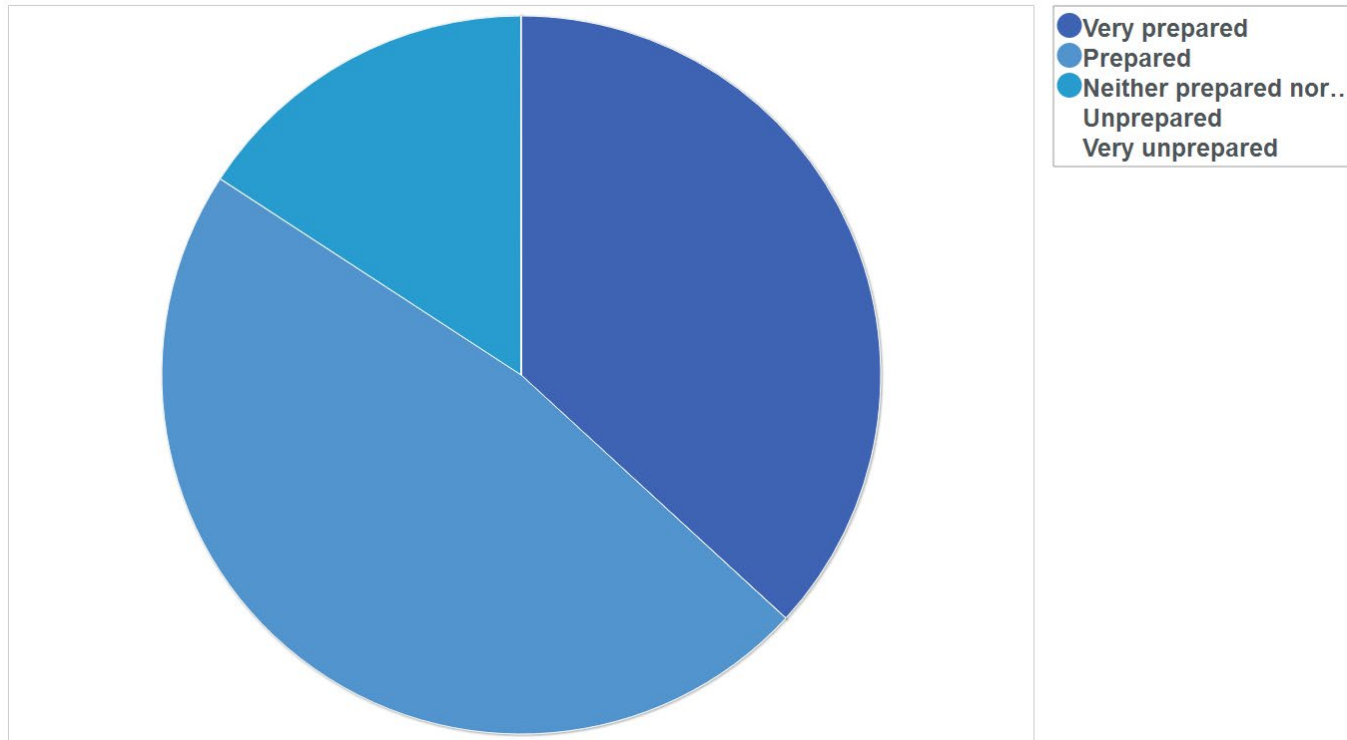
1. How helpful were the following Lab 1 activities in developing a successful pilot for justice-involved individuals:

(Respondents could only choose a **single** response for each topic)



2. Following Lab 1, how prepared do you feel to begin mapping the ideal journey for justice-involved individuals during Lab 2?

(Respondents could only choose a **single** response)



3. Do you have any additional feedback, comments, or suggestions to share regarding Lab 1?

Response		
I thought it was a great session!		
Let's do this!		
<p>Department of Corrections is a valuable tool and organization. However we must expand our minds to the "re-entry" or "justice involved" population is much wider than individuals getting out of Prison or Incarceration. Many offenses require no initial jail time however many of the same barriers are present.</p> <p>Community based early intervention at the county level (judicially) and a community level (for businesses and organizations) is 100% KEY in reducing recidivism, and preventing impactful incarceration. We as a society and the department of corrections are to RE- active - a pro active approach to change this trajectory and intervene in peoples lives can set the stage for progress.</p> <p>Can we invite someone from Social Security Services to discuss solutions for social security cards in local jails and detention centers?</p>		
Funding to help customer		
very helpful, eye-opening to the needs and obstacles of inmates reentering society. We need to do a better job of acknowledging the fact that 85% of those incarcerated will rejoin society at some point. Programs like this one helps us to better understand the challenges they face and the work we need to do!		
Thank you! Wasn't clear on activity in handouts before the exercise.		
Very good session		
This was so great I want to share the experiences you provided with the reentry team at Louisville Urban League. I appreciate the statewide perspectives because they give us so much to learn and explore in our diverse communities. Amazing, committed panelists were very fine. Thank you!		
DOC did a great job :)		
Role plays and simulations are helpful to build empathy and understanding - not to mention identifying potential ways to help individuals overcome barriers.		
Rated the panel neutral - Great info/programs but it is hard to listen and engage with presentations on zoom. Zoom fatigue is real!		
This was great. I think scheduling this simulation for service groups (Rotary, Kiwanis, Urban League groups) paired with a call to action on how private citizens can be helpful in strengthening our social fabric and safety net for justice-involved individuals would be great.		
	Valid Responses	13
	Total Responses	20

Putting Kentuckians First Lab 1 Poll Everywhere Activities

- **Headlines**

1. Kentucky Leads Nation in Economic and Health Outcomes
2. Kentucky recidivism lowest in nation!
3. Kentucky Collaboration, A Step Ahead Of The Rest!
4. Yet another returning citizen becomes CEO of Big Company! More on pg 5.
5. Kentucky has lowest unemployment rate in 50 years
6. KWIB Leads, truly Innovative!
7. Barriers to Workforce Excellence Overcome in Commonwealth
8. Kentucky's Ex-Offender Recidivism Rate Down to 10%
9. KY Leads Nation in Workforce Participation
10. Kentuckians overcome stigma to create top-ranked workforce.
11. Major manufacturers commit to hiring 10,000 justice involved individuals across the commonwealth.
12. Kentucky Moves from Worst to First in Family Strengthening
13. Kentucky leads the Nation in Low Recidivism Rates for Ex-Offenders.
14. Kentucky celebrates huge reduction in recidivism by employing incarcerated 90% folks! Excuse the spelling
15. KY is 1st in 2nd Chance Programs
16. Kentucky closes two more prisons
17. Kentucky Trailblazers - Leading the Nation - The Proactive Re-entry - Meeting people, Changing Lives, Molding Futures
18. Kentucky changing lives and changing communities!

- **What 1 Thing?**

1. Official Id services available prior to release
2. Gain Buy In From Employers
3. No wrong door! One system, all partners connected.
4. Continue to build awareness and debunk concerns
5. Housing First programs
6. Expungements
7. Engaging employers to commit to hire and build relationship prior to release.
8. The proactive community based method. Creating a statewide network similar to SCWB and CWDB.
9. Like ID services prior to release, all preemptive pre-release obstacles are hard targets.
10. Education. Inmates earning GED prior to release is ideal, but if they don't it should be prioritized. Employers willing to hire conditionally on earning
11. Critical to reduce reentry barriers. How does anyone stay out of jail?!
12. Removing cost burdens for required re-entry activities such as, drug screens, PO fee, etc.

