



**Workforce
Innovation
and
Opportunity Act
Transitional Local
Plan Guidance**

PY2016

**Developing Kentucky's
World Class Talent Pipeline**

Kentucky Department of Workforce Investment
Transitional Local Plan Guidance
May 16, 2016

Purpose.

The purpose of this local plan template is to provide instructions to local workforce development boards regarding the submission of Transitional Local Plans (TLP) for program year (PY) 2016.

Following the Department of Workforce Investment (DWI) approval of an area's PY 2016 TLP, the workforce planning region must begin to make preparations for the development and completion of WIOA (three-year) planning requirements. Such planning requirements are satisfied through an expansion of the one-year TLP into comprehensive multi-year local and regional plans. Guidance regarding comprehensive multi-year local and regional planning requirements will be provided by Oct. 3, 2016.

A. Transitional Local Plan.

A transitional one-year PY 2016 local plan for each local workforce development board within a designated local workforce area must be developed by the local boards and their respective chief local elected official(s). A transitional local plan template, which takes into account the transition from WIA to WIOA, has been developed and is included below. Transitional Local Plans must be submitted to the Kentucky Department of Workforce Investment by June 15, 2016 in order to receive funding. The TLP will be effective July 1, 2016 through June 30, 2017.

The TLP may be posted simultaneous to the submission to DWI for a 15-day period of public comment. DWI will accept subsequent modifications to the local plans as necessitated by public comments.

It is understood that this plan as "transitional" will be subsequently modified, expanded and improved with the issuance of further regulation and guidance.

B. Comprehensive Local Plan.

A Comprehensive Local Plan to cover PY 2017-19 for each local workforce development board within a designated local workforce area must be developed by the local boards and their respective chief local elected official(s). These Comprehensive Local Plans will be based on a forthcoming template to be provided by October 3, 2016 and will incorporate issues and opportunities identified within the TLPs, guidance from final WIOA regulations and feedback to Kentucky on its WIOA State Plan. Comprehensive Local Plans may be submitted to the Kentucky Department of Workforce Investment as early as Jan. 1, 2017 and no later than June 1, 2017.

C. Regional Innovation Plan.

Each local workforce development board and its respective chief local elected official(s) must collaborate with the other local workforce boards and chief local elected officials within a respective planning region to prepare and submit a Regional Innovation Plan that identifies opportunities for regional collaboration and innovation and incorporates priorities and opportunities identified within the TLPs, guidance from final WIOA regulations and feedback to Kentucky on its WIOA State Plan. Regional Innovation Plans will be submitted to the Kentucky Department of Workforce Investment as early as Jan. 1, 2017 and no later than June 1, 2017.

D. Relationship of Comprehensive Local Plan and Regional Innovation Plan.

Each local workforce area can determine whether to submit the comprehensive local plan and the regional innovation plan simultaneously or sequentially. Subsequent guidance will identify opportunities for integration and linkage between these plans.

E. Plan Completion, Submission and Approval.

1. **Completion.** Please complete all sections of the Transitional Local Plan using available analysis and planning documents and making note of new efforts and activities underway or forthcoming as appropriate. These plans are understood and intended to be transitional and will be subsequently enhanced by additional state and federal guidance and by forthcoming completion of comprehensive and regional planning requirements. Please use boxes provided below each question for response.
2. **Submission.** The PY16 TLP must be submitted electronically to the following: holly.neal@ky.gov email account by close of business on June 15, 2016. Note: PY16 TLP must be emailed by a designated single point of contact. The subject line should read “(Area name) PY 2016 Transitional Local Plan”
3. **Approval.** Local plan(s) submitted to DWI are considered approved when DWI provides the local point of contact with a notification of approval.

F. Modification Process.

Any modifications to the TLP necessitated by either public comment or subsequent rules or guidance can be submitted to DWI via Appendix A and resending the updated plan to holly.neal@ky.gov.

LWDA name:

Section 1: Workforce and Economic Analysis

1.1 Provide an analysis of the economic conditions including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations. [WIOA Sec. 108(b)(1)(A)] and [proposed 20 CFR 679.560(a)]

Note: Per WIOA Sec. 108(c), existing economic regional and/or local area analyses may be used if sourced data and/or derived analyses are economically relevant and current (i.e., within two years of the issuance of this guidance).

