

WDC One-Stop Operator & Partners Committee Meeting
Agenda
July 7 2015
8:00-10:30 a.m.
Ron Thalheimer, Chair

WorkForce Central
3650 S. Cedar St, Tacoma
Classroom 1

Eric Hahn, Chair
 Scott Haas, 1st Vice-chair
 Joyce Conner, 2nd Vice-chair
 Robin Baker
 Michelle Bureson
 April Gibson
 Darci Gibson
 Anne Goranson
 Mike Johnson
 Bruce Kendall
 Dale King
 Dave Lawson
 Mark Martinez
 Mary Matusiak
 Wayne Nakamura
 Sharon Ness
 Tim Owens
 Dona Ponepinto
 Patty Rose
 Sheila Ruhland
 Ron Thalheimer
 Blaine Wolfe

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|---|----------------|--------|
| 1. Hello / Introductions | Ron Thalheimer | 5 min |
| 2. Review Prior Meeting Notes | Ron Thalheimer | 5 min |
| 3. One Stop Assessment | Cheri Loiland | 60 min |
| • WIOA Action Plan Instructions/Matrix | | |
| • (Questions #1 thru #4 below)* | | |
| 4. Local Plan Development | Cheri Loiland | 30 min |
| 5. Other Business | | |
| • Budget | | |
| 6. Next Meeting Location & Agenda Items | | |
| 7. Thank You/Adjourn | | |

Future Meetings

August 4, 2015 8:00-10:30am
 September 1, 2015 8:30-10:00am
 October 6, 2015 8:30-10:00 am
 November 3, 2015 8:30-10:00 am
 December 1, 2015 8:30-10:00 am.

*Assessment questions to be addressed at upcoming meeting. Please discuss with staff, do research and come prepared.

1. Our workforce system has all core and required one-stop partners at the table supporting development and implementation of the area's one-stop policies and processes, service delivery design, and infrastructure and certification requirement.
2. Core and required one-stop partners are invested in supporting development and implementation of our state/local area's one-stop policies and processes and a customer-centered service delivery design.
3. Our workforce system actively connects entities receiving DOL-funded discretionary grants with the one-stops to ensure customers can take advantage of the grant opportunities provided.
 Workforce Central added: Our workforce system actively connects entities receiving HUD, DOD, DOJ, etc. funded discretionary grants with the one-stops to ensure customers can take advantage of the grant opportunities provided.
4. Our workforce system has identified existing efforts in the state and local areas that have established emerging career pathways and is working to expand those efforts in a non-duplicative manner.

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**Workforce Development Council (WDC) of Tacoma Pierce County
WIOA Committee Membership Planning Document**