13. Partner collaboration to maximize services already in existence
14. Identification & Employer Education (need more that are willing to hire) & educating/preparing inmates prior to release
15. Having credential to be employable
16. Opening the public's eye on the barriers faced after release
17. State IDs before release, without exception.
18. Targeted services for children of incarcerated parents, employment training for this group.
19. Alignment and somehow menus of these alignments so we can quickly engage new community resources and have them be effective. Think about the first day of incarceration and the first day of pre-release work
20. Encourage private sector work with the legal reps to provide jobs
21. 2nd @State ID's!
22. Peer to peer intermediary teams so we share great practices--lets do more.
23. If drug screen required, make it free?
24. People should not have to choose between getting treatment or a job - that came up too much on the simulator
25. Contracts for Re-entry: to provide cost assistance.
26. Community awareness/how private citizens can be supportive? (Friend of..?)

KYSTATS

MULTISTATE POSTSECONDARY REPORT

Understanding education to workforce
outcomes

Company Type

State agency – Kentucky
Center for Statistics

Notable Partnerships

Various state agencies
across IN, KY, OH, & TN

Initiative Started

2012

Education Focus

Postsecondary

Headquarters

Frankfort, KY

Geography of Data

Multistate

Access

Public [KYSTATS](#)
[MSPSR](#) website

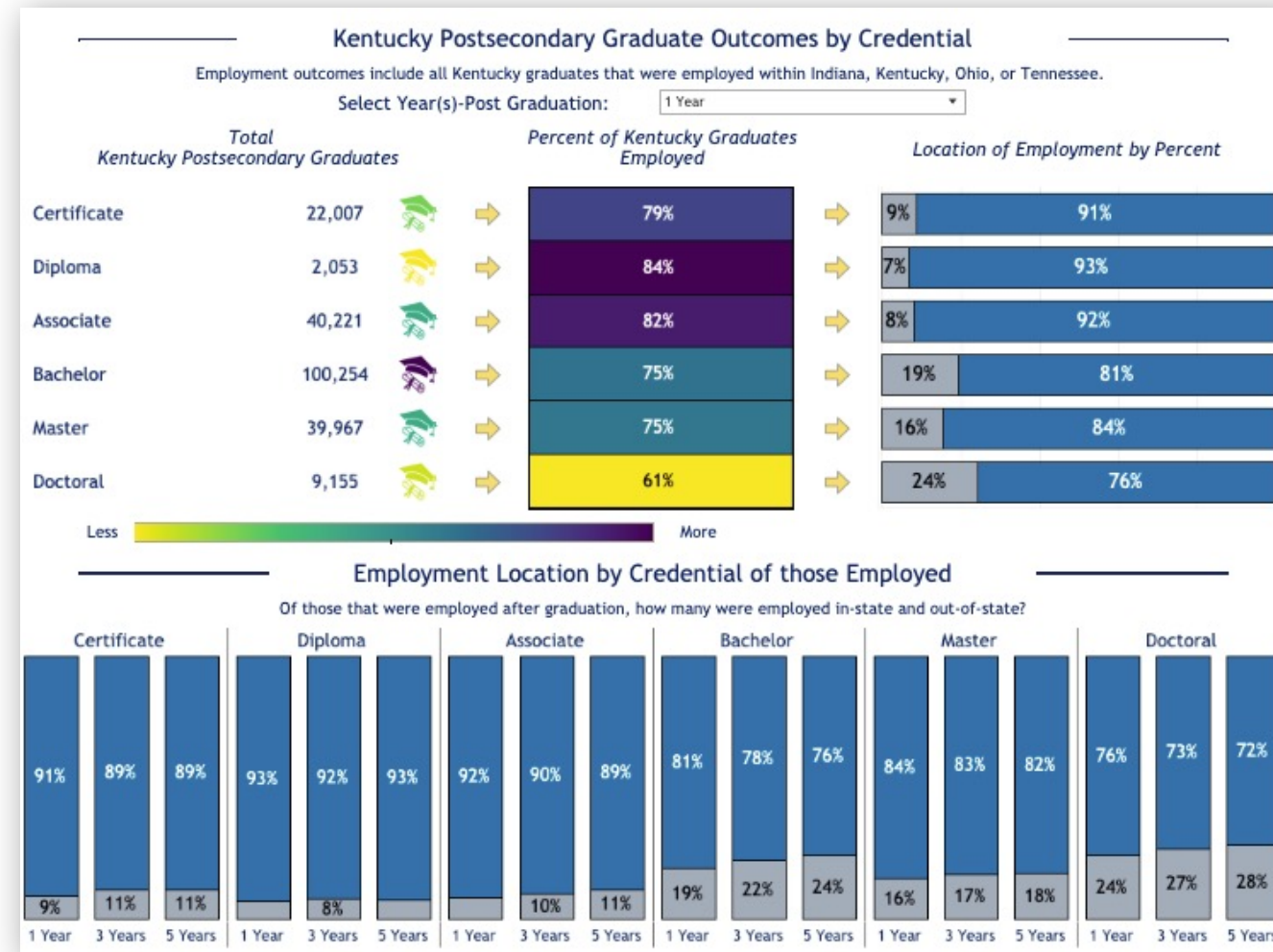
Primary Stakeholders

State policymakers

The **Multistate Postsecondary Report (MSPSR)** is a result of the Coleridge Initiative's training programs. A team of trainees with a mix of coding skills and policy knowledge were looking into graduation-to-workforce pathways. What began as a training led to work with the Kentucky Center for Statistics (KYSTATS) and the development of the MSPSR.

KYSTATS collects, links, and reports on education and workforce data so that policymakers, practitioners, and the general public can make informed decisions. Their pilot MSPSR is a dashboard built on postsecondary and unemployment insurance (UI) wage microdata, which enables stakeholders to better understand the regional education-to-workforce pipelines.

Multistate Postsecondary Report



For this pilot report, postsecondary data were leveraged from Ohio and Kentucky while employment and wage data was leveraged from Ohio, Kentucky, Indiana, and Tennessee. To make the report useful, analysts from Kentucky and Ohio worked together to determine the best methods of mapping unique state elements to common metrics, such as:

- Postsecondary student origin (in- or out-of-state)
- Groups of majors
- Credential level (various degree types than are conferred).

Sharing data to gain critical insights

The state border is an important but relatively arbitrary boundary when considering education-to-workforce pipelines. This is especially visible in interstate metropolitan statistical areas (MSAs), such as the Cincinnati MSA that spans the border of Ohio and Kentucky. By leveraging employment and wage data across these state boundaries, postsecondary institutions can improve their ability to accurately understand where graduates gain employment. This information is critical when understanding student outcomes as well as when aligning the available workforce to potential jobs for local workforce boards. The institutions most affected are those situated in an interstate MSA, but some degrees or major groups may show a large outflux of graduates due to recruitment efforts or large firm locations.

Multistate Advantage

“ [T]he lack of shared data among states in the past has forced some campuses, especially those located near state borders, to underreport job placements. [With the MSPSR], we’re eliminating some major blind spots. Complete and accurate data is essential for evidence-based decision-making, and we want all of our campuses to have the best information available to assess their programs and prepare our students for sustainable careers.”

—
Aaron Thompson
KENTUCKY COUNCIL OF POSTSECONDARY EDUCATION

A long-running Kentucky Postsecondary Feedback Report (PSFR) only captured in-state UI-covered wages for employment and wage outcomes. The Multistate Postsecondary Report (MSPSR) has helped data users to understand the mobility of graduates in Kentucky and Ohio.