The Lincoln Trail Workforce Development Area (LWDA) has seen its high-demand sectors grow in the last five years in various stages. The advanced manufacturing sector continues to expand in the area of new automotive, specifically in the area of automotive parts. Since the beginning of 2015 we have seen the creation of at least 630 new jobs in manufacturing and almost 400 of those are in the automotive supplier sector. Many of these jobs require skills in welding, operation of robotic and other computer-driven equipment. This requires great flexibility at the secondary and postsecondary levels to provide the proper training to meet the changing needs of industry. Food/Beverage Production continues on a big uphill climb especially in distillery operations in Nelson, Marion, and Hardin Counties. An increased production need as well as new warehouses to store their products has grown exponentially due to consumer demand. Healthcare providers in the region continue to experience shortages in certain skilled occupational fields due to increased demands by an aging population needing specialized care. One possible negative influence in healthcare in the LWDA is the planned closing of the hospital on the Fort Knox military post sometime in late 2015. A planned clinic is scheduled to take its place at this time. Any displaced hospital staff are expected to transition into other positions in the region including Jefferson County. Employment levels continue to fluctuate at Fort Knox due to cutbacks in military budgets. Although the area lost 3,500 military due to the 3rd Brigade Combat Team deactivation, the post will gain about 750 military and civilian personnel between late 2015 and mid-2017. There will be a continuing need for new employees with associate degrees in specialized fields to meet business and industry needs. Since 2010 the total monthly workers in all industries covered by Kentucky Unemployment Insurance Law rose 9%. The big increase came in manufacturing with an increase of 25%.

1.2 Provide an analysis of the knowledge and skills required to meet the employment needs of the employers in the local area, including employment requirements for in-demand industry sectors and occupations. [WIOA Sec. 108(b)(1)(B)] and [proposed 20 CFR 679.560(a)]

Regional economic expansion in the Lincoln Trail region has caused a shortage of job candidates with the necessary skills both “hard” and “soft”. Most employers with good paying jobs are requiring something beyond high school whether it’s a short-term certification or an associate degree. An example is Hardin Memorial Health in Elizabethtown requires at least an Associate Degree in Nursing but also has the requirement once an RN is hired to complete the necessary studies for a BS in Nursing. Workforce, education, and economic development partners in the LTWDA include the Kentucky Career Center-Lincoln Trail, secondary schools systems, postsecondary institutions, economic development offices, training consortiums,

SHRM groups, and innovation centers. They are working hard developing and implementing customized curriculums and certifications to meet the soft skills as well as technical skill needs that employers are asking for. These include soft skills classes at the KCC in Elizabethtown; Certified Production Technician (CPT) through Elizabethtown Community & Technical College; National Career Readiness Certificate (NCRC) through adult education centers; work ethic certifications in several school systems in the region; Tech Ready Apprentices for Careers in Kentucky (TRACK) that has been established in several school systems in the Lincoln Trail region; Hardin County Schools' Early College and Career Center (EC3) in Elizabethtown that gives juniors and seniors ready for college-level curriculums a pathway to learn in-demand sectors; Project Lead the Way (PLTW). The Lincoln Trail Workforce Development Area is a model for the State in its partnerships and cooperative efforts to go the extra mile in developing and nurturing a workforce for the present and the future.

- 1.3** Provide an analysis of the local workforce, including current labor force employment (and unemployment) data and information on labor market trends and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. [WIOA Sec. 108(b)(1)(C)] and [proposed 20 CFR 679.560(a)]

Economic conditions continue to improve in the LWDA and mirror the overall improvements in the United States and State of Kentucky. The overall labor force of 117,665 in 2015 is 6,179 less than 2008, the number employed (111,367) is 3,379 less but those unemployed has declined from 8,698 in 2008 to 6,298. We all are aware that the labor participation rate

largest decrease – 7.4%. Only Hardin (5%) and Meade (1.6%) showed increases since 1999. This can undoubtedly have an impact on the shortages in an available labor force in the future. This is also impacted by the current and future retirements of Baby Boomers.

Section 2: Strategic Vision and Goals

2.1 Describe the local board’s strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment). Include as applicable a description of any plans to generate new strategic vision and goals in the coming year and indicate the timeframe for such activities to occur. To the extent possible, include goals relating to the performance accountability measures based on primary indicators of performance described in section 116(b)(2)(A) to support regional economic growth and economic self-sufficiency. [WIOA Sec. 108(b)(1)(E)]

The former Lincoln Trail Workforce Investment Board in its strategic plan adopted in September 2013 identified itself as a “regional asset that brings together business, education, labor, government and community organization resources to address and improve the economic environment by receiving, administering, managing, evaluating, and continuously improving federal and state funded programs within the eight county region of the local workforce development area.” Its core values included Innovation, Productivity, Accountability, Results (Return on Investment) and Continuous Improvement. The Board’s mission – “Helps employers meet their workforce needs and individuals build careers so the region can compete in the global economy.” In its vision the Board identified the following three elements:

- A more visionary board;
- Achieving one stop certification; and
- Instituting a cultural change at the career centers in the region.

