

IN-PERSON – The Campbell House 1375 South Broadway, Lexington, KY, 40504
with virtual zoom option

12:31 pm Call to order (meeting called to order early because of inclement weather)

Lori Ulrich, Fleming-Mason Energy, Chair, called the meeting to order early due to weather and welcomed members and guests. She shared housekeeping items that included the need for virtual board members to take themselves OFF mute and turn their cameras ON for roll call, questions, and voting. Lori also introduced herself and her new role as the Kentucky Workforce Innovation Board Chair. She thanked Kim Menke for his role as chair for the past several years and provided him the opportunity to share thoughts with the membership. He provided his thanks and support to the membership and staff and shared his new position with his own consulting business. **After, roll call was held and quorum attained.**

KWIB (Kentucky Workforce Innovation Board) MEMBERS PRESENT:

Lori Ulrich, Chair	Business	X	Dr. Aaron Thompson (proxy: Michaela Mineer)	Partner	X
Gov. Andy Beshear (proxy: Sec. Hicks)	WIOA CORE	X	Dr. Ryan Quarles (proxy: Jessie Schook)	Partner	X
Lt. Gov. Jacqueline Coleman	WIOA CORE		George Nichols	Labor Representative	X
Sen. Jimmy Higdon	Legislative	X	Heidi Margulis	Business	
Sec. Jamie Link	Partner		Karen Trial (proxy: Cassidy Cocanougher)	Business	X
Sec. John Hicks	Partner	X	Kevin Butt	Business	
Sec. Jeff Noel (proxy: Mike Yoder)	Partner	X	Kevin Middleton	Workforce	X
Deputy Secretary Beth Brinly	Partner	X	Kevin Nolan (proxy: Andi Pollard)	Business	X
Rep. Bobby McCool	Legislative		Kevin Smith	Business	
Commissioner Robbie Fletcher (proxy: Tom Thompson)	Partner	X	Lyndon Pryor	Workforce	X
Judge Owen McNeil (proxy: Tyler McHugh)	Local Elected Official		Michael Buckentin (proxy: Teresa Hayes)	Business	X
Mayor James (J.H.) Atkins	Local Elected Official	X	Robert Shelton	Labor Representative	X
Kim Menke	Business	X	Ryan Holmes	Business	
Beth Davisson (proxy: LaKisha Miller)	Business	X	Selma Owens	Business	X
Johnny W. Collett	Business	X	Sharon Price (proxy: John Catron)	Workforce Representative	X
Dr. John Gregory	WIOA CORE	X	Suhas Kulkarni	Business	X
Kim Humphrey	Business		Thomas "Bo" Matthews (proxy: Justin Browning)	Partner	X

Annissa Franklin	Workforce Representative	X	Todd Dunn (proxy: Stephanie Collins)	Labor Representative	X
Cora McNabb	WIOA CORE	X	Tom Lilienthal	Business	X
Dianne Owen	Workforce Representative	X	Tony Georges (proxy: Bill Geiger)	Business	

Guests attending: Natalie Burikhanov, Michelle DeJohn, Jon Dorthy, Diana Owen, Angella Wilson, Yvonne Jones, Donnie Holland

Online attendance: Todd Blanton, Teresa Hayes, James (J.H.) Atkins, Annissa Franklin, Secretary John Hicks, Robert Shelton, Michaela Mineer, Selma Owens

Staff: Alisher Burikhanov, Debbie Dennison, LaChrista Ellis, Sara Jagers, and Elishah Taylor

KWIB Member Updates

Alisher Burikhanov, Executive Director of KWIB, provided an update on the board's membership, highlighting recent additions and transitions. In October, the board welcomed:

- Lyndon Prior, President of the Louisville Urban League.
- Kevin Middleton, United Way of Kentucky.
- Tom Lilienthal, Novelis, aluminum company in Guthrie, KY.

In November, the board saw the reappointment of Heidi Margulis, who represents business with a background in healthcare and marketing. Lori Ulrich was reappointed and introduced as the new Chair, and welcomed:

- Selma Owens, a small business owner in Lexington.
- George Nichols, representing labor, Jefferson County Teachers Association.
- Robert Shelton, representing labor and joint labor management training and apprenticeships, International Brotherhood of Electrical Workers Local 369.
- Mayor James (J.H.) Atkins from Danville, KY, representing elected officials.

Alisher also acknowledged individuals rolling off the board, including Mayor Robert Blythe of Richmond, KY, who will be recognized at the next meeting.

Finally, Alisher introduced Dr. J.C. Gregory as the new Workforce Participation Committee Chair. Dr. Gregory represents adult education, and will lead efforts to improve workforce participation, building on initiatives previously led by Amy Luttrell.

Consent Agenda (Voting Required)

Lori Ulrich, Chair again welcomed everyone and thanked the Campbell House for the meeting space for the two-day Strategic Advance. She welcomed folks joining online since they started 30 minutes early due to weather. She walked through the consent agenda items that were provided in the Briefing Book. Items included:

- August 15, 2024, Minutes
- Kentucky Career Center (KCC) One-Stop Certification: KentuckianaWorks & Bluegrass
- Local Board Certification Policy
- Career & Technical Education (CTE) Certification Standard Operating Procedures

Chair Ulrich encouraged members to review the materials in the briefing packet prior to meeting dates and times and asked if anyone had any questions. After confirming that no changes or corrections were needed Anissa Franklin **motioned to approve** the consent agenda items; Kim Menke **seconded** the motion. Chair Ulrich, asked for any discussion or dissenting votes. The **motion passed unanimously**. Chair Ulrich passed the floor to Deputy Secretary Beth Brinly.

Education and Labor Cabinet Updates

Beth Brinly, Deputy Secretary, Education and Labor Cabinet, provided updates on key workforce development initiatives focused on training, credentials, and supporting diverse populations in Kentucky's workforce. Leadership changes were announced, with Katie Houghlin now leading the Career Development Office as the Executive Director, and Michelle DeJohn filling in as the Executive Director of the Office of Employer and Apprenticeship Services.

The Education and Labor Cabinet is also advancing projects such as the Digital Equity initiative. A stakeholders meeting was held, with over 65 participants discussing the Capacity Building Grant under review. Furthermore, Local Workforce Development Board training was held that covered critical topics like procurement and workforce strategies. Additionally, two Statewide Reserve Projects are moving forward that include Request for Proposals for: the Hybrid Service Delivery contract and Work Ready Communities next generation metrics and program development.

Another initiative, the Statewide Workforce and Talent Team (SWATT) is convening in December to bring together business service professionals to discuss strengthening local partnerships in serving the business customer in a collective and unified format. Complementary, the customer service enhancements work continues with a train-the-trainer approach focused on ensuring workforce services meet community and the jobseeker needs.

Efforts around Credentials of Value are progressing, with the goal of introducing a framework by the 2026 legislative session. The Education and Workforce Collaborative will meet in January to discuss strategies for integrating immigrant and refugee populations into Kentucky's workforce. Issues around connecting with these groups and retaining international students after graduation were highlighted.

Finally, local workforce planning guidance will be finalized and distributed in December to align local efforts with state goals. Chair Ulrich thanked Deputy Secretary Brinly for the updates and asked Alisher Burikhanov to share sector strategies work within the KWIB.

In-Demand Sector Identification (Voting Required)

Alisher Burikhanov, Executive Director of KWIB, described the process used to identify Kentucky's top 5 in-demand industries. The task was to reassess these sectors to ensure alignment with current economic trends and upcoming investments. The process involved two key steps: a quantitative workgroup, which analyzed occupation data pulled by the Kentucky Center for Statistics (KYSTATS), and a qualitative workgroup that provided insights on future growth and regional considerations. The quantitative workgroup focused on three factors: wages, demand, and growth rates. Initially, these factors were weighted equally, but the business representatives advocated for greater emphasis on demand, leading to a final scoring system where demand was given 50%, wages 25%, and growth rate 25%.

Once the quantitative workgroup agreed on the formula and the data derived, the work of the qualitative workgroup began. The qualitative workgroup consisted of statewide education and training organizations that not only administer various training dollars, but also understand industries that may be experiencing growth in the future not yet reflected in data.

The final sectors identified were (1) healthcare, (2) manufacturing and logistics, (3) construction, (4) education, and (5) professional, scientific, and technical services. Alisher highlighted that these sectors had occupations with diverse educational requirements, from high school diplomas to bachelor's degrees. For example, healthcare includes roles like nurses and medical technicians, while professional services include software developers and paralegals.

There was appreciation for the holistic approach taken in the selection process, particularly the inclusion of education as one of the top sectors. It was emphasized that education plays a crucial role in creating pipelines for employment, as without teachers, it would be challenging to prepare graduates for the workforce. The inclusion of education was viewed as an important step in addressing long-term workforce needs.

Discussion then turned to the integration of these sectors into the state's workforce system, with updates to training programs and scholarships. The Work Ready Kentucky Scholarship, for instance, would be adjusted to align with these top sectors. Local workforce boards would also have the flexibility to include two additional sectors relevant to their regions.

Finally, Alisher emphasized the importance of reviewing the sectors every five years to ensure they stay relevant. After a thorough discussion, the group moved to approve the sectors, with a ***motion for approval*** made by Deputy Secretary Brinly and a ***second*** made by Johnny W. Collett. The **motion passed unanimously**.

Group Discussion: Strategic Advance Discussion

Lori Ulrich, Chair introduced the strategic advance segment and asked committee chairs to provide brief synopses of their group's discussions.

Goal: Employer Engagement

The focus was on several key issues, including improving work-based learning systems, particularly in making them more business-centric. A major discussion point was ensuring that the engagement of employers remains a priority while addressing barriers like resource limitations for smaller businesses. Emphasizing the importance of using data effectively to predict skill and demand needs, while ensuring that all employers, big and small, can stay involved despite resource constraints. The focus area highlighted the evolving workforce barriers like childcare and transportation, noting the need to adapt strategies to meet future needs.

Goal: Education Attainment

Seven priorities were identified, with three key ones emerging: expanding access to work-based learning, strengthening the teacher workforce pipeline, and advancing credential completion. Discussion was around the importance of improving pathways for students, especially around career exploration and work-based learning opportunities, including addressing age-related constraints. Emphasizing the need for better communication, particularly targeting parents, and enhancing credential completion with a focus on underserved populations. Data-sharing across agencies was also noted as a priority to better inform decisions.

