

**Kentucky Workforce Innovation Board (KWIB) Quarterly Meeting**  
**May 18, 2023, 1:30-3:30 pm EST**

**Table of Content**

	Page
Agenda .....	3
Board and Committee Membership Reimbursement Information.....	4
 <u>Consent Agenda (Voting Required)</u>	
KWIB Board Minutes.....	6
WIOA Policy Undated.....	11
Comprehensive Certification – KentuckianaWorks Nia Center .....	12
 <u>TENCO</u>	
Welcome and Introduction to TENCO Local Workforce Development Board.....	14
 <u>Education &amp; Workforce Board Collaborative Update</u>	
Jobs on Day One Framework.....	17
Notes from Collaborative Work-Based Learning Meeting.....	22
 <u>New Business</u>	
Job Quality Academy Kentucky Core Team Commitment.....	25
Board Chairs Roundtable Jamboard.....	26
Work Ready Communities Revamp.....	29
State Plan Local Preparation.....	32
Board Membership Information.....	33

Appendix

Good Jobs Principles..... 35

Kentucky Workforce Innovation Board By-Laws..... 37

**1:30 – 3:30 pm EST**  
**1:00 pm EST Pre-Meeting Networking**

**In-person - Fleming-Mason Energy Cooperative Inc., 1449 Elizaville Road, Flemingsburg KY 41041**

**(Please RSVP Elishah.Taylor@ky.gov)** or Zoom LOG IN INFO:

Join Zoom Meeting

<https://us06web.zoom.us/j/85326280810?pwd=WndhMkljN3c4Tk1SQU0rUHBMU2tYZz09>

Meeting ID: 853 2628 0810 / Passcode: 650821

- 1:30 CALL MEETING TO ORDER**  
**Welcome / Housekeeping**..... *Kim Menke, CHAIR, KWIB*  
*Toyota Manufacturing North America*
- 1:35 Roll Call**..... *Alisher Burikhanov, Executive Director, KWIB*
- 1:40 Consent Agenda (Voting Required)**..... *Kim Menke*  
*March 16, 2023, Minutes (provided in pre-read packet)*  
*Career and Technical Education (CTE) Certification application approvals (provided in pre-read packet)*  
*WIOA Policy Updates – Approval of policy updates (provided in pre-read packet)*  
*Comprehensive Certification – KentuckianaWorks Nia Center*
- 1:45 Tenco Welcome / Business Engagement Presentation** ..... *Denise Dials, Workforce Development Director*  
*Jeremy Faulkner, Business Development Director*
- 2:00 Strategic Plan Discussion:**  
*Goal #1 Discussion: Employer (Business) Engagement*..... *Alisher Burikhanov, Executive Director, KWIB*  
*How is the public workforce system perceived by employers?*  
*How might we add value to employers through the public workforce system?*  
*How might we strengthen meaningful engagement with employers?*  
*How can we embed employer engagement successes and best practices into the workforce system?*
- 2:45 Education & Workforce Board Collaborative Update:** .....*Beth Brinly, Deputy Secretary*  
*Goals and Objectives -*  
*Jobs on Day One Initiative*  
*Work-Based Learning*
- 3:00 New Business**  
*Job Quality Academy Information*..... *Alisher Burikhanov*  
*Workforce Board Chair Roundtable* ..... *Kim Menke*  
*Work Ready Communities Revamp*..... *Lori Ulrich, Vice-Chair, KWIB*  
*Fleming-Mason Energy*  
*State Plan Timeline, Information, & Board Involvement*..... *Alisher Burikhanov*  
*KWIB Board Membership Applications*..... *Alisher Burikhanov*
- 3:25 Closing Comments**..... *Kim Menke, Chair, KWIB*
- 3:30 ADJOURNMENT (TOUR OF FLEMING-MASON ELECTRIC FOLLOWING IMMEDIATELY AFTER)**

## Board Membership Travel Reimbursement Information

Per the By-Laws of the Kentucky Workforce Innovation Board, Article III, Section 2, Members of the Board and non-members serving on committees or workgroups, shall serve without compensation, but may be reimbursed for all actual and necessary expenses incurred in connection with their duties in accordance with state travel expenses and reimbursement administrative regulation.

Regulation and Travel Expense and Reimbursement: The reimbursement rate is determined using the American Automobile Association (AAA) Daily Fuel Gauge Report for Kentucky for regular unleaded gasoline. The gasoline cost used for the calculation is located on the AAA website at <http://gasprices.aaa.com/?state=KY>.

The rate shall be adjusted on January 1, April 1, July 1, and October 1 each calendar year based on the average retail price of regular grade gasoline for the week beginning on the second Sunday of the prior month as follows: AAA Average Weekly Fuel Cost Reimbursement Per Mile a. \$ .01 to \$1.499 36 cents per mile b. \$1.50 to \$1.699 37 cents per mile c. \$1.70 to \$1.899 38 cents per mile d. \$1.90 to \$2.099 39 cents per mile e. \$2.10 to \$2.299 40 cents per mile f. Greater than \$2.299 41 cents plus 1 cent for every 20 cent increase Mileage for in-state travel shall be based on the “Kentucky Official Highway Map”, MapQuest website, Google Maps website, or similar web mapping service. Out-of-state mileage shall be based on the most recent edition of the “Rand McNally Road Atlas”, MapQuest website, Google Maps website, or similar web mapping service.

**Current rate through June 30, 2023, is \$0.45/ mile.**

Our Finance department is asking that board members set themselves up as a vendor on their Finance’s website: <https://vss.ky.gov> This allows for direct deposit, after the event has occurred, and “voucher” paperwork has been submitted and approved.

If you will follow the prompts in the link and then let KWIB staff know what your “vendor number” is, KWIB staff can set up the “voucher” that will calculate your reimbursable expense and prompt the process for payment. Email [kwib.projects@ky.gov](mailto:kwib.projects@ky.gov) for more information or questions.

# Consent Agenda

(Voting Required)



**Quarterly Board Meeting  
Draft Minutes  
March 16, 2023; 1:30 pm – 3:30pm**

IN PERSON OPTION – 319 Wapping Street, Frankfort (Paul Sawyer Public Library) OR VIRTUALLY FROM  
<https://us06web.zoom.us/j/82526310743?pwd=WHIUyKZnRmZYaXlJaDJDYnRZWllrUT09>

Meeting ID: 825 2631 0743  
 Passcode: 222497

**1:31 pm Call to order**

Kim Menke, Chair called the meeting to order and advise of meeting housekeeping notes. He asked Debbie Dennison, Deputy Executive Director, to call roll.

**KWIB (Kentucky Workforce Innovation Board) MEMBERS PRESENT:**

Kim Menke	B&I	X	Kim Humphrey	B&I	X
Amy Luttrell	WF	X	Johnny Collett	B&I	X
Heidi Margulis	B&I	X	Kevin Butt	B&I	X
Kevin Smith	B&I	X	Mayor Robert Blythe	Local	X
Lori Ulrich	B&I	X	Michael Buckentin (PROXY David Fusting)	B&I	X
Scott Pierce	WF	X	Representative Bobby McCool	Legislative	
Beth Davisson	B&I	X	Keith Sparks	B&I	
Jimmy Staton	B&I		Ryan Holmes	B&I	X
Cora McNabb	CORE	X	Kevin Nolan	B&I	X
Dianne Owen	WF	X	Secretary Jamie Link	partner	X
Dr. Aaron Thompson (Proxy Rick Smith)	partner	X	Secretary Jeff Noel (Proxy Kristina Slattery) Sarah Butler	partner	
Dr. Jason Glass (Proxy Beth Hargis)	partner	X	Secretary John Hicks	CORE	
Governor Andy Beshear (proxy Secretary John Hicks)	CORE		Senator Jimmy Higdon	Legislative	
Dr. Larry Ferguson, KCTCS	partner	X	Sharon Price (Proxy John Catron)	WF	X
Dr. John Gregory	CORE		Suhas Kulkarni	B&I	
Jonathan Webb (PROXY Emily Wilson)	B&I	X	Bo Matthews (Proxy Justin Browning)	partner	
Judge Exec. Owen McNeill	Local	X	Tony Georges	B&I	X
Todd Dunn (Stephanie Collins)	WF	X	Karen Trial	B&I	X
Terry Sexton	WF		Beth Brinly	CORE	X

**Others in attendance:** Hilary Writt, Kristin Porter, Khalid Qazi, Tracy Lundergan, CART, Jessie Schook, Lisa Lamb, Tammy Hyde, Beth Engle, Kris Williams, Sherry Johnson, Sheila Clark, Denise Dials, Tom Thompson, Cindy C, Michelle Drake, Marty Hammons, Scott Secamiglio, Jaime Disney, Sophia Yager (NGA), Shelly Newman, Paulena Davis, Correy Eimer, Ashley Gibson, Jill Midkiff, Christopher Snyder, Shelley Goodwin, Benny Richardson, Tony Bohn, Sarah Ortkiese, Sam Flynn, Ashley Runyon, Regan