7-01-15

WDC One-Stop System Operator(s) & Partners Committee			
<ul style="list-style-type: none"> • Committee Chair is member of WDC and appointed. ✓ Since all of WDC members are required to serve on a WDC Committee, approximately 4-6 members of the committee will be WDC members. • Vice Chair selected from Committee and must be willing to also serve on Coordinating Committee. 			
Activities/Partners	Partners	Representative(s)	WDC or Partner
Chair of Committee		Ron Thalheimer, Tacoma Plant Director Niagara Water rthalheimer@niagarawater.com	WDC
Vice Chair of Committee		Susan Cable Pierce College District scable@pierce.ctc.edu	Partner
CORE PARTNERS (Resource Sharing Agreement RSA Partners)			
One-Stop Career Center Infrastructure	WorkForce Central/Youth Provider	MaryEllen Laird, Chief Operations Officer mlaird@workforce-central.org	Partner
Title 1-B Youth, Adults and Dislocated Worker Training and Employment (Core Program)	WA State Employment Security Department	Anne Goranson, Regional Director Employment Security Department agoranson@esd.wa.gov	Partner
	Pierce County Library System	Jaime Prothro, Customer Experience Mgr. Pierce County Library JProthro@piercecountylibrary.org	Partner
Title III Wagner-Peyser Act of 1933 Employment Services (Core Program)	WA State Employment Security Department	Anne Goranson, Regional Director Employment Security Department agoranson@esd.wa.gov James Walker, Director Employment Security Department jaywalker@esd.wa.gov	WDC Partner
REQUIRED PARTNERS (Memorandum of Understanding (MOU Partners))			
Title II Adult Education and Literacy (Core Program)	Bates Technical College Representative	Blake Ingram, Dean bingram@bates.ctc.edu	Partner
	Clover Park Technical College Representative	Mabel Edmonds mabel.edmonds@cptc.edu	Partner
	Pierce College District Representative	Susan Cable scable@pierce.ctc.edu	Partner
	Tacoma Community College Representative	Krista Fox, Dean kkfox@tacomacc.edu	Partner
	Tacoma Community House	Tracy Larson tlarson@tacomacommunityhouse.org	Partner
	Rescue Mission		Partner
Title IV Rehabilitation Act of 1973 Vocational Rehabilitation Training and Services (Core Program)	WA State Division of Vocational Rehabilitation (DVR) Department of Services for the Blind	Mary Matusiak, Supervisor Dept of Vocational Rehabilitation matusmk@dshs.wa.gov	
Title V Older Americans Act of 1965 (Community Service Employment for Seniors)	WA State Department of Social and Health Services (DSHS) Region 5 – Division of Employment and Assistance Programs	Kendrick Stewart, CSD Region 3 Administrator stewak@dshs.wa.gov	

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Carl D. Perkins Career and Technical Education (non core program)	Four colleges listed under Title II Adult Education and Literacy above		
Chapter 2 of Title II of the Trade Act of 1874 (Trade Adjustment Assistance)			
Chapter 41 of Title 38, United States Code (Veterans Assistance)	Possible Community Member Appointed by WDC		
Community Services Block Grant Act (Assistance to Low Income Individuals & Families)	Possible Community Member Appointed by WDC		
Community Development Block Grant (Employment and training by Dept. of Housing & Urban Development)	Tacoma Housing Authority		
	Job Corps		
Programs under State Unemployment Compensations Laws			
Programs under Second Chance Act of 2007 (Reintegration of Ex-Offenders)			
Programs under Part A of Title I of the Social Security Act (Assistance to the Aged)			
GOVERNOR APPOINTED			
Others Determined by the Governor			
OPTIONAL - LOCAL			
Other	WA State Department of Labor & Industries	Keith Johnson jkei235@LNI.WA.GOV	
Other	Metropolitan Development Council's Educational Opportunity Center		
Other	Pierce County Juvenile Court	TJ Bohl tbohl@co.pierce.wa.us	
One Stop Affiliate	Goodwill of the Olympics and Rainier Region	Kurt Simmons kurts@goodwillwa.org	Partner
Workforce Development Council/WorkForce Central Staff	MaryEllen Laird, Chief Operations Officer 253.593.7305; mlaird@workforce-central.org Deborah Howell, Chief Administrative Officer 253.254.7618; dhowell@workforce-central.org Cheri Loiland, Chief WIOA Transition Officer 253.254.7908; cloiland@workforce-central.org Debbie Lean Executive Assistant 253.414.0141; dlean@workforce-central.org		