The Lincoln Trail Workforce Development Board under WIOA plans to embark on a strategic planning process in the next year by seeking input through out the local area. It is important the board carefully examine the area, sets its vision, implement and examine its return on the investment. While the Workforce Development Board is only responsible for a small percentage of the workforce system available funds, the Board can be the “go to” Broker and Convener for all things workforce related in the local workforce development area.

2.2 Describe how the local board’s vision and goals relate to the Commonwealth’s goals, initiatives and priorities as outlined in the WIOA State Plan.

The Lincoln Trail Workforce Development Board appreciates the importance of transforming our local system to be responsive to, align resources and services and meet the needs of the regional business community, job seekers, education providers and economic development professionals as it relates to the WorkSmart Kentucky Strategic Plan. The vision statement of the state plan says: “Kentucky will transform the workforce development system through

innovative practices which enhance sustainable economic and job growth to improve the lives of Kentuckians”. The four goals identified are as follows:

- Align the Commonwealth’s workforce development system with Kentucky’s education objectives.
- Align the Commonwealth’s workforce development system with economic development strategies.
- Simplify the workforce development service delivery system.
- Improve service to achieve a customer-centered delivery system.

The Lincoln Trail Workforce Development Board is very committed to continuous improvement, moving the local and regional systems toward the Commonwealth’s vision and achieving the goals identified in the WorkSmart Kentucky Strategic Plan. As part of its submission for WIA High Impact WIB designation, these efforts were identified in the former board’s strategic plan. A copy of the former WIB’s strategic plan is on file with the Office of Employment and Training. The state’s vision will be a guiding principle as the new workforce development board begins to draft its strategic plan and as the board begins to work with the other three boards in the Central KY region. The biggest stumbling block ahead – Education and Workforce Development Cabinet agencies (OET, OFB and OVR) and Adult Education must be actively involved, committed and engaged in the state’s vision of system transformation both at the state, local and regional levels. Cabinet and its agencies’ leadership must reinforce and encourage the need for commitment and engagement at the local and regional level. Success is only possible if all agencies, partners and programs are working together.

2.3 Describe how the local board’s vision and goals are related to and/or will be determined in relation to other key partners and stakeholders in the local area.

Core partners are members of the local workforce development board, the board works very closely with the local elected officials, economic development agencies, education providers, community based organizations, employers, etc. The Lincoln Trail Workforce Development Board will seek input, commitment and resources (where appropriate) to develop, implement and realize its strategic vision and goals.

Section 3: Local Area Partnerships and Investment Strategies

3.1 Describe the local board’s strategy to work with the entities that carry out the core programs to align resources available to the local area, to achieve strategic vision and goals described in element 2.1. This discussion should include a descriptive overview of the local workforce development system; include key stakeholders and entities associated with administrative and programmatic/service delivery functions. Examples include elected officials, advocacy groups, local workforce development board and committee structure, fiscal agent, operator(s), required program partners and major contractors providing Adult/Dislocated Worker, Youth program elements. Describe respective roles and functional relationships to one another.

The Lincoln Trail Workforce Development Board’s strategy is designed to respond to employer needs by drawing on its long-established and strong partnerships between local

elected officials, community leaders, workforce, economic development, and education providers. The Lincoln Trail Workforce Area was one of the first regions in the state to implement the USDOL's vision for one-stops over twenty years ago. For further information and detail refer to the Partnership Agreement, MOU/RSA and response to the Local Grant Subrecipient Application – all on file with the Office of Employment and Training.

3.2 Describe the workforce development system in the local area that identifies the programs that are included in that system and how the local board will work with the entities carrying out core and other workforce development programs to support alignment to provide services. *Note:* The six core programs identified by WIOA are: Adult, Dislocated Worker, Youth, Adult Education and Literacy, Wagner-Peyser Programs and Vocational Rehabilitation. The elected partner plan programs are: Trade Adjustment Assistance for Workers, Jobs for Veterans State Grants and Unemployment Insurance.

In order to achieve the strategies, vision of the updated strategic plan to be implemented this coming year, the Board will need to:

1. Continue to refine sector strategies and improve and coordinate business services to support employers in the area.
2. Build stronger partnerships with industry to develop a talent pipeline that drives economic and local area prosperity as well as assist low-income families/individuals advance economically.
3. Work with system partners to align workforce development, education programs and resources.
4. Collaborate to implement cross-program strategies to ensure there are “no wrong doors” for job seekers who navigate the workforce development system.

