

# Kentucky Work Ready Communities In Progress

## APPLICATION

1 Name of County Grant County

2 High School Graduation Rate (most recent state NCLB reporting) 90.7% List Source/Method: i.e. summer 2013 Cohort method Cohort

Would you like to include high schools that are not in the traditionally reported graduation rate shown above? No

If so, please enter revised graduation rate here. Please **attach** a list of schools included and your calculations.

3 Educational Attainment Rate (ages 25-64) 19.1% (Source: US Census, most recent American Community Survey five-year estimates)

4 Community Commitment (check off) Name of Organization

Economic Development	Yes	Northern Ky Area Development District
Elected Officials	Yes	Grant County Fiscal Court
Education	Yes	Grant County Schools Williamstown Independent Schools Northern Kentucky University
Workforce Development	Yes	Grant County Career Advancement Center
Business and Industry	Yes	Grant County Chamber of Commerce Grant County Industrial Development Authority DANA Corporation

**Attach** meeting minutes and meeting attendance sheets showing these signatures. Letters of Commitment from various organizations are helpful as well.

5 Percentage of Households with Broadband Internet Access Available 99.2% (Source: broadband.gov)

Rural or Urban County Rural

6 Are you including criteria for occupational attainment? No (**Attach** narratives and list sources and calculations)

7 Your Contact Information (primary contact for your county application)

Name	Phone	Email
Nancy Howe	859.824.3323	Nancy.howe@grant.kyschools.us
Mailing Address:	Grant County Schools 820 Arnie Risen Blvd., Williamstown, KY 41097	

## Letter of Intent to Participate

As part of Kentucky's overall strategic plan to transform the workforce development system, the Kentucky Workforce Investment Board and its strategic partners created this certification in order for counties to validate the skill level of the workforce. Participating in this effort offers counties the opportunity to transform the local economy and gain a competitive advantage in attracting new businesses and jobs.

In order to qualify, communities must meet certain thresholds in criteria such as graduation rates, National Career Readiness Certificate holders and educational attainment rates. In addition, communities are required to bring various key agencies and employers together in the process. The process is designed to align education, workforce development and economic development strategies for the state and within communities by using for a collaborative approach.

Additional information about the program is available at: <http://kwib.ky.gov/workreadycommunity.htm>.

### Participant Information

This Letter of Intent represents the first step in the process to achieving Work Ready Community status. It is a symbol of your community's commitment to validating and continuously improving the quality of your workforce and alerts state officials of this commitment so that technical assistance along with other resources (as available) can be targeted to such communities.

Please complete the following information and forward a signed copy of this document as instructed at the end of the letter.

NAME OF COUNTY Grant

DATE 9/12/2014 (Revised)

### COUNTY TEAM LEADER

(This individual will serve as the primary contact for state officials with regard to opportunities, questions and program updates.)

Name Nancy Howe

Title Community Education Director / Public Information Officer

Organization Grant County Schools

Mailing Address 820 Arnie Risen Blvd.

City Williamstown Zip Code 41097

Daytime Phone 859 824-3323 (Direct Line: 859.824.2859)

Email nancy.howe@grant.kyschools.us

### COUNTY TEAM MEMBERS

(Please list the names and organizations serving on your county committee or team. If an organization has agreed to participate but not yet named a representative, simply use TBD for the name. You may list more than one organization for each stakeholder category, but must have at least one entity listed for each category. Attach additional pages as necessary)

**Economic Development**

Barbara Stewart	Director	Northern Kentucky Workforce Investment Board
Wade Gutman	Director	Grant County Chamber of Commerce
Bill Dinnison		Grant County Industrial Development Authority

**Elected Officials**

Wanda Hammons	Magistrate	Grant County Fiscal Court
Dick Austin	Magistrate	Grant County Fiscal Court
Bobby Young	Magistrate	Grant County Fiscal Court

**Education**

Ron Livingood	Superintendent	Grant County Schools
Sally Skinner	Superintendent	Williamstown Independent Schools
Correy Eimer	Associate Director	Northern Kentucky University – Grant County
Amelia Cloud	Director	Grant County Adult Education
Susan Nimersheim	Director	Grant County Public Library
Chris Ammerman	Agent / Educator	Grant County / UK Cooperative Extension

**Business and Industry**

John Brothers	HR Director	Dana Corp
Kathy Mullins	Branch Manager	Adecco Staffing
Jacqalynn Ammer-Riley	HR Director Council Member	Procter and Gamble City of Williamstown

**Workforce Development**

Katrina Harris-Greene	Workforce Development Specialist	Grant County Career Advancement Center
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**CURRENT STATUS**

(Please mark all that apply to your current status in the application process)

- Committee Formed
- Subcommittees Assigned
- Tasks Assigned
- Tasks Underway
- Completed Application
- Started Application Draft
- Complete
- Application In Final Local Review

**ASSISTANCE REQUESTED**

(Please indicate any assistance you would like to receive. Staff from the state board will follow up with your team leader to arrange for all technical assistance.)

- Program Overview Presentation
- Topic/Criteria Specific Presentation (Specify) \_\_\_\_\_
- Best Practice Linkages
- Printed Materials (Specify Topics) \_\_\_\_\_
- Conference Call to Answer Questions
- Other (Specify) \_\_\_\_\_

**ESTIMATED SUBMISSION DATE**

(Please indicate when you believe your application will be submitted to the state for review)

Month September Year 2014

**SIGNATURE**

(Your signature below indicates your county team's commitment to working through the process to become a Certified Work Ready Community or Work Ready Community In Progress and authorizes the state to add your county's name to the list of others working toward this achievement.)

Nancy Howe  
County Team Leader

Grant County

## Letter of Intent to Participate

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Please complete the following information and forward a signed copy of this document as instructed at the end of the letter.

NAME OF COUNTY Grant

DATE March 4, 2013

### COUNTY TEAM LEADER

*(This individual will serve as the primary contact for state officials with regard to opportunities, questions and program updates.)*

Name Jill Thomas

Title Community Education Director

Organization Grant County Board of Education

Mailing Address 820 Arnie Risdan Blvd.

City Williamstown Zip Code 41097

Daytime Phone 859-824-3323

Email jill.thomas@grant.kyschools.us

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*(Please list the names and organizations serving on your county committee or team. If an organization has agreed to participate but not yet named a representative, simply use TBD for the name. You may list more than one organization for each stakeholder category, but must have at least one entity listed for each category. Attach additional pages as necessary.)*

Economic Development

Wade Gutman	Director	Chamber of Commerce
Name	Title	Organization

Name	Title	Organization

Name	Title	Organization

**Elected Officials**

Darrell Link	Judge Executive	Grant County Fiscal Court
Name	Title	Organization

Clay Crupper	Mayor	City of Dry Ridge
Name	Title	Organization

Rick Skinner	Mayor	City Of Williamstown
Name	Title	Organization

**Education**

Ron Livingood	Superintendent	Grant County Schools
Name	Title	Organization

Sally Skinner	Superintendent	Williamstown Indept. Schools
Name	Title	Organization

Amelia Cloud	Director	Grant County Adult Education
Name	Title	Organization

**Business & Industry**

Kristle Henry	Bank Manager	The Bank of Kentucky
Name	Title	Organization

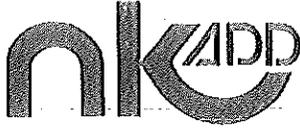
Beverly Hearn	Director	Grant Co. St. Elizabeth Hospital
Name	Title	Organization

TBD		Performance Pipe
Name	Title	Organization

**Workforce Development**

Katrina Harris-Greene	Workforce Development Specialist	Brighton Center/One Stop
Name	Title	Organization





NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT  
22 SPIRAL DRIVE / FLORENCE, KENTUCKY 41042  
TEL (859) 283-1885 / FAX (859) 283-8178 / TDD (859) 282-2707  
Website: [www.nkadd.org](http://www.nkadd.org)

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Lisa S. Cooper, Executive Director

July 28, 2014

Dear Work Ready Community Steering Committee:

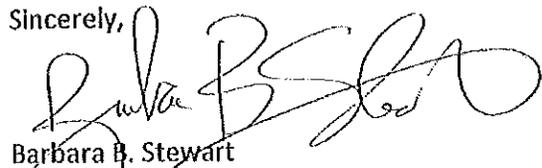
Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Grant County.

Building a strong workforce is a priority for Grant County, and achieving Work Ready Community designation would be great benefit to the county, residents and businesses. As such, the Northern Kentucky Workforce Investment Board (NKWIB) commits to participate in the program, support the program and work to spread the word and to gain participation from others in this initiative.

In addition to the above, we are willing to participate by:

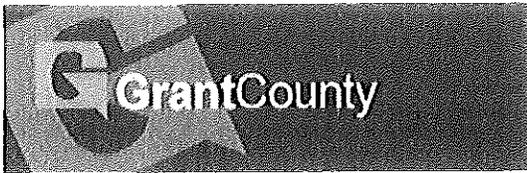
- Sending a representative to an annual strategic planning meeting for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Promoting the project with the Northern Kentucky Workforce Investment Board

Sincerely,



Barbara B. Stewart

Director, Northern Kentucky Workforce Investment Board



**GRANT COUNTY JUDGE EXECUTIVE DARRELL L. LINK**

101 NORTH MAIN STREET, WILLIAMSTOWN, KY 41097

(859) 823-7561 \* FAX (859) 428-4567

WWW.GRANTCOUNTY.KY.GOV \* EMAIL [JUDGEEXEC@GRANTCO.ORG](mailto:JUDGEEXEC@GRANTCO.ORG)

MAGISTRATES: RICHARD AUSTIN 1<sup>ST</sup> DISTRICT \* WANDA HAMMONS 2<sup>ND</sup> DISTRICT \* BOBBY YOUNG 3<sup>RD</sup> DISTRICT

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July 28, 2014

The Work Ready Community Steering Committee:

On behalf of the Grant County Fiscal Court, please let this letter of support demonstrate commitment from the Grant County Fiscal Court for Grant County's application as a Work Ready Community, through the Kentucky Workforce Investment Board (KWIB).

Building a strong workforce is a priority for Grant County, and achieving Work Ready Community designation would be great benefit to our county, residents and businesses. The six components set forth as requirements for the program are critical to supporting, growing and sustaining a vital workforce. As such, the Grant County Fiscal Court is eager to work with the community partners on this effort.

Should you have any questions of the Fiscal Court, or require any additional information at this time regarding our commitment and support, please do not hesitate to contact me at your convenience at (859) 393-8850 or [whammonsemt@aol.com](mailto:whammonsemt@aol.com)

Thank you, and thank you for the opportunity to participate in this exciting and important program.

Sincerely,

Wanda C. Hammons  
Magistrate

Thursday, May 15, 2014  
Grant County Board of Education Office  
9:00 a.m.

# Grant County Community Education Advisory Council

## PARTICIPANTS

Jamie Baker-Nantz  
- Grant County News

Wade Gutman  
- Grant Co. Chamber of Commerce

Kelly West  
- Williamstown Independent Schools  
Family Resource Center

Sally Skinner, Superintendent  
- Williamstown Independent Schools

John Sanders, Assoc. Principal  
- Grant County Schools  
Career & Technology Center

Ron Livingood, Superintendent  
- Grant County Schools

Katrina Harris-Greene  
- Brighton Center/GC Career  
Advancement Center

Wanda Hammons  
- Grant County Fiscal Court

Susan Nimersheim, Director  
- Grant County Public Library

Chris Ammerman, Agent  
- Grant County Extension

Amelia Cloud  
- Grant Co. Adult Education

Betsy John-Jennings  
- Northern Kentucky University

Allison Mortenson  
- GC Middle School/High School  
Youth Service Center

Nancy Howe  
Community Education Director

## AGENDA

Welcome and Introductions

Purpose / Mission

- 1) Work-Ready Communities Initiative
- 2) Advisory Council

Work-Ready Communities Update

- Ron Livingood

Workforce Investment Act Training Provider Update

- Nancy Howe / John Sanders / Katrina Harris

Comments from Council

Nancy Howe Grant Co CE  
Amelia C. Cloud Grant County Adult Ed.  
Allison Mortenson GCYSC  
Katrina Harris-Greene Grant Co Career  
Centers  
Jim Ljungqvist  
Wanda Hammons  
Chris Ammerman - Grant Co CES  
John Sanders - Grant Co CTC  
Sally Skinner - Williamstown  
D. not.

nh

GRANT COUNTY COMMUNITY EDUCATION ADVISORY COUNCIL / WORK READY COMMUNITIES

MEETING MINUTES

MAY 15, 2014

**PRESENT:** Superintendent Ron Livingood, Grant County Schools; Amelia Cloud, Grant County Adult Education; Allison Mortenson, Grant County Youth Service Center; Katrina Harris-Greene, Grant County Career Advancement Center; Wanda Hammons, Grant County Fiscal Court; Chris Ammerman, Grant County Extension; John Sanders, Grant County Schools Career and Technology Center; Superintendent Sally Skinner, Williamstown Independent Schools; Nancy Howe, Grant County Community Education Director

On May 15, 2014, a group of community leaders convened to function as a joint Grant County Community Education Advisory Council and Grant County Work-Ready Communities Committee.

**Work-Ready Communities:** Mr. Ron Livingood reintroduced the program sponsored by the Kentucky Workforce Investment Board and the Kentucky Education and Workforce Development Cabinet known as Work Ready Communities and expressed his belief that this would be a worthwhile effort for the Grant County community. All participants had previously been briefed on the concept and were interested in moving forward on this initiative. There are two statuses available to communities: "Work Ready Community" and "Work Ready Community in Progress." Grant County would be working toward the latter.

**Leadership:** Mr. Livingood acknowledged it would be difficult for a school district to be the sole driver for this initiative and expressed hope that the Fiscal Court would take a leadership role. Plans were made to request to be on the agenda at an upcoming Fiscal Court meeting to solicit their leadership and support.

**National Career Readiness Certificate (NCRC):** Amy Cloud shared that she is being trained to administer the NCRC assessment, which will help meet the NCRC component in the Work Ready Communities application. Space for the assessment could be provided by Grant County Schools.

**Community Commitment:** Allison Mortenson reported that she enjoys a very productive working relationship with several social agencies involved in the Grant County Community Collaborative, and based upon that, felt the community would work well together on this effort.

**Workforce Investment Act Training Provider Update:** Information was shared about the application Grant County Schools has filed to become a WIA-approved provider of training for adults that leads to industry-recognized certificates in the areas of Welding, Medical Assisting, and Mechatronics. We are currently awaiting a response from the Workforce Investment Board.

**Other Business:** Nancy Howe brought up the need for a one-stop source for the community to find information about family, community, and educational events and opportunities. Chris Ammerman volunteered to explore options for this.

Meeting adjourned.