Satterwhite, Jenni Hampton, Michelle DeJohn, Buddy Hoskinson, Johnny Pittman, Kennina Porter, Amy Glasscock, Todd Blanton, Becky Miller, Naomi Sutton, Jeff Lee, Bill Sandell, Gene Childress, Sarah Puttoff, LaKisha Miller, Tom Sholar, Karla Tipton, Myra Wilson, Deputy Secretary Vickie Wise, Tony Bohn, Alisher Burikhanov, Elishah Taylor, Debbie Dennison

### **Approval of the Minutes 11/20/23**

**Kim Menke** pointed to the pre-read packet and asked if there were any changes to the minutes. There were none. He asked for a motion to approve. **Scott Pierce** *provided motion* to approve the minutes. **Deputy Secretary Beth Brinly** seconded the motion. *Motion approved unanimously.*

### **Consent Agenda items**

**Kim Menke** pointed to the consent items provided in the pre-read documents and asked if there were any that needed to be removed. There were none and he asked for a motion to approve. **Scott Pierce** *provided motion* to approve the consent agenda items. **Lori Ulrich**, Vice-Chair, KWIB seconded the motion to approve the consent agenda items. *Motion approved unanimously.* Consent agenda items included in the pre-read packet and approved included: One stops certifications (Bluegrass WDA Access Points); Career and Technical Education (CTE) Certification requests; Perkins Leadership Funds, and WIOA Policy updates.

### **Education & Labor Cabinet Updates**

**Beth Brinly, Deputy Secretary** of the Education and Labor Cabinet (ELC) shared cabinet updates and introduced **Kennina Porter**, Director of Educational Programs within the ELC. Kennina provided updates on **Everybody Counts** that now has expanded from Jefferson to Franklin, Fayette, Scott, Jessamine and Shelby counties. Deputy Secretary Brinly shared Unemployment Insurance (UI) updates around the **WorkShare** program now being offered. She continued with updates around the state broadband development initiatives and shared that **Miguel Juanez** has joined the cabinet focused on Digital equity for all Kentuckians. They have been visiting cities across the Commonwealth holding **Broadband Listening Tours** to better understand needs for digital hardware.

Finally, Deputy Secretary Brinly shared the KWIB had successfully submitted the Department of Labor (DOL) Job Quality Academy application. While there is no money tied to this opportunity, it is competitive training cohort to ensure principles of quality jobs are used to promote talent attraction, recruitment, retention, and growth. Interestingly, DOL put out guidance to all state workforce boards, local boards, state workforce agencies, etc. on the importance of job quality for both jobseekers and businesses.

Discussion was had around the broadband initiatives and workforce focused statistics. Additional discussion was held around **statewide reserve** initiatives that have materialized and those that have not. Deputy Secretary Brinly reminded the board that statewide reserve funds were to promote new innovative initiatives and then to braid them into the existing workforce ecosystem for longevity.

### **Strategic Plan – Status Review:**

Kim Menke shared that review and discussions around the north star of the KWIB has been happening. The [Strategic Plan link](#) was shared in the chat. Kim asked Alisher to share more about the work being done. Alisher shared the four goals of the *Strategic Plan* as Employer Engagement, Education Attainment, Workforce Participation and Resource Alignment.

He shared that the boards charge was to use the *Strategic Plan* as a guidepost for new and innovative ideas to increase participation within the workforce and to align partners of the workforce ecosystem. The meeting discussion for the day focused on *Workforce Participation* and meeting the objectives in partnership with core partners. Alisher asked the board to review and analyze what we are doing to meet those objectives and to build strategies of how to attain objectives not yet achieved. The location of the meeting was intentional being at the Paul Sawyer Public Library. The Kentucky Department of Libraries and Archives (KDLA) is within the ELC and is a partner in our workforce system.

Amy Luttrell, Chair of the Workforce Participation committee and CEO / President of Goodwill Industries of Kentucky shared that the committee has been working to identify barriers of populations that have a more difficult time entering and sustaining involvement in Kentucky's workforce. Greater alignment is needed. One recommendation might be to create a resource for all populations to remove barriers. Additionally, creation of building out skills at all levels of the workforce is needed, and not just for entry-level individuals.

She noted the work that has been identified and completed to date on the *benefit cliffs*. In the last couple of years, the committee urged the creation of the Kentucky Center for Statistics (KYSTATS) in partnership with the [National Center for Children in Poverty](#) (NCCP) creation of the *Family Resource Simulator*. The [Family Resource Simulator](#) illustrates the impact of "public assistance benefits"—such as earned income tax credits and childcare assistance—on the budget of a hypothetical family. It helps families identify where 'cliff effects' occur as their income increases, which has been noted as a barrier for entry into employment or pursuing promotions. She added that we are not yet aware of what the data is telling us and there is a current review, by Bank Street / NCCP, a third-party vendor, that should offer more information to us later this year. More information about the simulator can be found in [Frequently Asked Questions](#).

Additional barriers that continue to emerge as reasons individuals do not enter the workforce include housing, transportation and childcare. Geography is another factor for participation.

Deputy Secretary Brinly shared that at a recent Regional Southeast Training Association (SETA) Conference, Prince Georges County, MD shared they were creating a framework of 490 community partners to lift up resources and provide solutions for such barriers. She shared that solutions must come from a network of partners at the local and regional levels. **ACTION:** One recommendation might be for KYSTATS to review the rural communities in other states to see how they are addressing the workforce shortages in their areas.

Kevin Butt with Toyota, asked about the dynamic between the Kentucky Workforce Innovation Board (KWIB) and the Education and Workforce Collaborative (*Collaborative*) boards and Alisher shared that the KWIB, comprised of business and industry, labor partners, non-profit companies and other non-government organizations (NGOs) is the strategic arm of workforce and the *Collaborative*, comprised of state government and NGO partners work to identify and streamline processes. They further seek to identify gaps and build out new processes to fill those gaps.

Discussion was had around recent Unemployment Insurance (UI) changes. Additional discussion was had around how to communicate state and local resources that are in place for those struggling, or to lift up recommendations that could/should be made to make participation in the workforce an easier journey. The KWIB includes a Senator, Representative, Local Mayor and County Judge Executive as way of providing possible messaging and outreach. **ACTION:** possible working group on opportunities.



## **Public Libraries and their Role in Workforce Development**

Hilary Witt, Workforce Consultant for the Kentucky Department of Library and Archives (KDLA), provided a brief presentation around the initiatives of the KDLA. KDLA collaborates with state and local agencies like Kentucky Adult Education, Kentucky Career Centers, the Kentucky Chamber of Commerce, Kentucky Educational Television, Local Workforce Development Boards, and RETAIN KY to disseminate information and resources to public library staff, which can then be shared with library customers. KDLA also facilitates conversations between staff at these state and local agencies and public library staff, deepening or strengthening the relationships between them.

Some brief examples of how these collaborations have benefitted Kentucky's workforce include:

- GED® Testing Center sites located at 6 public libraries in the state
- Public libraries serving as Kentucky Career Center Access Points, which can include Kentucky Career Center kiosks being placed in libraries, to allow job seekers greater access to KCC staff and resources
- Kentucky Adult Education staff partnering with libraries to host ESL classes within the library
- The Statewide Job Fair initiative: 27 libraries across the state are participating this year, including 3 high school libraries; KDLA has served as a bridge between the workforce collaborators (KY Chamber, KCC staff, Local Workforce Development Boards, etc.) that I have referenced and the libraries that are participating.

Services are determined at the local level by each public library. Many libraries also offer job seeker classes including résumé writing and access to professional development databases and resources like Kentucky Career Edge. Part of KDLA's mission is to "support and promote access to library services." It is through the collaborations with the workforce partners and by facilitating connections to workforce partners for public library staff that KDLA is supporting workforce development in the state. For more information, please contact Hilary Witt; [hilary.writt@ky.gov](mailto:hilary.writt@ky.gov)

## **Education and Workforce Collaborative Board updates:**

Deputy Secretary Brinly shared information about the most recent Collaborative meeting. She shared that the Collaborative is the board that can take clear goals created by the KWIB and seek appropriate action to create systemic change or enhancements within the workforce ecosystem.