3.3 Describe how the local board, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable and stackable). [WIOA Sec. 108(b)(3)]

The Lincoln Trail Board plans to leverage all of the programs, services and resources of core programs as well as other community partners to expand access to employment, training, education and supportive services for eligible individuals, particularly individuals with barriers to employment. The Lincoln Trail Workforce Development Board will be working closely with employers, education providers to facilitate development of high demand career pathways for customers to select from. Co-enrollment was implemented in the KCCs for WIOA and Wagner-Peyser programs on July 1, 2015 and it is hoped this will be expanded to core programs and eventually all mandated programs in the one stop system. The Board will also work closely with its partners to improve access to activities leading to a recognized post secondary credential (including a credential that is an industry-recognized certificate or certification, portable or stackable as required by the WIOA statute. The Board is waiting for the WIOA Final Regulations to be released before finalizing these activities.

3.4 Identify and describe (for each category below) the strategies and services that are and/or will be used to:

A. Meet needs and facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs in addition to targeted sector strategies;

B. Support a local workforce development system described in element 3.2 that meets the needs of businesses;

C. Better coordinate workforce development programs with economic development partners and programs;

D. Strengthen linkages between the one-stop delivery system and unemployment insurance programs; and

E. Increase competitive, integrated employment opportunities for individuals with disabilities.

Include the implementation of incumbent worker training programs, on-the-job training programs, work-based learning programs, apprenticeship models, customized training programs, industry and sector strategies, career pathways initiatives or use of effective business intermediaries and other business services and strategies that support the local board's strategy in element 3.1. [WIOA Sec. 108(b)(4)(A) and (B)].

Using dedicated sources of information gives us the tools to set priority sectors and make adjustments as economic conditions and business needs change. The Business Services Team, by properly utilizing the Labor Market Information assists by making effective decisions regarding which sectors should be targeted. This will assist in identifying the necessary

(coordinated by OVR and performed by Communicare), restructuring/work site adjustment, accessibility survey of complete work site, assistive technology; devices and specialized equipment plus other required follow-up services.

3.5 Describe local and regional efforts to support and/or promote entrepreneurial skills training and microenterprise services in coordination with economic development and other partners. [WIOA Sec. 108(b)(5)]

The local and regional efforts to support and/or promote entrepreneurial skills training include, but are not limited to partner relations with the Kentucky Innovation Center, the University of Kentucky SBDC, #100 Ideas along with entrepreneur forums such as Sharks in the Heartland which gives future entrepreneurs a chance to pitch their business ideas to local venture groups for seed money. This has been a major focus for the local workforce development area for several years.

3.6 Describe the workforce activities, including activities for youth with disabilities. Identify successful models and best practices for youth workforce activities relevant to the local area. [WIOA Sec. 108(b)(9)]

The LTWDA Youth committee is in the process of assessing the needs of the Lincoln Trail region as it relates to serving youth. One of the first items they are focusing on is identifying

groups to provide work readiness skills to youth.

3.7 Describe how the local board coordinates education and workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services and avoid duplication of services. [WIOA Sec. 108(b)(10)]

The Lincoln Trail Workforce Development Board has been working closely with all secondary post secondary education programs and activities to coordinate strategies, enhance services and avoid duplication of services for many years to ensure that all funds are maximized to their fullest extent. As the Board embarks on its new strategic planning process in the coming year, the Board will build upon its relationships with secondary and postsecondary education programs. This effort will start with the Career and Technical Education initiative to identify high demand sectors and refinement/alignment of the program offerings.

3.8 Describe efforts to coordinate supportive services provided through workforce investment activities in the local area including facilitating childcare and transportation for customers. [WIOA Sec. 108(b)(11)]

The Lincoln Trail Workforce Development Board currently leverages partner and community programs and services to provide supportive services. Appropriate referrals are made to other agencies to provide with supportive services such as child care, transportation, etc.

3.9 Describe strategies to implement the operational goals of the local one-stop system, maximizing coordination of services provided by DWI's merit staff and the local board's contracted service providers to improve services and avoid duplication. [WIOA Sec. 108(b)(12)]

Under the KWIB's Strategic Initiative – One Stop Certification, the Lincoln Trail region was the first to have all four of its centers certified either as a comprehensive or affiliate center. While this effort was just another step in a process that started almost twenty years ago, the Board sees the new legislation as an opportunity to truly go to the next level and finally integrate our one stop service delivery system. Furthermore, it is imperative the Cabinet, the Department for Workforce Investment and each of the Executive Directors of the agencies under its purview direct local/regional staff to become engaged, empowered and encouraged to coordinate, collaborate and cooperate. Until that happens, the workforce development system in the Commonwealth will remain siloed, segregated, and sequestered at the local level.