For Northern Kentucky University STEM graduates, 63% of the employment captured by the MSPSR for three years post-graduation were in non-Kentucky states. These graduates were previously considered not employed by the Kentucky PSFR, as their employment data was not available.

Another limitation of the Kentucky PSFR data is that it shows a steady decrease in percentage employed as a person advances to higher credential attainment. Both anecdotes and the postsecondary literature would suggest that this is likely due to higher credentials allowing for increased mobility through job opportunities. The MSPSR allows users to showcase this relationship by indicating the percentage of those who are employed out-of-state.

What questions can you ask this data set?

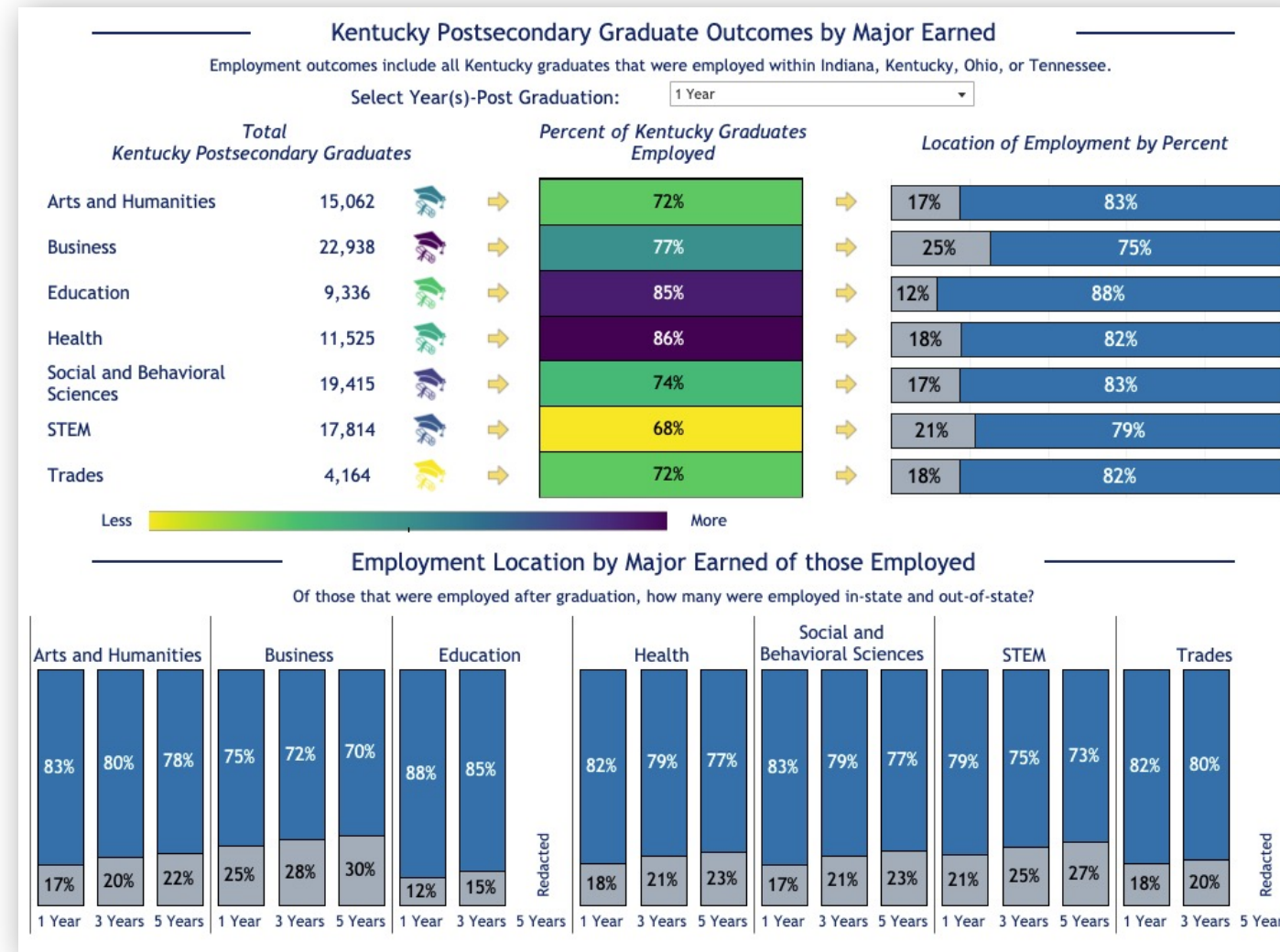
KEY QUESTIONS

- What percentage of graduates are employed in-state or in a contiguous state post-graduation?
- Where are graduates employed within the state or in a contiguous state – in terms of state UI wage record*?
*State UI systems provide information on employees, firms, and wages for all "UI-covered employment."
- What are the typical UI-covered wages earned by those employed?

ADDITIONAL QUESTIONS

- How do in-state and contiguous state employment outcomes compare for graduates across time at one, three, and five years post-graduation?
- What do employment and wage outcomes look like when factoring for two variables – such as credential level and major?

Current efforts and future aspirations



CURRENT

KYSTATS has insight into graduate employment and wage outcomes for those who have moved to Indiana, Ohio, and Tennessee.

FUTURE

KYSTATS seeks to foster partnerships with additional states in order to integrate more data into the report.

The team hopes to expand the data available by including more specific major information.



KWIB
Joint Committee Meeting of
Education Attainment and Completion
and
Employer Engagement

AGENDA
May 3, 2021
12:30pm – 2 pm

Via Zoom

<https://us02web.zoom.us/j/89806616730?pwd=OUZyTWkzOHRNVzRHK2hJTGdYa0h6dz09>

Password: 6ng0hU

- **Welcome** Beth Davisson, Chair
Kentucky Chamber
- **Work Based Learning (WBL) Updates** Beth Davisson
- **CTE Certification Review – Continuous Improvement Subcommittee** Kylie Whitaker, CTE
- **Work Search Requirement Reinstatement – Brain Storm Discussion** Beth Davisson

Please come prepared to consider and discuss the following -

The Work Search Requirement for those receiving Unemployment Insurance (UI) will turn back on May 9. Those currently receiving UI Benefits will again need to apply for jobs as a condition of receiving UI. This feature was previously shut off due to needed COVID-19 economic closures.

*Now, more than ever, employers are desperate for **talent and in desperate need of employees**. The work search requirement allows an opportunity to help get our workforce and economy back up and running. **How do we seize this moment and get Kentuckians back to work, and in career pathways?***

<https://www.wlky.com/article/beginning-may-9-kentucky-reinstating-work-search-requirements-for-unemployment-claimants/36204437#>

- **Adjournment**



**KWIB Education Attainment and
Employer Engagement
Committee Meeting
DRAFT MINUTES
May 3, 2021**

Via zoom – 12:30 – 2:00 pm EST

<https://us02web.zoom.us/j/89806616730?pwd=OUZyTWkzOHRNVzRHK2hJTGdYa0h6dz09>

Password: 6ng0hU

MEMBERS PRESENT:

Beth Davisson - CHAIR	X	Mike Willand	X
Dr. Aaron Thompson (Lee Nimocks)		Michelle DeJohn	X
Scott Pierce	X	Pamela Moore	X
Kris Williams		Myra Wilson	X
Misty Edwards		John A. Lyons	X
Jason Luring	X	Bo Matthews	
Patricia Gonzalez	X	Dianne Owens	X
Dr. Mike Stacy		Jonathan Webb (Amy Samples)	X
Dr. OJ Oleka	X	Dr. Dallas Kratzer	X
Kim Humphrey	X	Jessie Schook	X
Regan Satterwhite	X	Kara McFadyen	
Karen McFadyen	X	Senator Jimmy Higdon	X
Jessica Cunningham		Tony Georges	X
Scott Secamiglio	X	Todd Schmiedeler	X
David Horseman	X	Harper Smith	X
Anna Larson	X	Sara Tracy	X
Mike Buchanon		Julie Whitis	X
John Oliva		Michael Buckentin	X
Mike Smith		Kiley Whitaker	X
Tonya Crum	X	LaKisha Miller	X
Joe Paul (OESE)		Lisa Banner	X
Kristi Putnam	X	Scott U'Sellis	X
Diana Jarboe	X	Matt Bacon	X
Michael Gritton	X	Tara Johnson-Noem	X

OTHERS PRESENT:

Sara Jagers	Debbie Dennison	
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12:31PM CALL TO ORDER

Beth Davisson, Committee Chair, welcomed everyone and called the meeting to order. She thanked everyone for their commitment, introduced a couple of new members to the team and walked through the agenda briefly.

Beth indicated that a new sub-committee will be formed and look to be tapped for participation. This sub-committee will be reviewing Sector strategies and pathways.

Beth asked Kiley Whitaker to update the committee on the work of the newly created, CTE Certification Continuous Improvement sub-committee.

Current industry certifications can be found at: [HTTPS://EDUCATION.KY.GOV/CTE/CTER/DOCUMENTS/20-21 VALID INDUSTRY CERTIFICATION LIST.XLSX](https://education.ky.gov/cte/cter/documents/20-21%20valid%20industry%20certification%20list.xlsx)

The sub-committee is recommending short-term and long-term certification path process updates. In the short-term, the sub-committee is recommending approval of the following:

- Move to a Dynamic List as opposed to a Static List for additions to the list during the year, but not for removal.
- Publish Version 1 for 21-22 with minimal changes and request Committee Approval to move to full KWIB for approval
- Research New Industry Certifications and Bring Updates back to Sub-Committee for Approval to go to full KWIB
 - Compile additional information on survey certifications/Employer/Contact Information
- Maintain Versioning History with Cover Page of Changes

After discussion, Dallas Kratzer moved to approval for these updates. Scott Pierce seconded the motion; the motion passed with no dissenting votes.

Beth Davisson explained that the work search requirements would be turned back on May 9th and asked the committee to discuss how to get the workforce back to work

Discussions included:

- UI understanding – what work search requirements exist? What training is offered and where?
- Resources available – could we add employers seeking employees to have a link on the UI website?
- What is the DOL / UI work search requirements for seeking part-time employment (comment that UPS had many opportunities that are part-time currently)

Beth asked that the KWIB staff send a doodle poll for the next meeting be held in 4-6 weeks. Beth motioned to adjourn; seconded by Tonya Crum.

1:52PM ADJOURNMENT

Guidance Document: Version Control

What is Version Control?

Version Control is the management of multiple versions of the same document. Version control enables us to tell one version of a document from another.

Why is Version Control Important?

Version control is important when documents are being created, and for any records that undergo a lot of revision and redrafting. It helps us to track changes and identify when key decisions were made along the way. It is particularly important for electronic documents that are being reviewed by a number of different users.

Knowing which version of a document you are looking at is important if you are trying to find out which version of a policy is currently in force, or which version of a policy was in use at a particular time. It forms good records keeping practice which is particularly important in meeting our obligations under the Freedom of Information Act.

Aim

The aim of this document is to provide best practice guidance for applying version control to different types of document at the University of Nottingham. This guidance covers best practice use of:

1. File Naming conventions
2. Version Numbers
3. Version Control Tables
4. Document control Tables

Version Control Options

There are various options you can adopt to version control your records. Use the most appropriate option depending on the number of iterations you expect and the number of individuals involved in the process. Some documents will only need the simpler techniques, such as the use of naming conventions, but some complex and formal documents will need a version control table.

File Naming Conventions

At the simplest level you can use file naming conventions to identify the version of a document. Use the file name of the document to determine both the version and status alongside the subject, for example:

Records Management Policy_Draft_v0.1
Records Management Policy_Final_v2.0

Remember to update the version number on the file name as well as the header (or footer) of the document itself. It is easy to update a document and forget to rename the version number on either the file name or the document which can lead to confusion.

Unless you don't need to keep previous versions of the document, always save updated versions as 'Read-only' tag to ensure you are forced to create a new version the next time to go to update it.

Version 1.0
 Approved: 1 May 2015

File naming conventions alone will not tell you who made the change and what the change was. If it is important to record this information use a version control table.

Version Numbers

Version numbering helps to distinguish one version of a document from another. For some documents, you may decide that a simple numbering system consisting of consecutive whole numbers is sufficient to help you keep track of which version you are working on. However, documents that go through numerous stages of development before a final version is reached, and for those that are developed through input by multiple individuals, you may decide to adopt version numbers to keep track of both minor and major changes to that document.

Minor Revisions

Minor revisions are small changes made to a document such as spelling or grammar corrections, and other changes that... Minor revisions to a document are reflected by making increments to the decimal number.

Major Revisions

Major revisions are changes to a document that require the document to be re-approved (either by an individual or a group). Major revisions are reflected by incrementing the whole number by 1.

Version	Examples
A minor change to draft document is reflected by increasing the decimal figure incrementally. This may include the file name 'Draft' if preferred.	Draft_v0.1 (first version of draft) Environmental Policy_ 0.2 (second version of draft) Strategic Plan_0.3 Draft (third version of draft)
A major change to a document, such as when it is approved, is reflected by increasing the whole number by 1. This may include the file name 'final' if preferred.	Final Version 1.0 (first approved version) Environmental Policy 2.0 (second approved version) Strategic Plan_v3.0 Draft (third approved version)
A minor change to an approved document (ie a change that do not require the document to be re-approved) is reflected by increasing the decimal number consecutively.	Document Version 1.0 (first approved version) Final_v1.1 (minor amendment of first approved version) Policy 2.1 (minor amendment of second approved version)

Version Control and Document Control Tables

Version control tables provide historical data about each update made to a document. It is useful to include the author, date and notes about each change made so you can refer back to what these changes were.

Version Control			
Version	Author	Date	Changes
0.1	Jennifer Rochfort	26-03-2014	First draft
0.2	Jennifer Rochfort	11-04-2014	Changed dates in section 2
0.3	Jennifer Rochfort	10-05-2014	Minor change to Table of Contents
1.0	Jennifer Rochfort	01-06-2014	Approved by Board

Example Table Format

Version 1.0
Approved: 1 May 2015

In addition to a Version Control Table, it may be useful to include additional information in a Document Control Table which might include the following relevant information:

Document Control	
Document Title	
Version Number	Author(s) (name, job title and Division)
Date Approved	Document Status
Effective Date	Approved By
Superseded Version	Date of Next Review

Example Table Format

See Appendix A: Example Policy with Version Control Table and Document Control Table.

Where to keep your Version Control /Document Control Tables?

Version control tables are useful to have at the start of a document whilst the document is being developed. Alternatively, they can be created as a separate document to that document and filed in the same electronic folder for reference purposes only.

Document Control Tables if used should be inserted on the front page of a document.