Secretary Harvey of the Justice Cabinet has a vision to provide *Jobs on Day One* (JODO) to those who are incarcerated who want to be skilled and begin earning a livable wage upon existing incarceration. The Collaborative members and guests shared what their respective agencies or departments are currently doing in this environment. The working group that formed from the meeting is working to create a framework of best practices and recommendations that can be shared with local and county governments. For more information on the meeting, please visit our [website](#) for January 26, 2023 minutes and recording.

The next Collaborative board meeting will be held on April 20, 2023 and will focus on Work-based Learning (WBL) and understanding the ecosystem that exists. This workforce participation lane only works if business / employers are engaged. We will examine WBL models and challenges, create goals and work on solutions for better engagement. Information on listening virtually can be found on our [website](#).

### **New Business**

Kim Menke shared that plans are being made to convene virtual and in-person conversations with the state and local board chairs in upcoming months. The first virtual meeting will be held in April to discuss challenges in each area, from the board chair perspective. A final meeting towards the end of the year, will be held that includes chairs and each executive committee of the state and local boards.

Lori Ulrich, Vice-Chair, KWIB and HR Director of Fleming-Mason Energy shared that the Work Ready Communities committee will be taking the next several months to visit business and industry in regional locations to identify what they need. By understanding what is needed, the program criteria can be refocused on the dynamic needs of communities since COVID and the changing workforce. Expected changes should be formed over the next 6-9 months.

Alisher Burikhanov shared plans for State plan compilation. KWIB staff is currently working with KYSTATS who will provide a workforce summary of the last two and four years which we hope to share in the May board meeting. Local visits to regional areas in Kentucky will take place over the next four to five months to identify WIOA challenges, and gaps. We hope to provide an update to the board in August on those visits. Using Human Center Design, we will identify and capture how customers are impacted with the services currently offered in the states career centers and hope to be able to share in the November meeting. Finally, a draft of the State Plan will be provided to the board in March 2024. Expected submittal to the DOL will be late March 2024.

Kim Menke thanked all for their joining, especially in-person and reinforced the importance of the workforce ecosystem working together. We must use the WIOA framework and build necessary pieces around it and bring resources to the table to fill any gaps.

### **3:13PM            ADJOURNMENT**

Kim asked to move to adjourn. Kim Humphrey seconded the motion to adjourn.

Policy Number	Policy Name	ACTION	Notes
22-002	Individual Training Account (ITA)	Tabled Currently	Local Areas have their own respective policies on ITAs that account for the needs in their areas
22-006	Minimum Participant Cost Rate (MPCR)	Tabled Currently	
22-011	Utilization of Work-Readiness Certificates	Tabled Currently	
22-004	Allowable Costs	Approved	Policies marked "Ready for KWIB voting" have been circulated, revised in light of feedback, and recirculated to the local area directors for any additional feedback. No comments were received, and thus the "Ready for KWIB voting" policies are ready to be tendered to the KWIB for review and approval at their next quarterly meeting on March 16. Edits to the Allowable Costs policy include formatting, policy number change, change DWI to DWD, remove reference to American Job Center, include exceptions to Buy American Act, add clarifying examples.
22-005	Common Exit form WIOA Partner Programs	Approved	Revisions included change "the case worker should do a follow up call in 5 days" to "the case worker should do a follow up call in 10 days"; change policy number.
22-006	Title I Formula Allocation Methodology	Approved	Revisions included change policy number and formatting.
22-007	Trade Reconciliation Policy	Approved	Revisions included change policy number, formatting, general clean-up of language.
22-008	Veterans Referral Process	Approved	Revisions included change policy number, formatting, change American Job Center to Kentucky Career Center.
22-009	Financial Reporting	Approved	Revisions included change policy number, formatting, remove DWI reference.
	Std Operating Procedures for Veterans State Grant (JVSG)	Approved	No revisions
22-010	Guidance RE: Rapid Response, Rapid Response Additional Assistance, and Layoff Aversion Strategies	Ready for Approval	Revisions included combining two previously separate policies (i.e., Rapid Response Additional Assistance Requests and Layoff Aversion) into one and including the Rapid Response Manual as an Attachment; additional revisions following recirculation include removing the Statewide Reserve Review Team from the Rapid Response Additional Assistance (RRAA) request and review process and having OEAS staff review and make recommendations regarding RRAA requests within 3 to 5 business days of receipt of properly submitted applications
22-011	Guidance RE: Federal Bonding Program	Ready for Approval	Following a meeting between Amy Glasscock and Michelle DeJohn, this Guidance was revised for clarity and to include three Attachments for reference
22-012	Data Validation Policy	Ready for Approval	Revisions included clarifying language and to state that data validation will occur on an annual basis (not quarterly); additional revisions following recirculation include clarification that data validation is encouraged on a quarterly basis for all relevant programs, that annual training will be open to local staff who participate in data validation, clarify the "Quarterly Performance Reports" item on page 4, and add the Checklist for Document Uploads in KEE Suite as an attachment
22-013	Conditions and Sanctions for Failure to Meet Federal and State Standards Policy	Ready for Approval	Revisions included clarifying language and to remove any role of the KWIB in the corrective action / sanctions process.
22-014	Monitoring Policy	Ready for Approval	Revision included clarifying language and mention of annual onsite review visit, new footnote on page 2 to clarify the Program Year subject to the annual reporting requirement for local areas, and language on page 4 re providing notice of any determinations arising from additional monitoring

**NOTE:** The policies marked "Ready for Approval" have been circulated to the local area directors, revised, recirculated, and then finalized.



# Comprehensive

This certificate recognizes the  
**Greater Louisville Workforce Development Board's**  
staff and partners' efforts and dedication in achieving certification for the

## **NIA CENTER** **KENTUCKY CAREER CENTER**

*Date May 19, 2023*

A handwritten signature in blue ink, appearing to read "Kim Menke".

---

Kim Menke, Chair  
Kentucky Workforce Innovation Board



A handwritten signature in black ink, appearing to read "Jamie Link".

---

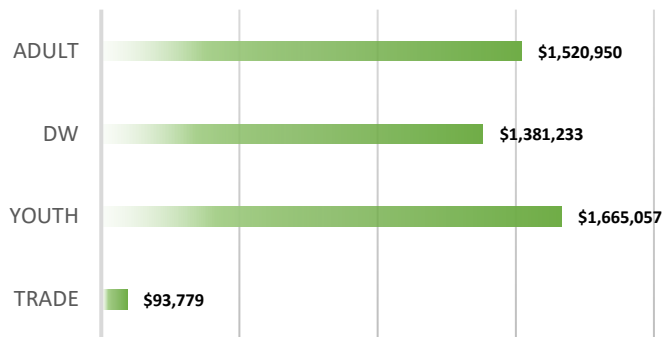
Jamie Link, Secretary  
Education and Labor Cabinet

TENCO

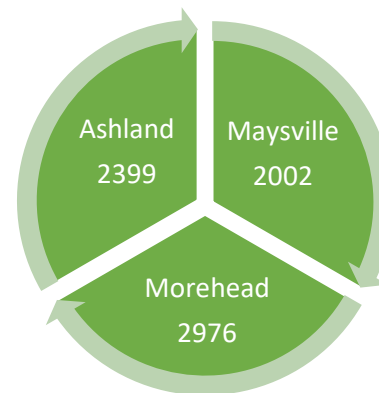


# TENCO WORKFORCE DEVELOPMENT AREA

## FUNDING \$4,661,019

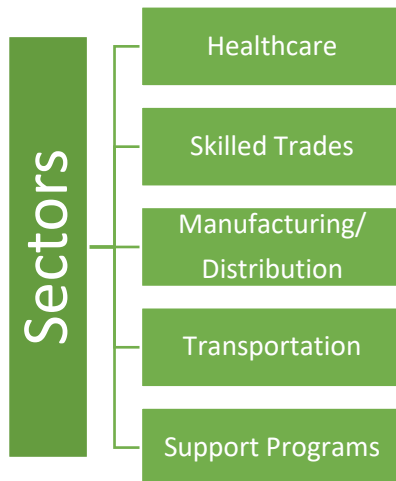


## CAREER CENTER CUSTOMERS SERVED

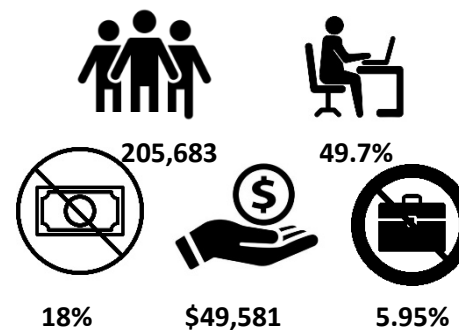


## STRATEGIC GOALS

1. Increase labor force participation for targeted populations.
2. Increase the number of youth entering post-secondary in high demand occupations.
3. Increase number of youth served through work-based learning, job preparation skills, and career guidance.
4. Ensure accessibility to workforce services.
5. Provide support system to economic development.