3.10 Describe how the local board will collaborate with WIOA Title II Adult Education and Literacy, consistent with the local plan (as described in WIOA Sec. 107(d)(11) and WIOA Sec. 232. [WIOA Sec. 108(b)(13)]

WIOA identifies Adult Education and Literacy as one of four core partners in the One Stop System and the Lincoln Trail Workforce Development Board is excited about the new opportunities this will bring to the customers of the Kentucky Career Centers in its region. For the past several years, local workforce staff has hosted regional adult education providers

this but that must start at the state level. The Board will also review the application to provide adult education and literacy activities under title II for the local area, to determine whether such applications are consistent with the local plan and make recommendations to the eligible provider(s) to promote alignment with such plan.

3.11 Identify the targeted populations that the local board plans to focus additional effort and resources toward and briefly describe the local board's objectives, goals, strategies, operational tactics and resources it will deploy and briefly describe associated investment strategies.

The Lincoln Trail Workforce Development Board will ensure that it adheres to the statutory requirements, the Office of Employment and Training Priority of Service policy and its own Priority of Service policy by ensuring that 50% of all adults served are recipients of public assistance, other low income individuals and individuals who are basic skills deficient. Individuals who do not meet income self-sufficiency levels, have other barriers to employment including, but not limited to: Poor work history, no work history, single parents, long-term unemployed and offenders will also receive priority of services. Youth target groups will include heavy emphasis on out-of-school youth including foster children who are aging out of the system. Through its partnerships, the Lincoln Trail Workforce Development Board will coordinate targeted outreach and recruitment of these target groups. Social media, word of mouth, targeted media buys and other outreach strategies.

3.12 Identify one to three industries where a sector partnership(s) is currently being convened in the local area or where there will be an attempt to convene a sector partnership and the timeframe and briefly describe the local investment strategy toward those targeted sectors.

Three of the industries where a sector partnership(s) is currently being convened in the local area or where there will be an attempt to convene a sector partnership include the following: OJTs' with both Alabama Wire, Metalsa and conducting orientations and hiring fairs for Hendrickson. We are also working with Summit Polymers to develop additional OJT positions. The local workforce development area is also actively engaged with both Kentucky Fame Chapters in the region.

The local workforce development area has begun working with KY Labor Secretary Derrick Ramsey to pursue apprenticeship opportunities in the region. The first meeting with Secretary Ramsey and Deputy Secretary Michael Nemes, community and business leaders is scheduled for June 7th at the KCC-Lincoln Trail-Elizabethtown.

Finally, the local area held its first meeting with local leadership, business representatives and partners to discuss a new sector initiative similar to Code Louisville in the Greater Louisville region.

Other sector partnerships will be developed in the coming year. The local workforce area will be focusing on developing a health care sector partnership with area providers. Plans are to start this in the first or second quarter of the next fiscal year.

3.13 Does the local board currently leverage or have oversight of funding outside of WIOA Title I

funding and state general funds to support the local workforce development system? Briefly describe the additional funding and how it will impact the local system. If the local board does not currently have oversight of additional funding, describe any future plans to pursue that.

The Lincoln Trail Workforce Development Board currently does not leverage or have oversight of funding outside of WIOA Title I funding and state general funds to support the local workforce development system. The previous workforce investment board did leverage funding for the WIRED initiative, the Central Kentucky Community Foundation and received funding from the National Fund for Workforce Solutions. Once the final regulations are issued and the Board finalizes its strategic plan, the board will look to leverage additional funding from outside sources to support and build the local/regional workforce systems.

Section 4: Program Design and Evaluation

4.1 Describe the one-stop delivery system in the local area including:

- A.** The local board's efforts to collaborate with employers, to provide continuous improvement of business services and to operate a "Job-driven" delivery system.
- B.** The local board's efforts to ensure the continuous improvement of eligible providers of services, including contracted services providers and providers on the eligible training provider list, through the system and ensure that such providers meet the employment needs of local employers, workers and jobseekers. [WIOA Sec. 108(b)(6)(A)]
- C.** How the local board will facilitate access to services provided through the one-stop delivery system in remote areas, through the use of technology and through other means. [WIOA Sec. 108(b)(6)(B)]
- D.** How entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. [WIOA Sec. 108(b)(6)(C)]
- E.** List all required and optional program partners (Trade Adjustment Assistance, Jobs for Veterans State Grant and Unemployment Insurance); indicate the program(s) each partner provides and the physical location the program(s) can be accessed. Describe the roles and resource contributions of the partners. [WIOA Sec. 108(b)(6)(D)]