WIOA Core Programs, Core Partners and Required Programs

<p>WIOA SEC. 3 DEFINITIONS</p> <p>(12) CORE PROGRAM.—The term “core programs” means a program authorized under a core program provision.</p> <p>(13) CORE PROGRAM PROVISION.—The term “core program provision” means—</p> <p>(A) chapters 2 and 3 of subtitle B of title I (relating to youth workforce investment activities and adult and dislocated worker employment and training activities);</p> <p>(B) title II (relating to adult education and literacy activities);</p> <p>(C) section 1 through 13 of the Wagner-Peyser Act (29 U.S.C. 49 et seq.) (relating to employment services); and</p> <p>(D) title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741) (relating to vocational rehabilitation services).</p>	<p>Core Program Partners / Representative</p> <p>(A) Workforce Central (MaryEllen Laird) WA State Employment Security Department (Anne Goranson)</p> <p>(B) <u>ABE/Adult Literacy Operators:</u> Bates Technical College (Blake Ingram) Clover Park Technical College (Mabel Edmonds) Pierce College (Susan Cable) Tacoma Community College (Krista Fox) Tacoma Community House (Rep Open) Rescue Mission (Representative Open)</p> <p>(C) WA State Employment Security Department (Anne Goranson/James Walker)</p> <p>(D) WA State Division of Vocational Rehabilitation (Mary Matusiak) WA State Department of Services for the Blind (Representative Open)</p>
<p>Subtitle B—Workforce Investment Activities and Providers</p> <p>CHAPTER 1—WORKFORCE INVESTMENT ACTIVITIES AND PROVIDERS</p> <p>SEC. 121. ESTABLISHMENT OF ONE-STOP DELIVERY SYSTEMS.</p> <p>(a) IN GENERAL.—Consistent with an approved State plan, the local board for a local area, with the agreement of the chief elected official for the local area, shall—</p> <p>\ understanding described in subsection (c) with one-stop partners; (2) designate or certify one-stop operators under subsection (d); and (3) conduct oversight with respect to the one-stop delivery system in the local area.</p>	

WIOA Core Programs, Core Partners and Required Programs

(b) ONE-STOP PARTNERS.—

**(1) REQUIRED ONE-STOP DELIVERY SYSTEM PROGRAMS.—
(A) ROLES AND RESPONSIBILITIES OF ONE-STOP PARTNERS.—**

Each entity that carries out a program or activities described in subparagraph (B) in a local area shall—

- (i) provide access through the one-stop delivery system to such program or activities carried out by the entity, including making the career services described in section 134(c)(2) that are applicable to the program or activities available at the one-stop centers (in addition to any other appropriate locations);
- (ii) use a portion of the funds available for the program and activities to maintain the one-stop delivery system, including payment of the infrastructure costs of one-stop centers in accordance with subsection (h);
- (iii) enter into a local memorandum of understanding with the local board, relating to the operation of the one-stop system, that meets the requirements of subsection (c);
- (iv) participate in the operation of the one-stop system consistent with the terms of the memorandum of understanding, the requirements of this title, and the requirements of the Federal laws authorizing the program or activities; and
- (v) provide representation on the State board to the extent provided under section 101.

(B) PROGRAMS AND ACTIVITIES.—The programs and activities referred to in subparagraph (A) consist of—

- (i) programs authorized under this title;
- (ii) programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);
- (iii) adult education and literacy activities authorized under title II;

Required Program Partners / Representatives

- (i) Title I-B Youth Adults and Dislocated Worker Training & Employment:
Workforce Central (MaryEllen Laird)
WA State Employment Security Department (Anne Goranson)
- (ii) Title III Wagner-Peyser Act of 1933 – Employment Services:
WA State Employment Security Department (Anne Goranson/James Walker)
- (iii) Title II Adult Education & Literacy:
Bates Technical College (Blake Ingram)
Clover Park Technical College (Mabel Edmonds)
Pierce College (Susan Cable)
Tacoma Community College (Krista Fox)
Tacoma Community House (Tracy Larson)
Rescue Mission (Representative Open)