## DEMOGRAPHICS



# TENCO WORKFORCE DEVELOPMENT BOARD

## PROJECTS AND SERVICES



### *Individual Training Accounts*

Provide financial assistance to individuals seeking training in a high-demand, high-wage occupation. Funds may be used for tuition, fees, books, supplies, transportation, and/or child care. Individuals must meet eligibility criteria.

### *On-the-Job Training*

Provides temporary financial assistance for businesses by reimbursing 50% of a new hire's wages up to six months. This is to offset lost production while the new hire is in training. Businesses must be paying a living wage defined as \$14.00 per hour, be an occupation in demand, and not be in layoff status.

### *Transitional Employment*

Work experience opportunities for individuals with significant barriers to employment, such as substance use disorder, justice involved, long term unemployed, individuals on government assistance, and individuals with a disability.

### *Gateway Workforce Development Project*

ARC funded special project through the Rowan County Fiscal Court and Gateway ADD where individuals with significant barriers participate in a work ethic, job readiness, resource awareness, and job connection program.

### *Virtual Training and Employment*

Partnerships with South Central and EKCEP to provide individuals with short-term customer service and IT training that results in work-from-home opportunities.

### *Youth Programming*

Provide holistic services including life skills, job preparation skills, leadership opportunities, paid work experiences, mentoring, training and support services to youth ages 17 - 24.

### *Business Services*

The Business Service Team is available to large and small businesses to assist with hiring, retention of employees, expansions, downsizing, awareness and outreach campaigns, links to labor market information, assistance with business incentives, and economic development projects.

LEARN MORE:

Website: [tencocareercenter.com](http://tencocareercenter.com)

Facebook: [@kentuckycareercentertenco](https://www.facebook.com/kentuckycareercentertenco)

Instagram: [@kentuckycareercentertenco](https://www.instagram.com/kentuckycareercentertenco)

# Education & Workforce Board Collaborative Update



## MULTI-PRONGED APPROACH TO REENTRY

# PRE RELEASE: EMPLOYMENT SERVICES

1

## EDUCATION & SKILLS DEVELOPMENT

- Technical Education
- GED & English-Language
- Soft Skills/Digital Skills/Financial Literacy
- Entrepreneurship
- Post Secondary Education (ex: through Pell Grants)
- Job Readiness Assessment conducted by the workforce system

2

## ACQUIRING STATE/LEGAL ID

- Must attain state ID prior to release
- Must attain a social security card
- Must attain a birth certificate

3

## LIFE SKILLS AND EXPECTATIONS

- Paying restitution plan
- Visiting Probation Office
- Child Care Options (including child support payments)
- Housing Options
- SNAP Options: Connection to Department of Community Based Services (DCBS)

4

## EMPLOYMENT CONNECTION

- Introducing interested employers to the corrections system and soon to be released inmates
- Accessing work-based programs - such as Registered Apprenticeship & Work-Experience

5

## SPECIFIC POPULATION EMPLOYMENT SERVICES

- Services to veterans
- Individuals with Substance Use Disorder (SUD)
- Services to individuals with disabilities
- Services to deaf and hard-of-hearing

# RELEASE: EMPLOYMENT

1

## EMPLOYER INTEREST

- From high demand industries (manufacturing, construction, healthcare, business/IT, and transportation)
- From emerging industries
- From opportunity industries (hospitality, restaurant)
- Educating on HR practices on recruiting justice-involved talent

2

## EMPLOYER CONDUITS

- Government (Dept. of Correction including Division of Reentry and Probation & Parole, KY Career Center Network)
- State & local chambers of commerce
- Industry Associations
- Community Based Organizations

3

## CONTINUED WORK & LEARN

- On the job learning models
- Registered Apprenticeships
- WIOA Work Experience
- Work Ready Scholarships
- Work-Based Learning (ex: FAME for manufacturing)

4

## IMMEDIATE SUPPORT SERVICES

- Identified transportation
- Identified housing
- Identified childcare
- Network of community organizations

5

## EMPLOYER INCENTIVES

- Work Opportunity Tax Credit
- KY Fair Chance Bond, a Federal Bonding Program
- WIOA On-the-Job Training

# POST RELEASE: SUPPORT SERVICES FOR RETENTION

1

## NETWORK OF SUPPORT FOR JOB RETENTION

- Government Agencies (KY Career Center Network)
- Community Based Organizations
- Addressing matters of: transportation, housing, childcare, food, etc.
- Specialized talent pool services: veterans, individuals with disabilities

2

## COLLECTIVE IMPACT APPROACH

- To provide proactive intervention and ongoing monitoring
- Addressing mental/behavioral health & substance use

3

## BUILDING A POSITIVE NARRATIVE

- Ongoing community & employer engagement to educate on the benefits of reentry
- Learning from lived-experiences of the formerly incarcerated individuals as mentors and champions
- Building confidence in justice-involved workers to grow professionally

4

## EMPLOYER SUPPORT NETWORKS

- Local employer-to-employer networks to address ongoing issues, mitigation strategies, and collective support
- Supporting employers on retention and promoting strategies

5

## CAREER COACHING FOR ADVANCEMENT

- Collaboration from employers, education, and government to find opportunities for continued education and skills to grow and advance in employment
- Employer Resource Networks

# Employment Preparation Opportunities in Kentucky Department of Corrections (KYDOC)



**WKCC – Fredonia  
(West KY)**

Carpentry  
Electrical  
Farm Operations  
Horticulture  
Food Service

**GRCC – Central City  
(West KY)**

Office Furniture  
Carpentry-vacant  
Masonry  
Food Service

**KSP – Eddyville (West  
KY)**

Garment Plant  
Collision Repair  
Food Service  
Wastewater  
Treatment Plant  
Operator

**RCC – La Grange**

Horticulture  
Food Service  
Farm Operations  
Wastewater  
Treatment Plant  
Operator

**LLCC – La Grange**

Printing Division  
Embroidery  
Masonry  
Welding  
Automotive  
Food Service

**KSR – La Grange**

Metal Plant  
Welding  
License Plate Plant  
EMT  
Food Service

**BCC - Lexington**

Masonry  
Horticulture  
Food Service  
Safety Specialist  
Equine Program  
Warehouse  
Farm Operations

**KCIW – Pewee Valley**

Braille Services  
Portion Pac  
Soap Plant  
Electrical  
Horticulture  
Food Service

**NTC – Burgin (Central  
KY)**

Carpentry  
Electrical  
Welding  
Food Service  
Safety Specialist  
Farm Operations

**EKCC – West Liberty  
(East KY)**

Coupon Plant  
Mattress  
Carpentry  
HVAC  
Masonry  
Engine Repair  
Food Service  
Garment Plant

**LSCC – Sandy Hook  
(East KY)**

Carpentry  
Custom Wood  
Refurbishing  
Upholstery  
Horticulture  
Engine Repair  
Food Service

**BCFC – Pineville (East  
KY)**

Horticulture  
Food Service  
Wastewater  
Treatment Plant  
Operator

**SSCC – Wheelwright  
(East KY)**

Carpentry  
Food Service

**LAC – Beattyville (East  
KY)**

Carpentry  
Food Service

**Offerings by  
KYDOC  
Prison Location**

**Current WBL / Partners involved**

- W. KY WIB – students in paid internships; Business Service teams working with employers
- KCTCS – paid work-based learning; “Education First”
- Employers/ Businesses - FAME – employer, education collaboration
- CPE – LAUNCH (Leslie Slaughter work group)
- KentuckianaWorks – work n’ Learn; Summer Youth program; want to expand to year round
- Chamber – Bus to Business; Talent Hub; TPM
- Bluegrass WIB – WBL vs ITAs – have 170 master agreements with employers
- KDE – Manual; Resources
- State – Everybody Counts
- Community Based Organizations (churches, non-profits, etc.)
- American Job Corps – training, summer programming, hiring, equity, etc.
- OAE - Jobs for America’s Graduates (JAG)

(Above are listed partners in meeting; other partners exist and we will continue to add to this list)

**Foundational pieces / components**

- WBL at Secondary levels
- Employers Intentionally partnering in local high schools
- Career coaches in high schools
- Exploration of careers in middle school
- Consistent conversations
- WBL development support
- Advising through lens of data
- Identifying key credentials
- Employers needs for workers requires changing hiring requirements
- Paid work-based learning
- Students need ROI on time spent in development
- Help students understand the importance of their branding
- Provide opportunities for career exploration
- Plot the Infrastructure from school to work
- Streamline resources
- Provide easy button for Business
- Employers adaptation of Good Jobs Principles
- Basic skills – conflict resolution in front line employment
- Small business opportunities (TPM partnerships)
- Scalability
- Collaboration with academic programs
- Employers comments: struggles hiring under 18.
- Project-based learning
- Employer incentives – tax credits, etc.