Goal: Workforce Participation

Workforce gaps were identified with three main priorities: exploring employment gaps, telling the story of workforce needs to various stakeholders, and focusing on employer needs. The importance of understanding unfilled positions and the need for better communication about job opportunities was stressed. A key takeaway was the importance of looking at workforce participation from multiple angles: current operations, short-term opportunities, and long-term strategic plans. The group emphasized the role of newcomers to Kentucky in filling workforce gaps and the need to better prepare local residents for those positions.

Goal: Organizational and Resource Alignment

This group discussed maximizing the use of existing resources while avoiding duplication. The top priorities included developing Kentucky-specific metrics for workforce programs, improving data collection to inform decision-making, and considering the needs of local communities when aligning resources. They noted that while KYSTATS is a strong tool, not all agencies contribute data, limiting its usefulness for comprehensive decision-making. Local sector strategies were also highlighted as a critical consideration.

Chair Ulrich concluded by thanking the groups for their input and highlighting the valuable discussions that took place. She acknowledged that further analysis will be done to synthesize the data collected, which will be reviewed by the administrative group for future planning.

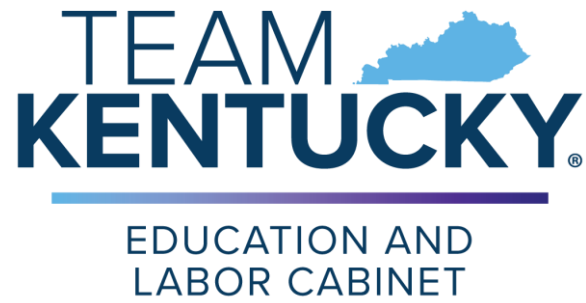
Closing Comments & New Business

Lori Ulrich, Chair began the closing remarks by asking if there was any new business before the board. She then reminded attendees about upcoming presentations and photos for KentuckianaWorks and Bluegrass. Lori took a moment to again

recognize outgoing Chair, Mr. Kim Menke, praising his leadership and contributions to the board. She shared personal gratitude, highlighting his outstanding business acumen and humanity, and acknowledged that his legacy would continue to influence the board. Kim expressed his gratitude, emphasizing the team effort involved in their work. Lori also mentioned Kim's leadership philosophy, which focuses on viewing challenges as opportunities for improvement, and promised to continue building on his work.

No additional meeting items were raised, and Lori thanked everyone for their participation and wished safe travels to everyone. A ***motion to adjourn*** was made by George Nichols, ***seconded*** by John Catron, and the meeting was adjourned, with Lori wishing everyone a wonderful holiday season.

1:56 pm ET Adjournment



Kentucky Workforce Innovation Board
Meeting Briefing Book

November 21, 2024

1:30 – 3:30 pm EST

1:00 pm EST Networking

Location: The Campbell House

1375 South Broadway Road, Lexington, KY 40504

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Kentucky Workforce Innovation Board Meeting Briefing Book

November 21, 2024, 1:30-3:30 pm EST

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Networking begins at 1:00pm EST
Meeting begins at 1:30 – 3:30pm EST

The Campbell House
1375 S. Broadway
Lexington, KY, 40504

Join Zoom Meeting

<https://us06web.zoom.us/j/85454664729?pwd=wH33bYslmpRWpolarhXs4S1OSYOkU.1>

Meeting ID: 854 5466 4729/ Passcode: 544866

Dial via phone: 1 646 931 3860

1:30 CALL MEETING TO ORDER

Welcome/HousekeepingLori Ulrich, Chair
Fleming-Mason Energy

1:35 Roll Call.....Elishah Taylor
Administrative Assistant, KWIB

1:40 KWIB Membership Updates.....Alisher Burikhanov, Executive Director
Kentucky Workforce Innovation Board

1:50 Consent Agenda (Voting Required)..... Lori Ulrich, Chair

Provided in briefing packet:

- August 15, 2024, Minutes
- Kentucky Career Center (KCC) One-Stop Certification: KentuckianaWorks & Bluegrass
- Local Board Certification Policy
- Career & Technical Education (CTE) Certification Standard Operating Procedures

2:00 Education and Labor Cabinet Updates..... Beth Brinly, Deputy Secretary
Education and Labor Cabinet

2:30 In-Demand Sector Identification (Voting Required)Alisher Burikhanov

2:45 Group Discussion: Strategic Advance Discussion..... Lori Ulrich, Chair

3:15 Closing Comments & New Business.....Lori Ulrich, Chair

3:30 ADJOURNMENT

NEXT MEETING: THURSDAY, 2/20/2025, 1:30 PM – 3:30 PM



ANDY BESHEAR
GOVERNOR

EXECUTIVE ORDER

Secretary of State
Frankfort
Kentucky

2024 – 684
October 10, 2024

By virtue of the authority vested in me by Sections 69 and 81 of the Kentucky Constitution and Executive Order 2020-857, I, Andy Beshear, Governor of the Commonwealth of Kentucky, do hereby appoint the following as members of the Kentucky Workforce Innovation Board to serve for terms expiring October 9, 2027:

Lyndon Pryor, Louisville, representing the workforce, to replace Sadiqa Reynolds, Louisville, who resigned and whose term subsequently expired;

Kevin Middleton, Louisville, representing the workforce, to replace Keith Sparks, Grayson, whose term has expired; and

Tom Lilienthal, Bowling Green, representing business, to replace Jonathan Webb, Lexington, who resigned and whose term subsequently expired.

Please issue commissions to them.


ANDY BESHEAR, GOVERNOR
Commonwealth of Kentucky

MICHAEL G. ADAMS
Secretary of State



ANDY BESHEAR
GOVERNOR

EXECUTIVE ORDER

Secretary of State
Frankfort
Kentucky

2024 – 755
November 15, 2024

By virtue of the authority vested in me by Sections 69 and 81 of the Kentucky Constitution and Executive Order 2020-857, I, Andy Beshear, Governor of the Commonwealth of Kentucky, do hereby reappoint the following as members of the Kentucky Workforce Innovation Board to serve for terms expiring October 6, 2027:

Heidi Margulis, Louisville, representing business; and

Lori Ulrich, Mayslick, representing business, who shall also serve as Chair of the Board.

Further, I do hereby appoint the following as members of the Board to serve for terms expiring November 14, 2027:

Selma Owens, Lexington, representing business, to replace Jimmy Staton, Owensboro, whose term has expired;

George Nichols, Louisville, representing the workforce and labor organizations, to replace Terry Sexton, Grayson, whose term has expired;

Robert Shelton, Mount Washington, representing the workforce and labor organizations, to replace Russell Pierce, Jamestown, whose term has expired; and

J.H. Atkins, Danville, representing elected officials, to replace Robert Blythe, Richmond whose term has expired.

Please issue commissions to them.


ANDY BESHEAR, GOVERNOR
Commonwealth of Kentucky

MICHAEL G. ADAMS
Secretary of State



Dr. J.C. Gregory
Committee Chair

Workforce Participation Committee



Dr. Gregory currently serves as the Executive Director, Office of Adult Education, Education and Labor Cabinet for the Commonwealth of Kentucky.

Dr. Gregory has a Ph.D. in Public Policy and Administration from the L. Douglas Wilder School of Government and Public Affairs at Virginia Commonwealth University (VCU), an M.S. in Criminal Justice also from VCU, and a B.A. in History from Virginia Military Institute (VMI).

Prior to his current position, Dr. Gregory was the Director, Veterans and Military Student Affairs and Assistant Professor, School of Public Administration and Government at Kentucky State University.

Dr. Gregory served 20 years in the Army retiring as a Lieutenant Colonel prior to transitioning to higher education. His army career included combat deployments to Iraq with the 101st Airborne Division (Air Assault) and the 25th Infantry Division. His military schools, badges and awards include: the Ranger tab, Command and General Staff Officers' Course, Air Assault badge, Parachutist badge, Infantry Officer Basic Course, Quartermaster Advanced Course, Human Resources Management Qualification Course, the Combat Infantryman's Badge, and the Bronze Star Medal.

Dr. Gregory is married to Alicia Burleigh, a retired Army Officer, and they have five adult children: Monique, Thomas, Antoine, Anthony, and Avonnia.

If you are interested in engaging in one of the four committees or learning about specific work groups, please contact KWIB.Projects@ky.gov

Consent Agenda



Quarterly Board Meeting

Draft Minutes

August 15, 2024; 1:30 pm – 3:30 pm EDT

IN-PERSON– Kentucky Department of Education 300 Sower Building, Frankfort KY,
with virtual zoom option

1:34 pm Call to order

Kim Menke, Regional Director, Toyota Motor Manufacturing North American, Chair called the meeting to order and welcomed members and guests. He shared housekeeping items that included the need for virtual board members to take themselves OFF mute and turn their cameras ON for roll call, questions, and voting. He mentioned the new audio equipment, which include microphones for in-person attendees. He asked if there are questions or comments from guests, please send those to [Debbie Dennison](#) during or following the meeting. **Roll call was held, and quorum attained.**

KWIB (Kentucky Workforce Innovation Board) MEMBERS PRESENT:

Kim Menke, Chair	Business	X	Kim Humphrey	Business	X
Annis Franklin	Workforce Representative	X	Johnny Collett	Business	X
Heidi Margulis	Business		Kevin Butt	Business	
Kevin Smith	Business	X	Mayor Robert Blythe	Local Elected Official	
Lori Ulrich, Vice-Chair	Business	X	Michael Buckentin (proxy Teresa Hayes)	Business	X
Scott Pierce	Labor	X	Representative Bobby McCool	Legislative	
Beth Davison (proxy Lakeisha Miller)	Business	X	Keith Sparks	Business	
Terry Sexton	Labor	X	Ryan Holmes	Business	
Cora McNabb	WIOA CORE	X	Kevin Nolan (proxy Rocki Rockingham)	Business	
Dianne Owen	Workforce Representative	X	Secretary Jamie Link	Partner	X
CPE Dr. Aaron Thompson (proxy Leslie Sizemore)	Partner	X	Secretary Jeff Noel (Proxy Michael Yoder)	Partner	X
KDE Commissioner Robbie Fletcher (Proxy Dr. Beth Hargis)	Partner	X	Secretary John Hicks	Partner	X
Governor Andy Beshear (proxy Secretary John Hicks)	WIOA CORE	X	Senator Jimmy Higdon	Legislative	X
KCTCS (proxy Tanelle Sawyer)	Partner	X	Sharon Price (Proxy John Catron)	Workforce Representative	X
Dr. John Gregory	WIOA CORE	X	Suhas Kulkarni	Business	
Deputy Secretary Beth Brinly	Partner	X	Bo Matthews (proxy Justin Browning)	Partner	X
Judge Exec. Owen McNeill	Local Elected Official		Tony Georges	Business	