- A.** The Lincoln Trail Workforce Development Board is committed to continuous improvement of its business services and to operate a "job driven" delivery system and its continued collaboration with employers. As the board goes through its strategic planning process in the next year, the board will strengthen these efforts and require all partners to commit to a seamless system where silos are broken down and all work toward the common good that is without borders/barriers.
- B.** The Lincoln Trail Workforce Development Board will strictly adhere to the statutory requirements and the State's policy on eligibility of training providers.
- C.** Services of the Kentucky Career Centers in the Lincoln Trail Region are available via their website, the state's website, phone, or within 30-45 minutes of every citizen in the region by design. Technology platforms are mandated at the state level and some of them are

obsolete but is hoped that it will be a point of emphasis in the upcoming year.

- D. At the time of the review of each application for certification as a comprehensive and/or affiliate Kentucky Career Center, each center was required to submit supporting documentation of their compliance with Section 188 and with the Americans with Disabilities Act of 1990 regarding physical and programmatic accessibility of programs and services, technology and materials for individuals with disabilities. These applications are on file with the Department for Workforce Investment and/or the Office of Employment and Training. In each application, it was noted that assistive technology for the resource room was obsolete and that staff had never been trained on how to use and provide customer assistance. To date, these issues have not been addressed nor discussed by the Cabinet.
- E. Please refer to the Lincoln Trail MOU/Resource Sharing Agreement submitted to the Department for Workforce Investment and the Office of Employment and Training – May 19, 2015. NOTE: The Governor has not determined if TANF (Temporary Assistance for Needy Families) is a required partner in the Commonwealth of Kentucky.

4.2 Describe the local board’s assessment of the type and availability of adult and dislocated worker employment and training activities in the local area. [WIOA Sec. 108(b)(7)]

The Lincoln Trail Workforce Development Board has currently identified individualized training, on-the-job training, incumbent workers training, transitional jobs, customized training, apprenticeships, work experience, and other alternative work-based training services for training options for customers. For employment activities, the Board has identified at a minimum, direct referral to jobs, co-enrollment, career assessment, individual employment planning, workshops, and referrals for outside services or to agencies with specific services. Right now, local businesses have ample jobs available and the difficulty is finding qualified employees.

4.3 Describe how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities. [WIOA Sec. 108(b)(8)]

The Lincoln Trail Workforce Development Board will follow the state’s Preliminary Policy on Implementation of Rapid Response services and activities (no policy number, no date issued and effective date – 7/1/2015.)

4.4 Provide an analysis and description of youth workforce activities including activities for youth with disabilities. Identify successful models and best practices for youth workforce activities relevant to the local area. Describe strategies the LWDA will use for increasing the WIOA minimum Out-of-School Youth expenditure rate to 75 percent. Provide information on types of work-based learning activities planned for youth. [WIOA Sec. 108(b)(9)]

The Lincoln Trail Board’s Youth Committee is working diligently on developing a vision for youth workforce activities. At their last meeting, the discussion focused on developing outreach activities to attract more youth committee members, shifting the focus from in-school to out of school youth, dual enrollment programs, outreach strategies, foster children

minutes/data as an incentive, work based learning activities. Once the final regulations are released, the committee will be developing an RFP to seek proposals from qualified organizations to provide employment and training activities to out-of-school youth, including youth with disabilities.

4.5 Describe local board actions to become and/or remain a high-performing local board, consistent with the factors developed by the Kentucky Workforce Innovation Board.

The Lincoln Trail Workforce Development Board will establish an updated strategic plan that will position itself to remain a high-performing local board, consistent with the factors developed by the Kentucky Workforce Innovation Board. The Board is committed to excellence in its local/regional role as the convener and broker for workforce solutions in the region.

4.6 Describe how training services will be provided in accordance with WIOA Sec. 134(c)(3)(G), the process and criteria for issuing individual training accounts. [WIOA Sec. 108(b)(19)]

All adult, dislocated worker and/or out-of school youth that seeks services from WIOA through the one-stop system, will have access to career and training services depending on their individual need. There is no sequence of services mandated under the federal statute. Career services may include at a minimum:

- Determination of program eligibility;
- Outreach, intake, and orientation regarding services available;
- Initial assessment of skill levels, aptitudes (including skills gaps) and supportive service needs;
- Labor exchange services, including-
 - Job search and placement assistance and in appropriate cases, career counseling, including-
 - Provision of information on high demand industry sectors and occupations; and
 - Provision of information on nontraditional employment; and
 - Appropriate recruitment and other business services on behalf of employers, such as providing information and referral to specialized business services not traditionally offered through the one-stop system;
- Provision of referrals to and coordination with activities with other programs and services within the one-stop system and/or other workforce development programs;
- Provision of workforce and labor market employment statistics information;
- Provision of performance information and program cost information on eligible training providers of training services, youth providers, career and technical education providers, adult education providers, and providers of vocational rehabilitation services;
- Provision of information in formats that are usable by and understandable by customers regarding local area and one-stop performance;
- Provision of information in formats that are usable by and understandable by customers relating to the availability of supportive services or assistance;
- Referral for supportive services or assistance as appropriate;

- Provision of information and assistance regarding filing claims for unemployment assistance;
- Assistance in establishing eligibility for financial assistance;
- Services, if determined appropriate in order for an individual to obtain/retain employment, consisting of-
 - Comprehensive and specialize assessments of skills levels;
 - Diagnostic testing;
 - In-depth interview and evaluation to identify employment barriers and goals;
 - Development of an individualized employment plan;
 - Group counseling;
 - Individual counseling;
 - Career planning;
 - Short term prevocational services;
 - Internships and work experience linked to careers
 - Workforce preparation activities
 - Financial literacy services
 - Out-of-area job search assistance and/or relocation assistance; or
 - English language acquisition and integrated education and training programs
- Follow up services for up to 12 months.

Training services may be used to provide services to eligible adults, dislocated workers and out-of-school youth, who –

- After an interview, evaluation or assessment and career planning have been determined to-
 - Be unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher wages from previous employment;
 - Be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages compare to or higher than wages from employment;
 - Have the skills and qualifications to successfully participate in the selected program of training services
- Who select programs of training services directly linked to employment in the local area, planning region or an another area to which he/she is willing to commute or relocate;
- Unable to obtain or requires additional grant assistance;
- Determine to be eligible in accordance with the priority system;
- Any other state directive/policy; and
- Maximize customer choice in selection of an eligible provider.

Training services may include-

- Occupational skills training, including non-traditional;
- On-the-job training;
- Incumbent worker;
- Programs that combine workplace training with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;

- Transitional jobs;
- Job Readiness;
- Adult Education and Literacy activities; and
- Customized training.

Individual training accounts (ITA) will be utilized for occupational skills training services. The ITA will be developed by and between the customer, client services manager, and the eligible training provider. The agreement identifies roles and responsibilities of each party. A budget for training service is also developed (currently the Lincoln Trail Workforce Development Board has established a limit of \$4000/per year and only applies towards tuition. Budget information is captured for two years (for planning purposes only.)

4.7 If contracts for training services are used, describe processes used by the local board to ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided. [WIOA Sec. 108(b)(19)]

For the most part, individual training accounts are used for obligating funds for WIOA eligible adult, dislocated worker and out-of-school youth customers in the Lincoln Trail Workforce Development Area. The local area also utilizes contracts for OJTs, incumbent worker training and customized training. All of this information is made available via Kentucky's ETPL website <http://etpl.ky.gov> for research and review by each customer. The customer is able to review providers, programs, program completion rates, entered employment rates, employer retention rates, average quarterly wage and program costs. The Lincoln Trail Workforce Development Board also tracks performance on OJTs, incumbent worker training and customized training contracts. Once the final regulations are released, the Board may choose to issue request for proposals for additional training services and will ensure that customers have adequate information about the provider, the program(s) offered, performance information, etc. to make an informed choice regarding the training program offered.

4.8 Describe the process used by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area or in another area to which a participant is willing to relocate. [WIOA Sec. 108(b)(22)] and [WIOA Sec. 134(c)(3)(G)(iii)]

WIOA Client Services Managers work with individuals and their training needs based on the current in-demand sectors in our region. They submit the Individual Training Account (ITA) budget for approval to the Associate Director of Employment & Training Programs. Under WIOA guidelines the State approves training programs and curriculums submitted by local training providers. OJT agreements are written with the in-demand sectors in mind. A minimum starting wage is required and the agreement cannot be with an employer in a sector that typically has high turnover and seasonal work requirements.

4.9 Provide the current Trade Regional Plan. The plan must include:

- updated with the latest Trade Law, as amended.
- process employed from the point of Petition Certification to Trade participant post-exit follow-up.
- roles of both OET and WIOA and other partners as applicable; and
- compliance with 618.890 merit staffing regulations.

The latest Trade Plan is currently on file with the Office of Employment and Training. The plan was last updated on 8/10/2015. At this time, the Lincoln Trail Workforce Development Area does not have an OET Trade Coordinator and no individual has been designated by the Department for Workforce Investment and/or the Office of Employment and Training to assume that role.

