

## HIGH IMPACT WDB APPLICATION AND SELF-ASSESSMENT

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Workforce Board \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

E-mail \_\_\_\_\_

Phone number \_\_\_\_\_

### Submission Materials

The following materials will be collected through the monitoring process. If there have been any updates to existing materials or new materials created among these categories since the last monitoring process was completed, please submit those updated materials.

- Roster:** Based on board membership as required by local workforce development board (LWDB) bylaws, provide a roster of current board members. The list must include, but is not limited to, the following categories of information: name, employer, job title, address, phone, and email, designation of public or private sector, industry affiliation (private sector), and/or public sector affiliation.
- Committee Structure:** Based on the committee structure identified in the LWDB bylaws, identify any and all committees, taskforces, workgroups and work teams of the LWDB, including the responsibilities, authorities and/or charges of the committee. Provide a roster of committee members including both LWDB members and non-LWDB members. The list must include, but is not limited to, the following categories of information: name, employer, job title, address, phone, and email, designation of public or private sector, industry affiliation (private sector) and/or public sector affiliation.
- Board attendance:** Provide attendance records for the most recent 12 months on each LWDB member (including all meetings of the full board and committees).
- Board Meeting:**
  - Provide meeting minutes of the full board for the most recent 12 months. Provide committee meeting minutes for the most recent six months.
  - Provide a copy of the process for development of LWDB meeting agendas whereby board members are given opportunity for input and the LWDB chair, at a minimum, approves the agenda.
  - Provide dated copies of correspondence sent to LWDB members providing information for board meetings held in the most recent 12 months.

- Provide copies of LWDB meeting packets for the most recent 12 months. If there was communication with LWDB members during the most recent 12 months regarding LWDB finances and those communications are not included with the board packet, please include copies of those communications along with pertinent attachments.
- **Bylaws.** Provide a copy of the bylaws of the LWDB. Included in the bylaws should be a process for removing members who do not attend meetings; option for special meetings to be called as well as options for executive committee action on behalf of the full board; and a process for the LWDB to take action between regular meetings.
- **WDB Strategic Plan.** Provide a copy of the LWDB Strategic Plan that includes:
  - regional profile
  - targeted industry sectors and
  - goals and associated strategies

If not included in plan attach:

- Updates that have been made for continuous improvement or changing environments and circumstances
- Evidence that stakeholders, including but not limited to employers, educators and economic developers, were given opportunity for input during the formulation of the plan (i.e. surveys, meeting invitations, meeting minutes and summaries showing attendance and active participation, summaries of interviews)
- Implementation strategies including timelines and person/entities responsible
- Process for how achievement of strategic plans will be made public

Please also submit the following materials for review:

- **One-Stop Operator.** Provide a copy of the contract or other document that outlines the process the WDB uses to communicate to the one-stop operator, the process that WDB uses to establish expectations of the one-stop operator and how the WDB evaluates the one-stop operator accountable for its role in support of targeted industry sectors.
- **Sector Partnerships.** Provide a written description of any existing sector partnerships and how the Board coordinates with education partners to respond to employers' needs and encourage using the Kentucky Career Center (KCC) system. The description should also include a membership roster. Provide copies of meeting minutes or meeting summaries for the most recent six months.
- **Use of Technology.** Provide a written description of how the board promotes technology for efficiency among programs in the local area. The description should address the use of technology for accessibility for all individuals and the board's participation in the implementation of a statewide information system.

- **Chief Elected Official.**
  - Provide a written description of how the chief elected official(s) is/ are engaged in providing timely direction for development of the LWDB budget. Include a signed and dated statement from the chief elected official(s) acknowledging review of and opportunity to provide input to the LWDB budget.
  - Provide a written description, if policy is not available, of the LWDB member nomination process which includes appointment from the chief elected official.
  - Provide copies of at least three nomination forms submitted to the chief elected official.
- **Policies.**
  - Provide copies of LWDB (or administrative entity's) policies for procurement and staff and LWDB member travel reimbursement as well as written procedures for financial process and cost allocation.
  - Provide a copy of policy or plan for leveraging resources.
  - Provide a copy of policy and/ or process for reallocation of resources due to economic shifts.
  - Provide policy of LWDB or administrative entity, of how independent audit findings are reported to the board and the process for resolution of findings.
- **Asset Map.** Provide a copy of any completed workforce development related asset map funded in total or partial by the LWDB or completed for the benefit of the LWDB with no derived cost.
- **LWDB Director.** Provide a copy of the LWDB director's job description that should include responsibilities in carrying out the strategic plan. Include a copy of the LWDB director's performance evaluation tool which provides opportunity for feedback from the LWDB.
- **Organizational Chart.** Provide an organizational chart of the LWA/LWDB.
- **Recruitment and Orientation.** Provide the LWDB member recruitment and orientation plan.
- **Benefits of Investments.** Provide a written description, if policy is not available, of how the LWDB analyzes the benefit of investments.