REQUIRED

WIOA Core Programs, Core Partners and Required Programs

REQUIRED	<p>(iv) programs authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) (other than section 112 or part C of title I of such Act (29 U.S.C. 732, 741);</p> <p>(v) activities authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);</p> <p>(vi) career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.);</p> <p>(vii) activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);</p> <p>(viii) activities authorized under chapter 41 of title 38, United States Code;</p> <p>(ix) employment H. R. 803—59</p> <p>(x) employment and training activities carried out by the Department of Housing and Urban Development;</p> <p>(xi) programs authorized under State unemployment compensation laws (in accordance with applicable Federal law);</p> <p>(xii) programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532); and</p> <p>(xiii) programs authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), subject to subparagraph (C).</p>	<p>(iv) <u>Title IV Rehabilitation Act of 1973 – Vocational Rehabilitation Training & Services:</u> Division of Vocational Rehabilitation (Mary Matustiak) WA State Department of Services for the Blind (Representative Open)</p> <p>(v) <u>Title V Older Americans Act of 1965 – Community Service Employment for Seniors:</u> WA State Department of Social & Health Services (Kendrick Stewart)</p> <p>(vi) <u>Carl D. Perkins Career and Technical Education:</u> Bates Technical College (Blake Ingram) Clover Park Technical College (Mabel Edmonds) Pierce College (Susan Cable) Tacoma Community College (Krista Fox)</p> <p>(vii) <u>Chapter 2 of Title II of the Trade Act of 1874 – Trade Adjustment Assistance:</u> Partner/Representative Open</p> <p>(viii) <u>Chapter 41 of Title 38, United States Code – Veterans Assistance:</u> Partner/Representative Open</p> <p>(ix) <u>Community Services Block Grant Act – Assistance to Low Income Individuals & Families:</u> Partner/Representative Open</p> <p>(x) <u>Community Development Block Grant – Employment and Training by Dept. of Housing & Urban Development:</u> Tacoma Housing Authority (Representative Open) Job Corp (Representative Open)</p> <p>(xi) <u>Programs under State Unemployment Compensation Law:</u> Partner/Representative Open</p> <p>(xii) <u>Programs under Second Chance Act of 2007 – Reintegration of Ex-Offenders:</u> Partner/Representative Open</p> <p>(xiii) <u>Programs under Part A of Title I of the Social Security Act – Assistance to the Aged:</u> Partner/Representative Open</p>
GOVERNOR	<p>(C) DETERMINATION BY THE GOVERNOR.—</p> <p>(i) IN GENERAL.—An entity that carries out a program referred to in subparagraph (B)(xiii) shall be included in the one-stop partners for the local area, as a required partner, for purposes of this Act and the other core program provisions that are not part of this Act, unless the Governor provides the notification described in clause (ii).</p> <p>(ii) NOTIFICATION.—The notification referred to in clause (i) is a notification that—</p>	<p>To be determined. Most likely TANF will be included.</p>

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	<p>(I) is made in writing of a determination by the Governor not to include such entity in the one-stop partners described in clause (i); and</p> <p>(II) is provided to the Secretary of Labor (referred to in this subtitle, and subtitles C through E, as the “Secretary”) and the Secretary of Health and Human Services.</p>	<p style="text-align: center;"><u>Additional Program Partners / Representatives</u></p>
<p style="text-align: center;">(2) ADDITIONAL PARTNERS.—</p> <p>(A) IN GENERAL.—With the approval of the local board and chief elected official, in addition to the entities described in paragraph (1), other entities that carry out workforce development programs described in subparagraph (B) may be one-stop partners for the local area and carry out the responsibilities described in paragraph (1)(A).</p> <p>(B) PROGRAMS.—The programs referred to in subparagraph (A) may include—</p> <p>(i) employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under section 1148 of the Social Security Act (42 U.S.C. 1320b–19);</p> <p>(ii) employment and training programs carried out by the Small Business Administration;</p> <p>(iii) programs authorized under section 6(d)(4) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4));</p> <p>(iv) work programs authorized under section 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(o));</p> <p>(v) programs carried out under section 112 of the Rehabilitation Act of 1973 (29 U.S.C. 732);</p> <p>(vi) programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.); and</p> <p>(vii) other appropriate Federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector.</p>	<p>(vii) WA State Department of Labor & Industries (Keith Johnson) Goodwill Of the Olympics and Rainier Region (Kurt Simmons) Pierce County Library System (Jaime Prothro) Pierce County Juvenile Court (TJ Bohl) Metropolitan Development Council’s Educational Opportunity Center (Rep Open)</p>	
<p>OPTIONAL -- LOCAL</p>		

WIOA Core Programs, Core Partners and Required Programs

CHAPTER 4—PERFORMANCE ACCOUNTABILITY

SEC. 116. PERFORMANCE ACCOUNTABILITY SYSTEM.

