

**WorkSmart Kentucky
Local Plan Update**

June 1, 2012 - June 30, 2013

**Local Plan Instructions
For Kentucky's**

**LOCAL WORKFORCE INVESTMENT
SYSTEM**

Program Years 2011 - 2012

**-Submitted by-
Workforce Investment Board**

LOCAL AREA: Lincoln Trail

In accordance with the Workforce Investment Act (WIA), this document provides directions to Kentucky's Local Workforce Investment Boards (LWIBs) for preparing the Local Plan update. The Update covers the time period of June 1, 2012 through June 30, 2013. WIBs are required to submit plans to the Kentucky Department of Workforce Investment's Office of Employment and Training (OET) in order for their Local Workforce Investment Areas (LWIAs) to receive funding under WIA.

The Local Plan update guidance is composed of three sections:

- **Section A: "Integration and Strategies."** OET will use this section to benchmark the LWIB's engagement in regional economic development strategies, as well as how the LWIB conducts business beyond the narrow focus of WIA programs.
- **Section B: "Program Operations."** This section collects information required by law in order for LWIBs to receive their base funding.
- **Section C: "System Operations and Attachments."** This section includes information needed to ensure that the local workforce systems meets certain legal requirements as well as complies with agreements between OET and the LWIBs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet's executive leadership, and other interested parties.

2011 - 2012 Local Plan Update Requirements

- **Local Plan Update Due Date: March 30, 2012**
- **Deliverables:**
 1. Electronically submitted, via e-mail, Local Plan Update Sections A, B, and C, including all attachments to Pat Dudgeon at PatriciaO.Dudgeon@ky.gov and;
 2. Mail one (1) hard copy of the signature page with original signatures to:

Pat Dudgeon
Office of Employment and Training
Division of Workforce & Employment Services
275 East Main Street, 2WA
Frankfort, Kentucky 40621

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October 31, 2011	Draft Update Guidelines Sent to LWIAs for review and comment
November 14, 2011	Deadline for receipt of comments
December 5, 2011	Issuance of final Local Plan Guidelines
March 30, 2012	2012 Local Plan Updates are due to OET, along with submittal of the original signature page. Beginning of the Public Comment Period. Beginning of the OET review comment and clarification period.
April 29, 2012	End of the 30 Day Public Comment Period
Week of April 29, 2012	Approval of Local Plan Updates begins
June 1, 2012	Beginning of Local Plan Period

One of the state's strategies is to invest in LWIBs who perform at a strategic level and who are leading or participating in innovative approaches to a wide range of regional challenges and opportunities. This section will be used to describe the LWIB's engagement in regional development strategies, as well as how the LWIB conducts business beyond the narrow focus of employment programs. OET will use this information for guidance in allocating special, discretionary and incentive grants.

1. How does the WIB identify and analyze regional economies?

We use several strategies such as the TIP (Talent, Innovation, Place) Report of February 2009 that defines the priority sectors of a 26 county region, which includes the Lincoln Trail Area. We also currently identify and analyze the region's economy through our involvement with the National Fund for Workforce Solutions grant in partnership with three other workforce boards. We also utilize the April 2011 EMSI Wired 65 Preliminary Target Industries report. We collaborate with economic development professionals, business groups, training consortiums, human resource professionals and individual employers to identify more local needs.

2. How is this information used to identify the key industries and demand occupations within this economy?

We use the results of these sources to allow us to set priorities in sectors.

3. How is this information incorporated into your service delivery strategies?

We accomplish this by providing opportunities to individuals through occupational training for high-demand jobs, investing in economic and workforce development projects that strengthen the region's priority sectors.

4. In a separate attachment, based on your most recent analysis of regional economies, provide a list of the key industry sectors in your regional economy.

Information Technology, Advanced Manufacturing, Food & Beverage Industry, Defense, Transportation/Distribution/Logistics, Healthcare and Tourism/Hospitality.

5. At the direction of Governor Beshear, the Kentucky Workforce Investment Board established a strategic vision and goals for the transformation of the commonwealth's workforce system. ([WorkSmart Kentucky Strategic Plan](#)) Key to the realization of that

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vision is the state board's assertion that local workforce boards must be innovative, responsive and able to make substantial positive impacts on the communities they serve.