## Grant County Judge Executive

Darrell L. Link  
Grant County Courthouse

101 North Main Street  
Williamstown, KY 41097

Office: (859) 823-7561  
Fax: (859) 428-4567

July 7, 2014

Mr. Richard Austin, Magistrate 1<sup>st</sup> District  
Mrs. Wanda Hammons, Magistrate 2<sup>nd</sup> District  
Mr. Bobby Young, Magistrate 3<sup>rd</sup> District  
Mr. Joe Taylor, County Attorney  
Mrs. Peggy Updike, County Treasurer

### GRANT COUNTY FISCAL COURT AGENDA FOR MONDAY JULY 7, 2014 AT 7:00 P.M.

1. Invocation – Magistrate Richard Austin
2. Pledge of Allegiance-All
3. Call to order – Additions & Deletions to Agenda
4. Present for review and approval the minutes of the June 16, 2014, Regular Fiscal Court meeting.
5. Present for review and approval the claims against the General Expense Fund, the Road Fund, and Jail fund, along with the transfers needed for the Month of July.
6. Present for Review the Road Supervisor, Building Inspector and Canine Control Officer's Reports for June 2014.
7. Ron Livingood, Nancy Howe, and Katrina Harris Greene Update on "Work Ready Community Status".
8. Present for a motion to accept the sheriff's list of delinquent tax bills as presented, along with the form signed by Sheriff Chuck Dills and Grant County Clerk, Roger Layne Wagoner.
9. Present for a review and approval the Recommendation of the Grant County Planning Commission for a Zone Change for applicant Bryan Eldridge and present for a First Reading Ordinance No. 03-2014-674, relating to an Amendment to the Grant County Zoning Map for said applicant, along with the Notice to run in the local paper showing a Second Reading to be held on July 21<sup>st</sup> 2014.

The Grant County Fiscal Court met in Special Session on Monday, July 7th 2014, at 7:00 P.M. at the Grant County Courthouse in Williamstown, Kentucky, with Richard Austin, Magistrate 1<sup>st</sup> District, Present; Wanda Hammons, Magistrate 2<sup>nd</sup> District, Present; Bobby Young, Magistrate 3<sup>rd</sup> District, Present; Joe Taylor, County Attorney, Present and Hon. Darrell Link, County Judge/Executive, Present and Presiding.

Pat Conrad, Fiscal Court Clerk was also present. Guests present were: David Rose, Ish Purcell, Ron Livingood, Superintendent of Grant County Schools, Katrina Harris Greene, with the Kentucky Career Center in Grant County and Nancy Howe, Public Relations Director and Community Education Coordinator with the Grant County Schools, Grant County Sheriff, Chuck Dills, John Souder, and Jacquelyn Riley.

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Magistrate Richard Austin opened with prayer. Judge Link then led in the Pledge of Allegiance and called the meeting to order.

Judge/Executive Darrell L. Link stated that there is one deletion to the agenda and that is Number 10, and has already been addressed and is not necessary and there are five additions and those are appointments for the Detention Center.

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Judge/Executive Darrell L. Link presented the minutes of the June 16, 2014 meeting for approval.

Motion of Richard Austin, seconded by Bobby Young to approve the minutes of the June 16, 2014, Regular meeting as presented.

The following votes were taken Richard Austin, Magistrate 1st District, votes, yes, Wanda Hammons, Magistrate 2nd District, votes, yes, Bobby Young, Magistrate 3rd District, votes, yes, and Hon. Darrell Link, County Judge/Executive, votes, yes.

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Ron Livingood, Superintendent of Grant County Schools, Nancy Howe, Community Education Director for Grant County Schools, and Katrina Harris Greene from the Kentucky Career Center were present to update the Grant County Fiscal Court on the status of the "Work Ready Community" program that has been implemented.

Mr. Livingood stated that he wanted to bring information to the Fiscal Court and handed out a brochure, along with a paper power point presentation and other pertinent information regarding workforce unemployment and the desire of the school system to launch this program in Grant County. He is seeking an entity that will spearhead this program and stated that Sally Skinner, Superintendent with the Williamstown Schools is on board as well, but had a prior commitment and could not attend this meeting. Katrina Harris Greene stated that with the Workforce Investment Act, she works with both Carroll and Grant County in helping residents do job searches, resumes and career advancement.

Magistrate Hammons stated that she was in a meeting about a year ago and saw information that let her know that Grant County was not yet considered a "Work Ready Community" and she was disappointed that several surrounding counties were and Grant County was not on the list. Magistrate Austin suggested that Mr. Livingood meet with the executive board of the chamber and see if they would be willing to be the entity to carry this project forward, as the schools cannot be the leading entity in this endeavor. Magistrate Young thanked the group for attending and enlightening the Court.

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Tuesday, July 29, 2014  
Grant County Board of Education Office  
9:00 a.m.

# Grant County Community Education Advisory Council

## INVITED PARTICIPANTS

Jamie Baker-Nantz  
Grant County News

Wade Gutman  
Grant Co. Chamber of Commerce

Kelly West  
Williamstown Independent Schools  
Family Resource Center

Sally Skinner, Superintendent  
Williamstown Independent Schools

John Sanders, Assoc. Principal  
Grant County Schools  
Career & Technology Center

Ron Livingood, Superintendent  
Grant County Schools

Katrina Harris-Greene  
Brighton Center/GC Career  
Advancement Center

Wanda Hammons / Darrell Link  
Grant County Fiscal Court

Susan Nimersheim, Director  
Grant County Public Library

Chris Ammerman, Agent  
Grant County Extension

Amelia Cloud  
Grant Co. Adult Education

New Director - TBA  
Northern Kentucky University

Allison Mortenson  
GC Middle School/High School  
Youth Service Center

Nancy Howe  
Community Education Director

## AGENDA

Approval of Minutes

Work-Ready Communities Initiative

- Leadership Update
- Discussion of Components (Handout)
- Development of Component Sub-Committees

Adult Learning Programs at Grant County Schools Career &  
Technology Center & Technology Center: Update

Community Calendar Update

Announcements and Other Business

*Katrina Harris-Greene*

*Wanda Hammons*

*Dick Austin*

*John Sanders*

*Chris Ammerman*

*Ron Livingood*

# WORK READY COMMUNITIES IN PROGRESS (Grant County)

(Prepared 7/8/2014)

To be granted "Work Ready Community in Progress" status, communities that aren't already at the "Work Ready Community" benchmark, must provide a narrative describing their plan for reaching the desired goal. The middle column in this document offers suggestions for community leaders who may be instrumental in developing the plan for meeting each of the benchmarks.

Note: If approved as a Work Ready Community in Progress, counties have up to three years to meet the minimum criteria. Counties must show continuous improvement within this three-year period.

If criteria is not met within 3 years, but county has shown continuous improvement, the selection committee may choose to extend the goal deadline. If the committee does not extend the deadline and the county loses Work Ready Community in Progress status, the county must wait one year before applying.

Once Work Ready Community status is achieved, the distinction will last for two years, at which time each community must be recertified to ensure they have not fallen below required criteria levels. These stipulations will require a continued commitment by leadership and the implementation of plans that are feasible and sustainable.

CRITERIA AND THRESHOLDS	POTENTIAL SUB-COMMITTEE MEMBERS	CURRENT STATUS + NOTES (Hyperlinks attached to the words "Current Status" link to the resource for statistics shown.)
<p><b>GRADUATION RATE:</b> High school graduation rate calculated with the method used in reporting for the State of Kentucky. Must present a plan to raise the rate to <b>86.1 percent</b> within three years and to <b>98% by 2022</b>. Inclusion of private or parochial graduation rates not already included in the traditionally reported figure is allowed at the discretion of the county.</p>	<p>Ron Livingood Sally Skinner John Sanders, GCS CTC GC and Wmstown Counselors</p>	<p>Current Status: <u>90.7% (2013)</u> This exceeds the requirement for Work Ready Community in Progress, though a plan would need to be in place for the 2022 goal. Goal: 98% by 2022</p>
<p><b>NATIONAL CAREER READINESS CERTIFICATE (NCRC) HOLDERS:</b> The National Career Readiness Certificate is awarded based on the three WorkKeys assessments: Reading for Information, Applied Mathematics, and Locating Information. It is accepted throughout the nation by employers as a measure of work readiness. Kentucky has an NCRC initiative under way. Work Ready Community in Progress: Must present a plan to reach <b>9 percent of the working age population (18-64) holding NCRCs</b> within three years and <b>15 percent</b> within five years. Plan should include promotional strategies, training availability, and encouraging employer recognition of the certificate.</p>	<p>John Sanders, GCS CTC GC Adult Ed Leaders/Employers such as: - GC Schools - GC Fiscal Ct. - Dana</p>	<p>Current Status (as of June 30, 2014): <u>Working Age Population (18-65)=15,091</u> <u>Current NCRC Holders = 161 (or 1.07%)</u> Goal: 9% (1,358) in 3 years; 15% (2,264) in 5 years.</p>

<p><b>COMMUNITY COMMITMENT:</b> A measurement of commitment from community and government agencies to the process of becoming certified and remaining certified. This allows a community to demonstrate true collaboration and progress toward achieving strategic goals that bring together education, workforce, economic development and elected leadership. <b>Work Ready Community in Progress:</b> Must show support (signatures/meeting participation) from the following stakeholders (at least one participant and signature per category.)</p>	<p><b>Proposed...</b></p> <ol style="list-style-type: none"> <li>1) <b>Economic Development</b> – GC Chamber of Commerce, NKADD, GC News</li> <li>2) <b>Elected Officials</b> – Darrell Link, Wanda Hammons, Bobby Young, Dick Austin, Jacquelyn Riley, Rick Skinner, Brian Linder...</li> <li>3) <b>Education</b> – Ron Livingood, Sally Skinner, John Sanders, NKU, Gateway?</li> <li>4) <b>Workforce Development</b> – Katrina Harris-Greene, Amy Cloud</li> <li>5) <b>Business and Industry</b> – Jerry West, Chris Ammerman...</li> </ol>
<p><b>EDUCATIONAL ATTAINMENT:</b> The percentage of working-age (25-64) adults in a community with at least a two-year degree. <b>Work Ready Community in Progress:</b> Must present a plan to be at 25 percent within three years and 32 percent within five years and 39 percent within seven years. -- <b>AND</b> -- Must present a plan to reduce the percentage of working age adults (18-64) in your county without a high school diploma or high school equivalency diploma (e.g., GED) as based on the American Community Survey by 3% points in three years and 5% in five years. A map listing counties within the commonwealth and their population of adults without a high school diploma or high school equivalency diploma can be found on the Kentucky Adult Education website (<a href="http://www.kyae.ky.gov">http://www.kyae.ky.gov</a>)</p>	<p>GC and Wmstowtown Counselors NKU Gateway GC Adult Ed FRC Directors?</p> <p><u>At Least Two-Year Degree:</u> <u>Current Status:</u> 19.1% Goal: 25% in three years; 32% in five years; 39% in seven years <u>% Adult Population (18-24) without Diploma or Equivalency</u> <u>Current Status:</u> 19% Goal: Reduce to 15% in 3 years; 14% in 5 years.</p>
<p><b>SOFT SKILLS MEASUREMENT:</b> A Certified Work Ready Community must have a program or programs to address work ethic/soft skills development and credentialing for both the secondary school(s) and post-secondary adult populations. <b>Work Ready Community in Progress:</b> Must present a plan to achieve the list below within three years. The specific design of these programs will be up to local officials, but must meet the following minimum standards: &gt; Provide evidence of employer engagement in the program development process, including representation of the community's most prolific businesses and industries. &gt; Provide evidence that employers recognize achievement of work ethic or soft skills credential in their hiring/advancement processes.</p>	<p>GC and Wmstowtown HS Guidance Counselors GC Adult Ed Katrina Harris-Greene Jacquelyn Riley Employers/Leaders such as: - GC Bd of Ed - GC Fiscal Court - Dana</p> <p><u>Currently:</u> (Grant County High School does have criteria and actively awards "Work Ethic Diplomas" based upon criteria established by the Northern Kentucky Chamber of Commerce, (I think).) <u>Note:</u> If requested, the state will provide examples of programs and credentials created by other communities as models, but it is expected that local areas will develop programs that are responsive to the specific needs and requirements of their target employers and industries.</p>

<p>&gt; Programs must include measurable goals for annual improvement in the raw number and percentage of workforce credentialed.</p> <p>&gt; Programs plans must include a strategy to assure employers of the sustainability of the programs, and</p> <p>&gt; Programs must address, at a minimum, the following topical areas: attendance/punctuality, communication, teamwork, leadership and critical thinking.</p>		
<p><b>AVAILABILITY OF INTERNET (AS AN INDICATOR OF DIGITAL LITERACY):</b> The percentage of households in a community with broadband internet available. Data must come from <a href="http://www.broadband.gov">www.broadband.gov</a>. Work Ready Community in Progress: Must present a plan to meet the goals below within three years.</p> <p>&gt; A rural county must have 3Mbps speeds or greater available to 90 percent of housing units with the exception of those they can show to be inaccessible (cost prohibitive) by technology other than wireless -- where there must be 1.5Mbps speeds available to 90 percent of housing units.</p>	<p>Grant Co. Fiscal Court City of Williamstown GC/Wmstown Schools Technology Specialists GC Public Library</p>	<p><u>Current Status: 77.5% at 3Mbps</u> Goal: 90%</p> <p>Note: Information regarding availability provided via the schools and public library may be helpful in the narrative, together with data regarding additional availability that may be provided via smart phones, etc. (?)</p>
<p><b>SUPPLEMENTAL CRITERIA:</b> Some important measures will be considered by the review panel as supplemental to the primary criteria in each county's application. It is possible that if the community falls just short in one area, but is very strong in one of the following measures, the panel may take this into consideration.</p> <p><b>OCCUPATIONAL CREDENTIAL ATTAINMENT:</b> Explain in an optional narrative the prevalence of occupational credentials (industry recognized certificates). Sources for this may be employers, community colleges or other. This measure lacks a standard tracking method/standard goal so you should explain your methodology in determining and presenting this measure.</p>	<p>John Sanders Katrina Harris-Greene</p>	

Resources: [Work Ready Communities Website](#)

[Getting Started Document](#)

[Application Downloads](#)

[Best Practices](#)

Application Timelines

**Application Deadline<sup>1</sup>**

September 12, 2014

<sup>1</sup> Work Ready and Work Ready in Progress applications may be submitted at any time. To be placed on the agenda, complete applications must be received at least 30 days prior to the scheduled Review Panel meeting. Applications received less than 30 days prior to Review Panel meeting will be tabled until the next scheduled meeting.

**Review Panel Meeting<sup>2</sup>**

October 14, 2014

**KWIB Certification Meeting<sup>3</sup>**

November 20, 2014

Applications received less than 30 days prior to the scheduled Review Panel meeting date.

<sup>2</sup> On review date you will be given ten minutes for a presentation to the Review Panel and five minutes for questions.

<sup>3</sup> The Kentucky Workforce Investment Board will receive and consider applications recommended by the Review Panel for certification as Work Ready or Work Ready in Progress. If certified the county will be asked to come forward with their committee and guests to receive their certificate, packet and have photo made with members of the Board.

GRANT COUNTY COMMUNITY EDUCATION ADVISORY COUNCIL / WORK READY COMMUNITIES

MEETING MINTUES

July 29, 2014

**PRESENT:** Superintendent Ron Livingood, Grant County Schools; Katrina Harris-Greene, Grant County Career Advancement Center; Wanda Hammons, Grant County Fiscal Court; Dick Austin, Grant County Fiscal Court; John Sanders, Grant County Schools Career and Technical Center; Chris Ammerman, Grant County Extension Office.

**WORK READY COMMUNITY UPDATE: Leadership:** It was reported that the Grant County Fiscal Court was interested in taking a leadership role in working toward the Work Ready Community in Progress status. They have requested that Nancy Howe, Grant County Community Education Director, continue to facilitate sub-committee meetings that they will attend and support.