Best Practice Considerations

Document Owner

If there are numerous parties involved in drafting a document it is good practice to have a single person nominated to manage the overall version control. This may require the collation of numerous versions of a document with track changes or other changes suggested.

Keeping Draft Versions

Once you have finalised a document, a decision should be made on whether the drafts now need to be kept or whether they can be deleted.

In the majority of cases it should be possible to delete drafts once the final version of a document has been agreed. This will help to reduce the confusion caused by the duplication of documents and means that there is less danger of earlier versions being accidentally used.

You should keep drafts if you think it is necessary to preserve a record of the process of developing the document. This may be, for example to maintain a record of why particular changes were made or to help when the document is redeveloped at some future date.

Remember that draft versions of a document may be subject to disclosure under the Freedom of Information Act.

Further Guidance

For further guidance please contact:

Jennifer Rochfort
Information and Records Manager
Jennifer.rochfort@nottingham.ac.uk



KWIB and Collaborative Joint Committee Meeting of

Workforce Participation and Sustainability



AGENDA
May 5, 2021
1:30 pm – 3:00 EST

Zoom Link - <https://us02web.zoom.us/j/82388061719?pwd=MkNqMHpTNXN3NitFN3BoTENUVHBTQT09>
Password: 2UJ7cn

➤ **Call Meeting to Order / Welcome**

Amy Luttrell, Co-Chair
Goodwill Industries of Kentucky, Inc.

➤ **Overview of Youth Program and Funding Initiative**

Annie E Casey Foundation (AECF) Grant

Harmony Little, KCTCS

➤ **Teleworks/EKCEP**

- What is it?
- How can it increase workforce participation?
- Can it be available beyond EKCEP?

Jeff Whitehead, EKCEP
Betty Hays, TeleWorks
Michael Cornett, EKCEP

➤ **Other Committee Priorities**

Amy Luttrell

- Access to affordable broadband
- Stabilizing child care
- Use of Family Resource Calculator
 - By people receiving benefits
 - By professional helpers
 - To drive policy change
- Better alignment of services across agencies

➤ **Adjournment**

Amy Luttrell



KWIB and Collaborative Workforce Participation and Sustainability Committee Meeting DRAFT MINUTES

May 5, 2021 – 1:30pm to 3:00pm

Meeting via zoom

<https://us02web.zoom.us/j/82388061719?pwd=MkNqMHpTNXN3NitFN3BoTENUVHBTQT09>

Password: 2UJ7cn

MEMBERS PRESENT:

Amy Luttrell - CHAIR (KWIB)	X	Dr. Paul Czarapata	X
Jon Davidson - CHAIR (Collaborative)	X	Dr. Bob Jackson	X
Edgardo Mansilla		Dr. Jason Glass / David Horseman (proxy)	X
Judge Exec. Micheal Hale	X	Kristin Porter	X
Lynn Parrish	X	Laurie Mays	X
Heidi Margulis	X	Tara Johnson-Noem	X
Buddy Hoskinson		Todd Dunn	
Ryan Holmes	X	Michael Buckentin (David Fusting Proxy)	X
Michael Gritton	X	Dr. Jacquelyn Korengel	X
Jessica Cunningham		Cora McNabb	X
Jon Sowards	X	Scott Secamiglio	X
Karen Trial		Suhas Kulkarni	X
Julie Whitis	X	Shauna King-Simms	X
Trace Chesser	X	Jeff Whitehead	X
Myra Wilson	X	Jeremy Faulkner	X

OTHERS PRESENT:

John Lyons	X	Sara Jagers	X
Betty Hays	X	Kevin Smith	X
Michael Cornett	X	Debbie Dennison	X
Mary Pat Regan	X	Harmony Little	X

1:31pm Call Meeting to Order / Welcome

Amy Luttrell, co-chair, called the meeting to order and walked through the agenda and goals for the meeting.

- **Annie E Casey Foundation (AECF) Update** – Amy asked Harmony Little, KCTCS to provide an overview of research being done for the Youth population by the grant provided by the AECF. (Refer to PowerPoint in meeting packet) - **Annie E Casey Foundation** background - <https://www.aecf.org/about/grant-making/>

- **Teleworks USA / EKCEP successes** - Amy welcomed Jeff Whitehead and Michael Cornett with EKCEP and Betty Hays with Teleworks to talk through their business successes in Eastern Kentucky. Key takeaways include: Teleworks job placements can be done outside of EKCEP region; working remotely is real with training available; sample companies using Teleworks include: Apple, Hallmark, Starbucks, United, Anthem and many others; with good internet speeds, global industries can be customers. *ACTION: KWIB staff to facilitate meeting with EWDC and Teleworks / EKCEP representatives to build upon success.*
<https://www.teleworkusa.com/>; <https://www.ekcep.org/>

- **Cabinet updates** – Amy asked Mary Pat Regan, Deputy Secretary for the Education and Workforce Development Cabinet (EWDC) to comment on Cabinet efforts to improve broadband capabilities across the Commonwealth. The Cabinet is mapping funds received by the Federal government in accordance with ARP guidelines. They will identify those eligible and work on a process for implementation (ideally through a special session in the legislature most likely in July). Timing for more information should come at the end of May. The cabinet will be open to piloting opportunities that may include vouchers for use by LWDA and Higher Ed end-users.

Amy asked Mary Pat to provide updates on child care assistance in Kentucky. Mary Pat has a meeting to discuss further with the administration on May 10 and will communicate back to the KWIB any updates. The Cabinet for Health and Family Services (CHFS) and EDWC have been given money to use in collaboration for this effort. *ACTION: KWIB staff to provide update once received.* Michael Gritton indicated that other states have a voucher program facilitated through the Local Workforce Development Authorities (LWDA) and will provide contact information to the KWIB for additional follow up.

- Conversations are happening between committee members with focus on specific populations such as veterans and re-entry, to increase alignment of the various services available.
- Amy is seeking possible sources for policy analysis to identify possible changes to benefit eligibility, to address the benefit cliff that the Family Resource Calculator demonstrates.

Next steps are to compile these ideas and set up next meeting in the coming weeks.

3:00pm Meeting Close / Adjournment

Annie E. Casey Foundation (AECF) Planning Grant for Using Integrated Data and Outcomes-Based Funding Approaches to Increase Success for Underrepresented Youth and Young Adults

- One of the goals of AECF is to use high-quality integrated data to close equity gaps in education, employment and training outcomes for underrepresented young people by collaboration with institutions, such as community colleges and universities, as well as various adult education, workforce and human services systems, to spur continuous learning and improvement and ultimately, increase postsecondary success for these young people.
- In April 2019, the AECF invited 10 states¹, including Kentucky, to learn about an upcoming federal grant opportunity: The Social Impact Partnerships to Pay for Results Act (SIPPPRA) Feasibility Study and discuss how those funds could be used to improve outcomes for underrepresented youth and young adults.
 - Representatives from KCTCS, KYSTATS and SkillsU attended the meeting.
- Kentucky received \$75,000 in a planning grant from AECF to:
 - Bring together state and community level partners committed to increasing investment, improving policies and systems and using data to track outcomes that result in significantly larger numbers of youth and young adults who are accessing and succeeding in attaining postsecondary education, training and credentials with labor market value.
 - Produce an equity focused analysis to begin creating baseline population-level data disaggregated by race, ethnicity, age, gender and language proficiency (including geographic service area and estimated size) of youth and young adults ages 18-24 for the following populations:
 - Homeless
 - Limited English Proficiency
 - Low Socioeconomic Status Individuals
 - Migrant
 - Special Education
 - Unaccompanied Youth
- **Additional grant information:**
 - The KCTCS Foundation is the fiscal agent of the grant
 - KYSTATS and KCTCS are the core partners of the grant with support of SkillsU
 - Third Sector is providing technical assistance for the grant with support from AECF and KY grant funds.