Todd Dunn (proxy Stephanie Collins)	Labor	X	Karen Trial	Business	X
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Guests attending: Myra Wilson, Dr. Charles Aull, Regan Satterwhite, Rachel Adams, Mary Taylor

Online attendance: Tiffany Reeves, Becky Miller, Beth Roberts, Bridget Back, Cathy Hoehn, Correy Eimer, Dondra Meredith, Jenni Hampton, Michelle Drake, Reneau Waggoner, Ryan Homes, Sheila Clark, Tammy Hyde, Tera West, Tom Thompson, Tenco Workforce, Jacqueline Korengel

Staff: Alisher Burikhanov, Elishah Taylor, LaChrista Ellis, Debbie Dennison, and Sara Jagers

Kim Menke, Chair again welcomed everyone and thanked the Kentucky Department of Education for hosting the meeting. He also welcomed Annissa M. Franklin, Vice President, Urban League of Lexington, to the Board. He then moved to the consent agenda items that were provided in the Briefing Book. Items included the following:

- May 16, 2024, Minutes (provided in briefing packet)*
- Kentucky Career Center (KCC) One-Stop Certification (provided in briefing packet)*
- Career and Technical Education (CTE) Application Approvals (provided in briefing packet)*

No discussion was requested. John Catron **motioned to approve** the consent agenda items; Annissa Franklin **seconded** the motion. Kim Menke asked for any discussion or dissenting votes.

- Lori Ulrich asked to abstain from the vote because of serving on the TENCO workforce board.
- Theresa Hayes asked to abstain from the vote because of servicing on South Central Workforce Board.
- Scott Pierce asked to abstain from the vote because of servicing on Cumberland’s Workforce Board.
- Justin Browning asked to abstain from the vote because of servicing on South Central Workforce Board.
- Kim Humphrey asked to abstain from the vote because of serving on the West Kentucky Workforce Board.

None were dissenting and the **motion passed unanimously**. Kim Menke passed the floor to Regan Satterwhite.

Kentucky Department of Education

Regan Satterwhite, Policy Advisor, Office of Career and Technical Education, Kentucky Department of Education, welcomed everyone on behalf of Commissioner Dr. Robbie Fletcher and Associate Commissioner Dr. Beth Hargis. She then provided a brief overview of what the Office of Career and Technical Education (CTE). Kentucky follows the National Career Clusters Framework that includes 16 career clusters. Kentucky has 150 individualized career and technical education pathways within the secondary level and 13 individual program areas. There is a program expert that oversees each one of these program areas, which range from agriculture to manufacturing. They also work specifically with local districts to create specialized pathways that best fit their regional needs.

Regan shared increases in the 2022-23 CTE data for Secondary Students, was due to the number of employers who participated after learning of the benefits. All 150 career and technical education pathways are seamless, meaning they align for the student to get a head start in high school, continue to postsecondary success, and on to graduation. Regan asked **Mary Taylor, Industry Training Development Specialist**, to speak about the Tech Ready Apprentices for Careers in Kentucky ([TRACK](#)) Program. Since 2012, Mary has been promoting that the skills of Kentucky’s youth can contribute to employers and to the state’s workforce as a whole. She thanked the General Assembly for the increased CTE funding and reiterated that engaging in youth sooner can potentially reduce the number of students in the justice system or other alternatives. Mary shared that the Kentucky Center for Statistics ([KYSTATS](#)) has been collecting data on TRACK youth apprenticeship students that graduated in 2017, which showed 6 years later that they are in the 90 percent retention rate with salaries at \$59,000. She described TRACK students as an untapped, sustainable pipeline and believes that changing the conversation with employers to better navigate this program, will reduce the deficit in our skilled workforce. For more information, please review the slides that are available within the post-meeting packet.

Senator Jimmy Higdon, District 14 praised the work that Mary, Regan, and their teams have accomplished. As more employers open their doors for students to participate in work-based learning, they are breaking down the barrier that has been a challenge from early on. **Kim Menke** also stated that CTE does work. Toyota is working with the local school system in Scott and Fayette Counties, by introducing a manufacturing pathway that launched recently with the start of the new school year, [the 4T Academy](#). It is a two-year program for high school juniors and seniors that includes a work and learn program that ends with a job offer. Toyota anticipates it to work just as their [FAME](#) program.

Annissa Franklin, Vice President, Urban League of Lexington-Fayette County, asked if there was a solar pathway through CTE. Regan explained that a pathway usually starts with a local district and sometimes they already have an employer to support that pathway. The next step involves the development of a pilot program for that pathway, which expands statewide once the pilot program is successful. **Beth Brinly, Deputy Secretary, Education and Labor Cabinet** added that there is a registered apprenticeship program for solar panel installation.

Workforce in the Interim Legislative Session

Kim Menke thanked Regan and Mary for their presentation today. He then opened the floor for the next discussion introducing the panelists: **Beth Brinly, Deputy Secretary, Education and Labor Cabinet; Myra Wilson, Director, Cumberlands Workforce Development Area; and Dr. Charles Aull, Executive Director, Center for Policy and Research, Kentucky Chamber of Commerce.**

Deputy Secretary Beth Brinly shared that they were invited by the Interim Joint Committee on Economic Development and Workforce Development to present on the Department of Workforce Development. Secretary Link and she shared the structure of the department, overviews of each office, statistics that has been collected, and highlighted some significant initiatives. For example, [RETAIN Kentucky](#) is an initiative assisting individuals not injured at work to stay or return to work as soon as possible. This initiative is in partnership with the healthcare system, workers compensation, along with other agencies working toward the same goal. Another example was [Pre-Employment Transition Services \(PreETS\)](#), which focuses on assisting high school age students with disabilities in Kentucky. These services help students develop their transition plan to employment, postsecondary education, or earn and learn opportunities.

Dr. Aull explained that the Chamber was asked to present to the Legislative Taskforce on Workforce and Talent Attraction. This smaller taskforce was a result of legislature discussion during the 2024 session that focused on attracting new workers to the state, along with any barriers. The Chamber joined Nicholas Eberstot, author of [America's Invisible Crisis: Men Without Work](#), focusing their discussion on prime age workers, which are 25-54 years of age. Since the year 2000, there has been a decline in numbers of prime age workers in Kentucky. For this reason, **Dr. Aull** emphasize the need to remove barriers preventing Kentucky from attracting new workers, such as enhance access to high quality childcare, maintaining a low tax environment that is attractive, and making affordable housing obtainable. Improving overall quality of life will only help attract more prime age workers to come to Kentucky. He also spoke about the need to continue the work of connecting those who are incarcerated to viable employment prior to their release. The Chamber has been working to educate employers on this talent pool through the 2nd Chance Hiring Academies

Myra Wilson was asked by Senator Deneen and the Budget Review Subcommittee on Education to discuss the anticipated uses of the \$20 million that the workforce boards received because of HB1. This money, available for a two-year period is to be used on disconnected youth ages 16 to 24 years old. Myra explained approximately 75,000 youth weren't employed or in school in 2012. Speaking in tax dollars, it costs Kentuckians \$14K per youth for every year they experience disconnection in their young-adult years. If the disconnection persists, the tax burden would total \$235K per youth over the course of their lifetime. KentuckianaWorks received the administration of the funds, which is dispersed quarterly to each workforce board. Myra also educated the subcommittee on the 10 local workforce development boards across Kentucky, including recognizing the work of the KWIB and the joint effort it takes from everyone to make a difference in workforce participation.

Kim Menke thanked the panelists for setting the stage for this discussion. He was impressed by the interaction between the presenters and the legislators, which showed the value of *Team Kentucky*. He then asked each of the panelists to provide any takeaways that the KWIB can use as we support workforce development and continuing to move Kentucky forward.

The panelist shared takeaways that would be useful for attendees and the KWIB to spark ways to work together to enhance and better serve customers, partners, employers, and staff across the state.

- Increase Awareness: educating everyone on programs/initiatives available.
- Collaboration: mutually reinforcing activities to prevent duplicating services.
- Attracting new workers and retaining prime-age workers.
- Barrier Mitigation: revamping Work Ready Communities to create strategies specifically that can mitigate barriers. For example, digital equity and digital skills are essential skills.
- Demographic Reality: research and attain tangible concepts for policymakers to consider.

KWIB Strategic Advance

Kim Menke shared the Strategic Advance meeting agenda that will take place on November 20 and 21, 2024, at the Campbell House in Lexington. During this meeting The KWIB members, Education and Workforce Collaborative (Collaborative) members and Local Board Chairs, will review the existing Strategic Plan, hold focus sessions around strengths, weaknesses, opportunities, and threats analysis (SWOT) on existing strategic goals, create new key priorities, and network.

Introduction of Ready for Industry Platform

Rachel Adams, Staff Assistant to the Commissioner's Office, Department of Workforce Development, introduced the newly acquired *Ready for Industry* platform. This resource includes 5 self-paced courses that create a bridge between standard education and the knowledge needed to succeed in Kentucky's top industries, targeted at late high school, early post-secondary and/or workforce. The courses provide the following:

- Introduction to the Industry
- What it is like to work in the Industry
- Industry terminology and common practices
- Workplace Expectations in the Industry
- Career Opportunities and Descriptions
- Current Issues and Trends in the Industry
- Career Pathways, Education required and Certifications needed in the Industry

This tool is FREE to interested individuals and may be accessed through youth and adult education service providers.

For more information, please see the *Ready for Industry* document included in the post-meeting packet.