Please describe the role of your board in implementing transformational change to the Kentucky workforce system for each of the statewide strategic areas of focus listed below. **ONLY SUBMIT DESCRIPTIONS FOR INITIATIVES YOUR BOARD HAS BEGUN OR IS PLANNING TO IMPLEMENT.**

For each initiative, please indicate:

1. **If the initiative is a local innovation or part of a statewide initiative (examples provided for each focus area).**
2. **The initiative's mission and strategic goals (if local) or any local adaptation for statewide initiatives.**
3. **A timeframe for implementation, including major milestones and evaluation.**
4. **Identify key partners/players/stakeholders, including the role of the WIB**
5. **Provide the current status of the initiative.**

(Space is provided for one initiative in each focus area. To add additional initiatives, copy and paste the formatted narrative layout under the appropriate Focus Area . If initiatives are not currently being planned in any of the focus areas, leave blank.)

STATEWIDE STRATEGIC AREAS OF FOCUS

I. **System Transformation**

Related statewide initiatives: [Sector Strategies](#), Branding & Identity, [One Stop Certification](#), User-Friendly On Line Services, National Career Readiness Certificate, Eligible Training Provider List Enhancements

System Transformation Initiative (1)

Title: Wired65 Regional Workforce Partners that includes the Lincoln Trail Area – funded by a grant from National Fund for Workforce Solutions.

Initiative is a local innovation **Part of a statewide initiative**

Initiative's mission and strategic goals:

Make collaborative investments in two sectors identified as critical growth areas in the WIRED65 regional economic development strategy – Healthcare/health enterprises and New Auto. In Healthcare we want to expand the reach to low-skilled and entry-level workers interested in moving up into clinical and technical positions. In New Auto the goal is to expand training opportunities in advanced manufacturing skills for pre-hire and incumbent workers and to offer training opportunities for

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lower-wage workers in the auto dealership industry to move up into technical positions. A third sector – food and beverage has been added.

Implementation timeframe:

This initiative will be implemented over a two-year period from early 2011 to the first of 2013.

Partners/players/stakeholders and role of WIB:

Lincoln Trail WIB; Region 10 WIB; KentuckianaWorks; Lake Cumberland WIB; Greater Louisville Automobile Dealers Association; Kentucky Hospital Association; various representatives from employer collaboratives; philanthropic funders.

Current status of initiative:

An automobile technology certificate is being developed in partnership with an auto dealers group. Jefferson Community and Technical College is developing this as a part of the Accelerating Opportunities initiative. A training program has been developed for a specific food & beverage industry in Louisville and will be promoted to all related companies. Currently exploring development of a Long Term Care Career Pathways project. A grant proposal has been written for a Manufacturing Skills & Assessment Center in South Louisville.

II.

Education Alignment

Related statewide initiatives: Tech-High, I-Best (aka Skill Up or Accelerating Opportunities), Apprenticeships, High School Outreach

Education Alignment Initiative (1)

Title: Junior Achievement Career Planning for High School Students

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

To expand the offering of career and college planning to all schools in the 26-county WIRED Region that includes the Lincoln Trail Area. This allowed the program to be presented in schools that did not have previous access to the Junior Achievement curriculum.

Implementation timeframe:

This initiative was begun in 2009 and offered in every school in the 26 counties. A total of 4,000 students received career planning information through the JA Real

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Jobs, Real World curriculum.

Partners/players/stakeholders and role of WIB:

Junior Achievement of Kentuckiana; Lincoln Trail WIB; Greater Louisville WIB; Lake Cumberland WIB; Region 10 Workforce Investment Board (S. Indiana).

Current status of initiative:

Related projects continue throughout the region through Junior Achievement.

Education Alignment Initiative (1)

Title: Fix the Pipeline: Improving High School Transitions/Tech High

Initiative is a local innovation Part of a statewide initiative

Initiative's mission and strategic goals:

Three components were implemented to increase the number of students who graduated from high school, submit college application and enroll in college. The components included a Close the Deal campaign to create a strong college-going culture by involving local elected officials, holding regional workshops to increase college familiarity and implementing a KnowHow2Go marketing campaign to promote the tools needed to enhance education transitions.

Implementation timeframe:

This initiative was expanded in 2009 and expanded throughout the Wired65 Region. Initiative began under the leadership of former Louisville Metro Jerry Abramson and Greater Louisville, Inc.

Partners/players/stakeholders and role of WIB:

Greater Louisville Inc., School Superintendents, HIRE (Higher Income Requires Education), all four workforce investment boards, community leaders, economic developers, and Mayor Abramson.

Current status of initiative:

The project continues with other sources of funding and is part of the KWIB WorkSmart Kentucky Tech High Initiative.

III. **Economic Development Alignment**

Related statewide initiatives: Entrepreneurship, Work Ready Communities, Rapid

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Response Redesign (aka Business Services Redesign)

Economic Development Initiative (1)

Title: Lincoln Trail Regional Economic Development Council

Initiative is a local innovation Part of a statewide initiative

Initiative’s mission and strategic goals:

Develop a unified message by promoting and fostering economic development partnerships in the Lincoln Trail Area for the purpose of creating new jobs in growing industry sectors. Develop closer working relationships with economic development professionals in surrounding regions as well as officials on the State Cabinet level.