NOTE: the original intent from AECF was to help states position themselves to have data to apply for the SIPPPRA Round 2 Feasibility grant. However, the release of funds for Round 1 and the Notification of Funds for Round 2 keep on being delayed. With the current COVID19 crisis, it is uncertain if the grant will be available this fall as anticipated. Regardless, the AECF is interested in continuing our partnership and pursuing the original goals, even if federal funding is not available.

¹ AECF targeted states that consistently fall in the bottom 10 of their annual Kids Count Report.

Grant Work to Date:

- The development of a dashboard by KYSTATS to leverage the Kentucky Longitudinal Data System that shows a demographic breakdown of the overall 16-24-year population in Kentucky for 2017. The dashboard is a snapshot of the data available to KYSTATS demonstrating the baseline for the overall and sub youth and young adult populations and outcomes.
- The dashboard was developed in partnership with the agencies listed below to provide feedback on data elements for the dashboard:
 - Council on Postsecondary Education
 - Gear Up Kentucky
 - Prichard Committee
 - Kentucky Cabinet for Health and Family Services
 - Kentucky Department of Corrections
 - Kentucky Department of Education
 - Kentucky Workforce Investment Board

The dashboard is available at: https://kystats.ky.gov/Reports/Tableau/YAP_2020

- The partners identified the following employment, education and training impact metrics for the target population Employment placement because they fit in with the state's overall goals to increase the percentage of Kentuckians with a high-quality postsecondary degree or certificate as well as increasing workforce participation.
 - Employment retention
 - Wage earned and/or progression
 - Program completion/certification
 - Additionally, the partnership team would also like to be able to help the target population with the following two-generation and family stability and asset outcomes:
 - Reduction in long-term public assistance
 - Reduced involvement in the juvenile justice system
 - Improved child's K-12 school attendance

Next Steps:

- Is there any additional data available due to the COVID19 crisis?
- Identify existing programs and resources providing services to the target populations
 - If possible, track program outcomes
 - Identify barriers and holes in services
- Engage target population
- How can resources be leveraged to assist with these efforts?
- Select a program/programs that can produce the outcome metrics for at least 1,000 participants



Using Integrated Data & Outcomes-Based Funding Approaches to Increase Success for Underrepresented Youth & Young Adults

Work funded by the Annie E. Casey Foundation
August 2019 – June 2021

Grant Goals



Use high-quality integrated data to close equity gaps in education, employment and training outcomes for underrepresented young people **(14-24 years old)**

Target Metrics For Employment, Education & Training

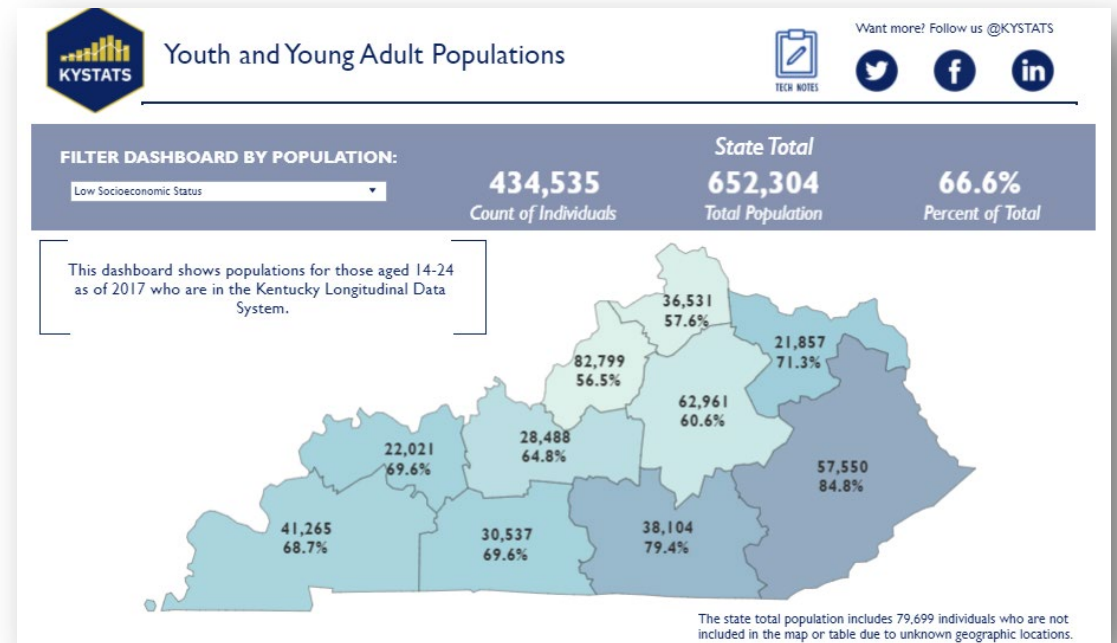
- Employment placement
- Employment retention
- Wage earned and/or progression
- Program completion/certification

Aligns with KWIB goals of increasing education attainment and completion as well as and increasing workforce participation

Dashboard

KY STATS developed a first of a kind [dashboard](#) leveraging the Kentucky Longitudinal Data System to show a demographic breakdown of the overall 14-24-year population in Kentucky for 2017 & 2018 for these sub-populations:

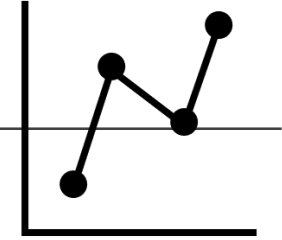
- Corrections
- Homeless
- Limited English Proficiency
- Low Socioeconomic Status
- Migrant
- Special Education
- Unaccompanied Youth



Work to Date

- In the fall, the Opportunity Youth Committee selected these target populations for a deeper dive:
 - Corrections
 - Low Socioeconomic Status
 - Foster Care
- KYSTATS has identified more than 170 programs across the state serving these populations and gathered additional data about the programs to identify:
 - Program outcomes
 - Referral strategies
 - Funding
 - Assess barriers
- Data will be presented at the June 8th KWIB Opportunity Youth Sub-Committee Meeting

Next Step



- Analyze outcomes for specific youth sub populations
- Conduct gap analysis
- Set metrics to increase workforce matriculation for a particular youth sub populations
- Determine outcomes for sub-populations and determine ROI
- Prioritize outcomes that are not currently met
- Build a framework to help other sub-populations/programs demonstrate successful outcomes and determine ROI



Building a 21st Century Digital Economy In Your Community With Teleworks USA

Vouchers and Licensing Details For Teleworks USA's Proven Virtual Job Preparation and Placement Services

Why Teleworks USA?

Since 2015, Teleworks USA has successfully maintained and grown our current model of delivering expert-led, accelerated, remote-work preparatory workshops and job-placement/career-coaching services in Eastern Kentucky. We have developed close, working relationships and partnerships with key decision makers and leadership of national and global Business Process Outsourcing (BPO) companies that feed Teleworks USA a steady pipeline of remote job opportunities for citizens who come to us to help meet their employment needs. We currently have nine Teleworks Hubs across Eastern Kentucky, some of which have been in operation since 2015. In that time, we have successfully helped more than 3,300 people prepare for and obtain stable, reputable work-from-home jobs with starting wages ranging from \$9-15 an hour – many with benefits.

