

Oklahoma Employment Security Commission



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OKLAHOMA EMPLOYMENT AND TRAINING ISSUANCE #12-2005

DATE: October 24, 2005

FROM: Richard J. Gilbertson
Director, Workforce Integrated Programs

TO: Chief Local Elected Officials
Grant Recipients
LWIB Chairs
LWIB Staff

SUBJECT: Guidance for the Development of Local Two-Year Plans

PURPOSE: To provide additional guidance regarding the development of Local Two-Year Plans.

BACKGROUND: Earlier this year, the Governor announced the extension of current local plans to no later than March 31, 2005. The authority was issued in OETI 08-2005 which also provided limited guidance regarding the development of Strategic Plans, listed resources made available by the Office of Workforce Solutions, and offered assistance from pre-approved vendors with expertise and multi-state experience in assisting local boards with strategic planning and related activities.

The recently developed State Two-Year Plan which became effective on July 1, 2005, is specific regarding the Governor's intent that Workforce Development Systems will align to support economic development at the local level. In support of that plan, the Oklahoma Employment Security Commission (OESC) developed an internal document entitled *Plan to Foster Quality Access* and reorganized on July 1, 2005 to better align in direct support of the Governor's modified vision for workforce investment. Functions of the Employment and Training Division (WIA) and the Employment Services Division (Wagner-Peyser) were combined effective July 1, 2005 to create a new division called Workforce Integrated Programs. The former Field Operations division was re-labeled Workforce Services, and a new Workforce Quality Division was created to focus on oversight. OESC will continue to issue policy on behalf of the Governor's Council for Workforce and Economic Development that relate to the State's Workforce Development System.

The format and questions in this document are collected from multiple sources including the Oklahoma Department of Commerce, Oklahoma Employment Security Commission, and other guidance and examples from the Department of Labor and other States. Each question was carefully weighed to ensure responses will result in viable and focused local plans that support the State Plan and the Governor's pursuit of a Greater Oklahoma.

MESSAGE: Local Workforce Investment Boards, in partnership with appropriate Chief Local Elected Officials, must develop local Two-Year plans that are consistent with the State Two-Year Plan. The Governor, in his letter to our DOL Regional Administrator on May 23, 2005, explained that Oklahoma's 2-Year WIA-Wagner-Peyser Plan is ultimately part of a larger comprehensive plan to grow a greater Oklahoma. The ultimate goal of the plan is "to provide quality access to quality services that will create a quality workforce and ultimately link Oklahomans to quality jobs." To accomplish that goal, the Governor outlined major initiatives that should guide your strategic planning and the development of your Two-Year Local Plan. The Governor further explained that the State Plan would be implemented in conjunction with the strategic plan of his Council. The initiatives of the State Plan are categorized as follows:

Quality access to quality services through system integration

- Workforce Investment Act Programs and the Employment Service must act as a single service delivery unit
- Local Workforce Investment Boards must be independent of program operation
- Local Workforce Investment Boards must serve as a broker in coordinating all workforce related services within a regional area in collaboration with economic development
- Business Services Teams representing education, employment and economic development will work to provide comprehensive integrated service to business
- A state level Memorandum of Understanding between state agencies to work toward common goals, eliminate duplication and support common objectives will be developed
- The Workforce Solutions Staff Team consisting of agency decision makers will continue to work to eliminate barriers between agencies, and to find solutions to common issues
- Create a state Youth Council to build appropriate connections among the workforce system, employers and community support systems.

Quality workforce development

- Providing comprehensive, integrated labor market, workforce and economic development information so that recommendations and decisions can be based on real data and agreed upon facts
- Provide a common understanding that economic development in the 21st century will be driven by the skill levels of the workforce. A highly skilled workforce will allow existing business to expand and attract new higher paying industries with quality jobs for Oklahomans.
- Transition the high school senior year to better prepare students for post-secondary education and/or work
- Developing a pipeline of skilled workers that will retain and attract business
- Development of career pathways within industry clusters

- Comprehensive career management for skills development and lifelong learning
- Demand-driven statewide skills certification process using common assessment processes.
- Provide current workforce data and analysis for quality decision-making at the local and state levels.