Implementation timeframe:

This committee began in 2005 and will continue to meet on a quarterly or as needed basis.

Partners/players/stakeholders and role of WIB:

Economic development professionals; local elected officials; postsecondary education administrators; rural electric cooperative officials; congressional office staff; UK Small Business Development Center; Fort Knox Garrison Command; KY Cabinet for Economic Development.

Current status of initiative:

This committee is ongoing and continues to meet and partner in regional projects.

IV. **System Simplification**

Related statewide initiatives: Alphabet Soup, Partner for Success, Case Management, [High Impact Workforce Investment Boards](#)

System Simplification Initiative (1)

Title:

Initiative is a local innovation Part of a statewide initiative

Initiative’s mission and strategic goals:

Implementation timeframe:

Partners/players/stakeholders and role of WIB:

Current status of initiative:

V. **Customer Service**

Related statewide initiative: Workforce Academy

Customer Service Initiative (1)

Title:

Initiative is a local innovation **Part of a statewide initiative**

Initiative's mission and strategic goals:

Implementation timeframe:

Partners/players/stakeholders and role of WIB:

Current status of initiative:

Oversight/Monitoring Process – Describe the local board strategy to ensure continuous improvement to move the local system toward the Commonwealth's vision and achieve the goals identified in the [*WorkSmart Kentucky Strategic Plan*](#).

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The Lincoln Trail WIB realizes the importance of transforming our local system to be responsive to and meet the needs of the local and regional business community, jobseekers, education providers and economic development professionals as it relates to the WorkSmart Kentucky Strategic Plan. Since 2008 the Lincoln Trail WIB continues to partner with other local WIB's in the 26-county region to seek opportunities to work with existing and/or emerging sectors and provide resources for special projects that align with state and local sector strategies. We are currently working on an emerging opportunity in the transportation/distribution/logistics sector that could provide hundreds of employment opportunities with excellent wages to the region for many years to come.

This section collects information required by “WIA Law, Section 118: Local Plan” in order for LWIBs to receive their base funding.

1. Keeping the changing economy in mind, describe the workforce investment needs of your local area:

a) Businesses

The business community in the Lincoln Trail Area consistently states that their biggest need is a workforce that has the proper soft skills to be a productive team member with a positive attitude. Employers consistently say there is a lack of work ethic, communication skills, proper attitude, etc. in many jobseekers. They tell us that with the proper soft skills they can hire a jobseeker and train them in the entry-level skills needed. When seeking employees with skills there seems to be a disconnect in some occupational areas such as engineers, maintenance and other skilled trades, certain healthcare jobs, some information technology positions and CDL-certified drivers that can pass background checks and drug screens. We have encouraged employers over the last several years to acknowledge the change in workforce needs and how it can affect their mission and goals. Business now understands the need to address the various gaps in workers’ skills by providing skills upgrade training on a continuous basis to keep worker skills up-to-date thus providing promotional opportunities, improving the company’s productivity and efficiency as well as their bottom line. We must also continue to provide funding assistance to the business community through various partners such as KCTCS, BSSC and WIA incumbent worker funds. Unfortunately, WIA incumbent worker funds have been non-existent in the last two years. This needs to change, either through the State offering innovative ways for funding as well as the U.S. Department of Labor (USDOL) relaxing its restrictions on business eligibility for these funds. The June 8, 2010, USDOL Employment and Training Administration (ETA’s) Training and Employment Guidance Letter (TEGL) 30-09 severely limits the use of WIA funds for Incumbent Worker Training only in the context of layoff aversion. We should be providing needed services in a recovering economy not acting like we are still in a recession. We need to be able to provide skills upgrade options to incumbent workers so they can move up their selected career pathways while still continuing training opportunities for entry-level positions for the unemployed. Working with various partners in the Base Realignment and Closure (BRAC) transformation as well as meeting with training consortiums, SHRM groups and others has helped increase this awareness.

a.b) Job seekers

Knowing and meeting the needs of jobseekers is critical especially during these uncertain economic times. There should be an efficient and seamless process for them to look for

jobs and/or training in order to develop their skills for the new economy. The One-Stop Career Centers should provide a simple menu of services to meet those needs. Many jobseekers have been unemployed for 12 months and even longer, thus compromising the skills they had with their last employers. It is crucial that Career Center staff properly assess current and needed skills as well as interests in order to help transition them back into the workforce as soon as possible. Many of the available jobs today require up-to-date skills and jobseekers must be ready to meet the challenge of an ever-changing job market. This can only be done by offering relevant training programs both long-term and short-term as well as sufficient financial assistance to help meet their needs.