We have the knowledge, business connections, experience, and training programs – designed in collaboration with our national and global partner companies – to ensure applicants have the training and skillset to successfully obtain and maintain work in the digital economy. Having established a successful track record in Eastern Kentucky, we are now in a position to bring the same effective Teleworks USA model to your community as a viable, proven job-creation mechanism. The Teleworks USA model is particularly well suited for rural areas or high-poverty subsections of metropolitan areas where traditional methods of economic development or industrial recruitment have not been as effective as desired. We are ready for you to join in our success.

What Will You Receive as a Teleworks USA Licensee?

Licensing a Teleworks USA virtual service model – that encompasses our employer relationships, curricula, and supporting staff – can empower you to make a significant impact on the employment challenges faced in your region.

As a Teleworks USA licensee, you will receive our proprietary program elements that have successfully enabled thousands of people to acquire home-based jobs, and the ongoing Teleworks USA services and staff support that make these program elements work.

We expect that the increase in job opportunities and the impact of additional wages in circulation in your community will produce the kind of “win-win” results that will sustain an ongoing partnership with local partners – as it has in our nine existing Teleworks Hub communities, all of which are supported by lasting partnerships with local elected officials, economic development organizations, and other relevant agencies.

Virtual Teleworks USA Service Vouchers

Individual Vouchers & Bulk Purchases

A Teleworks USA manager will provide virtual consultation with community leaders either via phone, Zoom videoconferencing, or other virtual platforms to set up a series of one-time events to connect eligible jobseekers in your community to remote employment opportunities with our partner companies.

Jobseekers will require a redeemable voucher to participate in a one-time, scheduled event in which voucher-holders will be grouped together in workshops, hiring events, and other Teleworks USA activities. Vouchers can be purchased in increments of 20 vouchers at the cost of \$600.00 per voucher. The nonrefundable cost of purchase is to be paid in full to EKCEP at the time of a signed Memorandum of Agreement (MOA), and multiple increments of 20 vouchers can be covered in a single MOA. Vouchers will be valid for six (6) months from the time of purchase.

A redeemed voucher will give a jobseeker the best chance to prepare and apply for remote work with the assistance of Teleworks USA’s expert staff. A Teleworks USA manager will give jobseekers every resource available (targeted workshops, other proven preparatory activities, and job placement assistance with our hiring national and global partner companies) to land a remote job.

While a voucher guarantees this level of integrated virtual access to and focused preparatory and job-placement activity with our team, a voucher does not necessarily guarantee a job placement.

What Will You Receive?

Job Preparation

A redeemed voucher (one voucher per jobseeker) will provide a jobseeker in your community access to a five-day “Go To Training” virtual workshop that covers employer-customized curriculum modules in customer service support, computer basics, and job

specific training such as technical support for computers, phones, and devices, travel & hospitality, recruitment, tax assistance, retail, sales, insurance, automotive, cable TV and many other workshops that have been tailored to fit the companies specific needs as defined by their contracts.

It will be at the sole discretion of the purchaser to distribute vouchers to jobseekers among their own base of clients or customers. Teleworks USA will create and share a Smartsheet spreadsheet with the purchaser to track jobseekers receiving vouchers. Once a jobseeker receives a voucher, he or she will be able to choose and schedule a workshop start date from several available workshops through an online form. Teleworks staff will also give a courtesy email, and call to encourage jobseekers to register for the workshop before their voucher expires.

- Up to 40 participants can attend the one-time workshop.
- Workshops will be scheduled weekly or bi-weekly, dependent on at least 20 people registering for the event. Up to 40 people can attend a workshop. If there is a need to open another workshop, there can be three workshops open at the same time for a total of up to 12 workshops a month if needed. Depending on registered applicants, there could be as few as two or as many as 12 workshops a month.
- The attendees will receive one-on-one mentoring and career placement from a highly experienced Teleworks USA manager via phone, Zoom videoconferencing, and other virtual platforms.
- The attendees will also receive job preparation assistance, which includes resume building, mock interview practice, and application and assessment best practices.
- Teleworks USA will provide social media marketing for your virtual workshop event.

Job Placement

On the last day of the workshops, workshop attendees will apply for available work-from-home employment.

- A spreadsheet with applicants' names, addresses, phone numbers, email addresses and job placement status will be provided to you.
- A Teleworks USA manager will add applicant's name to a shared spreadsheet with our partner companies' recruiters for identification and tracking throughout the process.
- A Teleworks USA manager will assist jobseekers through the application process and onboarding if needed.

- A Teleworks USA manager will ensure the applicants' success at all stages throughout the process.
- Teleworks USA will provide social media marketing for your virtual workshop and hiring events.
- All voucher recipients who have completed the one-week workshop will be invited and given priority to any future job fairs that Teleworks USA hosts for partner companies.

Program Elements

Teleworks USA's Employment Pipeline

This is the critical component of Teleworks USA, built on relationships carefully developed over time with employers that hire home-based workers. As a Teleworks USA licensee, you will have access to confidential and proprietary information about job openings, the nature of the work, the requirements for those job openings, and the number of positions open. As your participants complete the Teleworks USA workshops and become ready for the home-based job market, the Teleworks USA staff will present them to the appropriate employers – with our endorsement and recommendation.

Teleworks USA Workshop Curricula

These curricula have been developed over the last several years to cover a variety of topics that effectively prepare potential employees to work from home. Topics include, but are not limited to: basic customer service, digital literacy, skills for managing the work-from-home environment, and such industry specific topics as health care, technical support for phones, TV boxes and gaming consoles, and travel. The intellectual property in the Teleworks USA workshop curricula are constantly evolving to meet the needs of new employers and new job openings as they become available. The Teleworks USA workshop curricula will be updated over time to meet the changing needs both of potential employees and of employers, and your community will receive these updates. There are currently seven different workshop training tracks to choose from: Customer Service & Digital Literacy, Insurance Sales, Health Care, Technical Support, Transcription, Travel & Hospitality, and Tax Preparation/Customer Support. Having completed one or more of these recognized curricula is an important advantage that Teleworks USA participants have over the general public when competing for home-based employment.

Marketing Collateral

Work-from-home employers are quite sensitive to how their job openings are characterized and presented to the public. Further, Teleworks USA has learned which types of public marketing

messaging work and which do not. As a part of your Teleworks USA license agreement, you will have access to carefully crafted and proprietary marketing collateral, including designs for signage, posters, flyers, brochures, press releases, PSA (public service announcements) scripts, and more.

Teleworks USA Registered Trademark

The registered trademark symbol (R) is to be affixed to all publications, whether in print or electronic, where the Teleworks USA name is displayed. Our brand is recognized as a successful source of remote-work preparatory training and talent acquisition among the national and global hiring BPOs with whom we partner.

Support Services

Consultation — As you are considering purchasing a license, an experienced Teleworks USA manager will work closely with you either via Zoom videoconferencing, phone or other virtual platforms to ensure that your needs are being met.

Marketing Support — Your license agreement gives you access to the Teleworks USA marketing department, and provides you with tailored marketing collateral. Marketing collateral is a critical part of the Teleworks USA intellectual property. The marketing collateral may include designs for signage, posters, flyers, brochures, press releases, PSA (public service announcement) scripts, and more. In addition, Teleworks USA will purchase an appropriate amount of recruitment advertising in social media outlets specific to your local area.