Kim Menke expressed gratitude to everyone for attending. He recognized Board members who have served their terms and thanked them for their service, contributions, and innovation over the years. Those leaving include Amy Luttrell, Heidi Margulis, Terry Sexton, Scott Pierce, and Lori Ulrich. He then added as a reminder, that the next quarterly KWIB meeting will be held immediately following the Strategic Advance meeting on November 21st at the Campbell House in Lexington. He asked Alisher Burikhanov for final comments.

Alisher added that the 2024 – 2027 WIOA [State Plan](#) was accepted by the US Department of Labor and the US Department of Education. . He referred to the membership travel reimbursement information sheet along with a recruitment handout in the meeting packet and lifted thanks, on behalf of the KWIB staff, to those members leaving the board.

Kim Menke mentioned today marked Debbie Dennison’s four-year anniversary with the KWIB and expressed appreciation for her hard work over the years. He then asked for final comments. There were none and he concluded the meeting.

3:22 pm EDT Adjournment



**November 21, 2024
Consent Agenda Item**

**Kentucky Career Center (KCC):
Comprehensive Center**

KCC One-Stop Certification and Recertifications

Recommendation

The following Kentucky Career Centers have been reviewed and are recertified by their respective Local Workforce Development Boards.

Department of Workforce Development (DWD) staff have received and reviewed all necessary documentation required for certification and the below are recommended for approval of KCC One-Stop certifications.

Local Workforce Development Area	Center Location	Center Type	Previous Type
Bluegrass	2473 Fortune Dr. Lexington, KY 40509	Comprehensive Center	Affiliate
KentuckianaWorks	Goodwill-West Louisville Opportunity Center, 2820 W. Broadway, Louisville, KY 40211	Comprehensive Center	Partner Location

Comprehensive Kentucky Career Centers offer customized career exploration, training, support, and employment services to career seekers and businesses. These comprehensive services give career seekers the tools they need to succeed in today's job market and connect employers to a pool of competent personnel they need to compete in the economy and reassure them in their hiring process.

To learn more about the item listed in the consent agenda above, please click the link to access the relevant information on Google Drive:

[https://drive.google.com/drive/folders/1kdfGleH0teWi9FgOEIL2SrBWHsXKTY4x?usp=drive link](https://drive.google.com/drive/folders/1kdfGleH0teWi9FgOEIL2SrBWHsXKTY4x?usp=drive_link)



POLICY

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF WORKFORCE DEVELOPMENT
AND
KENTUCKY WORKFORCE INNOVATION BOARD

POLICY NAME: WIOA Local Workforce Development Board Composition, Membership, Certification, and Functions

POLICY NUMBER: 15-001

DATE OF ISSUE: Reissued November, 2024

EFFECTIVE DATE: July 1, 2015

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APPLIES/OF INTEREST TO: Local Workforce Development Boards (LWDBs), LWDB Staff, Local Workforce Development Areas (LWDAs) staff, Kentucky Workforce Innovation Board, and Chief Local Elected Officials (CLEOs)

FOR FURTHER INFORMATION CONTACT: kwib.projects@ky.gov

PURPOSE: This policy provides guidance and clarification regarding LWDB composition, membership, and functions as well as the board certification process.

POLICY:

I. Local Workforce Development Boards

Local Board Composition. Section 107 of the Workforce Innovation and Opportunity Act (WIOA) states that “there shall be established, and certified by the Governor of the State, a local workforce development board in each local area of a State to carry out the [required] functions ... The Governor, in partnership with the State board, shall establish criteria for use by chief elected officials in the local areas for appointment of members of the local boards in such local areas” WIOA Section 107(b)(2) provides the composition of the local boards, which is as follows:

- a. **BUSINESS REPRESENTATIVES:** A majority [51%] of the members of each local board shall be representatives of business in the local area, who — (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses

described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- NOTE: Representatives from private not-for-profit entities that operate as businesses and are employers may be considered business sector members on the local boards. The not-for-profit entities should align with the key industry sectors for the state and the local area. Representatives from proprietary schools cannot be considered a business sector member. The minimum number of business representatives on a local board is ten (10), and at least two (2) of those business representatives must represent small business. See 20 CFR 679.320(b).
- b. **WORKFORCE REPRESENTATIVES (Labor, Community Based Organization and Youth Serving Organizations):** Not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who — (i) shall include two (2) or more representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or for a local area in which no employees are represented by such organizations other representatives of employees; (ii) shall include at least one (1) representative who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
- NOTE: The minimum number of workforce representatives is four (4). Where possible, the local boards are strongly encouraged to align board membership with designated state or local job sectors.
- c. **EDUCATION AND TRAINING REPRESENTATIVES:** Each local board shall include representatives of entities administering education and training activities in the local area, who — (i) shall include at least one (1) representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include at least one (1) representative of institutions of higher education providing workforce investment activities (including community colleges); and (iii) may include representatives of local educational agencies, and of community-based organizations

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with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- NOTE: The minimum number of education and training representatives is two (2). [The representative for adult education and literacy activities under Title II and the representative of institutions for higher education providing workforce investment activities \(including community colleges\) cannot be the same local board member.](#)

d. GOVERNMENT AND ECONOMIC DEVELOPMENT REPRESENTATIVES: Each local board shall include representatives of governmental and economic and community development entities serving the local area, who — (i) shall include at least one (1) representative of economic and community development entities; (ii) shall include at least one (1) representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; (iii) shall include at least one (1) representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area; (iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the local area.

- NOTE: The minimum number of government and economic development representatives is three (3).

e. OTHER MEMBERS: Each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

f. [DUAL REPRESENTATION: A local board 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.](#)

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g. CHAIRPERSON: The local board must elect a chairperson from among the business representatives on the board.

Member Qualifications. WIOA Section 107(b)(5) states that “[m]embers of the board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the board shall represent diverse geographic areas within the local area.”

Standing Committees. The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under

WIOA. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. WIOA Section 107(b)(4) describes various types of allowable standing committees, and Section 107(b)(4)(B) allows additional committees. DWD encourages local boards to create committees that include non-board members and are led by the private sector.

Quorum. DWD defines “quorum” as a simple majority (51%) of local board members, excluding vacancies, AND of those members in attendance, 51% or more shall be a combination of business and workforce representatives.

Member Appointments / Vacancies / Removal / Proxy. LWDB member appointments must be signed by the appointing CLEO and submitted to the DWD. LWDB members who no longer hold the position or status that made them eligible local board members must resign or be removed by the CLEOs immediately as a representative of that entity (e.g., no longer work in the private sector or no longer with an educational institution). LWDB members replacing out-going members mid-term will serve the remainder of the out-going member term. LWDB vacancies must be filled within a reasonable amount of time of the vacancy as determined by the LWDA, but no later than 90 days from occurrence.

The CLEO in a LWDA is authorized to make reappointments of members. Reappointments must be made within a reasonable amount of time of the term expiration, but no later than 90 days. Any action taken by a LWDB, with a vacancy or term expiration beyond the time period described in the LWDB bylaws or later than the 90 days per this policy shall be void unless the LWDB has an approved waiver from the DWD prior to the LWDB meeting. Waivers are to be requested in writing to the DWD with an explanation of why a vacancy was not filled in the defined timeframe and a description of the process underway to fill the vacancy.

LWDB members must be removed by the CLEO(s) if any of the following occurs: documented violation of conflict of interest, failure to meet LWDB member representation requirements, or documented proof of fraud and/or abuse. LWDB members may be removed for other reasons outlined in the LWDB bylaws such as attendance. The DWD strongly encourages LWDBs to establish and enforce attendance guidelines for its members. The bylaws must define the specific criteria that will be used to establish just cause for such removal and the process that will be required to document proof as well as any appeal process

If a member of a local board is unable to attend a meeting and wishes to send a proxy, the proxy must be from the same category of representation/membership as the member.

Concentrated Employment Programs. In the case of an area that was designated as a local area in accordance with Section 116(a)(2)(B) of the Workforce Investment Act of 1998 (as in effect on the day before the enactment date of WIOA), and that remains a local area under WIOA, the governing body of the concentrated employment program involved shall act in consultation with the chief elected official in the local area to appoint members of the local board, in accordance

with the State's criteria and to carry out any other responsibility relating to workforce investment activities assigned to such official under WIOA.

II. Appointment and Certification of Board

Appointment of Board Members and Assignment of Responsibilities. The chief elected official in a local area is authorized to appoint the members of the local board for such area in accordance with WIOA Section 107(c).

Board Certification Process. In accordance with WIOA Section 107(c)(2), the Governor shall, once every two years, certify one local board for each local area in the State. Failure of a local board to achieve certification shall result in appointment and certification of a new local board for the local area pursuant to the process described in WIOA.

Certification shall be attained through a written and completed Local Workforce Development Board Certification Checklist provided by the LWDBs to the Kentucky Workforce Innovation Board (KWIB) that contains the required elements and documentation for certification. *See* Attachment A (Checklist). The Local Workforce Development Board Certification Checklist shall be provided to the KWIB no later than June 30th of odd-numbered years (i.e., 2023, 2025, 2027, 2029, 2031, etc.). The KWIB's staff will review the certification documentation provided by a local board and make a recommendation to the KWIB for review and action at the next KWIB meeting following receipt of documentation.

The Local Workforce Development Board Certification Checklist shall include the following:

1. A complete list of the local board members, the category of their respective representation (e.g., business, workforce, education, government), and any entities they represent;
2. Documentation showing a majority of the board members are business representatives;
3. Documentation showing that at a minimum, twenty (20) percent of members are representative of workforce within the local area; and
4. Documentation showing that the board members are representative of diverse geographical locations within the local area.

The KWIB and the LWDBs shall post the local boards' membership rosters on their respective websites within ten (10) business days when there is a change in membership.

Decertification. The Governor shall have the authority to decertify a local board at any time after providing notice and an opportunity for comment, for (i) fraud or abuse or (ii) failure to carry out the functions specified for the local board in WIOA. The Governor may also decertify a local board if a local area fails to meet the local performance accountability measures for such local area in accordance with WIOA Section 116(c) and 20 CFR 679.370 for 2 consecutive program years. If the Governor decertifies a local board for a local area, the Governor may require that a new local

board be appointed and certified for the local area pursuant to a reorganization plan developed by the Governor, in consultation with the chief elected official in the local area in accordance with the criteria established under WIOA.