Quality business services

- Provide a single point of contact to broker services to business
- More efficient and comprehensive recruitment services in support of economic development
- Providing qualified applicants through credentialing processes
- Establish a Business Service Center to coordinate statewide recruitment projects, provide industry cluster resources and support business service teams
- Better assist with and broker human resources services to small business
- Develop an ongoing process to determine customer requirements that will create a demand-driven system

Ultimately, this plan provides the framework for a comprehensive system that will impact Oklahoma in the following ways:

- Create a system linking education, employment and economic development that will eliminate duplication, leverage resources, create efficiencies and better serve Oklahoma business and citizens.
- Increase the number of Oklahoman's that obtain four-year degrees
- Improve training opportunities for Oklahoma's incumbent workforce
- Provide better, more comprehensive career decision making data so that Oklahomans can make informed career choices
- Better prepare Oklahoma high school graduates for post-secondary education or the workforce
- Reduce drop-out rates
- Provide better and more comprehensive data to business as they make decisions regarding expanding in or locating to Oklahoma.
- Improve the overall skill level of Oklahomans to retain and attract quality jobs

Local Two-Year Plans must address:

- How the local board fosters coordination and integration of Workforce Development Services,
- Strategic planning,
- Implementation of the strategic plan, and
- Supplemental information identified by the State (Section IV).

GENERAL INSTRUCTIONS

The Two-Year Local Plan must be submitted no later than March 31, 2006 with the specific content and in the format identified in this document.

PUBLICATION

The local board must make copies of the proposed Local Plan available for public comment through such means as public hearings, local news media or local websites. The general public must have access to the proposed plan and has 30 days from the date of publication to comment on the proposed plan. When the Local Plan is submitted for approval, any comments received in disagreement with the plan must be attached. In addition, the plan must describe how those disagreements were addressed.

SUBMISSION

The comprehensive Two-Year Local Plan (Local Plan) must be received by the Workforce Integrated Programs Division by **5:00 p.m. on March 31, 2006**. Boards must submit one copy with original signatures and seven additional copies. Mail proposed plans to:

Oklahoma Employment Security Commission
Workforce Integrated Programs Divisions
ATTN: Richard Gilbertson
2401 N. Lincoln Blvd, Suite 502-1
Oklahoma City, OK 73152

Local plans should follow the outline proposed below to ensure completeness and ease of evaluation.

LOCAL PLAN FORMAT

- Section I: Local Workforce Investment Area Profile
- Section II: Local Area Strategic Planning Process
- Section III: Integration of WIA Compliance with Strategic Planning
- Section IV: Required Certifications and Documents
- Section V: Review Process

Section I: Local Workforce Investment Area Profile

1. Provide an overview of the current population in your workforce investment area including:
 - Total Population (all ages)
 - Population of labor force age 15-64
 - Population age 15-24 (Emerging labor force)
 - Population age 0-14 (Children)
2. Comment on the challenges that have emerged as a result of population shifts and trends and the changing demographics and characteristics of the local workforce.

- Describe how the Workforce Development System will respond to these challenges.

3. The local Workforce Development System is currently composed of:

- Number and location of Full-Service Workforce Centers
- Number of Affiliate sites
- Number of other access points to the system (e.g., through means such as electronic access, partners, libraries, etc.)

4. Describe the criteria used to identify Affiliate Sites.

5. Describe how the scope of the Workforce Development System has evolved over the duration of the previous five-year plan and identify how the system's ability to sustain and grow services has been impacted by available federal resources and the board's ability to leverage resources.

6. What are the Board's plans to adjust services available through its Workforce Development System based on their projection of available resources?

7. Has the board developed affiliate relationships with existing public and private sector providers to ensure that core services, appropriate to their populations are made available at one comprehensive center and/or affiliate sites?

Section II. Local Area Strategic Planning Process

1. Economic Environment and Key Workforce Issues

Describe the current and projected future economic outlook for your local area and the larger region. Within your response, address the following points:

- What are the key existing and emerging industries; what industries are in decline?
- How is the Board identifying Targeted Industries within its local workforce area and how will adjustments in service delivery be accomplished as changes occur in those industries?
- Where is local economic development occurring in the local area? In your region?
- How will your service strategy for jobseeker customers change as a result of preparing them for employment in Targeted Industries in your area?
- What are the current and projected future employment opportunities in the local area, and in which occupational fields will they occur?
- What are the job skills necessary to obtain such employment opportunities?
- Where is significant new job growth expected to occur?
- Identify data resources that were utilized and which substantiate these projections and outlooks.