(a) **PURPOSE.**—The purpose of this section is to establish performance accountability measures that apply across the core programs to assess the effectiveness of States and local areas (for core programs described in subtitle B) in achieving positive outcomes for individuals served by those programs.

(b) STATE PERFORMANCE ACCOUNTABILITY MEASURES.—

(1) **IN GENERAL.**—For each State, the performance accountability measures for the core programs shall consist of—

- (A) (i) the primary indicators of performance described in paragraph (2)(A); and
- (ii) the additional indicators of performance (if any) identified by the State under paragraph (2)(B); and
- (B) a State adjusted level of performance for each indicator described in subparagraph (A).

(2) INDICATORS OF PERFORMANCE.—

(A) **PRIMARY INDICATORS OF PERFORMANCE.**—

(i) **IN GENERAL.**—The State primary indicators of performance for activities provided under the adult and dislocated worker programs authorized under chapter 3 of subtitle B, the program of adult education and literacy activities authorized under title II, the employment services program authorized under sections 1 through 13 of the Wagner-Peyser Act (29 U.S.C. 49 et seq.) (except that subclauses (IV) and (V) shall not apply to such program), and the program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), shall consist of—

- (I) the percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- (II) the percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;
- (III) the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- (IV) the percentage of program participants who obtain a recognized

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postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii)), during participation in or within 1 year after exit from the program;

(V) the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment; and

(VI) the indicators of effectiveness in serving employers established pursuant to clause (iv).

(ii) PRIMARY INDICATORS FOR ELIGIBLE YOUTH.—
 The primary indicators of performance for the youth program authorized under chapter 2 of subtitle B shall consist of—

(I) the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program;

(II) the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program; and

(III) the primary indicators of performance described in subclauses (III) through (VI) of subparagraph (A)(i).

(iii) INDICATOR RELATING TO CREDENTIAL.—For purposes of clause (i)(IV), or clause (ii)(III) with respect to clause (i)(IV), program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion under such clause only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program. H. R. 803—49

(iv) INDICATOR FOR SERVICES TO EMPLOYERS.—Prior to the commencement of the second full program year after the date of enactment of this Act, for purposes of clauses (i)(VI), or clause (ii)(III) with respect to clause (i)(IV), the Secretary of Labor and the Secretary of Education, after consultation with the representatives described in paragraph (4)(B), shall jointly develop and establish, for purposes of this subparagraph, 1 or more primary indicators of performance that indicate the effectiveness of the core programs in serving employers.

WDC One-Stop Operator & Partners Committee Meeting

NOTES

June 2, 2015

8:30 – 10:00 a.m.

WorkForce Central

3650 S. Cedar St, Tacoma

Classroom 1

Committee Member Attendees: Susan Cable, James Walker, Blake Ingram, Kelli Johnston, Krista Fox, Jaime Prothro, Keith Johnson, Kurt Simmons, Anne Goranson, Mary Matusiak, Christeen Crouchet (for Mabel Edmonds)

WDC Staff Attendees: Linda Nguyen, Deborah Howell, MaryEllen Laird, Cheri Loiland and Debbie Lean

AGENDA	NOTES	ACTION ITEMS
<p>1. Hello/Introductions (Susan Cable)</p>	<ul style="list-style-type: none"> • Meeting started at 8:40 a.m. • Vice Chair Susan Cable chaired the meeting in Ron's absence. • Introductions were made around the room. 	
<p>2. One Stop System (Cheri Loiland)</p>	<ul style="list-style-type: none"> • Cheri gave an update of the State's One-Stop Certification and Assessment Criteria and passed out an assessment tool that is available on their website. The questions are ones that the committee will be talking about. The tool is a good starting point for discussion and how we might want to use it. • Susan stated that the committee could look at this and start having conversations about the scope of work. • Conversations the committee will begin to have will fall into what we need to do to create the Memorandum of Understanding (MOU) and the local plan. • We have a current MOU but a new one has to be in place before July 1, 2016, along with a new Resource Sharing Agreement (RSA). • Linda suggested the committee do an honest self assessment at this point which will lead to what needs to be done to make it even better than what it is today. These questions could give those evaluations and believes it is also an educational tool for newer members around the table so they could have a sense of what the system currently looks like. From there the committee can identify gaps that need to be filled as they look to enhance the system under WIOA. 	