III. Functions of the Local Board

Consistent with WIOA Section 108 and 20 CFR 679.370, the functions of the local boards shall include the following:

1. Local Plan
2. Workforce Research and Regional Labor Market Analysis
3. Convening, Brokering, Leveraging
4. Employer Engagement
5. Career Pathways Development
6. Proven and Promising Practices
7. Technology
8. Program Oversight
9. Negotiation of Local Performance Accountability Measures
10. Selection of Operators and Providers
11. Coordination with Education Providers
12. Budget and Administration
13. Accessibility for Individuals with Disabilities

Details for each function listed above are located in WIOA Sec. 107(d).

Bylaws. LWDBs must establish bylaws reflecting a regional focus per WIOA guidelines. The bylaws must include LWDB and CLEO agreements with the fiscal agent or grant subrecipient regarding payment processes and procedures.

Sunshine Provision. The LWDBs shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local boards, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or

contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the local board.

Staff. The local board may hire a director and other staff to assist in carrying out the functions described in WIOA Sec. 107(d). The local board shall establish and apply a set of objective qualifications for the position of director that ensures that the individual selected has the requisite knowledge, skills, and abilities, to meet identified benchmarks and to assist in effectively carrying out the functions of the local board. The board director and staff shall be subject to the limitations on the payment of salaries and bonuses described in WIOA Section 194(15).

Limitations. No local board may provide training services. A local board may provide career services through a one-stop delivery system or be designated or certified as a one-stop operator only with the agreement of the chief elected official in the local area and the Governor. For the Governor to approve, the local board must:

1. have been selected as the One-Stop Operator and/or Career Services Provider through a competitive procurement process facilitated by a state agency or private sector organization. The Governor must approve the entity that facilitates the competitive procurement process;
2. develop a written agreement, to be submitted to the State, with the LWDB and the CLEO(s) to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, the Uniform Guidance, and conflict of interest policies of both the State and the organization or entity performing multiple functions;
3. use a process and Request for Proposal (RFP) that has been reviewed and approved by the DWD;
4. be identified as the highest scorer at the completion of the process; and
5. in cases where the local board has previously provided services, have met performance accountability measures and achieved sustained fiscal integrity.

Conflict of Interest. A member of a local board, or a member of a standing committee, may not (1) vote on a matter under consideration by the local board 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; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the Kentucky WIOA State Plan. A conflict of interest is also present when a member of an entity that issues an RFP or that member's relative as defined in KRS 11A.010(4) is or has been affiliated with a bidder that seeks designation as a fiscal agent, grant sub-recipient, One-Stop Operator and/or Career Services Provider. In that situation, the member of the RFP-issuing entity shall recuse themselves from the procurement and/or designation process. If, as a result of the recusal, there is less than a quorum for the RFP-issuing entity, the Governor shall select and designate the successful bidder.

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Alternative Entity. The State will not recognize or use any alternative local entity.

REFERENCES: WIOA Sec. 107 (b), (c), (d), (e), (f), (g), (h), (i); WIOA Sec. 108; WIOA Section 194(15); 20 CFR 679.320; [Commonwealth of Kentucky, Executive Order 2020-857](#); 20 CFR 679.330; 20 CFR 679.350; 20 CFR 679.370; 20 CFR 679.390; 20 CFR 679.400; 20 CFR 679.410; 20 CFR 679.430

Standard Operating Procedure (SOP): Annual Program Area Reviews

Purpose

This SOP establishes the procedure for reviewing the Valid Industry Certification List to ensure its clarity and alignment with the Program of Studies and Technical Education Database System (TEDS) for the upcoming academic year.

Scope

This SOP applies to the Valid Industry Certification List created in collaboration with the Kentucky Department of Education (KDE) and Kentucky Workforce Innovation Board (KWIB).

Roles and Responsibilities

1. **OCTE:** Responsible for initiating annual program area reviews coordinating with program consultants, business and education alignment taskforce (BEAT), and TEDS coordinator.
2. **Program Consultants:** Offer expert guidance on the identification and alignment of industry certifications with state-approved pathways. If necessary, consult with BEAT for industry recommendations regarding additions or removals of certifications.
3. **BEAT:** Partner with consultants to analyze industry certification, identify new pathway alignments, or recommend removals and/or additions based on vendor-initiated changes.
4. **TEDS Coordinator:** Ensures the industry certification list is presented in a clear, concise, and consistent manner to facilitate effective cross-referencing with the TEDS.
5. **KWIB Committees:** Responsible for reviewing and approving recommendation(s) to remove or add industry certifications.

Procedure

1. **Annual Program Area Review:**
 - OCTE conducts an annual review of program area industry certifications and identifies updates that will enhance the utilization and implementation of the Valid Industry Certification List by districts and business and industry partners.
 - Identify areas for potential updates include correcting naming conventions, typos, vendor updates, removals, additions, or realignments.

2. Consultant and BEAT Involvement:

- Program consultants engage BEAT to assess the effectiveness of approved industry certifications and provide expert opinions on suitability of standalone or stacked offerings with other industry certifications to effectively reflect end-of-program assessment.
- Program consultants offer guidance on pathway standards, alignment with industry certification assessment blueprints, and approved industry certification usage.
- BEAT provides insights into industry certification usage, effectiveness of content assessment, and alignment with business and industry requirements.

3. Recommendation Development:

- Based on the analysis and input from consultants and BEAT, a recommendation may be made for the industry certification(s), which may include:
 - **Removal:** If the industry certification no longer aligns with state-approved pathways and/or industry needs, it will be recommended for removal with phase out date.
 - **Addition:** If vendor-initiated changes necessitate the replacement of a previously approved industry certification, the newly revised certification may be recommended for inclusion.
 - **Realignment:** If industry certification(s) can be integrated with another state-approved pathway, a recommendation for modifying pathway alignments may be completed.

4. Consultant and TEDS Coordinator involvement:

- Program consultants address minor issues such as naming conventions, spelling errors, and other discrepancies.
- TEDS coordinator ensures the industry certification list is clear, concise, and aligned with the TEDS.

5. KWIB Presentations:

- The OCTE presents the recommendations to the CTE Certification Review Working Group and the Education Attainment Committee, providing justification and supporting evidence.
- The CTE Certification Review Working Group and the Education Attainment Committee review the recommendation(s) and provide feedback, questions, or requests for additional information.

6. Approval:

- If approved by the CTE Certification Review Working Group and the Education Attainment Committee, the recommended actions are voted on by the KWIB Board.

Standard Operating Procedure (SOP): Outdated Pathways Industry Certification(s) Review and Recommendation

Purpose

This SOP outlines the process for identifying, reviewing, and recommending actions for industry certifications previously approved by the Kentucky Workforce Innovation Board (KWIB) that are aligned to outdated or deprecated pathway identified by the Kentucky Department of Education (KDE) Office of Career & Technical Education (OCTE).

Scope

This SOP applies to the Valid Industry Certification List created in collaboration with the Kentucky Department of Education (KDE) and Kentucky Workforce Innovation Board (KWIB).

Roles and Responsibilities

- 1. OCTE:** Responsible for identifying and flagging outdated or deprecated pathways.
- 2. Program Consultants:** Provide expert consultation on industry certification(s) to assess their relevance and alignment with current state-approved pathways and evolving industry needs.
- 3. BEAT:** Collaborate with consultants to analyze industry certification usage and identify opportunities for realignment or recommendation for removal.
- 4. KWIB Committees:** Responsible for reviewing recommendations and, if necessary, approve or deny a recommendation for removal.

Procedure

1. Program Pathway Review:

- OCTE will regularly review their pathways to identify signs of obsolescence, such as low usage, outdated content, or lack of alignment with current business needs.
- Determination of pathway deprecation will be made by OCTE leadership.

2. Consultant Involvement:

- The program area consultant evaluates the pathway's industry certifications and explores potential for integration with other program pathways.
- Consultants offer expert evaluations of the industry certification assessment blueprint and pathway standards to assess student preparedness for successful completion.

3. BEAT Collaboration:

- Program area consultants' partner with BEATs to analyze industry certification utilization data, evaluation of assessed content, and alignment with business and industry requirements.
- BEAT offers insights into integration with other program pathways. An evaluation will be conducted to assess whether the certification can be effectively aligned as an end-of-program assessment, determining its suitability as a standalone or stacked offering with other industry certifications.

4. Recommendation Development:

- Based on the analysis and input from consultants and BEAT, a recommendation is made for the industry certification(s), which may include:
 - **Removal:** If the industry certification no longer aligns with state-approved pathways and/or industry needs, it will be recommended for removal with phase out date.
 - **Realignment:** If the industry certification can be realigned with another state-approved pathway, a recommendation to list the certification as a standalone or stacked option will be provided.

5. KWIB Presentations:

- The OCTE presents the recommendations to the CTE Certification Review Working Group and the Education Attainment Committee, providing justification and supporting evidence.
- The CTE Certification Review Working Group and the Education Attainment Committee committees review the recommendation(s) and provide feedback, questions, or requests for additional information.

6. Approval:

- If approved by the CTE Certification Review Working Group and the Education Attainment Committee, the recommended actions are voted on by the KWIB Board.

Identifying Kentucky's Top Five In-Demand Sectors

In the last year, the process of identifying the top five in-demand sectors in Kentucky has taken place through a two-phase approach, through a quantitative and qualitative review process. The data gathering and analysis was provided by the Kentucky Center for Statistics (KYSTATS).

The quantitative review process initiated in the Sector Strategies Workgroup with membership consisting of Kentucky Workforce Innovation Board (KWIB) members, business and industry representatives, education partners, government representatives, and workforce development practitioners. The workgroup settled on the key quantitative data approach of reviewing occupations that are in-demand, experience growth, and have living wages. Specifically, the formula set by the quantitative group:

- 1) Entry Annual Wages OR Median Wages (25%)
- 2) Occupational Demand (50%)
- 3) Growth Rate (25%)

Importantly, the business members of the workgroup emphasized the importance of occupational demand and giving it more percentage weight above the other elements. The list of key occupations was then connected to their respective industry sectors. The quantitative workgroup reviewed various ranking methods in the review process (i.e. incorporating location quotient) and ultimately settled on the fact that all methods lead to similar sector output.