a.c) Workers

Incumbent workers need to have access to workforce information in order to make career decisions to ensure they remain competitive, have the opportunity to advance in their field and protect them from long-term unemployment. Workers need to accept that education and training is a life-long process. Globalization, technological advances and an economy that rewards the bottom line combine to force business to respond more quickly to opportunities and challenges. Business cannot adequately respond to change without a workforce capable of absorbing, refocusing and applying the additional skills required quickly and effectively. Workers will not stay employed and businesses will not be productive and efficient unless every worker is constantly learning new skills. We must develop a workforce system that will support the use of varied learning modes by employers and workers to ensure that acquiring skills is made as easy and inexpensive as possible for everyone. One way is by providing training funds through customized training and incumbent worker training programs. Unfortunately, these funds have been virtually non-existent in the last two to three years. The State through the KWIB needs to make an effort to secure funds for incumbent worker training programs statewide. The U.S. Department of Labor also needs to be persuaded that these types of funds need to be used in other ways beside just layoff aversion, especially in a recovering economy as it moves into job expansion not job retraction.

2. Describe the current and projected employment opportunities in your local area.

The five occupations with the most average annual openings are expected to be cashiers, retail salespersons, food prep and service workers, registered nurses and waiters/waitresses. Except for registered nurses these jobs require minimal skills and are high turnover occupations. The five fastest growing occupations are expected to be personal and home care aides, physical therapist aides, veterinary technologists and technicians, physical therapist assistants and physical therapists. Most of these require additional education up to four years. The BRAC transformation has caused changes that have not been indicated yet in occupational outlook data. It is estimated that 250 jobs in high-level administrative and information technology will be open on an annual basis for many years due to the recent location of the Human Resources Center of Excellence (HRCE) at Fort Knox. These jobs require a minimum of an associate degree and in many

cases a bachelors degree. This will require a continuing emphasis on postsecondary education in the Lincoln Trail Area. Sector strategies surveys also indicate that new automotive, logistics, tourism/hospitality will also have expansion in our eight county area.

3. Describe the job skills necessary to obtain such employment opportunities.

The jobs with the highest average annual openings mostly require only a high school diploma except for registered nurse that requires a bachelor's degree in many cases now. The five fastest growing occupations, with the exception of the aide positions, will require a minimum of an associate degree up to a bachelor's and beyond. The jobs at the HRCE at Fort Knox will require associate and bachelor's degrees, thus putting more emphasis on postsecondary education for jobseekers in the region.

4. How does the LWIB ensure continuous improvement of its providers?

The Lincoln Trail Workforce Investment Board ensures continuous improvement of eligible providers through monitoring performance, objectives, technical assistance, and feedback from staff regarding results of participants who have completed training programs at various training institutions.

5. List the continuous improvement activities in which your local providers and partners participated in 2011.

Partners for Success; Branding; Workforce Academy; High-Impact WIB initiative; Sector Strategies; National Career Readiness Certificate roll-out.

6. Provide a list of planned continuous improvement activities for 2012 in which your local providers and partners will participate.

One-Stop Certification Process; High Impact WIBs, Rapid Response; Business Services Redesign, Capstone Project (Fort Knox Growth Management Plan); Work Ready Communities; and Sector Strategies.

7. What new initiatives is the LWIB implementing to ensure that the local workforce system meets the needs of employers and participants?

The Lincoln Trail Workforce Investment Board ensure the employment needs of the region are met through established customer feedback procedures as well as regular monitoring of local labor market dynamics.

8. Refer to Attachment A, "Performance Standards" for state and local figures.

See Attachment A

9. What percentage of the participants will be in training programs (not pre-vocational services) that lead to targeted high-growth and high-wage industries, demand driven occupations, and/or career laddering occupations as identified in Section A?

70% Note: There may be situations where small employers may have a need that does not fit into our high-demand categories.

10. What is the LWIB plan to help Kentucky increase by 10 percent the number of people who receive training and attain a degree or certificate through the following programs by June of 2013: WIA Title I-B programs, National Emergency Grants and Trade Adjustment Assistance?

We will continue to offer training in high-demand occupations as the budget allows. Our case management process will ensure that current and future enrollees will complete their training programs with the end goal of achieving a degree or certificate.