	<ul style="list-style-type: none"> • Susan would like to see the assessment in matrix form. • Linda said the committee as a whole should spend thoughtful time on each assessment. To have a more comprehensive assessment, need to also gather input from those committee members that couldn't make a meeting. • Ideas for matrix: What does it look like today? What do we want it to look like tomorrow? Identifying gaps/how to fix. • The purpose of this body is to really think about how we enhance the system to make it better for both job seekers and businesses – being customer centric. • Gap Analysis: <ul style="list-style-type: none"> ○ Each committee member to review and consult with their affiliate managers/staff for input to see what is missing from the questions under Section 1 (Partnerships and Program Alignment). ○ Work plan is to cover 3-4 of the questions at each upcoming meeting. Agenda can set out the questions to be addressed at the upcoming meeting so that members can read the questions, do some research and come prepared. • Committee will look at what the system looks like now, identify gaps, then how do we want to enhance. • Linda would like to see a couple of other questions addressed as well that are not on the list: <ul style="list-style-type: none"> ○ Current: ○ Question #3: needs to be changed to include not just DOL. There is HUD, DOD, DOJ, etc. ○ Question #13: Job Corp (how do we get Job Corp at the table.) ○ New Questions to Add: ○ Question #14 Assistive Technology: How are we serving the disabled population? ○ Question #15 Job Seeker/Customer: Barriers – what is the assessment now and what do we want to use (skills, strengths/weaknesses, basic skills, etc. and even a system that is more self service) ○ Question #16 Center Assessment • Assessment tool is a piece of modality and will not do any ranking. • Where are we now vs. where we want to be - eventually wrap back around and ask where do we want to be and how do we get there. • Linda would like Cheri to prepare an easy to read document that show 	<p>Cheri will set out who the core mandatory partners are and who the other partners or color code what we have.</p>
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	<ul style="list-style-type: none"> • who are the core partners and who are the mandated One-Stop partners. Cheri shared the WIOA One Stop Certification and One Stop Assessment Criteria Task Force document that sets out the timelines for the deliverables that they are going to be producing. • Need to remember that assessment is used 2 different ways in WIOA. One way is the assessment of the one-stop itself and the other is one stop of customers. • Linda suggested that at some point it might get complicated and we may want to consider investing in a facilitator to really be the glue and help us move forward. • In looking at questions 3, 4 and 5 where it says “actively connecting”, “identifying existing efforts”, “ensure input from business”, James asks what are the mechanics of making those things happen? The committee can have input in making things happen but some steps don’t require an effort to do outreach. (<i>Susan thinks this an example of an identified gap that we can address</i>). • May need to consider discussing gaps and how we fix them with other committees and other staff members. We will more than likely identify those in the how/gap column and the how is going to identify our work plan. 	
<p>3. Assistive Technology (MaryEllen Laird)</p>	<ul style="list-style-type: none"> • MaryEllen thanked Mary Matusiak from DVR for being at the table with her expertise. • WIOA talks about serving individuals with disabilities. In serving this community, the partners at the table and affiliates need to determine what we have, what do we need and how do we get what we need if we don’t have it now. • Linda shared that Mary will be our expert on a planning team that includes Linda, Anne, Kendrick Stewart and a few others as we look at affiliate sites on what we need to serve all of the disabled population in the county. Will be working the Pierce County Library also to assist in our rural populated areas. • Anne shared that on the Wagner Peyser side; ESD is required to have a disability specialist in each of their offices where they receive Wagner Peyser funding. Staff from each of those sites have been getting together and doing assistance and shared that Mary’s assistance is most welcome. • Anne and James are on the Technology and Access Task Force because they have been doing work with the Department of Services for the Blind 	