Once the quantitative workgroup agreed on the formula and the data derived, the work of the qualitative workgroup began. The qualitative workgroup consisted of statewide education and training organizations that not only administer various training dollars, but also understand industries that may be experiencing growth in the future not yet reflected in data.

Through the two-phase approach, Kentucky settled on the below five sectors through a data-informed approach and verification.

Top Five In-Demand Sectors:

1. Healthcare
2. Manufacturing and Logistics
3. Construction
4. Education
5. Professional, Scientific, and Technical Services (PS&TS)

Example occupations under the sectors:

- 1. Healthcare**
 - a. Registered Nurse
 - b. Medical and Health Services Managers
 - c. Nurse Practitioner
 - d. Substance Abuse, Behavioral Disorder, and Mental Health Counselors
 - e. Clinical Laboratory Techs

2. Manufacturing and Logistics

- a. Assemblers and Fabricators
- b. Inspectors, Testers, Sorters, Samplers, and Weighers
- c. Machinist
- d. Industrial Production Managers
- e. Heavy and Tractor-Trailer Truck Drivers

3. Construction

- a. Construction Laborers
- b. Carpenters
- c. Electricians
- d. Plumbers, Pipefitters, and Steamfitters
- e. Project Management Specialists

4. Education

- a. Elementary School Teachers
- b. Secondary School Teachers
- c. Middle School Teachers
- d. Educational, Guidance, and Career Counselors and Advisors
- e. Postsecondary Teachers

5. Professional, Scientific, and Technical Services

- a. Software Developers
- b. Management Analysts
- c. Paralegals and Legal Assistants
- d. Computer User Support Specialists
- e. Market Research Analysts and Marketing Specialists

Identifying these sectors will allow Kentucky to focus time and investment into growing the opportunities in industries and occupations that are in high demand, are experiencing growth, and pay living wages. Investment in these sectors and occupations go beyond Workforce Innovation and Opportunity Act (WIOA) as the Kentucky workforce development ecosystem operates in a collaborative and strategic direction. However, specific to WIOA, the five in-demand sectors provide a statewide lens, while local development boards can incorporate additional two sectors that are reflective of their local economies.

In addition to adopting the top five in-demand sectors, the recommendation is to incorporate a review process every five years utilizing the two-phase approach of quantitative and qualitative review.

Appendix

Kentucky PY2025 – PY2028 Workforce Development Local and Regional Plans Toolkit

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

Background

The Commonwealth of Kentucky encompasses 10 Local Workforce Development Areas (LWDAs) with a total of five regions. Every four years, the local and regional plans are required to be completed to execute the goals of the Workforce Innovation and Opportunity Act (WIOA).

The Education and Labor Cabinet’s Department of Workforce Development (DWD) is the administrative state agency for WIOA and is also the umbrella organization of the core and combined partners that are highlighted in 2024-2027 WIOA State Plan.

The Local and Regional Plans Toolkit is meant to be a resource for LWDA and their respective regions to have all the (1) foundational information and to initiate a (2) self-assessment process in support of your continuous improvement efforts and drive innovation for the primary customers of workforce development: individual jobseekers and businesses, with an important emphasis on staff members that provide quality service.

Foundational Documents

The necessity of the local and regional plans is highlighted in the [Code of Federal Regulations \(CFR\) 679.500](#); this section is followed by requirements of the plan with the contents of plans described in [section 679.560](#).

The local and regional plans must also have alignment with the [2024 – 2027 WIOA State Plan](#), which highlights the state overarching strategic and operational approach to workforce development.

Furthermore, here are additional key documents that are necessary to understand the statewide approach to workforce development:

- [The Executive Summary and the Briefer of the 2024-2027 WIOA State Plan](#) provides the key components of Kentucky’s collaborative approach in supporting the workforce development ecosystem.
- The Kentucky Strategic Plan outlines the key pillars of the strategy: employer engagement, education attainment, workforce participation, and resource alignment.
- The 2024-2027 WIOA State Plan was informed by individuals across Kentucky through statewide listening sessions that were conducted. The collective findings showed interest and alignment with the four strategic pillars, but also raised key findings in the importance of addressing barriers to employment; the [WIOA State Plan Local Visit Review can be found here](#).
- The importance of the [Education and Workforce Collaborative](#) as the operational arm of the strategic plan in implementing a collective impact approach to addressing strategies in the workforce development ecosystem.

WIOA Partners & Statewide Programs

The Commonwealth of Kentucky submitted a Combined WIOA State Plan, which includes core WIOA partners plus specific program partners in the 2024-2027 WIOA State Plan. The core partners include:

1. Title I – Adult, Dislocated, and Youth Programs
2. Title II – Adult Education and Family Literacy, administered by the [Office of Adult Education](#)
3. Title III – Wagner-Peyser, administered by the Career Development Office
4. Title IV – Vocational Rehabilitation, administered by the [Office of Vocational Rehabilitation](#)

In addition, specific programs outlined below were highlighted either as required partners or critical partner programs in Kentucky’s workforce development ecosystem. These programs include:

- [Kentucky Office of Unemployment](#)
- [Jobs for Veterans State Grant \(JVSG\)](#) program focused on serving veterans in Kentucky.
- [Kentucky Registered Apprenticeship program](#) designed to be the gold standard as the work and learn model.
- [Everybody Counts](#) initiative providing a clear pathway to success for qualifying seniors graduating from participating Kentucky school districts.
- The [Digital Equity initiative](#) is Kentucky’s commitment to ensure all Kentuckians have access to reliable high-speed internet and the right devices to access that technology, while also ensuring necessary resources are allocated to identify barriers to affordability and assure there is training and support available to develop our citizens’ digital skills.
- [RETAIN](#) is a program aimed to help injured or ill workers remain in or return to their jobs by implementing and evaluating early intervention strategies. The unique intervention program works with employees, employers and healthcare providers, to address issues that can be factors in successful return to work.

Statewide Strategic Objectives

Kentucky has statewide strategic objectives that are not unique to one agency, program, or initiative, instead these objectives rely on the workforce ecosystem in leveraging resources to meet the strategic outcomes. Below is a list of statewide strategic objectives are executed both on the statewide level and in many communities across the commonwealth. When the local and regional guidance is released, LWDAs will be asked to provide comments on opportunities for a strengthening this alignment between statewide objectives and local and regional execution.

- [Reentry Programming/Jobs on Day One/Putting Kentuckians First](#): an approach to target the current and formerly incarcerated Kentuckians with skills and preparation for successful reentry into the workplace with immediate job placement.
- [Statewide Workforce and Talent Team \(SWATT\)](#): a collective team-based approach to business services through the combined commitment to improved measurement, coordination, and delivery of workforce development solutions and services to Kentucky employers.

- [Job Quality](#): to ensure improved recruitment and retention among Kentucky businesses, and to increase opportunity to attain a living standard for Kentucky jobseekers and workers, the job quality principles provide a framework to building pathways to career opportunities.
- [60x30 Goal](#): with leadership from the Council on Postsecondary Education (CPE), Kentucky's strategy for postsecondary education advances the commonwealth's overall ambitious goal—to raise the percentage of Kentuckians with a high-quality postsecondary degree or certificate to 60 percent by the year 2030.
- The [LAUNCH Initiative](#): designed around the principle that every young person deserves a high school diploma with a postsecondary credential with labor market value, and a goal for every person to be engaged in full-time employment or continued training that leads to family-sustaining career in an economically strong community. The four pillars of the Launch Initiative include: alignment of credentials of value; seamless transitions between secondary and postsecondary education; Work-Based Learning (WBL); and student advising and support.
- [Work-Based Learning](#): Work-Based Learning (WBL) is a critical component to training individuals and exposing youth, traditional jobseekers, and workers to opportunities within a career. The key to successful WBL is to have the employer at the center of the program as the spectrum of WBL stretches from career exposure, exploration, engagement, and experience. Various state programs are currently providing opportunities to individuals and employers on the spectrum of WBL, such resources are: the Kentucky Department of Education's Office of Career and Technical Education (CTE) [Work-Based Learning Manual](#); career exposure via Kentucky Chamber Foundation's [Bus to Business initiative](#); summer internship opportunities through local workforce development boards; industry-run manufacturing apprenticeships via the [Kentucky Federation of Advanced Manufacturing Education \(KY-FAME\)](#) model; and the [Kentucky's Registered Apprenticeship](#) services.
- [Serving Targeted Populations](#): Kentucky's ability to serve all individuals in the commonwealth provides opportunities for businesses to target specific talent pools and allows the public workforce system to connect the individuals to good jobs. The [map of targeted populations](#) can be accessed to understand where individuals reside. Strategies to address barrier reduction, employment placement, and wraparound services that lead to retention will increase workforce participation in the commonwealth.
- Work Ready Communities – Next Gen: Work Ready Communities (WRC) is a program that is familiar to stakeholders in the commonwealth and continues to play an important role in understanding a communities workforce readiness. During Kentucky's review of the program, stakeholders overwhelmingly noted the importance of the program with the added request for an update to reflect the current regional approach to workforce and economic development with information relevant in the post-pandemic economy. The key strategic metrics in the WRC-Next Gen will involve supply and demand of regional skills, serving targeted populations, and Work-Based Learning regional ecosystems. Additionally, talent ready strategies will consist of reducing

barriers to employment such as childcare, transportation, housing, digital infrastructure, digital equity, and strategies to attract and retain new talent to the regions.

Local and Regional Planning Data Collection Library

We encourage LWDA to conduct self-assessment with local and regional stakeholders. Below are several strategies that can be conducted. The strategies and self-assessment tools described in this section are recommended and not required.

(1) Stakeholder listening sessions: understanding the perspective from various stakeholders on workforce development across the LWDA and the region to ensure community engagement and input across the spectrum of the workforce ecosystem. One way to conduct the listening sessions is through focus groups that reflect the stakeholders and workforce development consumers, such as:

- Businesses
- Elected officials
- Individual customers
- Community based organizations

Understanding these stakeholder opinions on navigating the existing workforce system and providing suggestions on the future of workforce development is an opportunity to improve the local and regional service delivery model to reflect the needs of the consumers. Questions posed to the stakeholders can range from specific local and regional issues to the wider statewide concerns.