11. How does the LWIA inform the State Rapid Response staff within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

The Lincoln Trail Workforce Investment Board, through the one-stop operator, has established a Local Area Rapid Response Team (LARRT) as well as designated a Local Area Rapid Response Coordinator (LAARC) to oversee and carry out Rapid Response activities. The LARRC is the main point of contact for notification of all impending layoffs or closures. Notification may come in the form of a WARN, through LARRT members, the media, etc. In most situations involving a mass layoff, the WARN is received by the State Rapid Response Coordinator who notifies the LARRC. If a WARN is received by the LARRC, the original document will be forwarded immediately to the State Rapid Response Coordinator and a copy kept on file. The LAARC is responsible for notifying the State Rapid Response Coordinator of all mass layoffs within 24 hours of receiving notification. This is done via email and includes all pertinent information regarding the layoff event.

12. How does the LWIA cooperate with the State Rapid Response staff in securing information when there is a possibility of a mass layoff?

The LAARC works closely with State Rapid Response staff beginning with the initial notification of a dislocation to providing updates and follow up on scheduled Rapid Response activities. The details of each Rapid Response activity are also recorded in EKOS. Since 2006, all Rapid Response activities have been conducted at the local level with the understanding that State Rapid Response staff is available for assistance when needed.

13. How does the LWIA inform the State Trade Act staff of companies that are potentially TAA certifiable?

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The LAARC notifies the State Trade Coordinator as well as the Regional Trade Facilitator via email immediately upon learning of companies that are potentially TAA certifiable.

14. How does the LWIA cooperate with the State Trade Act staff where the layoff involves a company that is DOL Trade-certified?

Immediately upon learning of a Trade-certified company, the LAARC works closely with the Regional Trade Facilitator to arrange orientation sessions for potential trade-eligible customers. These sessions are a joint effort between OET and LWIA staff and provide detailed information about TAA services. Eligibility determination for TAA and WIA is also conducted during these sessions.

15. How will your LWIA work with OET in calling in and conducting orientation sessions for people who are chronically unemployed? (*chronically unemployed - those who are not employable because of their lack of skills, education, and experience*)

Lincoln Trail Workforce Investment Area (LTWIA) staff will participate in the local REA sessions by providing an overview of WIA services as well as assist in conducting workshops for customers who are chronically unemployed. LTWIA staff will also make referrals when appropriate.

16. Describe the process in which partners (i.e. Wagner-Peyser) will ensure some level of enhanced services to the chronically unemployed and UI applicants selected for Reemployment and Eligibility Assessment (REA). Describe what services will be offered such as job placement activities, resume writing or interviewing workshops, etc.

Through the REA initiative, customers in the Lincoln Trail Workforce Investment area who have been identified as chronically unemployed will be provided targeted services to increase their opportunities for employment. This will begin with an orientation session to introduce customers to the full array of services offered by all partners at the career center. Workshops will also be provided that will include an introduction to the Focus Career system, resume preparation, interviewing skills and job placement. Partner agencies at the centers will also participate in these workshops.

17. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program Universal Customers), are registering in FocusCareer and are making their resumes viewable to employers?

All job ready customers of the Lincoln Trail Career Centers are strongly encouraged to register in Focus Career. They are informed of the benefits of being fully registered and how this will help them in securing employment. The case management process ensures that this requirement is met for those who are enrolled in intensive and/or training services. Customers receiving unemployment insurance are required to be fully registered within ten days of filing their claim or conducting their first eligibility review.

18. Describe how youth activities are provided and assessed in the LWIA?

The Lincoln Trail Workforce Investment Area (LTWIA) offers a variety of services to the youth population, with a focus on preparation for education and/or employment in the high priority sectors. Several years ago the LTWIA chose to align with the United States Department of Labor's Employment and Training Administrations's strategic vision and focus primarily on the out-of-school youth population. Based on poor outcomes with previous contracts the LTWIA, with guidance from the Youth Council, shifted its approach to provide more direct services to youth through the case management system and the career centers. One-on-one interaction with a Client Services Manager allows youth to explore life-long career opportunities and receive guidance on how to achieve their career goals. They are introduced to the full menu of services such as Individual Training Accounts (ITA's), OJT's, summer employment opportunities and other offerings that encompass the ten youth elements. Due to the success of WorkNow, a summer internship program was implemented in 2010 that placed over eighty youth in paid internship positions for seven weeks. Youth were matched with worksites that met their career and educational goals. Another summer program is in the planning stages for 2012. The Lincoln Trail WIB also funded a program for juvenile offenders that provides

an opportunity for youth to work and pay restitution for their offenses. In addition, the program offers employability skills, tutoring and mentoring with the goal of preparing youth for future employment and/or training opportunities so that they may become self-sufficient.