**Discussion of Work Ready Community Components / Development of Sub-Committees:** A Work Ready Communities handout was distributed to the group that shared each of the six components of the Work Ready Community application, together with Grant County's current status, goals, and individuals/groups that could work together to help meet the goals. Each of the six components was discussed at length and a sub-committee for each was proposed. Nancy Howe is to contact those individuals/agencies, solicit their participation, schedule and facilitate meetings to develop plans for meeting goals.

**CTC COMMUNITY ED UPDATE:** It was reported that the Grant County Schools CTC has been approved by WIA as a provider of training that results in industry recognized certificates in the fields of Welding, Mechatronics, and Certified Nursing Assistant. This means that participants who qualify for certain work-force development funds would be able to receive the training at no cost to the participant. Katrina Harris-Greene, John Sanders, and Nancy Howe will meet immediately following this meeting to schedule and promote classes for this fall.

**COMMUNITY CALENDAR UPDATE:** Chris Ammerman reported that he had inquired at the University of Kentucky regarding the existence of technology that would allow several existing community calendars (in their various formats) to merge into one. He does not believe this technology exists. A second option would be for someone to establish a website and calendar, perhaps as a business – but casual inquiries had resulted in no buy-in. A third option would be to develop a community calendar to which various community entities (ie: Parks and Recreation, Schools, Extension Office, Library, Career Advancement/Collaborative, Church Ministerial Association, City of Dry Ridge, and City of Williamstown) could post. While everyone agreed this initiative was worth exploring, it was put on hold until the Work Ready Communities application is underway.

**MEETING ADJOURNED.**

**MINUTES**  
**GRANT COUNTY CHAMBER OF COMMERCE**  
**MONTHLY BREAKFAST MEETING**  
**August 18, 2014**

The regular monthly breakfast meeting of the Grant County Chamber of Commerce Board of Directors was held on August 18, 2014 at the Grant County Extension Office, Baton Rouge Road, Williamstown, KY. The meeting was called to order by Jerry West, President.

West led in the Pledge of Allegiance.

West called on Ron Livingood to give the blessing.

Members Present: Royce Adams, Carolyn Thomas Thompson, Shirley Howard, Jim Thomas, Pete Whaley, Dawn Little, Dick Austin, Randy Slayback, Diane Pettit, Elizabeth Lawrence, Debra Turner, Brian Linder, Jamie Baker-Nantz, Shawn West, Bill Wilson.

Also Present: Donnie House, Nancy Howe, Andy McComas, Jacquelyn Riley, Marlene McComas, Joana Surgener, Barbara Gutman, Bob McDaniel, Ron Livingood, Joe Meyer, Wayne Sponcil, Joyce Slayback, Gayle West, Mike Zovath, Glen Bailey, Clay Crupper, Cheryl Rich, Correy Eimer, Larry Spears, Andrew Lawrence, John Mitchell, Laquinta Strickland, Dan Anderson, Katrina Harris-Greene, Becky Peddicord, Charlotte Schmidt, LeRoy LaMontagne, Amanda Howell, Ellen Barnett, Chase Crigler, Bev Hearn, Gina Austin-Smith, Norman Case, and Caitlin Marqua.

Guest Speaker: Sally Skinner, Ron Livingood & Joe Meyer

West advised our breakfast sponsors this morning are Grant County School Board and Williamstown School Board

West advised the Minutes for the July 2014 meeting were on the tables. There being no corrections or additions, Slayback moved, Thompson seconded, Minutes be approved, Motion Carried.

West read the Treasurer's Report as follows: the Checking Account balance as of July 21, 2014 \$4,870.59. Income from dues, interest, breakfast sponsorship, etc. \$3,140.97. Accounts Payable: breakfast expense, contractor labor, etc. \$1,191.43. With a Checking Account balance as of August 18, 2014 of \$6,820.13 and a CD with a current value of \$11,834.12. Total assets as of August 18, 2014 of \$18,654.25.

There being no corrections or additions, Slayback moved, S. West seconded, Treasurer's Report be approved as read. Motion carried.

West advised we had a new member, Norman Case, of Case Chiropractic in Crittenden.

West turned the floor over to the first speaker, Sally Skinner, Superintendent of Williamstown High School. She advised that they are on a new system and accreditation for advanced education. Their school has been acknowledged by US News & World Report and have received both a Silver (National) and Bronze (honorable mention) from them. The enrollment is 850 which it has been for the past several years. Their students graduate with an average score is 21. They have partnered with FFLAG for the Community Health Grant and will do the matching funds to make playground improvements. As far as technology goes, they have a bring your own device as well as they keep supplying more devices each year. Soon the whole building and sports fields will be wireless. Their school is eligible to provide free lunch to all students this year. Last year the average daily lunch count was 556. This past Friday the count was 860+. The free lunches will save a family approximately \$900/yr.

Ron Livingood, Grant County Board of Education then spoke. He presented a short video highlighting their schools progress in the Work Ready Community status. He stressed how important it is for the local employers to let the schools know what they need so that they can better prepare the upcoming workforce.

Livingood then turned the floor over to Joe Meyer, Secretary of Education. He advised he has served with both Royce Adams and Clay Crupper and complimented them on the fine job they have done for Grant County. He spoke about the Work Ready Community and how important it is to accomplish this.

Gutman introduced the new Administrator for the NKU Grant County Center, Correy Eimer.

Jamie Baker-Nantz advised that the Executive committee is restarting the Ambassador Program and anyone interested in participating as an ambassador can contact her.

Andy McComas advised that there was a handout on the table for a special being run by their paper wherein businesses get to thank employees, customers, etc. for their support. This would be a good example of the whole community working together to promote a ready workforce.

There being no further business to discuss, Altman moved, Slayback seconded, meeting adjourned.

Respectfully submitted,  
Diane Pettit, Recording Secretary

**Narrative #1: GRADUATION RATE**

Current high school graduation rate as calculated with the method used in reporting for the State of Kentucky: 90.7%

Grant County has included no private or parochial graduation rates in the reported figure.

Goal: Raise the rate to 98% by 2022.

The Grant County community is pleased that its two school districts combined currently produce a graduation rate of 90.7%, which exceeds the current Work Ready Community benchmark of 86.1%. As indicated in the chart below, both districts exceed the state average by 3.7 (Grant) to 9.8 (Williamstown) percentage points.

Year	Grant County Schools	Williamstown Independent Schools	State Average
2012-2013	89.8%	95.9%	86.1%

This, however, was not always the case, as in the not-so-distant past Grant County and Williamstown Schools posted the following scores:

Year	Grant County Schools	Williamstown Independent Schools	State Average
2009-2010	81%	86%	84%

As is evidenced by these statistics, Williamstown Independent Schools and Grant County Schools have each embraced strategies that have netted substantial improvements in graduation rates over the past five years. Both districts are equally committed to continual improvement and are on track to reach the Work Ready Communities goal of 98% by 2022.

Current and future efforts include:

- The most significant change agent for Grant County Schools has been the Grant County Schools Career and Technology Center (GCS CTC) which opened in 2011. The new facility provided for seven new career and tech programs (Auto Tech, Welding, Information Technology, Electrical Technology, Health Sciences, Project Lead the Way Bio-Medical, and Project Lead the Way Pre-Engineering), which complemented the high school's three existing programs (Agriculture, Family and Consumer Sciences, and Business). The GCS CTC is locally owned and operated, and is located adjacent to the Grant County High School – which allows a seamless transition to and from traditional classes throughout the school day. During just its second year in operation, 816 students (of approximately 1100) were enrolled in at least one class in the CTC, with 511 taking more than one class. All high school students are encouraged to explore and/or begin classes in various career and tech programs as early as their freshman year – or

even middle school -- then proceed through a series of classes that, upon completion, allow them to earn college credits and/or industry certification(s) in their field of choice.

This is a stark difference to previous years in which only 40 seats were available to Grant County High School students in Area Technology Centers 35+ miles away. Now, because Grant County's programs encourage both career development and college preparation, students do not choose between "a college pathway" or "a career pathway", but instead are provided a means to enter a career field upon graduation which complements their expected college experience (ie: a student receives a Nurse Assisting certification (CNA), which allows her to work part time in the field as she earns her nursing degree; or a mechatronics certificate allows a student to take advantage of a local employer's apprenticeship program while he/she also attends employer-paid college classes). The varied career pathways provided at the CTC allow almost every student to explore their chosen career before even leaving high school, and has added the very real component of "relevance" to their high school studies. As Grant County Schools continues to nurture post-secondary and industry partnerships, and as students see the clear connection between their studies in high school and a successful career, it is anticipated that the CTC will have a continued positive influence on the graduation rate at Grant County High School.

Additional efforts by one or both districts include:

- Believing drop-out prevention begins with the very young, the Grant County School District facilitates the Dolly Parton Imagination Library for children, ages 0-5, who live in their district. Children enrolled in this program receive an age-appropriate book in the mail each month – at no cost to the recipient -- from the date of their enrollment in the program until their 5<sup>th</sup> birthday. This program promotes both literacy and parental involvement from infancy.
- Both districts operate highly functional preschool programs that focus on establishing the best possible start for the student, plus encourage and nurture the involvement of parents in the educational process.
- Both Grant County Schools and Williamstown Independent Schools have voluntarily elected to make kindergarten an all-day program for all students, though funding from the state is provided only for half-day attendance.
- Both districts employ tools such as "Persistence to Graduation" and the Gallup Poll Measuring Student Hope, Engagement, and Well-Being to identify students and issues which may make them at risk for dropping out.
  - The Persistence to Graduation tool is an early warning indicator system which utilizes data in the student data system (Infinite Campus) to identify students who may be off-track for promotion or on-time graduation. It considers research-based indicators (such as a student's grades, attendance, income, behavior, and even gender) to assign every student a Risk Value Score, which helps identify students in need of additional intervention and/or support.

- The Gallup Poll Measuring Student Hope, Engagement, and Well-Being is performed every year for all students (grades 5-11) in Williamstown Schools and in Grant County Schools. The measurements of hope, engagement, and well-being in a student population helps predict student success in the areas of attendance, credits earned, GPA; distinguishes between high- and low-performing schools; and serves as an indicator of success beyond high school. The results of these surveys equip school leaders with insight and tools to develop programs to meet identified needs.
- Truancy, health, and family issues are identified and addressed early in each child's academic career by counselors, Family Resource Center personnel, nurses, and others as needed.
  - Both Williamstown and Grant County Schools are fortunate to have full-time nurses and Family Resource personnel in each building.
  - The Grant County Middle and High School Youth Service Center facilitates an attendance program each month that targets students with five (5) or more (cumulative) unexcused absences. At a meeting designed just for them, the merit of attendance is retaught, employment statistics (relative to attendance) are shared, expectations in other nations are compared to expectations in America, and accountability and responsibility for their current job (school) is reinforced.
  - The Grant County Schools Youth Service Center and Williamstown Family Resource Center, counselors, and nurses facilitate drug and alcohol prevention programs, as well as suicide prevention and other programs to help address mental health needs.
- Grant County Schools and Williamstown Independent Schools actively embrace Positive Behavioral Interventions and Support (PBIS) strategies which establish and reinforce behavioral expectations, then utilizes re-teaching and rewards rather than punishment. These measures have had a huge impact on culture and climate in each of our schools.
- Academic issues are identified and addressed early and throughout their P-12 career with Response to Intervention (RTI). Other tools used by both districts include Measures of Academic Progress (MAP), Compass, Intervention / Credit Recovery classes, after-school tutoring, extended school services, and virtual learning programs such as ALEKS, Voyager, and BAVEL.
- Eagle Creek Academy is an alternative setting for 6 – 12 graders in Grant County Schools. The curriculum allows students to move at their own pace, with the assistance of a dedicated staff of highly qualified teachers. Some students are placed at Eagle Creek by the courts or due to discipline problems in the traditional school setting. Others, however, choose Eagle Creek because of its structure and the opportunity it

provides a student to catch up (when life has thrown a curve ball) and still graduate on time. Eagle Creek has provided a means for dozens of students to complete their high school education successfully when all indicators suggested otherwise.

Eagle Creek Academy has recently re-structured and re-located a portion of its programming in an effort to transition its younger students back into the main population more successfully, and to allow these students the opportunity to participate in the programs provided by the Grant County Schools Career and Technology Center.

Alternative Scheduling: Eagle Creek Academy is hopeful to provide alternative scheduling in the near future. This will allow students who need to work or have other obligations during the school day to continue their education, earn their diploma, and start their lives without the additional burden of an education cut short.

- Junior Reserve Officer Training Corps (JROTC) – Grant County High School’s JROTC program began in Aug., 2005, and has since established itself as one of the most respected programs in the mid-west region. The program, which reaches approximately 160+ students each year, has built the leadership capacity in literally hundreds of students and has provided for countless students and families that did not feel comfortable in the more traditional athletic, music, and scholarly extra- and co-curricular activities a place to thrive, grow, and assume roles of leadership in the school. If there is a single element that has built pride, school culture, and a sense of belonging, it is the Grant County High School JROTC program.
- Both districts are working to provide intentional and consistent individualized pathways and personalized learning opportunities for every student.
- Both Grant County and Williamstown actively engage in co-curricular student leadership groups such as FFA, FCCLA, Business Leaders of America, HOSA, Skills, etc., which promote student leadership, networking, and enrich the academic experience in each student’s field of interest.
- Both districts offer numerous extra-curricular activities to help keep students involved and engaged.
- Both districts partner with Northern Kentucky University–Grant County Campus to offer the “School Based Scholars” opportunity to juniors and seniors. This program allows students to leave their respective high school campuses during the school day to commute to the NKU-GC campus for college classes.
- Both districts offer Advanced Placement and in-house dual credit opportunities – providing added challenge, incentive, purpose, and relativity for advanced students in the high school setting.
- Additional plans for both Williamstown Independent Schools and Grant County Schools will be the development of creative and meaningful assessments, policies, and

procedures to measure and award performance-based credit to students who are able to exhibit certain competencies. Such opportunities will make the world the classroom, will encourage students to learn from all experiences, and will, in turn, enrich cultural, technological, and all aspects of life for our students and our community.