An example strategy utilized by the KWIB during the planning session for the 2024-2027 WIOA State Plan was to ask stakeholders to reflect on the current workforce development system followed by a conversation about a “reimagined” workforce development the stakeholders would want to see in the future. This dialogue provided an opportunity for notetakers to capture overarching perspectives and ideas for improving the workforce system. [Common themes](#) were mapped and shared with the respective parties.

(2) Another way to conduct self-assessment is using the below tools designed to engage the board (Tool A) and internal frontline staff (Tool B). Additionally, a checklist of planning questions (Tool C) is provided for review and preparation.

A. [Tool A: Board Assessment Survey](#) allows local board members to assess and comment on the services and activities provided throughout the local area. Local administrators can use the results of this survey to identify gaps between current performance and ideal performance and develop a plan for improvement. The Department of Workforce Development recommends local areas conduct a formal self-assessment prior to beginning the local and regional planning process.

B. [Tool B: The Internal Assessment Survey](#) allows frontline staff to assess and comment on the services and activities provided to jobseekers throughout the local area. Local administrators

can use the results of this survey to identify gaps in its service delivery model and program design and develop a plan for improvement. The Department of Workforce Development recommends local areas conduct an internal assessment prior to beginning the local and regional planning process.

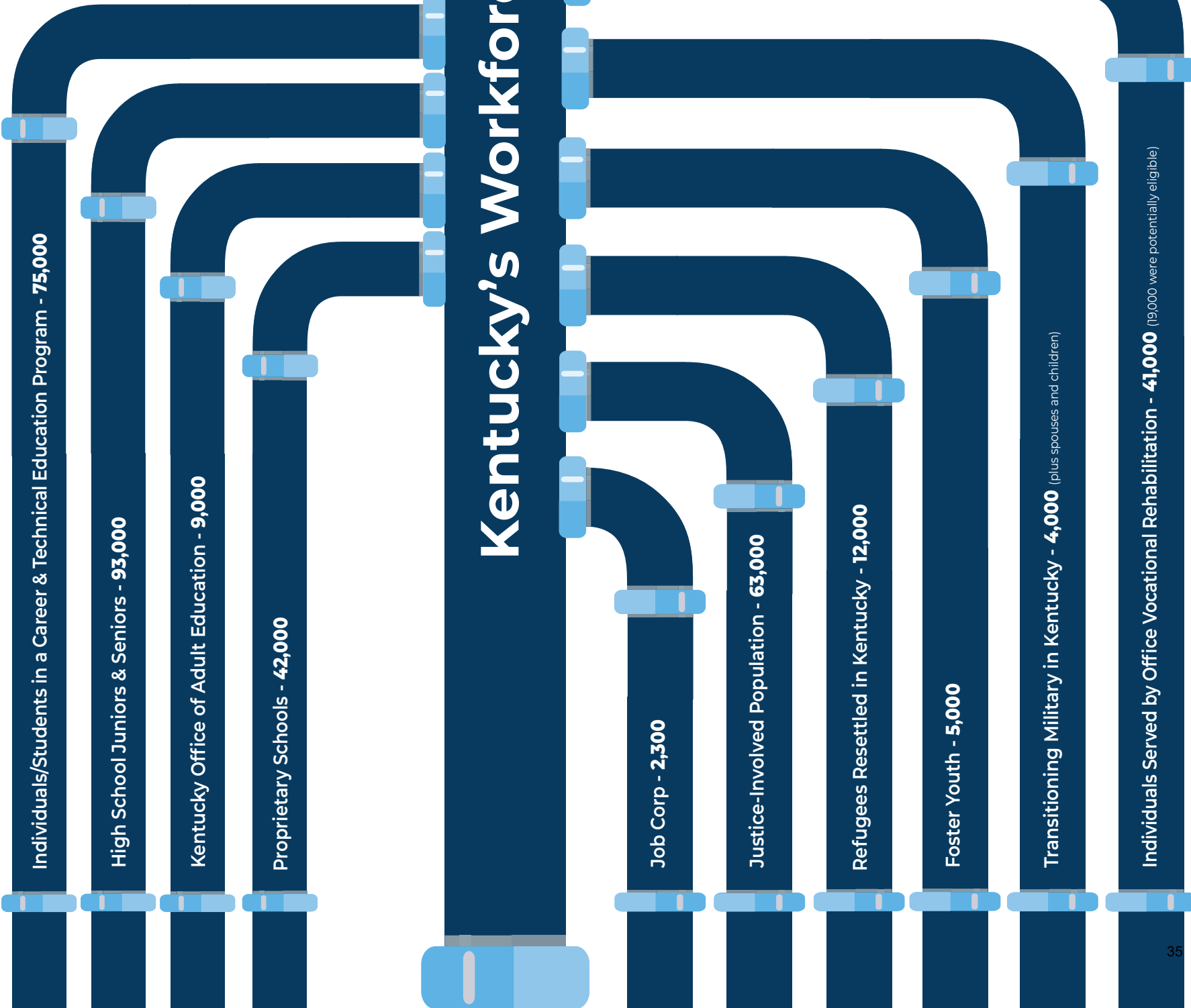
- C. [Tool C: Local and Regional Planning Checklist](#) provides a working outline of the regional and local planning elements required by Workforce Innovation and Opportunity Act (WIOA) and TEGL 4-23. The checklist should be used to guide discussions with regional and local partners.

- (3) The final tool that could be utilized for self-assessment is through locally and regionally designed objective surveys that can be distributed to the various stakeholders of the workforce development services. It is recommended to utilize an appropriate sample with sound questions that are understood by the target audience. A good resource to utilize in creating a survey is available here from the [Pew Research Center](#).

KYSTATS Reports to Aid in Data Collection

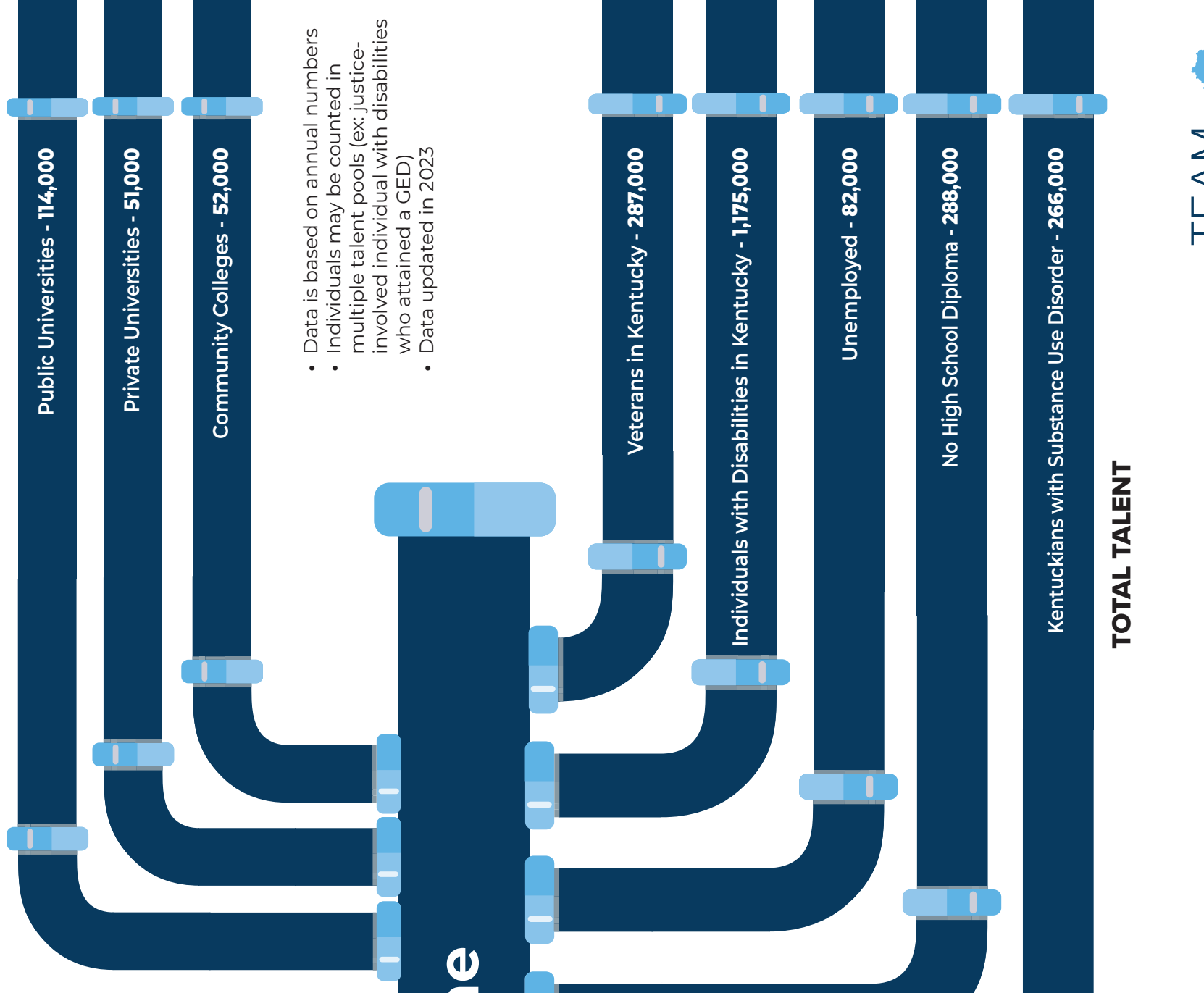
- [Workforce Overview Report for Kentucky Regions \(WORKR\)](#) provides a general labor market overview to users.
- [Kentucky Future Skills Report](#) is a supply-and-demand analysis for Kentucky's Workforce, combining credential data with occupational employment projections.
-
- [Kentucky Commuting Patterns](#) dashboard highlights the flows of workers between Kentucky counties.
- [Kentucky Workforce Dashboard](#) was intended to analyze Kentucky's workforce systems (as opposed to the actual labor market) but will be redesigned in the future.
- [Work Ready Communities](#) dashboard was created to serve the Work Ready Communities program and will likely change along with the program itself.
- Additional [KYSTATS dashboards can be accessed here](#).