19. Identify the criteria used in awarding grants for youth activities, including criteria used to identify effective and ineffective youth activities and providers of such activities.

Lincoln Trail Workforce Investment Area (LTWIA) staff initially review each proposal for compliance purposes. A committee of the Lincoln Trail WIB is then formed to review proposals and make funding recommendations to the full Board based on established criteria, which is weighted and scored. The review criteria includes the following: provider's experience in operating successful youth programs; the provider's team structure, internal controls and staff qualifications; the proposed program delivery; overall responsiveness to meet the goals of the youth program and budget justification.

20. Provide a description of the process used by the LWIB to provide an opportunity for public comment, including comment/input by representatives of business and labor organizations, prior to submission of the plan.

As required by the Workforce Investment Act of 1998, the plan is made available for the thirty day public comment period via legal notice in the local newspapers, the Lincoln Trail Career Center website, the Lincoln Trail Area Development District website and at Workforce Investment Board meetings.

21. Describe the competitive process to be used for awarding the grants and contracts in your local area for WIA activities.

The Lincoln Trail Workforce Investment Area requires full and open competition of the purchase of goods and services (following the procurement procedures outlined in the Kentucky Model Procurement Code [KRS Chapter 45A] and in the selection of service providers (following Section 184 (a)(3) of the Act. Potential providers will be notified of the implementation of the request for proposal (RFP) process by one of two methods – all agencies on the potential service provider list will be mailed notice of the RFP release and notification will be placed in each regularly circulated newspaper in the LWIA and the statewide edition of the Courier Journal. Also, a RFP package will be made available through written request and will be posted on the Lincoln Trail Area Development District website.

The Lincoln Trail Workforce Investment Board (LTWIB) will ensure that all procurement transactions regardless of whether by small purchase, sealed bids competitive proposals or noncompetitive proposals, shall be conducted in a manner that provides for full and open competition. The LTWIB will maintain an up-to-date list of persons, firms or other organizations which are used in acquiring goods and services that will include sufficient numbers of qualified sources to ensure maximum open and free competition.

Criteria for the review of applications are developed and included in every RFP. These criteria are used in the selection of service providers. The criteria will contain both quantifiable and qualifiable measures to assure objectivity and still maintain maximum flexibility for the LTWIB judgment and discretion in the selection process. The procedure is designed to provide equal access and opportunity for all potential service providers.

The Lincoln Trail WIB will be responsible for the selection of providers of goods and services. Any RFP released will require, at a minimum, information on the effectiveness of meeting performance goals, cost of quality services, and past performance (for a period of not less than two years.) Upon receipt of the completed application, Lincoln Trail WIB staff will conduct a technical review of the proposal to ensure compliance with the WIA law, regulations, local plan and/or policies as well as the request for proposal. Staff comments are made available to the WIB and the potential provider during the review of the application. The applicants may be given an opportunity to present their application to the full LTWIB and/or a designated standing committee. Any entity submitting a proposal for consideration and members of the youth council must follow the prescribed code of conduct outlined in Section 667.200(4)(i)(ii) of the Final Regulations. These are as follows:

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- (i) A State Board Member or a Local Board member or a Youth Council member must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member(s) or any organization which that member(s) directly represents, nor on any matter which would provide any direct or financial benefit to that member or a member of his immediate family.

- (ii) Neither membership on the State Board, the Local Board, the Youth Council nor the recipient of WIA funds to provide training and related services, by itself, violates these conflict of interest provisions.

Funding decisions will be determined upon completion of this review. Protest procedures are included into any RFP or solicitation packet for services. The decision of the LTWIB is final.

In this section, LWIBs must provide information needed to ensure that the local workforce delivery system meets certain legal requirements as well as complies with agreements between OET and LWIAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet’s executive management, and other interested parties. *(As with the state plan submitted to the Department of Labor, local areas should update their contact information if there have been changes to the individuals listed since the last submittal. This process is simply a contact change—not a requirement to modify the local plan.)*

1. List contact information for the designated site representative(s) at each of your comprehensive career center locations. If there is more than one contact, please include.

Location: Kentucky Career Center/Elizabethtown

Contact:	1	Sherry L. Johnson	2)	Tommy Wheatley
)			
Title:	1	WIA Director	2)	Regional Program Manager
)			
Phone:	1	270-769-2393	2)	270-766-5115
)			
E-mail:	1	sherry@ltadd.org	2)	Thomasj.wheatley@ky.gov
)			

Location: Kentucky Career Center/Bardstown

Contact:	1	Same as above	2)	Same as above
)			
Title:	1		2)	
)			
Phone:	1		2)	
)			
E-mail:	1		2)	
)			

Location: Kentucky Career Center/Lebanon

Contact:	1	Same as above	2)	Same as above
)			
Title:	1		2)	
)			

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Phone:	1	2)
)	
E-mail:	1	2)
)	
Location:	Kentucky Career Center/Leitchfield	
Contact:	1 Same as above	2) Same as above
)	
Title:	1	2)
)	
Phone:	1	2)
)	
E-mail:	1	2)
)	

* Sherry Johnson will be the primary contact since this is a WIA Plan.