**Attachments:**

- Graduation Rate Data Sheet
- Work Ready Communities Sub-Committee for Graduation Rate Meeting Agenda: 08/26/2014
- Work Ready Communities Sub-Committee for Graduation Rate Meeting Minutes: 08/26/2014
- Work Ready Communities Sub-Committee for Graduation Rate Sign-In Sheet: 08/26/2014

2013 Kentucky Graduation Rate (Cohort Method)

State Average 86.1%

<u>County</u>	<u>Grad Rate</u>	<u>County</u>	<u>Grad Rate</u>	<u>County</u>	<u>Grad Rate</u>
Adair	89.8%	Grant	90.7%	McLean	86.4%
Allen	91.0%	Graves	91.8%	Meade	94.1%
Anderson	96.5%	Grayson	92.9%	Menifee	90.7%
Ballard	92.4%	Green	95.0%	Mercer	96.6%
Barren	86.1%	Greenup	94.0%	Metcalfe	87.3%
Bath	86.9%	Hancock	95.5%	Monroe	95.3%
Bell	88.7%	Hardin	89.0%	Montgomery	92.4%
Boone	92.9%	Harlan	86.9%	Morgan	87.3%
Bourbon	91.3%	Harrison	90.3%	Muhlenberg	87.8%
Boyd	93.8%	Hart	96.6%	Nelson	86.8%
Boyle	90.2%	Henderson	88.5%	Nicholas	92.0%
Bracken	97.0%	Henry	88.2%	Ohio	88.0%
Breathitt	87.5%	Hickman	100.0%	Oldham	96.2%
Breckinridge	91.3%	Hopkins	88.6%	Owen	86.7%
Bullitt	85.2%	Jackson	87.0%	Owsley	94.7%
Butler	92.0%	Jefferson	76.5%	Pendleton	91.1%
Caldwell	90.8%	Jessamine	81.0%	Perry	85.9%
Calloway	93.6%	Johnson	96.0%	Pike	90.3%
Campbell	91.6%	Kenton	88.9%	Powell	93.5%
Carlisle	95.4%	Knott	87.7%	Pulaski	90.0%
Carroll	88.4%	Knox	88.3%	Robertson	95.8%
Carter	96.6%	Larue	98.7%	Rockcastle	92.1%
Casey	93.3%	Laurel	79.3%	Rowan	92.5%
Christian	81.3%	Lawrence	95.0%	Russell	88.9%
Clark	90.3%	Lee	88.1%	Scott	84.1%
Clay	82.9%	Leslie	99.2%	Shelby	84.5%
Clinton	82.4%	Letcher	92.1%	Simpson	92.4%
Crittenden	83.5%	Lewis	96.7%	Spencer	92.9%
Cumberland	95.2%	Lincoln	89.6%	Taylor	99.0%
Daviess	90.6%	Livingston	94.9%	Todd	93.0%
Edmonson	90.4%	Logan	90.3%	Trigg	91.8%
Elliott	89.0%	Lyon	97.0%	Trimble	74.6%
Estill	95.7%	Madison	92.2%	Union	88.9%
Fayette	82.7%	Magoffin	92.4%	Warren	91.6%
Fleming	94.2%	Marion	93.2%	Washington	98.5%
Floyd	90.1%	Marshall	91.9%	Wayne	87.9%
Franklin	83.6%	Martin	91.9%	Webster	83.2%
Fulton	90.0%	Mason	90.8%	Whitley	91.8%
Gallatin	90.8%	McCracken	86.6%	Wolfe	92.2%
Garrard	92.4%	McCreary	93.5%	Woodford	97.2%

## WORK READY COMMUNITIES

Sub-Committees: Graduation Rate / Educational Attainment

Tuesday, August 26, 2014 – 3:30 p.m.

Grant County Board of Education Office

### COMPONENT: GRADUATION RATE:

High school graduation rate calculated with the method used in reporting for the State of Kentucky. Must present a plan to raise the rate to 86.1 percent within three years and to 98% by 2022. Inclusion of private or parochial graduation rates not already included in the traditionally reported figure is allowed at the discretion of the county.

Current Status: 90.7%

Goal: 98% by 2022

### COMPONENT: EDUCATIONAL ATTAINMENT:

The percentage of working-age (25-64) adults in a community with at least a two-year degree.

Work Ready Community in Progress: Must present a plan to be at 25 percent within three years and 32 percent within five years and 39 percent within seven years. -- AND --

Must present a plan to reduce the percentage of working age adults (18-64) in your county without a high school diploma or high school equivalency diploma (e.g., GED) as based on the American Community Survey by 3% points in three years and 5% in five years. A map listing counties within the commonwealth and their population of adults without a high school diploma or high school equivalency diploma can be found on the Kentucky Adult Education website (<http://www.kyae.ky.gov>)

At Least Two-Year Degree: Current Status: 19.1%

Goal: 25% in three years; 32% in five years; 39% in seven years

% Adult Population (18-24) without Diploma or Equivalency: Current Status: 19%

Goal: Reduce to 16% in 3 years; 14% in 5 years.

## Agenda

Welcome and Introductions

Overview of Graduation Rate and Educational Attainment Components

Identification of current & potential contributions from partners

Implementation and Marketing Strategies



WORK READY COMMUNITIES  
 Graduation Rate / Educational Attainment Sub-committee Meeting  
 Tuesday, August 26, 2014 – 3:30 p.m.  
 Grant County Board of Education Office

The first meeting of the Graduation Rate / Educational Attainment Work Ready Communities Sub-Committee was held Tuesday, August 26, 2014, with the following present:

John Sanders	Assoc. Principal, Grant Co. Schools Career and Technology Center
Theresa Herald	Counselor, Grant County High School
Correy Eimer	Assoc. Director, Northern Kentucky University – Grant Co.
Misty Middleton	Asst. Superintendent, Williamstown Independent Schools
Sally Skinner	Superintendent, Williamstown Independent Schools
Allison Mortenson	Youth Service Center Director, Grant County Middle & High Schools
Ron Livingood	Superintendent, Grant County Schools
Nancy Howe	Grant Co. Community Education Director / PIO, Grant Co. Schools

Following introductions and a quick review of the Graduation Rate and Educational Attainment components, each participant was asked to share information about what they currently or could potentially contribute in the way of soft skill training for the community.

**Graduation Rate:**

Participants shared the following relative to current offerings which focus on nurturing positive habits, removing barriers, keeping students on track and engaged include: Extra-curriculars; Gallup Poll Measuring Student Hope, Engagement, and Well-being; Persistence to Graduation tool provided with Infinite Campus; Co-curricular organizations; truancy programs; Imagination Library for preschool age children; alternative learning center; FRC and YSC services meeting basic needs of students; Positive Behavioral Interventions and Support (PBIS); Mental Health programs; Academic supports

Suggestions for enhancement included: Providing alternative scheduling, particularly for students at the alternative learning center; performance based credit (rather than seat time); more intentional individualized learning plans that address not only academic needs, but address the needs of the whole child.

**Educational Attainment:**

Current efforts to encourage the attainment of a post-secondary degree: Dual credit opportunities in high school; School-based scholars program; NKU's "Project Graduate program; NKU's agreement to accept transfer credits from Gateway; scholarship opportunities; and industry partnerships that offer employment and college for graduates.

Suggestions for enhancement included: More creative ways to offer more dual-credit opportunities; strategies to keep our college-educated students in our community (or to draw others to our community)

Next meeting date will be determined after the submission of the Work Ready Community in Progress application.

## **Narrative #2: NATIONAL CAREER READINESS CERTIFICATE ATTAINMENT**

The National Career Readiness Certificate is awarded based on the three WorkKeys® assessments: Reading for Information, Applied Mathematics, and Locating Information.

Current Status in Grant County (as of August, 2014):  
Working Age Population (18-65): 15,091

Current NCRC Holders: 163 (or 1.08%)

3-Year Goal: 9% (1,368)

5-Year Goal: 15% (2,264)

Members of the National Career Readiness Certificate Attainment Sub-Committee include:

- John Brothers, Human Resources Manager, DANA Corporation
- Katrina Harris-Greene, Workforce Development Specialist, Grant County Career Center
- Dick Austin, Magistrate, Grant County Fiscal Court
- Matt Morgan, Assistant Superintendent, Grant County Board of Education
- Wanda Hammons, Magistrate, Grant County Fiscal Court
- Amelia Cloud, Director, Grant County Adult Education
- Nancy Howe, Director, Grant County Community Education
- John Sanders, Associate Principal in charge of Career and Tech Programs, Grant County High School

The National Career Readiness Certificate (NCRC) has proven itself to be a powerful and beneficial tool in assessing work force readiness. The current recorded number of NCRC holders for Grant County is 163 (or 1.08%) of the total working age population of 15,091.

The goal of the Grant County Work Ready Communities Committee will be to increase the number of career-ready citizens (as indicated by the successful completion of the three WorkKeys® assessments: Reading for Information, Applied Mathematics, and Locating Information) to 1,368 (9%) within 3 years and 2,264 (15%) within 5 years.

The Grant County School District, Williamstown Independent Schools, and the Grant County Fiscal Court have partnered to make the Work Ready Communities initiative a priority for our community. As such these entities will take a lead in both administering and promoting the NCRC.

Raising employer awareness relative to the NCRC – and, in turn, increasing the demand for the National Career Readiness Certificate - will be a primary goal of the Work Ready Communities committee. At the onset of Work Ready efforts, zero (0) employers in Grant County had utilized – or even had knowledge of – the WorkKeys® assessment tool and/or the National Career Readiness Certificate. As the result of just very early, preliminary conversations, however, the county’s two largest employers had agreed to evaluate its merit in hiring – either for specific job classifications or for employment at-large.

Additionally, a presentation at the local Chamber of Commerce monthly breakfast meeting, with approximately 75 business and civic leaders in attendance, introduced the NCRC to our local employers – many of whom run smaller businesses, but collectively are responsible for much of the employment decisions in our county. Information about the assessment, including sample questions and levels of achievement, were also made available to employers.

In support of the Work Ready Communities effort, the Grant County Chamber of Commerce has agreed to include in their breakfast meeting agendas regular reports from the Work Ready Communities committee. This will keep the NCRC in front of the business community and provide opportunities to address questions and concerns.

To help meet the demand generated by employers, Grant County has a number of resources for facilitating the NCRC process:

The Grant County Career Advancement Center has the means, through the Kentucky Career Center and Workforce Cabinet, to facilitate the NCRC for any of its clients – whether employers or employees. Employers who list their job openings with the Career Advancement Center (which is a free service) and specify the NCRC as “preferred” or “required” for employment, may have candidates take the WorkKeys® assessment at the CAC at no expense to the employer or the employee. Likewise, employees applying for those same positions may take the assessment, and whether or not they are hired for that specific job, will have the NCRC credential to add to their resume for any future employment opportunities.

The Grant County Adult Education program is now also prepared to offer the NCRC to any of its clients. This service, as well as the GED training, will be provided free of charge.

The Grant County Detention Center has also expressed interest in exploring the possibilities of facilitating the WorkKeys® assessments for the detainees lodged there.

The Both Grant County and Williamstown Schools currently offer the WorkKeys® assessments as part of their college and career readiness strategies. At present, many students who meet the benchmarks for college or career readiness via another means do not take the WorkKeys® assessment. Both schools will explore options for increasing the number of students assessed – either voluntarily or a blanket mandatory assessment event. With increased awareness and demand by employers, we believe more students will be interested in earning the National Career Readiness Certificate to enhance their employment opportunities.

**Attachments:**

NCRC Data Sheet, August, 2014

Work Ready Communities Sub-Committee for NCRC Attainment Meeting Agendas:  
08/15/2014 & 08/25/2014

Work Ready Communities Sub-Committee for NCRC Attainment Meeting Minutes:  
08/15/2014 & 08/25/2014

Work Ready Communities Sub-Committee for NCRC Attainment Meeting Sign-In Sheets:  
08/15/2014 & 08/25/2014

<b>NCRC Percentages County(FIPS)</b>	<b>Working Age from 18-65</b>	<b>Nine Percent</b>	<b>Fifteen Percent</b>	<b>Current NCRC*</b>	<b>Current Percent*</b>
Adair County (21001)	11,591	1,043	1,739	1,246	10.75%
Allen County (21003)	12,138	1,092	1,821	1,222	10.07%
Anderson County (21005)	13,396	1,206	2,009	357	2.66%
Ballard County (21007)	4,971	447	746	71	1.43%
Barren County (21009)	25,457	2,291	3,819	820	3.22%
Bath County (21011)	7,019	632	1,053	416	5.93%
Bell County (21013)	17,954	1,616	2,693	736	4.10%
Boone County (21015)	73,919	6,653	11,088	539	0.73%
Bourbon County (21017)	12,123	1,091	1,818	461	3.80%
Boyd County (21019)	30,707	2,764	4,606	350	1.14%
Boyle County (21021)	17,666	1,590	2,650	599	3.39%
Bracken County (21023)	5,177	466	777	216	4.17%
Breathitt County (21025)	8,792	791	1,319	484	5.51%
Breckinridge County (21027)	12,078	1,087	1,812	485	4.02%
Bullitt County (21029)	47,249	4,252	7,087	276	0.58%
Butler County (21031)	7,759	698	1,164	424	5.46%
Caldwell County (21033)	7,785	701	1,168	664	8.53%
Calloway County (21035)	24,859	2,237	3,729	321	1.29%
Campbell County (21037)	58,179	5,236	8,727	483	0.83%
Carlisle County (21039)	2,985	269	448	84	2.81%
Carroll County (21041)	6,698	603	1,005	720	10.75%
Carter County (21043)	17,097	1,539	2,565	675	3.95%
Casey County (21045)	9,617	866	1,443	780	8.11%
Christian County (21047)	45,287	4,076	6,793	255	0.56%
Clark County (21049)	22,198	1,998	3,330	828	3.73%
Clay County (21051)	14,336	1,290	2,150	338	2.36%
Clinton County (21053)	6,118	551	918	598	9.77%
Crittenden County (21055)	5,518	497	828	115	2.08%
Cumberland County (21057)	4,023	362	603	399	9.92%
Daviess County (21059)	58,933	5,304	8,840	6,974	11.83%
Edmonson County (21061)	7,481	673	1,122	142	1.90%
Elliott County (21063)	5,118	461	768	666	13.01%
Estill County (21065)	9,086	818	1,363	406	4.47%
Fayette County (21067)	202,032	18,183	30,305	1,867	0.92%
Fleming County (21069)	8,724	785	1,309	303	3.47%
Floyd County (21071)	25,226	2,270	3,784	495	1.96%
Franklin County (21073)	31,738	2,856	4,761	400	1.26%
Fulton County (21075)	4,222	380	633	168	3.98%
Gallatin County (21077)	5,307	478	796	171	3.22%
Garrard County (21079)	10,535	948	1,580	287	2.72%
Grant County (21081)	15,091	1,358	2,264	163	1.08%
Graves County (21083)	21,924	1,973	3,289	686	3.13%
Grayson County (21085)	15,718	1,415	2,358	229	1.46%
Green County (21087)	6,763	609	1,014	691	10.22%

WORK READY COMMUNITIES

Planning Meeting

8/15/2014 – 10:30 a.m.

Grant County Board of Education Office

Sub Committee: NATIONAL CAREER READINESS CERTIFICATE (NCRC) HOLDERS

The National Career Readiness Certificate is awarded based on the three WorkKeys assessments: Reading for Information, Applied Mathematics, and Locating Information. It is accepted throughout the nation by employers as a measure of work readiness. Kentucky has an NCRC initiative under way.

Work Ready Community in Progress: Must present a plan to reach 9 percent of the working age population (18-64) holding NCRCs within three years and 15 percent within five years. Plan should include promotional strategies, training availability, and encouraging employer recognition of the certificate.

Current Status (as of June 30, 2014):

Working Age Population (18-65)=15,091

Current NCRC Holders = 161 (or 1.07%)

Goal: 9% (1,358) in 3 years; 15% (2,264) in 5 years.