## Standard Area I: Strategic Planning and Implementation

GOAL: WDBs are working strategically.

**Definition:** A High Impact workforce (HIW) investment board has a strategic plan developed through an inclusive process that aligns with local and regional priorities and is flexible enough to be adjusted to changing needs and economic shifts.

**Criterion 1:** There is a strategic plan that is goal oriented and goes beyond the scope of Workforce Innovation and Opportunity Act (WIOA) funded activities.

1.1 The goals are clearly articulated and strategic.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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1.2 There is an action plan related to and sufficient to meet the goals that go beyond WIOA metrics including state and local metrics.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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1.3 There are clear, measurable and broadly agreed upon outcomes/metrics included in the plan.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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Criterion 2: The strategic plan emerged from a broadly inclusive process, reflecting the participation of economic development, employer, human service, education and other relevant stakeholders.

2.1 The strategic plan was shaped by data from a comprehensive regional labor market analysis.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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2.2 The strategic plan was guided by public and private sector input (board members and non-board members) from critical sectors of the local area.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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2.3 The process and resulting strategic plan supports coordination and planning among core programs (WIOA, Wagner-Peyser, Vocational Rehabilitation and Adult Education) at a minimum.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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2.4 The strategic plan aligns with strategies of education and training providers in the area including adult education and literacy, Career and Technical Education, and rehabilitation services as well as other relevant stakeholders and the goals of the Kentucky Workforce system.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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**Criterion 3:** The strategic plan is an active document; it is part of a continuous improvement process.

**3.1** The strategic plan describes timeframes and mechanisms for updating the plan.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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**3.2** The board periodically seeks input on their strategic plan from non-board member stakeholders.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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**3.3** The board tracks progress on their strategic plan, makes adjustments accordingly and communicates progress to stakeholder and partners.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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3.4 As a means of continuous improvement, the board updates its strategic plan based on stakeholder input, changing economic conditions and developing opportunities and challenges.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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Criterion 4: The board has adopted a sector strategy approach to its employer engagement and career pathways efforts.

4.1 Target sectors are identified using the most currently available regional labor market data.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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4.2 The sector strategy approach is clearly reflected in goals and actions of the strategic plan and is in alignment with the seven critical factors for sector partnerships.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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4.3 Industry partnerships include key sector employers who are driving the initiative forward.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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4.4 The board gives clear direction to the career center operator regarding industry sectors to be targeted, including quantified expectations and targeted service and training resources for addressing sector needs and providing job-driven training, one of the key principles of WIOA.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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4.5 The board coordinates with education providers, human service partners, and industry associations in the design and delivery of career pathways aligned to skill needs identified through its sector strategy efforts.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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4.6 The board engages in a collaborative, demand-driven approach to respond to employers' immediate needs via the local Kentucky Skills Network team in partnership with economic development entities and service providers.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don't know.</li></ul>	<p>Notes, comments, explanations:</p>
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4.7 The board develops linkages with employers to encourage employers using the Kentucky Career Center system and to support local talent development needs.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don't know.</li></ul>	<p>Notes, comments, explanations:</p>
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## Standard Area II: Developing and Managing Resources

**GOAL:** WDBs effectively and efficiently attract and manage their resources.

**Definition:** A HIW maintains sound fiscal practices and aligns financial resources to the goals identified in its strategic plan.

**Criterion 5:** The board has reviewed and approved an annual budget with fiscal integrity that aligns with the goals established in its strategic plan.

- 5.1 There is a process in place for the board to be involved and provide clear direction for developing budget priorities in consultation with the chief elected official.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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- 5.2 The WDB discusses the budget within the context of the strategic plan and makes appropriate adjustments to both budget and strategy as necessary.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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5.3 Understandable fiscal reports are provided to the WDB and chief local elected official on a timely and regular basis.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don't know.</li></ul>	<p>Notes, comments, explanations:</p>
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Criterion 6: Resources and assets are coordinated and leveraged from other workforce economic development, human services and educational organizations/agencies.

6.1 The board has completed (or participated in the completion of) and/or updated an audit, asset map or similar plan for its local area and/or planning region (as defined by the state in WIOA implementation) within the last three years to identify existing and emerging revenue resources and infrastructure in the local area that go beyond WIOA formula funds.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don't know.</li></ul>	<p>Notes, comments, explanations:</p>
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6.2 The board gathers information and makes recommendations to ensure resources and assets are deployed adequately to address the needs of youth and individuals with disabilities.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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6.3 The board leverages partnerships with employers, educational institutions and other relevant state, regional and local stakeholders to capitalize on funding opportunities.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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6.4 All revenue development objectives, regardless of source, are aligned with the board's strategic plan.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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**Criterion 7:** The board promotes the effective use of technology to manage, deliver and maximize the efficient use of its programs.