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2. List the contact information for the person responsible for the WIB’s rapid response activities.

Contact:	1)	Jackie Masterson	2)	Jim Skees
Title:	1)	Employment/Training Specialist	2)	Workforce Liaison
Phone:	1)	270-769-2393	2)	270-769-2393
E-mail:	1)	jackie@ltadd.org	2)	jim@ltadd.org
Reports to:	Sherry L. Johnson			

3. List contact information for the local person responsible for Americans with Disabilities Act (ADA) for all partner programs in your area.

Contact:	1)	Jackie Masterson	2)	Also each partner has one.
Title:	1)	Same as above	2)	Identified in the One Stop MOU.
Phone:	1)	Same as above	2)	
E-mail:	1)	Same as above	2)	
Reports to:	Same as above			

4. List contact information for the local person responsible for Equal Opportunity and completing the Discrimination Complaint Log. *(Section 188 of the WIA or 29 CFR Part 37)*

Contact:	1)	Jackie Masterson	2)	Also each partner has one.
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Title:	1)	Same as above	2)
Phone:	1)	Same as above	2)
E-mail:	1)	Same as above	2)
Reports to:	<hr/> <hr/>		

5. List contact information for the person responsible for English as a Second Language (ESL) for all partner programs in the local area.

Contact:	1)	Adult Education	2)
		in each county.	
Title:	1)		2)
Phone:	1)		2)
E-mail:	1)		2)
Reports to:	<hr/> <hr/>		

6. List contact information for the person responsible for local customer relations such as recording/reporting incidents and non-discrimination complaints. (i.e. customer is injured in one-stop career center; customer complains about non-professional service, etc.)

Contact:	1)	Sherry L. Johnson	2)	Thomas J. Wheatley
Title:	1)	Associate Director	2)	OET Regional Manager
Phone:	1)	270-769-2393	2)	270-766-5115
E-mail:	1)	sherry@ltadd.org	2)	Thomasj.wheatley@ky.gov
Reports to:	<hr/> <hr/>			

List the programs for which this individual is responsible for providing customer relations.

Sherry Johnson – WIA, Thomas Wheatley, Wagner-Peyser, Trade, UI.

7. If the individual listed above is NOT the person responsible for customer relations for any of the core partner programs, list the contact information for the person responsible for customer relations for each of the other programs.

Program(s) _____
Contact: _____
Title: _____
Phone: _____
E-mail: _____
Reports to: _____

Program(s) _____
Contact: _____
Title: _____
Phone: _____
E-mail: _____
Reports to: _____

8. Does the local area have in place an agreed upon WIA Discrimination complaint process per 29 CFR Part 37.76-77?

Yes No

If no, is there a plan in process to develop a discrimination complaint procedure?

Yes No

9. List contact information for the person responsible for local data in the comprehensive centers or Kentucky Career Center facilities.

Contact: We do not have one person designated.
Title: _____
Phone: _____
E-mail: _____
Reports to: _____

10. Complete Attachment D – *Workforce Investment Area Sub-Grantee List* and provide a current listing for each of the LWIA Sub-Grantee names, services provided, funding source, city and state of Sub-Grantee, and whether the Sub-Grantee/Provider is located in a Kentucky Career Center.
11. Complete Attachment B – *Workforce Investment Board/Council Membership List* and provide current contact information for the members of the local workforce investment board, including any vacancies, and the organizations that are represented on the board. Indicate whether the business representatives come from “targeted high-growth/high wage” industries, and/or provide demand driven occupations.
12. Briefly describe the LWIB’s policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2012.

When learning of a vacancy Lincoln Trail WIB staff, specifically the Business Liaison, will immediately begin to fill the vacancy by contacting local elected officials, economic development professionals and chambers of commerce for membership recommendations. The Business Liaison will also contact prospective members directly to ascertain their interest. For members whose terms are expiring June 30, WIB staff will contact those members to determine if they wish to serve another term. This action is begun in April in order to have a full membership by July 1.

Considering the Public Law cited here, answer the following questions pertaining to your local process and procedures that ensure that Veterans receive priority of service.