Agenda

Description of NCRC

Formal organization of sub-committee / Identification of partners

Current & potential contributions from partners

Identification of funds

Identification of test sites

Marketing strategies

To test candidates

To employers

Meeting

Date/Time

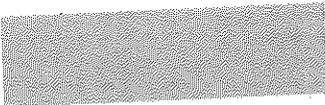
Place

Work-Ready Communities - NRC Holders /

8-15-2014 -

10:30am

GC Bd of Ed

Name	Title	Organization	Phone	Email
Tom Beavers	HR Manager	Dana Corp		john.brothers@dana.com
Kathrina Harris-Grene	W. D. Specialist	Grant Co Career Ctr		kathrina.harris@greenecounty.gov
Trek Austin	MAGISTRATE	Grant Co		RAUSTIN@Dose.NET
Matt Morgan	Asst. Supt	GCDOE		matt.morgan@grant.kyschools.us
Mandi Hammers	Magistrate	Grant Co Fiscal Com		MAMMONSENT@goal.com
Amelia Cloud	Director	Adopt Ed.		accloud@opw.e.kets.edu
Mandy House	Director	Grant Co Comm		43333 Mandyhouse@grant.kyschools.us
Mandy House	Supervisor	Supt		M.House@grant.kyschools.us

WORK READY COMMUNITIES  
NCRC Sub-committee Meeting  
Friday, August 15, 2014 -- 10:30 a.m.  
Grant County Board of Education Office

The first meeting of the NCRC sub-committee was held Friday, August 15, 2014, at 10:30 a.m. with the following present:

John Brothers	HR Manager, Dana Corp
Katrina Harris-Greene	Workforce Development Specialist, Grant Co. Career Advancement Center
Dick Austin	Magistrate, Grant County Fiscal Court
Matt Morgan	Assistant Supt for Finance and Personnel, Grant County Schools
Wanda Hammons	Magistrate, Grant County Fiscal Court
Amelia Cloud	Adult Education Coordinator, Grant County Adult Education
Nancy Howe	Community Education Director / PIO, Grant County Schools
Ron Livingood	Superintendent, Grant County Schools

Following introductions, Nancy Howe provided a description of the National Career Readiness Certificate component of the Work Ready Communities initiative.

As most were unfamiliar with the NCRC assessment, sample questions and information related to the assessment was distributed to the group.

Katrina Harris-Greene noted that the NCRC assessment could be provided free of charge for employers who have indicated the NCRC is "required" or "preferred" when listing job openings with the Grant County Career Advancement Center. Others who can test for free include veterans, the unemployed and those with a disability. Adult Education has the ability to provide the assessment to their clients as well.

It was suggested that we learn who sits on the Workforce Investment Board for Grant County (NKADD).

Employers present were encouraged to review the NCRC material and evaluate whether or not their organization could benefit from perhaps requiring candidates for certain job classifications to take the NCRC.

The next meeting was set for Monday, August 25, 2014, at 10:00 a.m.

WORK READY COMMUNITIES

NCRC Sub-Committee Meeting

Monday, August 25, 2014 – 10:00 a.m.

Grant County Board of Education Office

**COMPONENT: NATIONAL CAREER READINESS CERTIFICATE (NCRC) HOLDERS**

The National Career Readiness Certificate is awarded based on the three WorkKeys assessments: Reading for Information, Applied Mathematics, and Locating Information. It is accepted throughout the nation by employers as a measure of work readiness. Kentucky has an NCRC initiative under way.

Work Ready Community in Progress: Must present a plan to reach 9 percent of the working age population (18-64) holding NCRCs within three years and 15 percent within five years. Plan should include promotional strategies, training availability, and encouraging employer recognition of the certificate.

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Current NCRC Holders = 161 (or 1.07%)

Goal: 9% (1,358) in 3 years; 15% (2,264) in 5 years.

**Agenda**

Overview of NCRC Component

Identification of current & potential contributions from partners

Identification of funds

Identification of test sites

Marketing strategies

To test candidates

To employers

Meeting

Date/Time

Place

Soft Skills Sub-Committee / NRC 8/25/2014

9:00am / 10:00am GC Rdg Ed

Name	Title	Organization	Phone	Email
Br. D. Dunsen	Keezan	IDA		BRDUNSEN@TMR.COM
Trek Austin	MAYSTAFF	Fiscal Court		
BOBBY Young	MAYSTAFF	Fiscal Court		
WME Gutman	C of C	C of C		WEGUTMAN@GRANTCOMMITTEE.COM
Brandy Feagan	Principal	Williamstown		Brandy.Feagan@williamstown.kyschools.us
Lynn Scheiding	Counselor	Williamstown		
Kathrina Harris	WDS	Grant Co Career	3-81224	
Amelia Cleveland	Program Coordinator	Adult Ed		acleand@ccet.kets.edu
Susan Sherman	Director	Grant Co Public		SUSHERMAN@GRANTCOUNTYKY
Kathy Mullins	Branch Mgr	Adelco		KATHYMULLINS@ADELCO.COM
John Brothers	HR Manager	Dana		John.brothers@dana.com
Nancy Houe	Community Ed Director	P10 CCS		323 Nancy.houe@grant.ky.schools.us
Mike Dungey	Supt	Grant Co Schools		3 Ron.livingood@grant.ky.schools.us

WORK READY COMMUNITIES  
 NCRC Sub-committee Meeting  
 Monday, August 25, 2014 – 10:00 a.m.  
 Grant County Board of Education Office

The second meeting of the Work Ready Communities NCRC Sub-Committee was held Monday, August 25, with the following present:

Bill Dinnison	Grant County Industrial Development Authority
Dick Austin	Magistrate, Grant County Fiscal Court
Bobby Young	Magistrate, Grant County Fiscal Court
Wade Gutman	Director, Grant County Chamber of Commerce
Brandy Feagan	Principal, Williamstown High School
Caryn Scheiding	Counselor, Williamstown High School
Katrina Harris-Greene	Workforce Development Specialist, Grant Co. Career Advancement Center
Amelia Cloud	Director, Grant County Adult Education
Susan Nimersheim	Director, Grant County Public Library
Chris Ammerman	Grant County / UK Cooperative Extension
Kathy Mullins	Branch Manager, Adecco Staffing
John Brothers	Human Resources Manager, DANA Corp
Nancy Howe	Grant County Community Education Director
Ron Livingood	Superintendent, Grant County Schools

Following a quick review of the NCRC component, participants were asked to share information about what they currently or could potentially contribute toward the NCRC goal.

Most encouraging was the number of individuals who were present and interested in the NCRC and Soft Skills components. As this meeting followed a presentation to the Grant County Chamber of Commerce the previous week, there was a general level of enthusiasm for any efforts that enhanced the employability of our citizens and, in turn, improved economic well-being of our community.

Two major employers in the county indicated an interest in utilizing or at least establishing a trial program to utilize the WorkKeys/NCRC in the employment process. The services of the Grant County Career Advancement Center greatly enhanced the probability that this could happen.

The high schools will explore options for administering the WorkKeys assessments to more students.

Most felt continued marketing would net continued growth in this area.

Next meeting date will be determined after the submission of the Work Ready Community in Progress application.

### **Narrative # 3: EDUCATIONAL ATTAINMENT**

Increase the percentage of working-age (25-64) adults in our county with at least a two-year degree.

Current: 19.1% (2872)  
3-Year Goal: 25% (3779)  
5-Year Goal: 32% (4837)  
7-Year Goal: 39% (5895)

Reduce the percentage of working age adults (18-64) in our county without a high school diploma or high school equivalency.

Current: 15% (2254)  
3-Year Goal: 12% (1814)  
5-Year Goal: 10% (1511)

Members of the Grant County Work-Ready Communities Sub-Committee for Educational Attainment include the following:

- John Sanders, Grant County High School Associate Principal, Grant County Schools Career & Technology Center
- Theresa Herald, Guidance Counselor, Grant County High School
- Correy Eimer, Assoc. Director, Northern Kentucky University – Grant County
- Misty Middleton, Assistant Superintendent, Williamstown Independent Schools
- Sally Skinner, Superintendent, Williamstown Independent Schools
- Allison Mortenson, Youth Service Center Director, Grant County Middle & High Schools
- Ron Livingood, Superintendent, Grant County Schools
- Nancy Howe, Public Information Officer, Grant County Schools / Grant County Community Education Director
- Amelia Cloud, Grant County Adult Education

Due largely to recent and anticipated improvements in graduation rates in Grant County, there will be a natural progression toward the defined educational attainment goals of the Work Ready Communities. As noted in the Graduation Rate narrative, significant progress has already been made in reducing the number of students who drop out before completing high school, which means the percent of population without a diploma will naturally decrease.

Obviously, however, we want to also meet the needs of Grant County's adult population as we progress toward the goal. Grant County Adult Education, with its fiscal agent, Gateway Community and Technical College, takes the leadership role in meeting the GED needs of our adult population.

#### **GRANT COUNTY ADULT EDUCATION**

According to data from the U.S. Census Bureau for Grant County in 2010, 2,861 people between 18 and 64 years of age did not have a high school diploma or GED Certificate. In the last 4 years

a total of 307 GEDs have been awarded to Grant County adults, thereby lowering that number to 2,554. Grant County Adult Education along with many local partners are committed to increasing the number of people who earn a GED. The Adult Education program is also working closely with our fiscal agent, Gateway Community and Technical College, to increase the number of people transitioning to post-secondary education.

Grant County Adult Education's annual educational goals are set by Kentucky Adult Education (KYAE). For this 2015 fiscal year our enrollment goal is 279. Our GED completion goal is 70.

Grant County Adult Education provides educational services to individuals who are 16 years and older who are not currently enrolled in school. Adult Basic Education (ABE), GED Preparation and COMPASS prep is offered to individuals who complete the enrollment process.

One of Adult Education's main outreach programs consists of providing educational services to individuals who are incarcerated at the Grant County Detention Center. Working with the Jailer and director of the SAP (Substance Abuse Program) a program of classes has been developed. There are requirements in place for attendance. All inmates classified as: SAP, Class D and Trustees are required to attend classes. Other inmates in regular population may also attend classes. Classes are offered 2 days a week in the morning and afternoon. A Language instructor teaches Reading and Language on Thursday. On Friday a different instructor teaches Math in the morning and afternoon. Classes are divided by skill level.

In 2013 a partnership was developed between adult education, Grant County Public Library, and Grant County Detention Center to provide computer-based job search classes to inmates in the last stages of their SAP program before graduation. Teaching these skills better prepared inmates for employment in a job market where people must be able to apply for jobs online. These classes also provided information about applying for employment with a felony on your record. Classes provide important transitional skills necessary for inmates leaving the facility. In previous years, GED Tests were given 3 times a year at GCDC. Beginning in January 2014, the new GED Test requires computers for both pre-tests and the GED Test. Discussions are currently being held to determine how testing will take place at GCDC, due to the new procedures. Over the 12 years that Grant County Adult Education has offered services as GCDC we have consistently served 100-150 people every year. Nearly half of the GED Certificates awarded in Grant County every year are earned by inmates at GCDC, so it is very important that a testing solution is determined, so inmates can access the GED Ready (practice) and GED Tests when they are eligible.

A proactive partnership has been developed between GCAE, Grant County Courts as well as Probation and Parole. National statistics document that people who earn a GED are 40% less likely to become re-incarcerated. These agencies understand the value of requiring individuals to work on their GED; therefore individuals involved with the Grant County courts and P&P are referred to our program. The Grant County Adult Education staff provides classes and records attendance and pertinent information for these individuals on forms provided by P&P. This partnership allows people to improve their reading, math and language skills while working toward their GED Certificate. Ultimately this helps break the cycle of incarceration and

being in the court system. Earning a GED has other far reaching effects. It provides families with more stability and a better future.

Other local agencies provide referrals to adult education; they include the Department of Community Based Services, Gateway's Work and Learn, Community Action, Williamstown Head Start. DCBS refers adults who are receiving KTAP subsidies. Gateway's Work and Learn is a work/study type program for individuals planning to attend college. GCAE provides information at Head Start registration sessions in the summer. Presentations about adult education are provided during parent nights. A representative from GCAE is in attendance at any event that takes place in the community (Community Baby Shower for first time pregnant moms, summer programs registration, Back to School Bash). In addition, Grant County Adult Education attends the quarterly Community Collaborative meetings. In between these meetings, community needs, events and updates are provided to the partners through an extensive distribution list. Adult education regularly emails flyers, updates and event information to our partners.

At Adult Education, once an individual completes the enrollment process – this includes a structured Orientation, completing 3 assessments (Reading, Math and Language), and an academic conference to plan for the student's course of study – they are enrolled in classes. Classes are offered 4 days a week (Monday-Thursday) and 2 evenings (Tuesday & Wednesday). Individuals are placed in classes based on their skill level and employment.

Grant County Adult Education moved into new space in July 2013. In this new space there are now 2 classrooms and an 8 seat computer lab. With 2 classrooms, we can offer several class options each day and for more hours per week. In addition, United Way funds are providing free transportation using the local senior services van. Another free service that is being offered on Tuesday and Thursday is childcare. This service is being provided by Williamstown Head Start. It is also funded by United Way. These opportunities have made it possible for many students to attend class every day. In the first 6 months of operation over 400 trips on the van were provided to individuals who would not otherwise be able to attend classes.

This new location was planned to house adult education, onsite childcare and the Kentucky Career Center. The Career Center helps people find employment. Classes on how to get and keep a job are offered as are financial education workshops. Adult education partners with Career Center by making face to face introductions during our orientation. Employees of the Career Center have also provided work related classes that tie into adult education lessons. We consistently refer clients to each other. The latest collaboration is between the Grant County Schools Career and Technology Center, the KY Career Center and Grant County Adult Education. Classes at the technology center are being offered to eligible participants with WIA funds. Adult Education has offered to provide assessments in Reading and Math to make sure people registering for classes will be able to work on level. GCAE can also assist anyone who needs to earn their GED to do so.

**Educational Attainment: Associate Degree or higher:**

Grant County is fortunate to have a satellite campus of Northern Kentucky University located within its borders, Gateway Community and Technical College located in the next county north, and Georgetown College located in the next county south. These and several other post-secondary training institutions, most located within one and one-half hour's drive of Grant County, are working hard to ensure Grant County's adult population has access to higher education opportunities.

Additionally, for our up and coming adults, each of the high schools in the county have developed programs and partnerships with these and other post-secondary institutions that allow high school students to be well on their way to an associate degree before even graduating high school.

- To set the tone for achieving post-secondary training, both Williamstown and Grant County School Districts participate in Operation Preparation as a means to introduce students to careers of interest and to encourage the post-secondary education most careers will require. Both districts also utilize the Individual Learning Plan (ILP) tool to assist students in exploring personal interests, related careers and post-secondary programs as a means to help guide their academic journey in high school and beyond. Grant County has recently connected to pilot an enhanced ILP, known as Career Cruising Inspire, which provides a mechanism for students to safely connect with actual workers in their chosen field(s) who will answer questions and serve as career coaches.
- Both Grant County High School and Williamstown High School provide opportunities for dual credit, Advanced Placement, and participation in School Based Scholars. All of these programs allow students to earn college hours at a reduced cost while still in high school. With students taking advantage of these opportunities as early as their junior year, many will graduate high school with 12 or more college credit hours. The successful completion of one or more college classes helps remove the anxiety and intimidation of college, plus provides a huge incentive to proceed to finish what they have started. Plans to expand the existing dual credit opportunities involve the utilization of qualified instructors directly on the high school campuses, as well as on-line instruction with supports that help ensure student success.
- Direct industry partnerships provide another avenue for post-secondary education that is gaining momentum in Grant County Schools. This involves employers in high-demand fields actually recruiting high school students who have successfully completed one or more career and tech programs in the area of the employer's expertise. Their sign-on package will typically include not just employment, but will also require the student to complement his/her work experiences with a minimum of an associate degree. Some employers actually pay for tuition and books, plus work directly with the college to arrange work and school schedules that do not conflict.
- Scholarship Opportunities: Personnel at both high schools and the community at large work diligently to ensure that financial aid and scholarship opportunities exist for any student wishing to attend college. Over four million in scholarships have been awarded at Grant County and Williamstown High Schools each of the past several years.