Section 5: Compliance/Performance

Responses should be focused on the local area's compliance with federal or state requirements.

5.1 Describe the replicated cooperative agreements, as defined by WIOA 107(d)(11), in place between the local board and Workforce Investment's Office of Vocational Rehabilitation (OVR) and Office for the Blind (OFB) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts of cooperation, collaboration and coordination. WIOA Sec. 108(b)(14)

At this time and/or to the Board's knowledge, there are no replicated cooperative agreements in place between the local board and the Workforce Investment's Office of Vocational Rehabilitation (OVR) and Office for the Blind (OFB) with respect to efforts to enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts of cooperation, collaboration, and coordination. The local board has not been provided anything from these agencies.

5.2 Identify the entity responsible for the disbursement of grant funds. [WIOA Sec. 108(b)(15)]

The Lincoln Trail Development Association (LEO Governing Board), through a competitive bidding process selected and awarded a contract to the Lincoln Trail Area Development District to act as the local grant subrecipient for the Workforce Innovation and Opportunity Act for the Lincoln Trail Workforce Development Area.

5.3 Describe the competitive and non-competitive processes, as well as the process for sole-sourcing, used for procuring goods and services within the local area. This includes but is not limited to the process used to award funds to a one-stop operator and other sub-recipients/contractors of WIOA Title I adult, dislocated worker and youth services. [WIOA Sec. 108(b)(16)]

The Lincoln Trail Workforce Development Area will follow the procurement process outlined in the Uniform Administrative Requirements at 2 CFR 200.

5.4 Complete Appendix B with the local area's WIOA proposed local levels of performance for the federal measures and their implications upon the local workforce system. [WIOA Sec. 108(b)(17)]

See attached.

5.5 Describe the indicators currently used or intended by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), eligible providers and the one-stop delivery system, in the local area. [WIOA Sec. 108(b)(17)]

Note: This description may include when, how and by whom the indicators are being employed; and if the measured performance and effectiveness are used in a continuous improvement process.

Indicators for the local board to measure performance and effectiveness of the local subgrant recipient, eligible provider and the one stop system will developed and implemented after the final regulations for WIOA are released.

5.6 List the name, organization and contact information of the designated Equal Opportunity Officer for each Kentucky Career Center office within the local area.

Jackie A. Masterson, Employment/Training Specialist with the Lincoln Trail Area Development District has been selected to be the Equal Opportunity Officer for the KCC in the Lincoln Trail Workforce Development Area. Contact information is as follows:

Jackie A. Masterson, Employment/Training Specialist
Lincoln Trail Area Development District
P. O. Box 604
Elizabethtown, KY 42702-0604
270.769.2393
jackie@ltadd.org

5.7 By checking the box adjacent to each line item below the local board attests to ensuring the compliance components/documents listed are in place and effective prior to July 1, 2016.

Copies of the listed compliance components/documents are not required at this time, but may be requested during monitoring and/or auditing.

- Inter-local Agreement between all counties and other local governments, if applicable, establishing the consortium of local elected officials
- Agreement between the chief local elected official(s) and the fiscal agent, if a fiscal agent is designated
- Agreement between the local elected official(s) and the local workforce development board
- Memorandum of Understanding which includes KCC shared cost via Resource Sharing Agreement(s) and associated Resource Sharing Agreement Budget(s)
- Local workforce development board policy and process that provides for nomination, appointment and removal of board members; resolutions; bylaws; code of conduct; and conflict of interest
- Partnership Agreement between the local board and the chief local elected official

Grant administration training schedule

We the undersigned attest that this submittal is the Program Year 2016 Transitional Local Plan for our Local Workforce Development Area (LWDA) and certify that this plan has been prepared as required, and is in accordance with the applicable Workforce Innovation and Opportunity Act Transitional Local Plan Guidance PY 2016.

For the Local Workforce Development Board:	For the Local Elected Officials:
BOARD CHAIR	CLEO(s)
Name: Morris "Mo" Miller, Jr.	Name: Tommy Turner
Title: Chairman	Title: Larue County Judge Executive
Signature:	Signature:
Date: June 21, 2016	Date: June 21, 2016

See additional page if more than one CLEO signature is required.

For the Local Elected Officials:	For the Local Elected Officials:
CLEO(s)	CLEO(s)
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date:

For the Local Elected Officials:	For the Local Elected Officials:
CLEO(s)	CLEO(s)
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date:

For the Local Elected Officials: CLEO(s)	For the Local Elected Officials: CLEO(s)
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date:

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