- Employer / Business involvement with Education pathways \*understanding and building out programs
- Is current model of Apprenticeship (and other “ships) effective
- Intentionally paid internships
- Training pathways
- Economic Development discussions
- Align experience to credit

### **Next steps / FOCUS**

**\*KDE to lead a work group to discuss:**

**1. Menu of Offerings easy for Businesses**

**2. Central resource HUB**

- WBL development support
- Plot the Infrastructure from school to work
- Streamline resources
- Provide easy button for Business

# New Business



## Job Quality Academy

### DOL's Good Jobs Initiative outlines 8 Principles of a Good Job:

1. Equitable recruitment and hiring
2. Benefits
3. Diversity, equity, inclusion, and accessibility (DEIA) as a key employer priority
4. Empowerment and representation
5. Job security and working conditions
6. Organizational culture
7. Pay
8. Skills and career advancement

### Academy Benefits

- Intensive professional development for four to five months on cutting-edge job quality practices tailored to a workforce audience.
- One-on-one technical assistance and coaching from national subject matter experts to support strategic planning around job quality.
- Community engagement with like-minded, leading-edge organizations committed to creating good jobs in their communities.
- Support in developing strategic plans focusing on job quality.
- Travel expenses to DC paid for five team members for both Academy summits.

### Team Kentucky

**LEAD:** Alisher Burikhanov/ Executive Director, Kentucky Workforce Innovation Board

**TEAM MEMBER 1:** Aleece Smith/ KentuckianaWorks

**TEAM MEMBER 2:** Chad Mills/ Kentucky State Building and Construction Trades Council

**TEAM MEMBER 3:** Vijay Kamineni/ Metals Innovation Initiative

**TEAM MEMBER 4:** Amy Walker/ Blue Oval SK

### More information:

- Fact Sheet: <https://www.dol.gov/sites/dolgov/files/goodjobs/Good-Jobs-Summit-Principles-Factsheet.pdf>
- DOL's Employment & Training Administration Guidance on Good Jobs (Jan 2023): <https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2022/TEGL%2007-22/TEGL%2007-22%20%28Complete%20PDF%29.pdf>
- Job Quality Academy: <https://www.jff.org/job-quality-academy/>

# Success

**Engaging with partners to have wraparound services.**

**Immediate access to help through partners**

**Giving a realist job preview - through virtual reality goggles**

**Virtual reality has helped with employer engagement.**

**paid internships work for businesses**

**Career navigators - meeting talent in the community instead of waiting for talent to come to KCC**

**Sending staff out to do events; not just stay at the KCC.**

**Disaster response; workforce dollars**

# Challenges & Opportunities

Overlap of workforce services/resources

New economic development projects (ex: BlueOval); housing response

Handful of engaged employers; lots of asks from the system; employers pull back from engaging further

Navigating the workforce system by New Americans... grant money to maintain S. Central New American navigator

Finding alternative sources of funding

Workforce has shifted; drop in people served as WIOA law has not adjusted

Career Centers need to be modernized; less people coming into KCCs

Local training funding has served jobs outside of KY

WIOA internship program barriers across local workforce areas. Local areas are not in sync across lines for supporting WIOA internship programs

Obstacles of focusing on a specific talent pool (ex: justice-involved) in encouraging businesses to take a chance; issue when one bad occurrence happens

Outreach to school counselors; not enough faculty awareness about KCC

# Assistance or Support Requested

---

**repository  
of  
resources  
available**

**Career  
Centers to  
modernize  
their approach  
to providing  
service**

**alignment of  
resources /  
collaborative**

**train faculty at  
educational  
institutions around  
services offered;  
specifically high  
schools**

## Kentucky Economic Development Focus Group on Kentucky Workforce Development

1. Experiences with the Kentucky workforce system meeting economic development needs:
  - a. Too many programs that are fragmented across the state, without a single source of the collective information; lots of “good programs” exist, but not a single “great system”
  - b. Benefits of KCTCS TRAINS helps in recruitment of companies
2. Worker skills needed:
  - a. Engineering, knowledge of adv. manufacturing, & entry level labor with wage scales
  - b. Soft skills and essential skills are critical
3. Economic development’s primary considerations of a community’s workforce makeup:
  - a. Data and the numbers are the most important components; labor market and data help build on the story of a community
  - b. Regionalism is preferred over local data points; through a regional lens, a wider net is cast to show the opportunities to attract talent. Commuting patterns show that communities are not bound by county lines
4. Strengths of a local workforce system:
  - a. Knowing the capacity of a high schools/community colleges in building a pipeline of talent; knowing the true number of students going through the program
5. Advice to the workforce system:
  - a. Listen to employer needs and change in demand as business moves at faster pace than government & education
  - b. Help employers understand what problems can be fixed on the business-level if retention is an issue. Examples can include wages, company culture, HR practices
  - c. Too many duplications of services; too fragmented; no single point of resources; find a way to pull together workforce development programs
  - d. Build relevant workforce boards that respond to shifts in the economy with local business leaders pushing to innovate the system
  - e. Build data system that can provide 45 min driving radius of all talent & training centers
6. Advice to local communities:
  - a. Host good data (perhaps at the workforce development board level); depict labor sheds through a regional lens; focus on commuting patterns of incoming/outgoing talent
  - b. Consider regionalism as a strength; if citizens live in one community and travel to a neighboring county, both communities realize tax gains (property tax to the former, and occupation tax for the latter)
  - c. Current diversity of a community is important, but also how can a community be prepared to handle a large influx of cultural diversity? Communities should be ready for international investments
  - d. Other aspects of supporting workers: transportation plans, affordable housing, proper infrastructure, quality of life, and preparedness to attract talent

*Focus group conducted with the Kentucky Association of Economic Development (KAED) in April 2023 by the Kentucky Workforce Innovation Board (KWIB). Participants represented local economic developers across the Commonwealth of Kentucky.*

## **American South Economic Development Focus Group on the Workforce Development System**

1. Addressing workforce and talent questions from site selectors and prospects:
  - a. Data is the critical component; knowing how to put together specific data for the project
  - b. Community colleges serve as the foundations of understanding workforce pipelines
2. Most important components in a community's makeup:
  - a. Proximity and access to tech centers and community colleges
  - b. Size of the workforce in the area; one hour radius for securing talent
3. Current experience of the workforce system meeting economic development needs:
  - a. Workforce systems take too long to respond, with glacier speed of funding allocations
  - b. Silos exist with too many funding sources that are not flexible, very rigid rules
  - c. Economic development had to step in to learn and do the work typically associated with the workforce development system
4. Worker skills needed:
  - a. Battery & cell storage knowledge; high technology; engineering; assembly; apprenticeships in trades; logistics; robotics
  - b. Business and industry can train on hard skills, but soft/essential skills are critical to get the job; top skills include communication, punctuality, and attitude
  - c. Talent with work experience (especially for youth): internships, mentoring, job shadowing
5. Strengths of the American South workforce:
  - a. History of hands-on knowledge
  - b. Availability of individuals for entry-level positions
  - c. Quality of the community college systems
  - d. Transitioning military; many military installations in the South
  - e. High unemployment which translates to a higher number of people that can be trained; must depict the plan on how this will be accomplished
6. Limitations of the American South workforce:
  - a. Communities not believing in themselves
  - b. Lower percentage of young people in STEM
  - c. Less availability of transportation, housing, childcare, and broadband
7. Common issues to workforce retention:
  - a. Wages is the number one issue; certain fast-food restaurants can pay higher than manufacturing
  - b. Company culture that does not value the employees or out of touch in post-Covid world
  - c. Some companies fear bigger and newer companies that may locate and recruit talent away

*Focus group conducted with the Southern Economic Development Council (SEDC) in April 2023 by the Kentucky Workforce Innovation Board (KWIB). Participants included economic developers from in 17 states in the American South (AL, AR, GA, KS, KY, LA, MD, MS, MO, NC, OK, SC, TN, TX, VA, VW, DC).*

8. Advice to workforce development systems:
  - a. Set-up programs and initiatives proactively to show training pipelines of in-demand jobs
  - b. Understand generational segments in the workforce makeup & how to respond to each
  - c. Show plans of how to develop the workforce; for example, proactively set up apprenticeship programs or other programming to build skills
  - d. Business and industry typically wait until the last minute to request assistance; find ways to plan for potential issues that arise. Post-covid issues that are heightened include transportation and childcare; workforce needs to help business shift to post-Covid world
  - e. Promote skills versus college
  - f. Offer flexible dollars to expediate necessary programs/ideas fast
  - g. Invest in work & learn models
  