- The Army Junior Reserve Officer Training Corps (JROTC) program at Grant County High School has opened doors and provided opportunities for many students who would have otherwise found college to be an impossibility.
- Northern Kentucky University offers “Project Graduate,” an outreach to individuals with college hours but no degree. Part of the program identifies competencies and allows students to receive credit for demonstrated knowledge and skills that may have been gained elsewhere.
- Northern Kentucky University now accepts hours earned at the Gateway Community and Technical College allowing a seamless transition from “tech school” to a traditional degree. This will allow many students to finish what they started – without starting over.
- The Grant County Career Advancement Center provides a unique opportunity to reach an audience of individuals desirous of improving their work status. They are equipped with information about educational programs and resources for financial assistance that will help their clients achieve their goals.
- The Grant County Schools Career and Technology Center has recently developed classes for the community’s adult population that lead to industry-recognized certificates in the areas of medical assisting, welding, and mechatronics. Adult learners will be linked with the same employers that currently offer employment packages and educational opportunities to the high school students who complete the same programs.
- Conversations will continue with the local colleges and local employers to link incentives and opportunities in such a way as to encourage individuals to invest in themselves and their future.

With all the above-mentioned strategies, we are confident Grant County will make huge strides toward the educational attainment goals set forth in the Work Ready Community initiative. Along with these strategies will be county-wide efforts beyond the educational arena to encourage our college-educated youth to return to our community and to attract educated individuals from elsewhere.

The Grant County Work Ready Communities Committee will work closely with the Grant County Chamber of Commerce, Grant County Fiscal Court and other civic and community organizations to provide regular reports to their respective audiences relative to the work and progress of the Work Ready Community initiative.

**Attachments:**

Educational Attainment Data Sheets

Work Ready Communities Sub-Committee for Educational Attainment Meeting Agenda: 08/26/2014

Work Ready Communities Sub-Committee for Educational Attainment Meeting Minutes: 08/26/2014

Work Ready Communities Sub-Committee for Educational Attainment Meeting Sign-In Sheet:  
08/26/2014

County	Total Population 18-64 (ACS 2006 2010)	Population 18- 64 without a High School or GED® Credential (ACS 2006 2010)	% of Population 18- 64 without a High School or GED® Credential (ACS 2006 2010)
Crittenden	5,487	996	18%
Cumberland	4,038	972	24%
Daviess	58,224	6,250	11%
Edmonson	7,428	1,218	16%
Elliott	4,911	1,164	24%
Estill	9,106	2,552	28%
Fayette	197,588	19,710	10%
Fleming	8,735	1,615	18%
Floyd	25,739	6,707	26%
Franklin	31,714	4,096	13%
Fulton	4,169	901	22%
Gallatin	5,194	1,516	29%
Garrard	10,511	1,949	19%
Grant	15,099	2,861	19%
Graves	21,820	3,960	18%
Grayson	15,311	3,277	21%
Green	6,846	1,177	17%
Greenup	22,444	3,297	15%
Hancock	5,145	664	13%
Hardin	63,505	5,947	9%
Harlan	18,566	4,910	26%
Harrison	11,375	1,860	16%
Hart	10,921	2,768	25%
Henderson	28,699	4,045	14%
Henry	9,468	1,569	17%
Hickman	2,910	539	19%
Hopkins	28,922	5,158	18%

2008-2012 ACS	Total Population 18- 64	Total 18-64 without Diploma	%
Crittenden	5,487	849	15%
Cumberland	4,008	846	21%
Daviess	58,831	5,595	10%
Edmonson	7,418	1,177	16%
Elliott	5,011	1,127	22%
Estill	9,069	2,204	24%
Fayette	202,805	19,695	10%
Fleming	8,700	1,452	17%
Floyd	25,180	5,921	24%
Franklin	31,755	3,723	12%
Fulton	4,146	802	19%
Gallatin	5,288	1,229	23%
Garrard	10,531	1,729	16%
Grant	15,117	2,254	15%
Graves	22,025	3,912	18%
Grayson	15,696	3,342	21%
Green	6,792	1,214	18%
Greenup	22,288	2,904	13%
Hancock	5,161	549	11%
Hardin	66,080	5,909	9%
Harlan	18,267	4,653	25%
Harrison	11,489	1,699	15%
Hart	10,993	2,673	24%
Henderson	28,726	4,219	15%
Henry	9,409	1,570	17%
Hickman	2,821	513	18%
Hopkins	28,750	4,229	15%

## Percentage of Adults Ages 25-64 with an Associate's Degree or Higher

The percentage of adults ages 25-64 with an associate's degree or higher level of education. The national percentage is 38.6%. The overall Kentucky percentage is 30.7%.

Adair	24.0%	Grant	19.1%	Mason	24.7%
Allen	20.7%	Graves	26.7%	Meade	22.0%
Anderson	29.0%	Grayson	15.5%	Menifee	16.8%
Ballard	23.0%	Green	18.7%	Mercer	28.4%
Barren	23.0%	Greenup	28.2%	Metcalfe	13.2%
Bath	21.2%	Hancock	18.6%	Monroe	19.3%
Bell	18.9%	Hardin	32.0%	Montgomery	22.6%
Boone	41.0%	Harlan	20.7%	Morgan	15.8%
Bourbon	24.8%	Harrison	21.7%	Muhlenberg	22.2%
Boyd	27.6%	Hart	13.1%	Nelson	25.1%
Boyle	33.5%	Henderson	28.2%	Nicholas	25.5%
Bracken	27.4%	Henry	20.5%	Ohio	18.1%
Breathitt	17.7%	Hickman	24.5%	Oldham	49.3%
Breckinridge	18.1%	Hopkins	24.9%	Owen	23.5%
Bullitt	22.9%	Jackson	12.9%	Owsley	16.2%
Butler	18.0%	Jefferson	39.9%	Pendleton	22.9%
Caldwell	23.6%	Jessamine	36.4%	Perry	22.6%
Calloway	38.3%	Johnson	16.1%	Pike	19.6%
Campbell	39.3%	Kenton	38.0%	Powell	19.2%
Carlisle	27.4%	Knott	20.8%	Pulaski	25.2%
Carroll	15.4%	Knox	13.0%	Robertson	16.8%
Carter	17.9%	Larue	20.2%	Rockcastle	20.0%
Casey	17.7%	Laurel	21.4%	Rowan	31.5%
Christian	23.1%	Lawrence	18.0%	Russell	21.7%
Clark	27.7%	Lee	9.7%	Scott	35.5%
Clay	12.4%	Leslie	13.7%	Shelby	30.8%
Clinton	13.3%	Letcher	21.1%	Simpson	24.0%
Crittenden	20.0%	Lewis	17.3%	Spencer	25.9%
Cumberland	21.7%	Lincoln	15.6%	Taylor	22.1%
Daviess	29.5%	Livingston	19.1%	Todd	15.5%
Edmonson	19.7%	Logan	17.8%	Trigg	29.6%
Elliott	11.8%	Lyon	23.1%	Trimble	23.7%
Estill	14.1%	McCracken	35.5%	Union	24.6%
Fayette	49.7%	McCreary	14.9%	Warren	37.6%
Fleming	25.6%	McLean	20.9%	Washington	25.5%
Floyd	18.4%	Madison	36.0%	Wayne	13.2%
Franklin	33.5%	Magoffin	14.6%	Webster	16.8%
Fulton	16.8%	Marion	20.9%	Whitley	16.3%
Gallatin	17.5%	Marshall	26.7%	Wolfe	17.7%
Garrard	25.0%	Martin	15.8%	Woodford	40.5%

Source: American Community Survey, 2008-2012 5-Year Estimates

**WORK READY COMMUNITIES**  
Sub-Committees: Graduation Rate / Educational Attainment  
Tuesday, August 26, 2014 – 3:30 p.m.  
Grant County Board of Education Office

**COMPONENT: GRADUATION RATE:**

High school graduation rate calculated with the method used in reporting for the State of Kentucky. Must present a plan to raise the rate to 86.1 percent within three years and to 98% by 2022. Inclusion of private or parochial graduation rates not already included in the traditionally reported figure is allowed at the discretion of the county.

Current Status: 90.7%

Goal: 98% by 2022

**COMPONENT: EDUCATIONAL ATTAINMENT:**

The percentage of working-age (25-64) adults in a community with at least a two-year degree.

Work Ready Community in Progress: Must present a plan to be at 25 percent within three years and 32 percent within five years and 39 percent within seven years. -- AND --

Must present a plan to reduce the percentage of working age adults (18-64) in your county without a high school diploma or high school equivalency diploma (e.g., GED) as based on the American Community Survey by 3% points in three years and 5% in five years. A map listing counties within the commonwealth and their population of adults without a high school diploma or high school equivalency diploma can be found on the Kentucky Adult Education website (<http://www.kyae.ky.gov>)

At Least Two-Year Degree: Current Status: 19.1%

Goal: 25% in three years; 32% in five years; 39% in seven years

% Adult Population (18-24) without Diploma or Equivalency: Current Status: 19%

Goal: Reduce to 16% in 3 years; 14% in 5 years.

## Agenda

Welcome and Introductions

Overview of Graduation Rate and Educational Attainment Components

Identification of current & potential contributions from partners

Implementation and Marketing Strategies



WORK READY COMMUNITIES  
 Graduation Rate / Educational Attainment Sub-committee Meeting  
 Tuesday, August 26, 2014 – 3:30 p.m.  
 Grant County Board of Education Office

The first meeting of the Graduation Rate / Educational Attainment Work Ready Communities Sub-Committee was held Tuesday, August 26, 2014, with the following present:

John Sanders	Assoc. Principal, Grant Co. Schools Career and Technology Center
Theresa Herald	Counselor, Grant County High School
Correy Eimer	Assoc. Director, Northern Kentucky University – Grant Co.
Misty Middleton	Asst. Superintendent, Williamstown Independent Schools
Sally Skinner	Superintendent, Williamstown Independent Schools
Allison Mortenson	Youth Service Center Director, Grant County Middle & High Schools
Ron Livingood	Superintendent, Grant County Schools
Nancy Howe	Grant Co. Community Education Director / PIO, Grant Co. Schools

Following introductions and a quick review of the Graduation Rate and Educational Attainment components, each participant was asked to share information about what they currently or could potentially contribute in the way of soft skill training for the community.

**Graduation Rate:**

Participants shared the following relative to current offerings which focus on nurturing positive habits, removing barriers, keeping students on track and engaged include: Extra-curriculars; Gallup Poll Measuring Student Hope, Engagement, and Well-being; Persistence to Graduation tool provided with Infinite Campus; Co-curricular organizations; truancy programs; Imagination Library for preschool age children; alternative learning center; FRC and YSC services meeting basic needs of students; Positive Behavioral Interventions and Support (PBIS); Mental Health programs; Academic supports

Suggestions for enhancement included: Providing alternative scheduling, particularly for students at the alternative learning center; performance based credit (rather than seat time); more intentional individualized learning plans that address not only academic needs, but address the needs of the whole child.

**Educational Attainment:**

Current efforts to encourage the attainment of a post-secondary degree: Dual credit opportunities in high school; School-based scholars program; NKU's "Project Graduate program; NKU's agreement to accept transfer credits from Gateway; scholarship opportunities; and industry partnerships that offer employment and college for graduates.

Suggestions for enhancement included: More creative ways to offer more dual-credit opportunities; strategies to keep our college-educated students in our community (or to draw others to our community)

Next meeting date will be determined after the submission of the Work Ready Community in Progress application.

#### **Narrative #4: SOFT SKILLS**

A Certified Work Ready Community must have a program or programs to address work ethic/soft skills development and credentialing for both the secondary school(s) and post-secondary adult populations.

A Work Ready Community in Progress must present a plan to achieve the list below within three years. The specific design of these programs will be up to local officials, but must meet the following minimum standards:

- > Provide evidence of employer engagement in the program development process, including representation of the community's most prolific businesses and industries.
- > Provide evidence that employers recognize achievement of work ethic or soft skills credential in their hiring/advancement processes.
- > Programs must include measurable goals for annual improvement in the raw number and percentage of workforce credentialed.
- > Programs plans must include a strategy to assure employers of the sustainability of the programs, and
- > Programs must address, at a minimum, the following topical areas: attendance/punctuality, communication, teamwork, leadership and critical thinking.

Members of the Soft-Skills Development Sub-Committee include:

- John Brothers, HR Manager, DANA Corporation
- Katrina Harris-Greene, Workforce Development Specialist, Grant County Career Advancement Center
- Bobby Young, Magistrate, Grant County Fiscal Court
- Jacquelyn Riley, HR Manager, Procter and Gamble / Council Member, City of Williamstown
- Dick Austin, Magistrate, Grant County Fiscal Court
- Ron Livingood, Superintendent, Grant County Schools
- Caryn Scheiding, Counselor, Williamstown Independent Schools
- Chris Ammerman, Agent/Educator, Grant County Cooperative Extension
- Amelia Cloud, Director, Grant County Adult Education
- Bill Dinnison, Grant County Industrial Development Authority
- Wade Gutman, Director, Grant County Chamber of Commerce
- Brandy Feagan, Principal, Williamstown High School
- Susan Nimersheim, Director, Grant County Public Library
- Kathy Mullins, Branch Manager, Adecco Staffing Services
- Nancy Howe, Director, Grant County Community Education

The development and recognition of soft skills has proven to be one of the most needed – and most complex – of the Work Ready Communities components.

Employers came to the table eager for solutions, begging for employees who possess and exhibit these coveted skills.

Educators from both Williamstown Independent Schools and Grant County Schools came to the table able and willing to share information about their participation in the Work Ethic Diplomas program established by the Northern Kentucky Education Council. Williamstown Independent Schools also has an additional program known as the "Special Seal" that comes with a still higher set of standards and a higher level of recognition for their students. (Their "Special Seal" program, coincidentally, was the predecessor and model for the Northern Kentucky Education Council's Work Ethic Diploma.)

Williamstown High School currently has approximately one-third (20 of 60) of their graduates earning the Northern Kentucky Education Council's Work Ethic Diploma. Approximately one-sixth (10 of 60) earn the Special Seal each year. As students can earn one or both honors, this equates mathematically to one-third to one-half of their graduates being recognized for their work in developing their soft skills. In Grant County, approximately 70 of 265 seniors earn the Northern Kentucky Education Council's Work Ethic Diploma each year.

Unfortunately, knowledge about the programs – beyond that of those working directly with them – is limited even within the schools, and practically non-existent outside the schools.

The competencies required for both the Work Ethic Diploma and the Special Seal (see attached documents) certainly meet the requirements of the Work Ready Communities component, so the Soft Skills Sub-Committee has determined that the most appropriate place to start our efforts was in the area of communication – both to students and employers – relative to programs (and incentives) already in place.

To this end, the Work Ready Communities committee has already sought and gained permission to make regular reports of initiatives and progress – including that of the soft skills sub-committee -- to the audiences of Grant County Chamber of Commerce at their monthly breakfast meeting (attended by 75-100 business/community leaders), the Grant County Fiscal Court, and other community and civic organizations that reach both our large and small business employers.

Another area of growth was determined to be the reconciliation between whether the distinction of "Work Ethic Diploma recipient" or "Special Seal recipient" is an "honor" given to the "select few" who seek to achieve it – OR, as employers need – it is an expectation / minimum requirement that "every single student" leave high school with these skills. The committee will work toward enhanced communication within the schools to increase participation in the existing program(s). A larger number of recipients will indicate that the school values and places emphasis on these standards and the school's reputation will, in turn, actually appreciate the worth of the honor rather than depreciating it.