Approved and Revised Criteria for Work Ready Communities - Approved 11.19.20 and Effective 1.1.21

**Previous criteria is represented by strikethrough (~~xxx~~)*

Criteria	Work Ready in Progress	Work Ready		Recertification # 1 (3 years)	Data Source	Links to Info / Data
	Plan	Criteria	Plan	Criteria		
High School Graduation Rate	Reach 90% or greater in 3 yrs.	90%+	Maintain 90%+	Maintain 90%+	KYSTATS Work Ready Communities	https://kystats.ky.gov/Reports/Tableau/WRC_2019
Working Age Population Without a High School Diploma / Equivalent (HSE)	Decrease to 15% of population or less without diploma or HSE	</= 15%	Decrease 2%	13%- with a plan to reach 10%- and maintain	KYSTATS Work Ready Communities	https://kystats.ky.gov/Reports/Tableau/WRC_2019
Some College or Higher Degree	Reach 43% or greater	43%+	Increase 2%	45%+ with a plan to increase 1% every 3 years	KYSTATS Work Ready Communities	https://kystats.ky.gov/Reports/Tableau/WRC_2019
Associates or Higher Degree	Reach 25% or greater Exception: The attainment rate can be modified to a goal of 20% if a majority of the county's 5-year job demand in approved KWIB sectors do not require an associate's degree or higher. Evidence to verify the exception request should be provided in the Workforce Supply & Demand section of the application.	25%+ Exception: The attainment rate can be modified to a goal of 22% if a majority of the county's 5-year job demand in approved KWIB sectors do not require an associate's degree or higher. Evidence to verify the exception request should be provided in the Workforce Supply & Demand section of the application.	Increase 2%	27%+ with a plan to increase 1% every 3 years	KYSTATS Work Ready Communities	https://kystats.ky.gov/Reports/Tableau/WRC_2019
High School Work Ethic Seal	Plan / Description to Implement with Potential Number of Enrollments	Number of Enrollments	Increase Number of Enrollments	Plan to continue to Increase	County self-reported	Local Board of Education
Kentucky Essential Skills Certificate / Career Readiness Certificates, Other	Plan / Description to Implement	Number of Certs Awarded	Increase Number of Certs Awarded	Plan to Continue to Increase	WIN (Soft Skills Program)	http://cpe.ky.gov/data/index.html https://ncrc.ky.gov/Default.aspx

Approved and Revised Criteria for Work Ready Communities - Approved 11.19.20 and Effective 1.1.21

**Previous criteria is represented by strikethrough (~~xxx~~)*

Criteria	Work Ready in Progress	Work Ready		Recertification # 1 (3 years)	Data Source	Links to Info / Data
	Plan	Criteria	Plan	Criteria		
REVISED CRITERIA - Work-Based Learning (Apprenticeships, co-ops, internships, etc.)	Plan to Review / Evaluate Number of Work Based Learning Opportunities as Related to Demand	Number of Work-Based Learning Opportunities Awarded	Increase Number of Work-Based Learning Opportunities Demand	Continue to Evaluate with a plan to balance supply/demand as much as possible	KYSTATS Kentucky Workforce Dashboard	https://kystats.ky.gov/Reports/Tableau/KWD_2020
Internet Availability and Speed	Within 3 years... In counties with a population of 50,000 plus... must develop a plan to meet 25 Mbps available to 90%+ of population. With a population, less than 50,000... must develop a plan to meet 25 Mbps available to 60%+ of population in counties.	Objectively demonstrate attainment of 25 Mbps availability to 90%+ of population in counties with a population of 50,000 plus and/or 60%+ of population in counties with a population less than 50,000.	Maintain	Maintain	Federal Communications Commission Broadband Access	https://www.fcc.gov/reports-research/maps/connect2health/#ll=41.14557,-85.36377&z=6&t=broadband&bbm=filtered_access&dmf=none
REVISED CRITERIA - Increased Workforce Participation for and Engagement of Underserved Populations including the following: Disabilities Ex-Offender/Re-Entry Foster Youth Youth and Young Adults Recovery Homeless Unemployed Underemployed Foreign Born/Immigrants Veterans	Must develop a plan to provide employment and engagement opportunities to underserved populations. Plan should address potential barriers such as childcare, health, housing, transportation, and other supportive services serving as incentives or disincentives to work resulting in improvement in the labor participation rate within a 3-year period.	Objectively demonstrate execution / progress of plan to engage underserved populations with input from community-specific partners tied to those individuals and local employers especially as related to addressing potential childcare, health score, housing, transportation, and other barriers that may exist in increasing workforce participation and engagement.	Show how this plan has increased workforce participation rate over the last 3 years.	Increase Workforce Participation Rate	Kynect Resources; Office of Vocational Rehab Services; Cabinet for Health and Family Services; Veterans Organizations; Childcare Providers; Transportation Related Organizations; Refugee and ELL Coordinators; Foster Youth Organizations; Parole and Probation; Reentry Programs; Homeless Organizations or Shelters; Community-Based Organizations assisting Underserved Populations; Etc.	https://kynect.ky.gov/resources/s/?language=en-US https://kcc.ky.gov/Vocational-Rehabilitation/Pages/default.aspx https://chfs.ky.gov/Pages/contact.aspx https://veterans.ky.gov/Pages/default.aspx https://chfs.ky.gov/agencies/dccbs/dcc/Pages/ccap.aspx https://transportation.ky.gov/TransportationDelivery/Pages/Resouces.aspx https://kyrm.org/services/ https://kentucky.kvc.org/ https://corrections.ky.gov/Probation-and-Parole/Pages/default.aspx https://www.kentuckyreentry.org/resources/ https://www.hhck.org/coordinated-entry https://kpca.net/community-development

Approved and Revised Criteria for Work Ready Communities - Approved 11.19.20 and Effective 1.1.21

**Previous criteria is represented by strikethrough (~~xxx~~)*

Criteria	Work Ready in Progress	Work Ready		Recertification # 1 (3 years)	Data Source	Links to Info / Data
	Plan	Criteria	Plan	Criteria		
Workforce Supply vs. Demand	<p>Work with local workforce board to review and analyze 5-year occupational demand by industry in order to have a system, which supplies industry with the talent pipeline needed. Identify key sectors and occupations, and explain how the community is producing a workforce ready to fill those positions.</p> <p>Provide support letters from local workforce board, chamber of commerce, economic development, individual employers, other demand industries, etc.</p>	<p>Work with local workforce board to review and analyze 5-year occupational industry demand to create a system which supplies industry with the talent pipeline needed. Identify key sectors and occupations, and explain how the community is producing a workforce ready to fill those positions.</p> <p>Provide support letters from local workforce board, chamber of commerce, economic development, individual employers, other demand industries, etc.</p>	<p>Continue to review, analyze and plan.</p>	<p>Continue to review, analyze and plan to balance supply / demand as much as possible.</p>	KYSTATS	<p>https://kystats.ky.gov/Reports/Tableau/KWD_2020</p> <p>https://kystats.ky.gov/Reports/Tableau/B2W_2020</p> <p>https://kystats.ky.gov/Reports/Tableau/2020_ICEE</p> <p>https://kystats.ky.gov/Reports/Tableau/ECP_2020</p> <p>https://kystats.ky.gov/Reports/Tableau/KCPR_2020</p>

*The data for some categories is collected for different age populations, see below:

- Some College or Higher Degree data is collected for ages 18-64
- Working Age Population Without a High School Diploma / Equivalent (HSE) data is collected for ages 18-64
- Associates or Higher Degree data is collected for ages 25-64