**7.1** The board assesses connections among the intake and case management information systems of the career center partner programs and supports the design and implementation of a single state system to support a comprehensive workforce development system in the local area.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don't know.</li></ul>	<p>Notes, comments, explanations:</p>
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**7.2** The board facilitates access to services provided through the career center delivery system, including facilitating the access in remote areas.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don't know.</li></ul>	<p>Notes, comments, explanations:</p>
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7.3 The board identifies strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the career center service delivery system, such as improving digital literacy skills.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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7.4 The board leverages resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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### Standard Area III: Managing the Work of the Board

**GOAL:** WDBs have a strong and engaged board that drives the strategy development and implementation for their local workforce system.

**Definition:** A HIW represents its community; measures its effectiveness in meeting stated goals; has a process for continuous review and improvement of its performance and the performance of the local workforce system; and shares information about its accomplishments.

**Criterion 8:** The board is diverse, connected to the community and business driven.

**8.1** The board membership is composed of individuals with optimum policy-making or hiring authority and is representative of area employers in target sectors and other community leaders.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don't know.</li></ul>	<p>Notes, comments, explanations:</p>
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8.2 New board members are trained to assure they are aware of their roles, responsibilities and strategic goals and activities of the board, including the expanded functions (e.g. sector partnerships, incumbent worker training and transitional jobs, co-location with partners, infrastructure cost-sharing, pay-for-performance contracting) as outlined in WIOA.

<p>We would rate ourselves:</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Adequate</p> <p><input type="checkbox"/> Need to work on this.</p> <p><input type="checkbox"/> Don't know.</p>	<p>Notes, comments, explanations:</p>
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8.3 There are policies and/or procedures in place to encourage and ensure active participation of private sector board members, including bylaws that require: a quorum of business members to hold a meeting; all committee chairs coming from the private sector; and a majority private sector executive committee.

<p>We would rate ourselves:</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Adequate</p> <p><input type="checkbox"/> Need to work on this.</p> <p><input type="checkbox"/> Don't know.</p>	<p>Notes, comments, explanations:</p>
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8.4 Non-board members engaged in related strategic work are invited to attend and participate in board meetings.

<p>We would rate ourselves:</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Adequate</p> <p><input type="checkbox"/> Need to work on this.</p> <p><input type="checkbox"/> Don't know.</p>	<p>Notes, comments, explanations:</p>
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**Criterion 9:** The board measures both the board’s effectiveness and the effectiveness of the local workforce system in meeting their stated strategic goals.

**9.1** The board tracks the progress of strategic board-led initiatives from inception through collection and analysis of outcome data to determine whether it is getting the appropriate return on its investments.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don’t know.</li></ul>	<p>Notes, comments, explanations:</p>
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**9.2** The board tracks and analyzes customer satisfaction (both jobseekers and employers), and other relevant system measures beyond WIOA required measures.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don’t know.</li></ul>	<p>Notes, comments, explanations:</p>
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**9.3** The board ensures sufficient number and type of career and training service providers to maximize customer choice.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don’t know.</li></ul>	<p>Notes, comments, explanations:</p>
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**Criterion 10:** The board seeks to continuously improve performance based on federal, state and local measurements and evolutions in the strategic plan.

**10.1** The board evaluates the effectiveness of the area’s Kentucky Career Center offices in carrying out the goals and metrics identified in the strategic plan.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don’t know.</li></ul>	<p>Notes, comments, explanations:</p>
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**10.2** The career center operator communicates to the board their progress on meeting priority targets for service and training.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don’t know.</li></ul>	<p>Notes, comments, explanations:</p>
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**10.3** The board takes action to mitigate system weaknesses or poor performance.

<p>We would rate ourselves:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent</li><li><input type="checkbox"/> Adequate</li><li><input type="checkbox"/> Need to work on this.</li><li><input type="checkbox"/> Don’t know.</li></ul>	<p>Notes, comments, explanations:</p>
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10.4 The board actively seeks to improve performance by learning from and investing in proven or promising practices and shares its promising practices with the local, regional, state and national workforce development communities.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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10.5 The board directs the local career center certification process to ensure that the local area career centers are certified.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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10.6 The board has considered and adopted, if appropriate, additional certification standards for career centers area offices.

We would rate ourselves: <input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Need to work on this. <input type="checkbox"/> Don't know.	Notes, comments, explanations:
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