Serving the adult population - relative to the development of soft skills - proves to be an even greater challenge in the Work Ready Communities initiative. The committee, however, has discovered a great deal of support, and has identified a wide range of resources for reaching and developing skills within Grant County's adult population. The goal of the committee's efforts will be a grass roots effort utilizing existing resources to identify and meet specific needs of both the employer and the employee. The Work Ready Communities committee will use as its model the local Fitness for Life Around Grant County (FFLAG) campaign. FFLAG began simply, as a small group citizens who shared a concern about the health and well-being of Grant Countians, and has grown to sponsor Work Place Wellness programs; a month long fitness focus in the Spring of each year, in which hundreds of citizens participate in dozens

of health related offerings; grant proposals for improved playgrounds, walking trails, sidewalks, etc.; and several community fitness events including an annual 5-K, PaddleFest on Lake Williamstown, and this year, the first ever Mud Run. "FFLAG" is now a household name synonymous with health and fitness awareness in our community. We anticipate, with the strength of the leadership currently participating in the Work Ready Communities effort, and by keeping "Work Ready Communities" in front of our population that the same enthusiasm can be generated for improving the economic well-being of our community.

Resources to be utilized include:

- Annual Career Expo: The Grant County Career Advancement Center sponsors a career expo each year. This will become a primary link between employer and employee, and will provide an opportunity to survey both groups to assess and identify needs.
- The Career Advancement Center also currently offers a series of classes designed to develop soft skills among job seekers. Raising awareness of this opportunity will be a priority of the Work Ready Communities initiative.
- Grant County Adult Education will incorporate soft skill development into the GED curriculum.
- The Grant County Library will become another resource for providing job skills. Already teaching computer basics and locating information, the Library, which is located in the center of the county, near the I-75 corridor, is in a unique position to provide training in soft skills as needed.
- Grant County Extension, with its ties to the University of Kentucky, has resources to provide any type training, including team-building programming such as ropes courses, and leadership development programs as deemed desirable by the community. Depending on the program, their audience may be either individuals or employers seeking team training for their staff.
- Brighton Center offers critical thinking and problem solving skills in the form of financial management training.
- Detainees as the Grant County Detention Center participate in a series of classes to enhance social skills, communication skills, leadership, etc.
- Northern Kentucky University-Grant County offers a degree in Organization Leadership, completely available via the Grant County campus, making it a prime choice for locals desiring to start college for the first time or finish work toward a degree.
- The Grant County Chamber of Commerce will serve as a primary communicator with the business community as needs are identified and plans are developed to meet those needs.
- The committee will utilize distribution lists from various Work Ready Communities committee members, together with the Grant County News, and the Williamstown Public Access Channel to communicate Work Ready Communities activities.

- In addition to these channels of communication, a Work Ready Communities webpage/website will be developed to keep all related activities in one place and conveniently available to the community.

Attachments:

Work Ready Communities Sub-Committee for Soft Skills Meeting Agendas:  
08/15/2014 & 08/25/2014

Work Ready Communities Sub-Committee for Soft Skills Meeting Minutes:  
08/15/2014 & 08/25/2014

Work Ready Communities Sub-Committee for Soft Skills Meeting Sign-In Sheets:  
08/15/2014 & 08/25/2014

Documents: Work Ethic Diploma & Special Seal

## WORK READY COMMUNITIES

Planning Meeting

8/15/2014 – 9:00 a.m.

Grant County Board of Education Office

### SOFT SKILLS MEASUREMENT:

A Certified Work Ready Community must have a program or programs to address work ethic/soft skills development and credentialing for both the secondary school(s) and post-secondary adult populations.

Work Ready Community in Progress: Must present a plan to achieve the list below within three years. The specific design of these programs will be up to local officials, but must meet the following minimum standards:

- > Provide evidence of employer engagement in the program development process, including representation of the community's most prolific businesses and industries.
- > Provide evidence that employers recognize achievement of work ethic or soft skills credential in their hiring/advancement processes.
- > Programs must include measurable goals for annual improvement in the raw number and percentage of workforce credentialed.
- > Programs plans must include a strategy to assure employers of the sustainability of the programs, and
- > Programs must address, at a minimum, the following topical areas: attendance/punctuality, communication, teamwork, leadership and critical thinking.

### Agenda

Welcome and Introductions

Description of Soft Skills Component

Formal organization of sub-committee / Identification of partners

Current / potential contributions from partners

Identification of funds

Marketing strategies

To employees / potential employees

To employers

Meeting

Date/Time

Place

Work-Ready Communities - Soft Skills Development

8/15/2014

9:00am

BR Building

Name	Title	Organization	Phone	Email
JOHN BROTHERS	HR Manager	Dann Corp.		john.brothers@dann.com
KATRINA HARRIS-GREENE	Workforce Development	Grant Co Care		kathina.harris@greeneky.gov
BOBBY YOUNG	MAGISTRATE	Grant Co Fiscal		bobby.young@jws57b.com
JACQUELYN RILEY	HR Manager	P&B / Williamson		riley.ja@pb.com
TICK AUSTIN	MAGISTRATE	Grant Co Fiscal		T.Austin@jws.net
RON LIVINGSTON	Superintendent	RCSS		Ron.Livingston@grantcountyschools.us
GARY SCHEIDING	HS. Counselor	Williamston		Gary.Scheidung@williamston.kyschools.us
EMILY POOLE	AWU Practicum Student	Williamston		Westerel@nber.edu
AMELIA CLOUD	Adult Ed Coordinator	GCAF		accloud@ofekets.edu
NANCY HOWE	PIO / Com Ed	GC Schools		3 nancy.howe@grant.ky.schools.us

WORK READY COMMUNITIES  
Soft Skills Sub-committee Meeting  
Friday, August 15, 2014 – 9:00 a.m.  
Grant County Board of Education Office

The first meeting of the Soft Skills sub-committee was held Friday, August 15, 2014, with the following present:

John Brothers	HR Manager, Dana Corp
Katrina Harris-Greene	Workforce Development Specialist, Grant Co. Career Advancement Center
Bobby Young	Magistrate, Grant County Fiscal Court
Jacqalynn Riley	HR Manager, P&G / Williamstown City Council
Dick Austin	Magistrate, Grant County Fiscal Court
Ron Livingood	Superintendent, Grant County Schools
Caryn Scheiding	Counselor, Williamstown High School
Emily Dade	NKU Practicum Student
Chris Ammerman	Extension Educator, UK Cooperative Extension
Amelia Cloud	Adult Education Coordinator, Grant County Adult Education
Nancy Howe	Community Education Director / PIO, Grant County Schools

Following introductions, the concept of Work Ready Communities was introduced by Nancy Howe, together with a description of the Soft Skills component.

Discussion ensued relative to what is already being offered in Grant County.

In our Schools: It was determined that both Grant County Schools and Williamstown Independent Schools recognize students at graduation who have earned work ethic diplomas. Williamstown also offers a leadership class. Our employers, however, are not aware of the work ethic diploma distinction. Additional information was sought regarding the requirements of the work ethic diploma, particularly whether or not the students must maintain a certain GPA. It was determined that this should be marketed better, both to students and employers.

Dana Corp, with approximately 325 employees, is one of the largest employers in Grant County. They hire through Crown Services which utilizes an assessment of reading and math for their candidates. Dana provides leadership training via John Maxwell's "21 Irrefutable Laws of Leadership", and considers abilities such as reading, comprehension, communication, and problem solving as they promote.

Discussion followed regarding how Grant County should develop their program for the adult population. Ideas ranged from classes geared for enhancing leadership and time management skills (perhaps among the already employed) to the bare basics of attendance and the desire to work. It was noted that mere attendance at classes would not be an adequate indicator of soft skill ownership; there would need to be some documentable identification of successful performance/implementation for any program to be valid in the eyes of an employer.

It was determined that our next step is to solicit a list of activities already offered in Grant County – including programs at the Library, jail, schools, extension, etc. and to reach out to more employers to determine specific needs.

The next meeting was set for Monday, August 25, 2014, at 9:00 a.m.

WORK READY COMMUNITIES  
Soft-Skills Sub-Committee Meeting  
Monday, August 25, 2014 – 9:00 a.m.  
Grant County Board of Education Office

**SOFT SKILLS MEASUREMENT:**

A Certified Work Ready Community must have a program or programs to address work ethic/soft skills development and credentialing for both the secondary school(s) and post-secondary adult populations.

Work Ready Community in Progress: Must present a plan to achieve the list below within three years. The specific design of these programs will be up to local officials, but must meet the following minimum standards:

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- > Programs must include measurable goals for annual improvement in the raw number and percentage of workforce credentialed.
- > Programs plans must include a strategy to assure employers of the sustainability of the programs, and
- > Programs must address, at a minimum, the following topical areas: attendance/punctuality, communication, teamwork, leadership and critical thinking.

**Agenda**

Welcome and Introductions

Soft Skills Component Overview

Current / potential contributions from partners

Identification of funds

Marketing strategies

To employees / potential employees

To employers

Meeting

Date/Time

Place

Soft Skills Sub Committee / NCR 8/25/2014

9:00am / 10:00am GE Bd of Ed

Name	Title	Organization	Phone	Email
Bill Dickinson	REAGER	IDA		BDICKINSON@TRC.COM
Mark Austin	MANAGER	Fiscal Court		
BOBBY YOUNG	MANAGER DIRECTOR	Fiscal Court		BYOUNG@GRANTCOMMITTEE.COM
LOUIE GUTWAS	C of C	C of C		BRANDY.FERGAN@WILLIAMSTOWN.KY.SCHOOLS.US
BRANDY FERGAN	Principal	Williamstown		13-8124
Lynn Seibold	Counselor	Williamstown		aleudood@kets.edu
Katherine Hamer	WDS	Grant Co Career		5.Nimersheim@grantlibrary.com
Annela Cleveland	Program Coordinator	Adult Ed		katingwillins@adecom.com
Susan Hershman	Director	Grant Co Public		1 Idm.brothers@dana.com
Chris Hershman	Station Manager	DC Cooperative		3323 Nancy.howe@grant.ky.schools.us
Kathy Muller	Branch Mgr	Adco		23 ron.livingood@grant.ky.schools.us
Tom Brothers	ALE Manager	Dana		
Nancy Howe	Community Ed Director	P10 GC		
Tom Brothers	Supt	Grant Co Sch		

WORK READY COMMUNITIES  
Soft Skills Sub-committee Meeting  
Friday, August 25, 2014 -- 9:00 a.m.  
Grant County Board of Education Office

The second meeting of the Soft Skills sub-committee was held Monday, August 25, 2014, with the following present:

Bill Dinnison	Grant County Industrial Development Authority
Dick Austin	Magistrate, Grant County Fiscal Court
Bobby Young	Magistrate, Grant County Fiscal Court
Wade Gutman	Director, Grant County Chamber of Commerce
Brandy Feagan	Principal, Williamstown High School
Caryn Scheiding	Counselor, Williamstown High School
Katrina Harris-Greene	Workforce Development Specialist, Grant Co. Career Advancement Center
Amelia Cloud	Director, Grant County Adult Education
Susan Nimersheim	Director, Grant County Public Library
Chris Ammerman	Grant County / UK Cooperative Extension
Kathy Mullins	Branch Manager, Adecco Staffing
John Brothers	Human Resources Manager, DANA Corp
Nancy Howe	Grant County Community Education Director
Ron Livingood	Superintendent, Grant County Schools

Following introductions and a quick review of the Soft Skills component requirements, each meeting participant was asked to share information about what they currently or could potentially contribute in the way of soft skill training for the community.

Williamstown High School and Grant County High School encourages students to work toward the Northern Kentucky Education Council Work Ethic Diploma. Williamstown also has a "Special Seal" program with higher benchmarks. The criteria for both were shared. Mr. Livingood indicated he would like to see the student criteria include service / work record outside the school setting.

The GC Career Advancement Center offers a myriad of training programs focused on acquiring and maintaining employment. The material is good, but public awareness and attendance is weak. She will be sponsoring Grant County's second annual job fair in September.

GC Adult Ed tries to embed soft skills into the GED training. To remove barriers, free child care and transportation is provided, as well as access to other services/programs available via various entities (Brighton Center, etc.) housed with Adult Ed at the Grant County Career Advancement Center.

The Grant County Public Library offers computer training, scholarship information, and one-on-one assistance with clients utilizing their computers to seek employment. They find the one-on-one assistance is more effective and efficient, as planned group classes have been poorly attended.

Grant County Extension offered the services of their office and the resources they have with the University of Kentucky to fill in any missing components deemed necessary by the community.

Employers present expressed the pressing need for employees who were willing to work and could pass background checks and drug screenings.

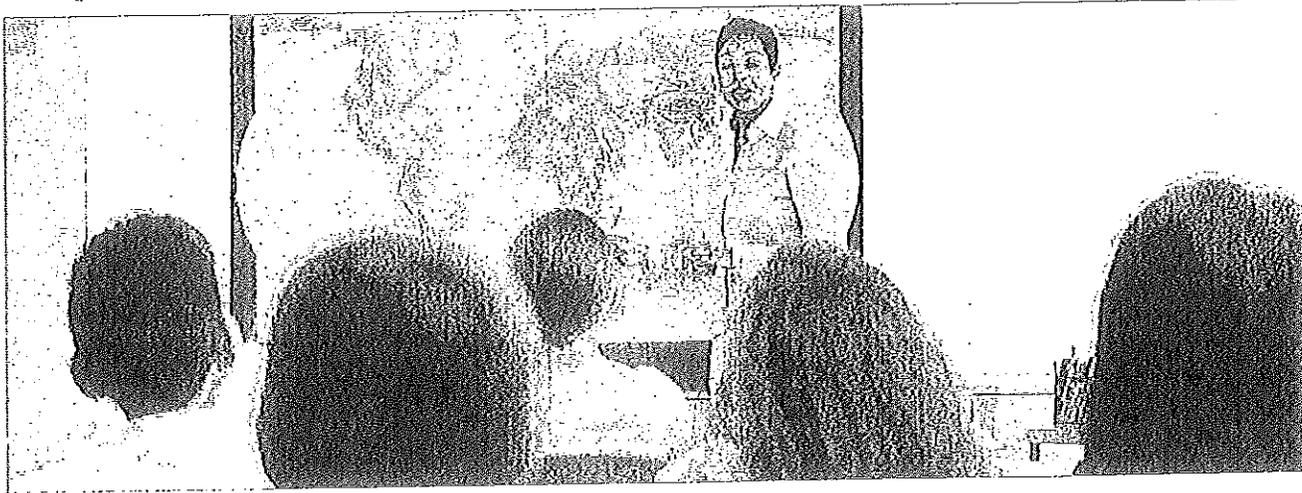
Suggestions included:

- more direct contact between employers and students, and
- soft skills as an intentional part of school curriculum for all students from the time they are very young – together with a mechanism for the evaluation/assessment of said skills.
- intentional orientation of new employees relative to expectations

Next meeting date will be determined after the submission of the Work Ready Community in Progress application.



search...  go



**Did You Know?**

"If all of the students in Kentucky who are estimated to drop out of school this year earn diplomas instead, the state could save more than \$162 million over the course of their lifetimes."