13. What is the process you use to identify Veterans coming into your Kentucky Career Center?

All customers who come into the Lincoln Trail Career Centers are directed to sign in at the front counter and an initial inquiry is made to determine what type of service (s) they are seeking. They are also given the “Priority of Service” worksheet, which identifies veteran status and informs them of services to which they may be entitled. There is also a priority of service poster displayed in the lobby of the Career Center. Once they are signed in and registered they will be referred to Wagner Peyser or Veteran staff who will explain their entitlement and the fully array of programs and services available to them. They may also be referred to other partner agencies for additional services.

14. What is the process you use to assess the needs of Veterans seeking service in your Kentucky

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Career Center and how do you identify Veterans with a barrier to employment?

Once the Veteran signs in and a determination is made regarding the type of service needed, they are immediately directed to Wagner Peyser or Veteran staff. All Veterans who have been identified with a barrier to employment will be given the opportunity to meet with a DVOP. LVER's have worked with career center staff to ensure they understand what constitutes a barrier. They are also responsible for ensuring that all staff are trained and aware of the priority of services requirement. Wagner Peyser staff will be the first contact for veterans seeking employment and will identify any barriers they may be experiencing as well as a need for intensive services so that an appropriate referral can be made to a Veterans Representative or partner agency.

15. What is your process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

Wagner Peyser staff will be the initial contact at the Career Center for Veterans seeking employment. If a barrier or a need for intensive services is identified the individual will be referred to a Veteran's Representative or appropriate partner agency.

Program Year 2011 - 2012

Lincoln Trail

Workforce Investment Area Name:

Lincoln Trail

Workforce Investment Board Name:

Name and Contact Information for the WIB:

Name and Title: Sherry L. Johnson, Associate Director

Address: Lincoln Trail Area Development District

Address: P. O. Box 604

City, State, Zip: Elizabethtown, KY 42702-0604

Phone: 270-769-2393

Fax: 270-769-2993

Email: sherry@ltadd.org

Name and Contact Information for the Local Elected Official(s):

Name and Title: Tommy Turner, Larue Co. Judge-Executive

Address: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Email: _____

We the undersigned, attest that this submittal is the Program Year 2011-2012 Local Plan for our

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WIB/WIA and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board	For the Local Elected Officials
Name: Patrick Hutchens	Name: Tommy Turner
Title: Chairman	Title: Larue County Judge-Executive
Signature :	Signature:
Date:	Date:

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2011-2012 Local Plan for the local Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Kentucky state statutes and that it is consistent with the PY 2011 [Kentucky State Plan](#);
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to the Office of Employment and Training (as the Governor's representative) by the local board and that available copies of a proposed local plan are made available to the public; (WIA, Section §118 (c))
- C. that the public (including individuals with disabilities) have access to all of the workforce investment board's and its components' meetings and information regarding the board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the master agreement issued by the Office of Employment and Training have been established;
- E. that veterans will be afforded employment and training activities authorized in WIA, Section §134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. (38 USC 4215.), U.S. Department of Labor, Training and Employment Guidance Letter 5-03;
- F. that it is, and will maintain a certifiable local Workforce Investment Board (WIB);
- G. that it will comply with the confidentiality requirements of WIA, Section §136 (f)(3);
- H. that the master agreement and all assurances will be followed;
- I. that it will ensure that no funds covered under the master agreement are used to assist, promote, or deter union organizing;
- J. that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA, Section §188, as provided in the

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- regulations implementing that section, will be completed;
- K. that this plan was developed in consultation with local elected officials, the local business community, labor organizations and appropriate other agencies;
- L. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- M. that there will be compliance with the Architectural Barriers Act of 1968, Sections §503 and §504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990;
- N. that WIB members will not act in a manner that would create a conflict of interest as identified in Regulations 20 CFR, Section §667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- O. that Memoranda of Understanding that is endorsed and signed by the current WIB Chair and current One-Stop Career Center partner representatives and Cost Allocation Plans are in place and available upon request for each One-Stop Career Center within the WIB's local workforce service area;
- P. that insurance coverage be provided for injuries suffered by participants in work-related activities as required under Regulations 20 CFR, Section §667.274.

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- *WIA, Section §188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;*
- *Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;*
- *Section §504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*
- *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the*

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basis of age; and

- *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
- *The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which prohibits discrimination on the basis of physical sensory, or mental disability or impairment, and the ADA Amendments Act of 2008 effective January 1, 2009;*
- *Each grant applicant and each training provider seeking eligibility must also ensure that they will provide programmatic and architectural accessibility for individuals with disabilities.*

The grant applicant also assures that it will comply with Regulations 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.