	<p>in getting their resources available electronically. They will report out to this committee when there are updates.</p> <ul style="list-style-type: none"> • The statewide taskforce is pretty focused on vision impaired and Anne and James are trying to figure out how to extend the scope out to see what the general needs are and how do we respond. • It is not only the equipment that needs to be looked at but also how well staff is trained, how comfortable the layouts of our building, how the resource areas are, accessibility and also the ability to use their own equipment in the building. • Because changes happen so rapidly, there isn't a list of requirements necessary to work with the blind. • Mary shared that she is going to the current site this afternoon to see what we have. • Mary and Anne will lead a taskforce that will come up with a list of what we have, what we need and a list of barriers that need to be addressed and will bring in partners that have that technology already such as a representative from the colleges and Goodwill. 	<p>Mary and Anne will lead a taskforce that will come up with a list of what we have, what we need and a list of barriers that need to be addressed</p>
<p>4. Dashboard Discussion (MaryEllen Laird)</p>	<ul style="list-style-type: none"> • At the last meeting the committee requested information on performance. WIA/WIOA money comes with performance targets. Beyond that every quarter Workforce Central reports to the WDC on performance measures that they ask us to report on. Linda shared that the current report is tied to WIA funds. • The WDC may come back and ask that all partners report on the same elements. • Susan would like to see discussion on the areas of the dashboard that tie to the first 4 assessment questions that we will be discussing at the next meeting. • Kurt would like the report to be on the entire system not just a small part. • Linda doesn't believe the dashboard is going to work as a standalone – it is only a piece of the system. Information from each partner needs to be gathered and requested that partners bring reports they rely on and then create a system report/dashboard. Type of document will depend on information provided. Outcomes will become important too. A system report/dashboard will be much more meaningful than a standalone report/dashboard. Once information is gathered than it will be decided on whether a report or a dashboard will be used. The WDC will want to see something they can look at and advise/guide the committee on. 	<p>To create a system report/dashboard, partners will gather information and reports they rely on and bring to meeting</p>

	<ul style="list-style-type: none"> • Susan suggested that the colleges get together after the meeting and put information together as a group as to what they can bring to the committee. • Linda shared that WIOA has common performance measures placed upon the mandated core partners. It is described in there the methodology and what the measures are. 	Cheri will send the committee the WIOA methodology and what the performance measures are.
<p>5. Next Meeting Location and Agenda Items</p>	<ul style="list-style-type: none"> • Decision was made to change meeting times to 8am-10:30am for July and August to work on the assessment. • James will check to see if CDC is available to accommodate the August meeting time. 	Debbie will send meeting update through Outlook Calendar
<p>6. Other Business</p>	<ul style="list-style-type: none"> • As a request from May's meeting, MaryEllen shared the Adult / Dislocated Worker Programs' Demographics (WIA only). <ul style="list-style-type: none"> ○ Linda would like to provide this across the system. ○ James thinks it is a good report but wonders how the percentages of persons being served under dislocated workers compared to those groups as they are represented in the demographic of our county. • As requested by the committee at last meeting, Deborah shared Adult/DW budget and definition sheet. <ul style="list-style-type: none"> ○ Linda gave a quick overview of the process. The WDC and Executive Board agree on the budget every year on the dollars that they have oversight on which are the three funding streams: Adult, Dislocated Workers and Youth. They rely on the Business Services Committee, the Adult Services Committee and the Youth & Young Adult Services Committee to advice on how best to spend those dollars. Those committees are reviewing them now and will be making recommendations prior to the WDC meeting this month. This Budget is an FYI for this committee. ○ As we continue our conversations as a system partnership, need to see everyone's budget to some degree on how everyone is contributing to the systems work as it relates to the RSA. It could be dollars/match/in-kind that is not earmarked. Need to look at this under the assessment. 	
<p>7. Thank You/Adjourn</p>	<p>10:10am</p>	

WIOA Action Plan

After completing the WIOA QSAPs and having a team discussion of the results, you will be able to identify areas of strength and focused areas for improvement in your system. The WIOA Action plan tool will help guide your workforce system through an organized approach to capture strategies for transformation and identify next steps needed.