**Work Ethic Diploma** - a program of the Northern KY Chamber of Commerce and primary strategy of NKYEC Action Team 5 (Business Engagement) to promote "career readiness"

- In 2000, the concept for a regional Work Ethic Diploma was brought to the Northern Kentucky Chamber by employers that felt students were not completing high school with the soft skills needed to be "career ready".
- With the input of area educators, business leaders, and post-secondary representatives, standards were developed to measure work ethic in students.

The Work Ethic Diploma was designed to:  
 Supply Northern Kentucky employers with skilled workers  
 Produce an emerging workforce prepared to face the challenges of a global marketplace  
 Be a filter for hiring and selecting candidates that have demonstrated knowledge, skills, abilities, and commitment to work  
 Reinforce the value of positive Work Ethic and commitment to successful employment  
 Recognize a common, identifiable metric of work habits  
 Develop and improve soft skills of Northern Kentucky students



- What are the standards?
- Attendance
  - Absenteeism
  - Tardiness
  - Community Service/Internship
  - Discipline
  - Grade Point Average
  - Organization/Flexibility/Time Management
  - Punctuality
  - Respectfulness
  - Teamwork

Since its inception, Work Ethic Diploma in the high schools has been a great success with well over 10,000 students receiving the special diploma from the N. Kentucky Chamber. Approximately 27 high schools implement the program each year, with an

average of 1200 recipients from each senior class.

The demand for strong soft skills, such as work ethic, continues to grow upon the employer population according to several reports on the key attributes sought after in new employees.

**Latest Events**

- Mon Aug 25 @ 9:30AM - 10:30AM  
[Action Team 1/Attendance](#)
- Mon Aug 25 @ 12:00PM - 01:00PM  
[Action Team 4 Meeting](#)
- Thu Aug 28 @ 11:30AM - 01:00PM  
[Action Team 5](#)
- Mon Sep 08 @ 9:30AM - 10:30AM  
[Action Team 1/Attendance](#)

## Work Ethic Diploma Criteria for Qualification - Class of 2014

Standard: "A level of excellence, attainment, etc. regarded as a measure of adequacy." \*\*

### **1. Discipline Standard**

Minimum (1 pt.) - No more than one discipline referral during the senior year  
Maximum (2 pts.) - No discipline referrals during the senior year

### **2. Attendance Standard**

Minimum (1 pt.) - Student has maintained an attendance rate of 94% during the senior year.  
Maximum (2 pts.) - Student has maintained an attendance rate of 97% during the senior year.

### **3. Absence Standard**

Minimum (1 pt.) - Student has no more than one unexcused absence during the senior year.  
Maximum (2 pts.) - Student has no unexcused absences during the senior year.

### **4. Tardiness Standard**

Minimum (1 pt.) - Student has no more than one unexcused tardy during the senior year.  
Maximum (2 pts.) - Student has no unexcused tardy arrivals during the senior year.

### **5. Community Service/Internship Project Standard**

Minimum (1pt.) - Student has completed 6 hours of community service or 20 hours of an internship/co-op or school to work experience.  
Maximum (2 pts.) - Student has completed 12 hours of community service or 40 hours of an internship/co-op or school to work experience

### **6. Overall Grade Point Average Standard**

(1pt.) Student has an overall grade point average equivalent to a C  
(2 pts.) Student has an overall grade point average equivalent to a B  
(3 pts.) Student has an overall grade point average equivalent to an A

\*\*For the next four standards, signatures from three (3) individuals (teachers, counselors, administrators, coaches or supervisors are required, indicating whether or not a student "Always" or "Often" meets each standard.  
"Always" earns (2 pts.) and combination of "Always" and "Often" earns (1pt.).

### **7. Organizational Standard**

(1 pt.) Student often demonstrates strong personal management, time management and flexibility  
(2 pts.) Student always demonstrates a strong personal management, time management and flexibility

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*A TRADITION OF EXCELLENCE - TOMORROW'S LEGACY*

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## SPECIAL SEAL

### What is the Special Seal?

The Board of Education, Administration and Staff believe students who receive the "Special Seal" recognition will have an advantage over other students when they seek employment. The "Special Seal" is the school system's effort to validate to employers that those students who have earned this credential are prime candidates for employment. It is awarded to our 5th, 8th, and 12th grade students.

### Rationale and Description

A major part of the Williamstown School's Mission is to prepare our students for life and their eventual transition from school to the world of work. Instilling and modeling a strong work ethic is essential if we expect our students to be able to secure and retain employment. To address this important component for success in life, the Williamstown School recognizes those students who exemplify a good work ethic by placing a "Special Seal" on their diploma. In addition, students upon completion of the fifth and eighth grades who meet the criteria receive certificates to reward them for a strong work ethic. Seniors who receive the "Special Seal" also are individually recognized during the high school graduation ceremonies.

### Participation

Participation is voluntary. Pursuit of the "Special Seal" is the student's responsibility. Interested students are to make themselves aware of the criteria and then state their intentions to their respective teachers, administrators, and board members.

### What criteria must be met to receive a special seal?

Some of the criteria to qualify for the "Special Seal" are subjective and will be evaluated by a committee of five staff members who are familiar with the students being considered. To help eliminate bias and to achieve the most fair evaluation, the Olympic system of scoring will be used. The high and the low scores will not be considered. A student must receive an average score of 4.5 on a 5.0 scale to qualify for the "Special Seal".

### Contact Us

Williamstown Independent Schools  
300 Helton St.  
Williamstown, KY 41097

[View Map & Directions](#)  
Phone: (859) 824-7144  
Fax: (859) 824-3237



### QUICK LINKS

- [Athletics](#)
- [District Blogs](#)
- [District Facility Use](#)
- [Employment](#)
- [Forms & Community Links](#)
- [Notice of Non-Discrimination](#)
- [Photo Galleries](#)
- [Staff Directory](#)
- [Videos](#)
- [2014-15 District Calendar](#)

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- Signature
1. \_\_\_\_\_ Always Often (circle one)
  2. \_\_\_\_\_ Always Often (circle one)
  3. \_\_\_\_\_ Always Often (circle one)

### 8. Punctuality Standard

(1 pt.) Student often demonstrates punctuality in completing assignments.

(2 pts.) Student always demonstrates punctuality in completing assignments.

- Signature
1. \_\_\_\_\_ Always Often (circle one)
  2. \_\_\_\_\_ Always Often (circle one)
  3. \_\_\_\_\_ Always Often (circle one)

### 9. Respectfulness Standard

(1 pt.) Student often demonstrates respect to students, teachers, and administrators.

(2 pts.) Student always demonstrates respect to students, teachers, and administrators.

- Signature
1. \_\_\_\_\_ Always Often (circle one)
  2. \_\_\_\_\_ Always Often (circle one)
  3. \_\_\_\_\_ Always Often (circle one)

### 10. Team Work Standard

(1pt.) Student often demonstrates team cooperation to fellow students, teachers, and administrators.

(2 pts.) Student always demonstrates group cooperation to fellow students, teachers, and administrators.

- Signature
1. \_\_\_\_\_ Always Often (circle one)
  2. \_\_\_\_\_ Always Often (circle one)
  3. \_\_\_\_\_ Always Often (circle one)

RATING SCALE  
 WILLIAMSTOWN SCHOOL  
 "SPECIAL SEAL"  
 WORK ETHIC CRITERIA

Student's Name \_\_\_\_\_ Rater \_\_\_\_\_  
 Date \_\_\_\_\_

Please circle the number selected on a scale of 0-5, 0 being the lowest. For further information, please see page 2 for rating explanation.

The student:

- maintained an average daily attendance of 98% for the \_\_\_ school term. 0 1 2 3 4 5
- had no unexcused absences for the \_\_\_ school term. 0 1 2 3 4 5
- had no more than one unexcused tardy for the school term. 0 1 2 3 4 5
- had no more than three (3) tardies of any kind during the \_\_\_ school term. 0 1 2 3 4 5
- had no incidences or involvement with school or property vandalism in the community. 0 1 2 3 4 5
- had no discipline referrals. 0 1 2 3 4 5
- shows respect for parents, school staff, other adults and fellow students. 0 1 2 3 4 5
- demonstrates politeness and good manners. 0 1 2 3 4 5
- displays a good attitude about work at school. 0 1 2 3 4 5
- is tolerant of fellow students and adults who are different -- could work well with people of different races, sex, national origin and religions. 0 1 2 3 4 5
- has the skills, maturity and attitude to be considered as someone who could work on a "team". 0 1 2 3 4 5
- has good interpersonal skills. 0 1 2 3 4 5
- demonstrates honesty and integrity. 0 1 2 3 4 5
- understands the importance of good grooming and attends school and social events dressed appropriately. 0 1 2 3 4 5
- makes efforts at self improvement. 0 1 2 3 4 5
- is dependable. 0 1 2 3 4 5
- has self discipline. 0 1 2 3 4 5
- makes an honest effort at all tasks and responsibilities. 0 1 2 3 4 5
- will take on responsibility and can be expected to complete as assigned. 0 1 2 3 4 5
- is a person who would do more than expected -- "go the extra mile". 0 1 2 3 4 5
- is a "self-starter". 0 1 2 3 4 5
- would give a future employer "a good day's work for a day's pay". 0 1 2 3 4 5

- ◊ is punctual in completing school assignments. 0 1 2 3 4 5
- ◊ was involved in at least one school and/or community service project during the school term. 0 1 2 3 4 5
- ◊ understands the American free enterprise system. 0 1 2 3 4 5
- ◊ possesses special leadership qualities. 0 1 2 3 4 5
- ◊ has a good command of the English language. 0 1 2 3 4 5
- ◊ has mastered the basic skills of reading, writing, spelling and math. 0 1 2 3 4 5
- ◊ could be characterized as a "problem solver". 0 1 2 3 4 5

**RATING EXPLANATION**

**ATTENDANCE**

- Rate "5" for 98% or above
- Rate "4" for 97 %
- Rate "3" for 96%
- Rate "0" for 95% or below

**UNEXCUSED ABSENCE**

- Rate "5" for no "unexcused" absences
- Rate "3" for one "unexcused" absence
- Rate "0" for more than one "unexcused" absence

**UNEXCUSED TARDY**

- Rate "5" for no "unexcused" tardiness
- Rate "3" for one "unexcused" tardy
- Rate (0) for more than one "unexcused" tardy

**EXCUSED TARDY**

- Rate "5" for no tardies
- Rate "4" for less than three tardies
- Rate "0" for more than three tardies

**VANDALISM**

- Rate "5" for no incidences
- Rate "0" for one or more incidences

**DISCIPLINE REFERRALS**

- Rate "5" for no discipline referrals
- Rate "3" for one discipline referral
- Rate (0) for more than one discipline referrals

**COMMUNITY INVOLVEMENT**

- Rate "5" for one or more projects involving school or community
- Rate "0" for no school or community involvement projects

**Narrative #5: BROADBAND AVAILABILITY  
(AS AN INDICATOR OF DIGITAL LITERACY)**

The percentage of households in a community with broadband internet available.

Data must come from [www.broadband.gov](http://www.broadband.gov).

**Work Ready Community in Progress:**

Must present a plan to meet the goals below within three years.

A rural county must have 3Mbps speeds or greater available to 90 percent of housing units with the exception of those they can show to be inaccessible (cost prohibitive) by technology other than wireless – where there must be 1.5 Mbps speeds available to 90 percent of housing units.

Documentation collected by State Broadband Data & Development (SBDD) grantees, and provided on the Work Ready Communities website, reports Grant County's Broadband Availability by Household at DL>3.0 Mbps to be 99.2%. (See Attachment)

## Broadband Availability by Household

as of December 31, 2013

County	DL>3.0 Mbps	County	DL>3.0 Mbps	County	DL>3.0 Mbps
Adair, KY	95.2%	Grant, KY	99.2%	McLean, KY	98.5%
Allen, KY	88.7%	Graves, KY	99.9%	Meade, KY	98.5%
Anderson, KY	97.9%	Grayson, KY	92.7%	Menifee, KY	86.0%
Ballard, KY	98.9%	Green, KY	92.9%	Mercer, KY	95.5%
Barren, KY	99.1%	Greenup, KY	94.9%	Metcalfe, KY	90.2%
Bath, KY	94.9%	Hancock, KY	96.8%	Monroe, KY	88.3%
Bell, KY	85.8%	Hardin, KY	99.5%	Montgomery, KY	99.9%
Boone, KY	99.5%	Harlan, KY	77.3%	Morgan, KY	75.6%
Bourbon, KY	100.0%	Harrison, KY	96.8%	Muhlenberg, KY	96.9%
Boyd, KY	99.0%	Hart, KY	88.0%	Nelson, KY	98.2%
Boyle, KY	97.8%	Henderson, KY	99.9%	Nicholas, KY	99.1%
Bracken, KY	95.1%	Henry, KY	96.8%	Ohio, KY	98.3%
Breathitt, KY	48.9%	Hickman, KY	98.6%	Oldham, KY	99.5%
Breckinridge, KY	88.3%	Hopkins, KY	98.7%	Owen, KY	87.3%
Bullitt, KY	99.7%	Jackson, KY	90.9%	Owsley, KY	86.2%
Butler, KY	92.9%	Jefferson, KY	100.0%	Pendleton, KY	95.3%
Caldwell, KY	96.1%	Jessamine, KY	99.6%	Perry, KY	90.3%
Calloway, KY	99.5%	Johnson, KY	89.3%	Pike, KY	82.1%
Campbell, KY	100.0%	Kenton, KY	100.0%	Powell, KY	94.1%
Carlisle, KY	99.3%	Knott, KY	79.3%	Pulaski, KY	97.6%
Carroll, KY	96.1%	Knox, KY	92.2%	Robertson, KY	95.9%
Carter, KY	94.8%	Larue, KY	98.6%	Rockcastle, KY	92.6%
Casey, KY	90.7%	Laurel, KY	98.2%	Rowan, KY	94.9%
Christian, KY	98.2%	Lawrence, KY	84.2%	Russell, KY	98.1%
Clark, KY	99.7%	Lee, KY	79.1%	Scott, KY	99.8%
Clay, KY	80.6%	Leslie, KY	70.9%	Shelby, KY	99.6%
Clinton, KY	91.7%	Letcher, KY	87.4%	Simpson, KY	99.2%
Crittenden, KY	87.0%	Lewis, KY	80.9%	Spencer, KY	97.6%
Cumberland, KY	83.3%	Lincoln, KY	97.9%	Taylor, KY	96.8%
Daviess, KY	99.9%	Livingston, KY	94.3%	Todd, KY	94.1%
Edmonson, KY	88.2%	Logan, KY	98.9%	Trigg, KY	96.8%
Elliott, KY	87.6%	Lyon, KY	100.0%	Trimble, KY	95.7%
Estill, KY	88.9%	Madison, KY	98.4%	Union, KY	99.6%
Fayette, KY	100.0%	Magoffin, KY	73.5%	Warren, KY	99.8%
Fleming, KY	99.0%	Marion, KY	91.1%	Washington, KY	91.3%
Floyd, KY	90.5%	Marshall, KY	100.0%	Wayne, KY	88.7%
Franklin, KY	99.8%	Martin, KY	67.4%	Webster, KY	99.0%
Fulton, KY	97.6%	Mason, KY	100.0%	Whitley, KY	92.1%
Gallatin, KY	99.8%	McCracken, KY	100.0%	Wolfe, KY	86.5%
Garrard, KY	98.0%	McCreary, KY	79.9%	Woodford, KY	99.5%

The broadband data above is as of December 31, 2013 and represents data collected by State Broadband Data & Development (SBDD) grantees.