9. Advice to local communities:
  - a. Show how the community is not only attracting business, but also talent; example, retooling the local website to depict on quality of life in the community with features of uploading resumes, then local companies can browse interested external candidates
  - b. Establish a talent recruitment strategy as a community to attract from large metros
  - c. Attract veterans to the community (work-ready talent with soft skills); have plans to show how diverse talent attraction is conducted
  
10. Opportunities for industry engagement with workforce development:
  - a. Conduct industry roundtables to identify existing gaps (plant managers are knowledgeable) and how to reach individuals/students not in a career or a pathway
  - b. For educators and teachers, industry needs to provide tours to show ALL opportunities
  
11. Best practices to address recruitment and retention
  - a. Communities and businesses need to think outside the tradition box to recruit and attract talent; currently employees are in the driver's seat
  - b. Communication between stakeholders must happen (local workforce boards, community colleges, nonprofits); get out of silos, collaborate more
  - c. Businesses that invest in in-house academics see more success, and provide cross training employees, private transportation services (better ROI than absenteeism), employee referral programs, and onsite childcare
  - d. Businesses with flexible work schedules; for example: custom shift for parents (specifically single parents), weekend shifts, PT shifts, and all different kind of shifts that are fluid and nimble to meet talent demands
  - e. Solutions to transportation and childcare are critical (could involve public-private collaboration)

*Focus group conducted with the Southern Economic Development Council (SEDC) in April 2023 by the Kentucky Workforce Innovation Board (KWIB). Participants included economic developers from in 17 states in the American South (AL, AR, GA, KS, KY, LA, MD, MS, MO, NC, OK, SC, TN, TX, VA, VW, DC).*

## Team Kentucky State Plan

### State Plan meeting preparation / Local Workforce Development Area discussions

10 area backyards for a roundtable discussion around Strategy and Operations (May – September).

KWIB staff and interested board members will attend from the KWIB side.

### Recommended stakeholders

- LWD Board members,
- Businesses,
- Labor organizations,
- Community based organizations,
- Educators (Adult Education, Higher Ed, and skills partners)
- Other stakeholders within the workforce development ecosystem (not necessarily WIOA providers)
- End-user / customer who has received services (ex. Dislocated worker)

### Strategy conversation:

- Based on the Governor approved Strategic Plan, where are state and local strategies aligned? Where are they not aligned?
- In the last 4 years, what successes have you seen? What gaps still exist?
- Does the Kentucky Strategic Plan meet current and the future workforce need?
- What are your local plan goals?

### Operations discussion:

- Program activities – WIOA and non-WIOA workforce activities
- Partner coordination & alignment
- Technical and data system tracking – post program success/touchpoints
- What challenges exist with current local/regional structure?
- What initiatives is your board discussing to accommodate future area needs?
- What sectors are important now and what sectors do you see as being important in the future?
- How are you meeting employer & economic development needs?
- How are you serving all population pools with barriers to employment? Are any talent pools excluded in the current system?

Current dates include:

August 22, 9:30am EST – NKADD; 1324 Madison Avenue, Covington, KY

September 12, 10:30am EST – TENCO; 1225 US Hwy 60, Morehead, KY

September 19, 11am EST/ 10am CST – GRADD; 300 GRADD Way, Owensboro, KY

September 20, 2pm EST/ 1pm CST – Cumberland WDA; 2384 Lakeway Drive, Russell Springs, KY

September 26, 12:30 EST – EKCEP; 412 Roy Campbell Drive, Hazard, KY



## Board Membership Application Information

Service as a gubernatorial appointee is an honor, but it is also important that prospective appointees have the necessary background for such appointments and the commitment to perform the duties of the respective boards or commissions, some of which may be extensive.

The application includes questions regarding political affiliation, race, gender, and geographic location. This information is necessary to satisfy specific membership requirements established by the Kentucky General Assembly to provide for equitable and balanced make-up of the various boards and commissions to which the governor makes appointments.

If you would like to offer your time and talents in service to the Commonwealth, please complete the appropriate application. In considering your application, the Office of the Governor may ask you to provide more information.

### **Application for Kentucky Boards and Commissions**

Submit an application and resume by email or fax.

Email: [Lindsay.Bloom@ky.gov](mailto:Lindsay.Bloom@ky.gov)

Fax: 502-564-2647

For more information, call 502-564-2611 Ext. 370

### **Downloads (links embedded)**

- [Alphabetical listing of all boards and commissions](#)
- [Complete directory with contact information, descriptions, membership requirements, and more](#)
- [Disclosure of Conflict of Interest Statement Form](#)
- [Ethical Guidelines for Members of Executive Branch Boards and Commissions](#)
- [Application for Kentucky Boards and Commissions \(PDF\)](#)

# Appendix

# Department of Commerce and Department of Labor Good Jobs Principles

[Download the Good Jobs Principles Fact Sheet \(PDF\)](#)

Good jobs are the foundation of an equitable economy that lifts up workers and families and makes businesses more competitive globally. They allow everyone to share in prosperity and support local communities and the entire U.S. economy. Workers know the value of a good job that provides stability and security for them and their families. All work is important and deserving of dignity.



Many companies recognize that providing good quality jobs – that make them an employer of choice – creates a clear competitive advantage when it comes to recruitment, retention, and execution of a company's mission.

The Departments of Commerce and Labor have partnered to identify what comprises a good job. These eight principles create a framework for workers, businesses, labor unions, advocates, researchers, state and local governments, and federal agencies for a shared vision of job quality.

**Recruitment and Hiring:** Qualified applicants are actively recruited – especially those from underserved communities. Applicants are free from discrimination, including unequal treatment or application of selection criteria that are unrelated to job performance. Applicants are evaluated with relevant skills-based requirements. Unnecessary educational, credentials and experience requirements are minimized.

**Benefits:** Full-time and part-time workers are provided family-sustaining benefits that promote economic security and mobility. These include health insurance, a

retirement plan, workers' compensation benefits, work-family benefits such as paid leave and caregiving supports, and others that may arise from engagement with workers. Workers are empowered and encouraged to use these benefits.

**Diversity, Equity, Inclusion, and Accessibility (DEIA):** All workers have equal opportunity. Workers are respected, empowered, and treated fairly. DEIA is a core value and practiced norm in the workplace. Individuals from underserved communities do not face systemic barriers in the workplace. Underserved communities are persons adversely affected by persistent poverty, discrimination, or inequality, including Black, Indigenous, people of color; LGBTQ+ individuals; women; immigrants; veterans; individuals with disabilities; individuals in rural communities; individuals without a college degree; individuals with or recovering from substance use disorder; and justice-involved individuals.

**Empowerment and Representation:** Workers can form and join unions. Workers can engage in protected, concerted activity without fear of retaliation. Workers contribute to decisions about their work, how it is performed, and organizational direction.

**Job Security and Working Conditions:** Workers have a safe, healthy, and accessible workplace, built on input from workers and their representatives. Workers have job security without arbitrary or discriminatory discipline or dismissal. They have adequate hours and predictable schedules. The use of electronic monitoring, data, and algorithms is transparent, equitable, and carefully deployed with input from workers. Workers are free from harassment, discrimination, and retaliation at work. Workers are properly classified under applicable laws. Temporary or contractor labor solutions are minimized.

**Organizational Culture:** All workers belong, are valued, contribute meaningfully to the organization, and are engaged and respected especially by leadership.

**Pay:** All workers are paid a stable and predictable living wage before overtime, tips, and commissions. Workers' pay is fair, transparent, and equitable. Workers' wages increase with increased skills and experience.

**Skills and Career Advancement:** Workers have equitable opportunities and tools to progress to future good jobs within their organizations or outside them. Workers have transparent promotion or advancement opportunities. Workers have access to quality employer- or labor-management-provided training and education.

<https://www.dol.gov/general/good-jobs/principles>

# **THE KENTUCKY WORKFORCE INNOVATION BOARD**

## **BY-LAWS**

### **ARTICLE I**

#### **NAME AND AUTHORITY**

The Kentucky Workforce Innovation Board ("Board") has been established in accordance with the Workforce Innovation and Opportunity Act and is the State Workforce Development Board for Kentucky. The principal office of the Board shall be located at 500 Mero Street, 4th Floor, Frankfort, Kentucky 40601. The Board serves as the Governor's advisory board for the Kentucky workforce development system. The Board was reestablished through Executive Order 2020-857, dated October 7, 2020, which is attached and hereby incorporated by reference. The following By-Laws contain the requirements specified in 20 C.F.R. § 679.110(d).