Instructions:

1. Hold a team discussion to develop lists identifying the key areas for improvement in each area of the QSAPs, partnerships, leadership and governance, youth service strategies, and one-stop center service design.
2. When the lists are complete, see if areas of opportunity can be combined, eliminated, etc. to produce a manageable number.
3. Once a manageable number of areas of opportunity are selected, enter those in the STEP 1 box of the WIOA Action Plan in the applicable QSAP topic section.
4. As a team review the information now listed in the STEP 1 box and develop actionable goals for the area of opportunity. Enter each goal in the STEP 2 box.
5. For each goal your team identifies in STEP 2, complete information in STEP 3 to develop a plan of action.
6. Update the Action Plan for each goal as activities and milestones are achieved until each goal reaches a status of complete.

See a completed example of the Action Plan on the next page.



Example Page | Partnerships Action Plan

Step 1

List areas of opportunity for improvement (from QSAP):

EXAMPLE:

Our partnership discussions seem to center on process rather than identifying and combining assets to meet customer needs.

When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number.

Step 2

List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.

EXAMPLE:

To make our partnership more valuable, first get all partners focused on customer needs.

When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column.

Step 3

Then, follow the template below for each GOAL.

Key Strategies	Activities / Steps	Responsible Party(ies)	Timeframe / Milestone	Resources Needed	Desired Outcomes	Status
<p>EXAMPLE: Convene a meeting with xxx partners, and construct an exercise that demands focus solely on customer needs.</p>	<p>EXAMPLE:</p> <ul style="list-style-type: none"> Establish meeting date Identify method to deliver customer needs exercise 	<p>EXAMPLE: Sarah Freeman, WIB director</p>	<p>EXAMPLE: Complete by March 15, 2015</p>	<p>EXAMPLE: facilitator</p>	<p>EXAMPLE:</p> <ul style="list-style-type: none"> Partnerships that are customer centered Integrated Services 	<p>EXAMPLE: In-Progress</p>



Partnerships Action Plan

Step 1

List areas of opportunity for improvement (from QSAP):

Step 2

List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.

When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number.

When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column.

Step 3

Then, follow the template below for each GOAL.

Key Strategies	Activities / Steps	Responsible Party(ies)	Timeframe / Milestone	Resources Needed	Desired Outcomes	Status

(Step 3 continues on the next page)



<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>



Leadership and Governance Action Plan

Step 1

List areas of opportunity for improvement (from QSAP):

Step 2

List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.

When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number.

When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column.

Step 3

Then, follow the template below for each GOAL.

Key Strategies	Activities / Steps	Responsible Party(ies)	Timeframe / Milestone	Resources Needed	Desired Outcomes	Status

(Step 3 continues on the next page)



<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>



Youth Services Strategies Action Plan

Step 1

List areas of opportunity for improvement (from QSAP):

Step 2

List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.

When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number.

When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column.

Step 3

Then, follow the template below for each GOAL.

Key Strategies	Activities / Steps	Responsible Party(ies)	Timeframe / Milestone	Resources Needed	Desired Outcomes	Status

(Step 3 continues on the next page)



<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>



One-Stop Center Service Design Action Plan

Step 1

List areas of opportunity for improvement (from QSAP):

Step 2

List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.

When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number.

When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column.

Step 3

Then, follow the template below for each GOAL.

Key Strategies	Activities / Steps	Responsible Party(ies)	Timeframe / Milestone	Resources Needed	Desired Outcomes	Status

(Step 3 continues on the next page)



<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Party(ies)</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>