SCHOOL & TRAINING



ANNUALLY SERVED

HIGHER EDUCATION ANNUAL ENROLLMENT



TOTAL TALENT

UNTAPPED TALENT

- Data is based on annual numbers
- Individuals may be counted in multiple talent pools (ex: justice-involved individual with disabilities who attained a GED)
- Data updated in 2023

Kentucky's Workforce Pipeline

Kentucky's Workforce Pipeline Regions

EAST REGION

SCHOOL & TRAINING:

Individuals/Students in a Career & Technical Education Program: **20,100**
 High School Juniors & Seniors: **13,400**
 Kentucky Office of Adult Education: **1,500**

HIGHER EDUCATION ANNUAL ENROLLMENT:

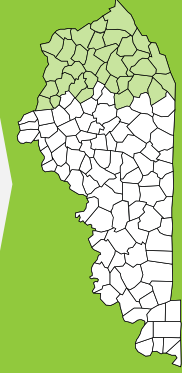
Public Universities: **5,500**
 Private Universities: **4,000**
 Community Colleges: **8,700**

ANNUALLY SERVED:

Job Corps: **160**
 Foster Youth: **170**
 Individuals Served by Office Vocational Rehabilitation: **11,400**

TOTAL TALENT:

Veterans: **32,000**
 Individuals with Disabilities: **91,300**
 Unemployed: **12,100**
 No High School Diploma: **65,800**



CENTRAL REGION

SCHOOL & TRAINING:

Individuals/Students in a Career & Technical Education Program: **44,000**
 High School Juniors & Seniors: **32,200**
 Kentucky Office of Adult Education: **4,000**

HIGHER EDUCATION ANNUAL ENROLLMENT:

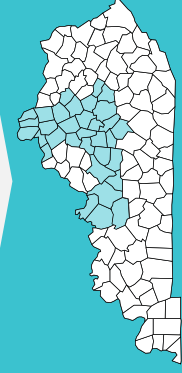
Public Universities: **61,400**
 Private Universities: **9,700**
 Community Colleges: **14,500**

ANNUALLY SERVED:

Job Corps: **100**
 Refugees Resettled in Kentucky: **1,400**
 Foster Youth: **470**
 Individuals Served by Office Vocational Rehabilitation: **14,500**

TOTAL TALENT:

Veterans: **98,500**
 Individuals with Disabilities: **128,200**
 Unemployed: **29,200**
 No High School Diploma: **85,200**



BI-STATE REGION

SCHOOL & TRAINING:

Individuals/Students in a Career & Technical Education Program: **23,000**
 High School Juniors & Seniors: **18,700**
 Kentucky Office of Adult Education: **2,600**

HIGHER EDUCATION ANNUAL ENROLLMENT:

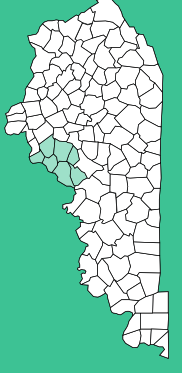
Public Universities: **21,200**
 Private Universities: **4,300**
 Community Colleges: **7,500**

ANNUALLY SERVED:

Job Corps: **170**
 Refugees Resettled in Kentucky: **8,600**
 Foster Youth: **350**
 Individuals Served by Office Vocational Rehabilitation: **5,600**

TOTAL TALENT:

Veterans: **60,000**
 Individuals with Disabilities: **74,500**
 Unemployed: **19,600**
 No High School Diploma: **55,000**



SOUTH CENTRAL REGION

SCHOOL & TRAINING:

Individuals/Students in a Career & Technical Education Program: **23,000**
 High School Juniors & Seniors: **13,600**
 Kentucky Office of Adult Education: **2,000**

HIGHER EDUCATION ANNUAL ENROLLMENT:

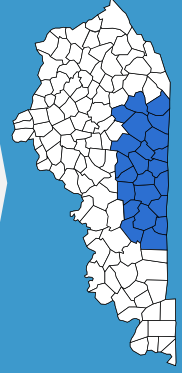
Public Universities: **28,600**
 Private Universities: **14,200**
 Community Colleges: **6,500**

ANNUALLY SERVED:

Job Corps: **50**
 Refugees Resettled in Kentucky: **900**
 Foster Youth: **380**
 Individuals Served by Office Vocational Rehabilitation: **7,800**

TOTAL TALENT:

Veterans: **35,400**
 Individuals with Disabilities: **65,700**
 Unemployed: **11,600**
 No High School Diploma: **52,000**



WEST REGION

SCHOOL & TRAINING:

Individuals/Students in a Career & Technical Education Program: **19,300**
 High School Juniors & Seniors: **13,000**
 Kentucky Office of Adult Education: **1,500**

HIGHER EDUCATION ANNUAL ENROLLMENT:

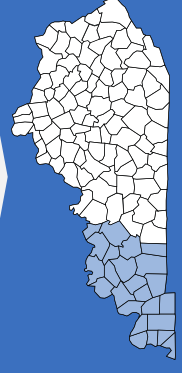
Public Universities: **8,500**
 Private Universities: **1,400**
 Community Colleges: **11,200**

ANNUALLY SERVED:

Job Corps: **100**
 Refugees Resettled in Kentucky: **180**
 Foster Youth: **90**
 Individuals Served by Office Vocational Rehabilitation: **5,300**

TOTAL TALENT:

Veterans: **46,100**
 Individuals with Disabilities: **66,600**
 Unemployed: **11,400**
 No High School Diploma: **39,100**



2025 Kentucky Workforce Innovation Board Quarterly Board Meetings

February 20 - Location TBD

May 15 - Location TBD

August 21 - Location TBD

November 20 - Location TBD

All meetings are scheduled for 1:30-3:30 pm ET and will be conducted in-person with a virtual option.

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>.

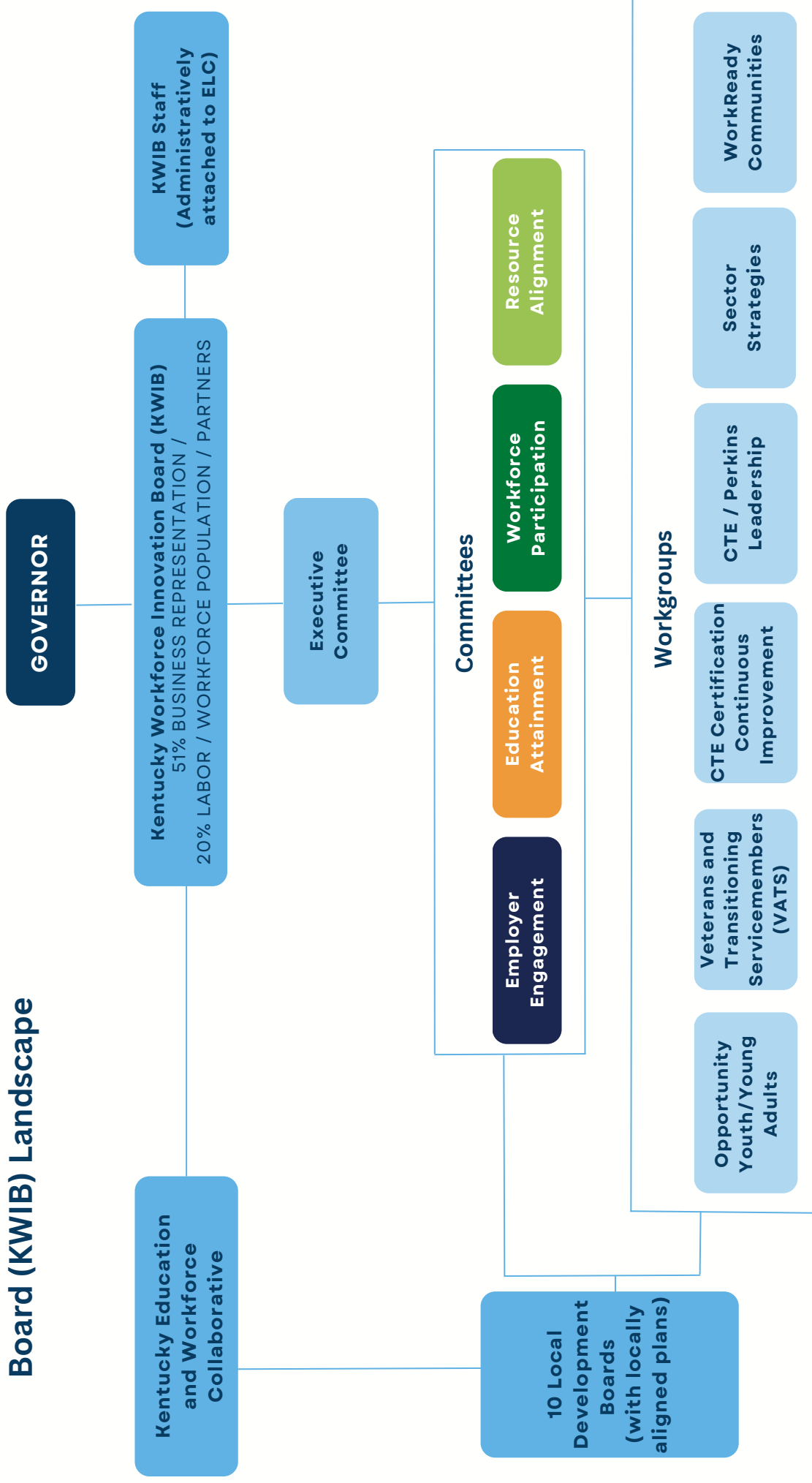
The rate shall be adjusted on January 1, April 1, July 1, and October 1 each calendar year based on the average retail price of regular grade gasoline for the week beginning on the second Sunday of the prior month as follows: AAA Average Weekly Fuel Cost Reimbursement Per Mile a. \$.01 to \$1.499 36 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 December 31, 2024, is \$0.43/ 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 for more information or questions.

Kentucky Workforce Innovation Board (KWIB) Landscape



HELP DRIVE

KENTUCKY'S WORKFORCE DEVELOPMENT

Join the Kentucky Workforce Innovation Board
Strategic Committees



EMPLOYER ENGAGEMENT

Shape a business-led workforce system



WORKFORCE PARTICIPATION

Create opportunities for untapped talent and remove barriers to work



EDUCATION ATTAINMENT

Align and build a lifelong education system to meet the future of work



RESOURCE ALIGNMENT

Consistently improve the system and increase return on workforce investment

Business and community leaders, educators, and government professionals interested in serving, email us at kwib.projects@ky.gov.