### **ARTICLE II**

#### **GOALS AND PURPOSE**

**SECTION 1.** The primary goals of Kentucky's workforce development system are to create and retain jobs in the Commonwealth by enabling Kentucky residents to acquire the competencies, skills, supportive services, and education necessary to support themselves and their families, and to provide Kentucky employers with a skilled and educated workforce to remain competitive in a dynamic global economy.

**SECTION 2.** The Board's purpose is to assist the Governor in creating an integrated statewide strategic plan for the workforce development system of Kentucky which will link workforce policies, education and training programs, and funding with the economic development needs of the Commonwealth and its areas and regions. Specifically, in accordance with 20 C.F.R. § 679.130, the Board will assist the Governor with:

- (1) Development, implementation, and modification of the 4-year State Plan;
- (2) Review of statewide policies, programs, and recommendations on actions that must be taken by the State to align workforce;
- (3) Development and continuous improvement of the workforce development system which includes:
  - Identification of barriers and methods to remove barriers to better coordinate, align, and avoid duplication among workforce development programs;
  - Development of strategies to build career pathways for

priority of service participants with workforce investment activities, education and supportive services to enter or retain employment;

- Development of strategies to provide effective outreach and improved access for individuals and employers who benefit from the workforce development system;
  - Expansion of strategies to meet the needs of employers, workers, and job seekers through industry or sector partnerships related to Kentucky's High Demand Industry Sectors;
  - Identification of regions, including planning regions for WIOA Local, Regional & State Plan efforts, and the designation of local areas, in consultation with the Local WDBs and chief elected officials;
  - Provide assistance to Local Workforce Development Boards (WDBs), One-Stop Operators, and Providers on continuous improvement of the one-stop delivery system in the local areas, including assistance with planning and delivering services, training and supportive services to support an effective delivery of services to workers, job seekers and employers;
  - Development of strategies to support staff training and awareness across the workforce development system and its programs.
  - Develop and update comprehensive State performance and accountability measures to assess core program effectiveness under WIOA sec. 116(b);
- (4) Identification and dissemination of information on best practices, including best practices for:
- Effective operation of one-stop centers relating to the use of business outreach, partnerships, and service delivery strategies for serving individuals with barriers to employment;
  - Effective training programs that respond in real-time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual's prior knowledge, skills, competencies, and experiences for adaptability, to support placement into employment or career pathways
  - Development of effective Local WDBs, which may include information on factors that contribute to enabling Local WDBs to exceed negotiated local levels of performance, sustain fiscal integrity, and achieve other measure of effectiveness;
- (5) Development and review of statewide policies affecting the coordinated provision of services through the State's One-Stop

delivery system described in WIOA sec. 121(e);

- (6) Development and review of statewide policies affecting the coordinated provision of services through the State's one-stop delivery system described in WIOA sec. 121(e), including the development of:
  - Objective criteria and procedures for use by Local WDBs in assessing the effectiveness, physical and programmatic accessibility and continuous improvement of the one-stop centers. Where a Local WDB serves as the One-Stop operator, the State WDB must use criteria to assess and certify the one-stop center;
  - Guidance for the allocation of one-stop center infrastructure funds under WIOA sec. 121(h); and
  - Policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in the system;
- (7) Development of strategies for technological improvements to facilitate access to, and improve the quality of services and activities provided through the One-Stop delivery system;
- (8) Development of strategies for aligning technology and data systems across One-Stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures;
- (9) Development of allocation formulas for the distribution of funds for employment and training activities for adults and youth workforce investment activities, to local areas as permitted under WIOA secs. 128(b)(3) and 133(b)(3);
- (10) In conjunction with the Department of Workforce Development, preparation of the annual reports described in paragraphs (1) and (2) of WIOA sec. 116(d);
- (11) Development of the statewide workforce and labor market information system described in sec. 15(e) of the Wagner-Peyser Act; and
- (12) Development of other policies as may promote statewide objectives for and enhance the performance of the workforce development system in the State.

**SECTION 3.** The Board shall develop and issue policies, guidance, and manuals in coordination

with the Governor and the Department of Workforce Development.

The Office of the Kentucky Workforce Innovation Board (OKWIB), which provides administrative support and policy guidance to the Board, is located within the Education and Labor Cabinet's Department of Workforce Development (DWD). Under this structure, the OKWIB and the DWD staff shall assist the Board with the following required functions:

- 1) The One-Stop Certification process for all Kentucky Career Centers (KCC) shall be reviewed by appropriate DWD staff after completion by the Local Workforce Development Boards, and the Board shall vote to re-certify all Comprehensive, Affiliate, and Access Point sites after the DWD has determined the submitted certification applications contain all required information;
- 2) The Partnership Memorandum of Agreements and Infrastructure Funding Agreements (IFA) shall be negotiated by all partners in the respective KCCs for each local area and approved, as to form and legality, by the Education and Labor Cabinet's Workforce Development Legal Division. DWD and the Office of Administrative Services for the Education and Labor Cabinet will review and approve the IFAs submitted by the Local WDBs. All policy and guidance related to IFA formulas and identification of shared non-personnel costs to be included within the IFA shall be jointly issued by the Board and the DWD.

The DWD and the Board shall jointly issue policy/guidance at a regular interval regarding negotiated levels of performance. The negotiation of local area performance measures with the Local WDBs shall be conducted by Division of Technical Assistance in DWD. Any additional measurements for high performing Local WDBs will be issued jointly by the Board and the DWD and disseminated to the Local WDBs.

- 3) The Board and the DWD shall jointly issue the allocation formulas for the distribution of funds for employment and training activities for adults and youth workforce investment activities as permitted under WIOA sections 128(b)(3) and 133(b)(3).
- 4) The Board, relying on the technical expertise of the Kentucky Center for Statistics and their longitudinal data system, and Labor Market Information system, will jointly develop statewide workforce data collection tools and LMI systems described in sec 15(e) of the Wagner-Peyser Act.

### **ARTICLE III GENERAL MEMBERSHIP**

**SECTION 1.** The composition of the Board and length of members' staggered terms is specified in Executive Order 2020-857 and aligns with the requirements of the Workforce Innovation and Opportunity Act. Members of the Board were initially appointed by the Governor to serve staggered terms and thereafter shall serve terms of three



(3) years. Board members representing the business and workforce categories shall not serve more than two (2) full, consecutive three-year terms. Any vacancy shall be filled for the balance of the unexpired term in the same manner as the original appointment. Members of the Board may continue to serve beyond the expiration of their terms until their successors are appointed. Should a member retire, or leave the industry in which they represent, the Governor's Office of Boards and Commissions will assess whether the member still meets the business and industry requirements for membership.

**SECTION 2.** The membership of the Board shall include thirty-one (31) voting members and nine (9) non-voting members appointed by the Governor. The Board membership shall reflect statewide geographic and diverse population representation. Members of the Board, and non-members serving on committees or workgroups, shall serve without compensation, but may be reimbursed for all actual and necessary expenses incurred in connection with their duties in accordance with state travel expenses and reimbursement administrative regulation.

**SECTION 3.** Board Member nominations shall be directed to the Governor's Office of Boards and Commissions, who shall bring forth eligible candidates for consideration by the Governor. The Governor shall appoint the Chairperson of the Board ("Board Chair") from the business representative membership to serve at the pleasure of the Governor. The Board Chair shall appoint a Vice-Chair and an Executive Committee. Executive Committee members shall serve a term of two (2) years, and no member shall remain on the Executive Committee for more than two (2) consecutive terms. The Executive Committee shall have at least seven (7) members and may have up to nine (9) members at the discretion of the Board Chair.

**SECTION 4.** As a general condition of Board membership, each appointed member or any authorized designee must have optimum policy-making authority as defined in 20 C.F.R. § 679.120. A member cannot represent an entity in more than one (1) of the following three (3) categories: business representatives, workforce representatives, or government representatives. Except where a single government agency is responsible for multiple required programs, a member shall not represent more than one (1) entity within a category.

**SECTION 5.** A Board member may resign at any time by filing a written resignation with the Board Chair, the Executive Director of the Office of the Kentucky Workforce Innovation Board ("Executive Director"), and the Governor's Office of Boards and Commissions. All vacancies shall be immediately reported, in writing, to the Executive Director, who shall notify the Commissioner of the Department of Workforce Development, the Secretary of the Kentucky Education and Labor Cabinet, and the Governor's Office of Boards and Commissions within five (5) business days of receiving notice of the vacancy.

**ARTICLE IV  
ETHICS AND CONFLICTS OF INTEREST**

- SECTION 1.** Board members and the non-members serving on committees and workgroups of the Board are subject to the provisions of Executive Orders 2008-454 and 2009-882 as well as the gift and conflict of interest rules for Executive Branch public servants set forth in KRS Chapter 11A. Any unresolved conflict of interest issue shall be submitted to the Ethics Officer for the Kentucky Education and Labor Cabinet for review and recommendation.
- SECTION 2.** A member of the Board may not vote on a matter under consideration regarding the provision of services by such member (or by an entity that such member represents) or that would provide direct financial benefit to such member or the immediate family of such member.
- SECTION 3.** If a matter before the Board presents a conflict of interest for a Board member, she or he shall bring the conflict of interest to the attention of the Board Chair and shall recuse himself or herself from participating in discussion and/or voting on the matter by leaving the meeting. The member's recusal shall be reflected in the meeting minutes. The member may return to the meeting once the discussion and voting on the matter has concluded.
- SECTION 4.** It shall not be a conflict of interest for a Board member to serve on a Local Workforce Development Board, as defined by section 107 of Workforce Innovation and Opportunity Act. Members are required to adhere to Article IV, Section 3 of these By-Laws if a matter before the Board presents a conflict of interest with members' membership on a Local Workforce Development Board.

**ARTICLE V  
BOARD MEETINGS**

- SECTION 1.** The Board shall meet at least four times each calendar year at such time and place as designated by the Board Chair in coordination with the Executive Director. In order to promote Board member participation at the meetings, members may attend in-person or through web-based video conferencing software (e.g., Zoom).
- SECTION 2.** The Executive Director shall provide members with a written schedule of all regular meetings for the upcoming year. Special meetings of the Board may be called by the Board Chair as circumstances require.

- SECTION 3.** Meeting information, including the dates, times, locations, video conference links, and agendas, for all Board meetings, Board committees and task forces, shall be posted on the Kentucky Workforce Innovation Board website.
- SECTION 4.** The Board Chair shall approve an agenda for each meeting. Members shall submit a written request for consideration of an agenda item to the Board Chair and Executive Director no less than five business days in advance of the meeting. The agenda item may be placed on the meeting's agenda at the discretion of the Board Chair in consultation with the Executive Director.
- SECTION 5.** If a Board member is unable to attend a meeting, he/she may assign a proxy or designee to attend the meeting on his/her behalf if the designee meets the requirements of 20 C.F.R. § 679.110(d)(4) and 20 C.F.R. § 679.120. If a member assigns a designee to attend a meeting, that member must notify the Board's Chair and Executive Director in writing at least 24 hours prior to the meeting date of the name of the designee and attest that the designee meets the applicable requirements of 20 C.F.R. § 679.110(d)(4) and 20 C.F.R. § 679.120.
- SECTION 6.** The Executive Director shall keep proper records of all meetings in typewritten form and maintain all records in accordance with the General Records Retention Schedule for State Agencies. The written minutes approved by the Board, Committee or Task Force shall be the official record. A copy of the official minutes shall be posted on the Kentucky Workforce Innovation Board website.
- SECTION 7.** In addition to attending Board meetings, Board members are invited and encouraged to participate in all workforce activities across the Commonwealth and in their respective areas, such as employer-focused meetings, hiring functions, and employer round table meetings. These activities aim to engage members in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.

## **ARTICLE VI QUORUM AND ATTENDANCE**

At all Board meetings, a quorum shall be a majority of the members appointed to the Board. Attendance is required at all meetings. Board members who miss more than two regularly scheduled Quarterly Business Meetings of the Board in a 12-month period may be subject to replacement at the discretion of the Governor upon the advice of the Board Chair and Executive Director as appropriate.

## **ARTICLE VII VOTING & NEW BUSINESS/MOTIONS**

**SECTION 1.** New business orders or motions must be filed in writing with the Executive Director and Board Chair at least five business days before a regularly scheduled meeting of

the Board in order to be included on the agenda for that meeting. Orders or motions so filed with the Executive Director and Board Chair will be placed on the agenda and copies will be supplied to Board members in advance of the meeting. Requests for new business orders or motions filed later than five business days before the regularly scheduled meeting shall be placed on the agenda at the discretion of the Board Chair in consultation with the Executive Director.

**SECTION 2.** Votes of the Board shall be taken by voice vote.

**SECTION 3.** Any member may request immediate consideration of any matter on the agenda. If any member objects, objects to immediate consideration, the matter must be referred to the Chair for action at the next meeting, unless two-thirds of the members present approve immediate consideration.

#### **ARTICLE VIII OPEN MEETINGS**

**SECTION 1.** The Board shall adhere to Open Meeting requirements as specified in the Kentucky Open Meetings Act, KRS 61.800 *et seq.*

**SECTION 2.** All meetings of the Board shall be open to the general public. Those members of the public in attendance at any meeting of the Board may address the Board only with the prior approval or at the request of the Board Chair.

#### **ARTICLE IX COMMITTEES AND TASK FORCES**

**SECTION 1.** The Board shall establish an Executive Committee. The Executive Committee shall be made up of the Board Chair (who shall also be chair of the Executive Committee), the Vice Chair and include private industry and workforce representatives appointed by the Board Chair to ensure representation of the major groups identified in the Workforce Innovation and Opportunity Act. The Executive Committee is empowered to meet on an interim basis between regular full Board meetings and make emergency or time-sensitive decisions when necessary. The Executive Committee shall monitor the work of other Board committees, task forces, and the Board staff and make policy recommendations to the Board. Specifically, the Executive Committee may provide guidance and recommendations to the Board in the areas of strategic planning, legislation, operations, and other areas. The Executive Committee may also assist in the development of board meeting agendas.

**SECTION 2.** Issues that are of importance to the Board may be referred to a committee or task force. The Board Chair may appoint, authorize, or abolish committees, task forces

or other bodies to serve the Board. The Board may invite non-members, to be approved by the Board Chair, to serve on committees and task forces created by the Board.

**SECTION 3.** The Board Chair will appoint chairs to Board committees and task forces. Each committee or task force will have a specific mandate with clear timelines for addressing the questions put to them by the membership or the appointing authority. Board staff shall provide a resource person for each committee upon consultation with the committee chairperson. The committees may be staffed and attended by other workforce partners, education partners, or interested non-profit partners who express an interest in the subject matter but are not full members of the Board.

**SECTION 4.** Meetings of committees may be called by the committee chairperson. Committees may hold meetings concurrently with other committees. All committee members shall be notified in writing as to the date and time of the committee meeting.

**SECTION 5.** All recommendations of these committees and task forces will be referred to the full Board membership.

#### **ARTICLE X CONDUCT OF MEMBERS**

**SECTION 1.** When a member speaks, he or she shall address the Board Chair and confine his or her remarks to the question under debate.

**SECTION 2.** No member shall be interrupted while speaking except by their consent or by a point of order; nor shall there be any conversation among the members while a question is being stated, while a member is speaking, or while there is a presentation before the Board.

**SECTION 3.** Board members shall strive to make their remarks succinct and productive to the discussion while speaking on any question where debate is unlimited. The Board Chair shall control Board discussions and may limit the amount of time a member may speak on a topic.

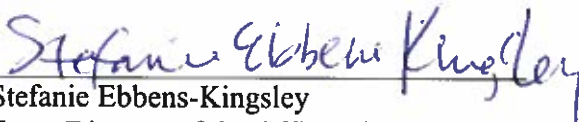
#### **ARTICLE XI PARLIAMENTARY PROCEDURE**

The Board shall be governed based upon the general premises of Robert's Rules of Order, in all questions of parliamentary procedure not provided for by these By-Laws. Board members may ask questions during meetings as a point of order or point of clarification.

**ARTICLE XII**  
**ADOPTION AND AMENDMENT OF BY-LAWS**

- SECTION 1.** These By-Laws were discussed and voted on at the August 19, 2022 meeting of the Board and became effective on August 20, 2022. The By-Laws became effective with the approval of a majority of members present and voting.
- SECTION 2.** The membership shall have the power and authority to alter, amend, or repeal these By-Laws at a subsequent regularly scheduled Board meeting by the majority vote of the Board members present. Advance notice of intent to alter, amend or repeal the By-Laws must be given in writing to the members at least twenty (20) business days prior to the scheduled vote.
- SECTION 3.** Advance notice of intent to alter, amend, or repeal any policies, procedures, or guidance shall be provided by the Executive Director to the Commissioner of the Department of Workforce Development, the Secretary for the Education & Labor Cabinet, and the Governor's Office.

  
\_\_\_\_\_  
Governor Andy Beshear

  
\_\_\_\_\_  
Stefanie Ebbens-Kingsley  
Exec. Director of the Office of the Board

  
\_\_\_\_\_  
Kim Menke, Board Chair