Identify key workforce issues impacting on the above-described economic outlook and the steps taken by the local board and other key stakeholders in the community to arrive at these issues. Within your response, address the following points:

- Discuss the research and analysis being done by the local board to identify trends, emerging issues and available assets. What data resources are being utilized by the local board to analyze the needs of its businesses and workers and the capacity of the education community?
- Summarize the current state of the workforce. Describe the current business demand for workers and skills, current worker skills and characteristics, current capacity of training and education entities to meet demands and resources and programs currently available to meet workforce needs.
- What are the key workforce issues that have emerged thus far and how have they been prioritized? Where are there gaps in information between labor supply and demand, skill gaps, and training capacity and resource gaps?

2. Engaging Community Partners in Workforce Solutions

Discuss the role of the local board in engaging community partners and promoting the benefits of new partnerships and alliances for workforce issues. Within your response, address the following points:

- Having identified the key workforce issues, how is the local board determining its need to engage additional partners and who those specific partners should be? What contributions can those partners make toward resolving the key workforce issues?
- How is the board ensuring the business community's needs, particularly those needs of Targeted Industries, are fully represented in these discussions?
- How is the local board engaging additional partners and bringing them to the table?
- What short and long-term goals are being jointly established to address workforce issues and close identified gaps? Discuss how the local board is identifying the shared benefits to the partners and communicating the impact their activities will have on key workforce issues.
- What is the role of the local board (either leading or supporting another entity) in achieving the stated goals? Which organizations will be given priority responsibility for each of these goals?
- What is the process for collecting and evaluating information on the progress toward these goals? How will this progress be monitored and reported?

3. Local and Regional Collaboration

How does the local board plan to:

- More closely align board activities with economic development efforts.
- Facilitate local board partnerships with local business communities, including targeted industries.

- Work in conjunction with the local elected officials to ensure that board membership represents the key decision makers in the regional area, particularly individuals representing Targeted Industries in the local area.
- Ensure that employment programs, education and economic development within a regional area are working together toward common goals.
- Facilitate local partners in the development and execution of the local memorandum of understanding.
- Establish and maintain key relationships with economic development entities in the region. Engage economic development professionals and ensure that the workforce system is supporting regional economic development.
- Work in partnership with the rural economic development specialists, manufacturing alliance staff, Department of Commerce Community Development staff, regional managers of partnering organizations and potential stakeholders to leverage resources and create a more efficient and effective system.

4. Aligning Service Delivery

Comment on how your local area planning process is enabling this alignment of service delivery around the issues and goals previously set forth in this plan. Within your response, address the following points:

- Comment on how your planning process is enabling the local Workforce Development System to go beyond compliance and address the economic development needs and key workforce issues of the local workforce area and region.
- Describe the Workforce Development System and how its structure facilitates achieving the stated goals while addressing gaps.
- Describe how your local area's service delivery to businesses has been aligned to respond to local market demand and the stated goals set forth from your strategic planning efforts.
- Provide a brief explanation on how Core, Intensive and Training services are aligned around identified workforce issues and stated goals.

5. Strategic Plan Implementation

How does the local board plan to:

- Implement your local Strategic Plan.
- Support the state's vision of developing a workforce system that supports economic development by facilitating cooperative efforts.
- Represent and facilitate their work as a neutral entity to all of the partners and stakeholders within the regional area.
- Ensure all jobseekers are served regardless of WIA eligibility.
- Assure that WIA adult and dislocated worker training funds are spent on those eligible individuals seeking training in demand occupations in Targeted Industries in the workforce area.
- Develop meeting agendas that are strategic in nature and work to address issues relevant to business needs.

- Work in conjunction with local elected officials to ensure that board membership represents the key decision makers in the regional area.

6. Measuring Achievement

Describe how the local board is implementing system measures that relate to the goals established around key workforce issues identified in its strategic plan. Within your response, address the following points:

- What data was considered and what entities were involved in helping develop the measures? Identify the measures and the desired outcomes.
- If measures have not been developed, what process will you utilize to develop them? What is the board's timeline for development?
- How will the local board benchmark progress toward desired outcomes or definitions of success for these measures?
- How are these outcomes identified, communicated and utilized to gain additional support or realign services for continuous improvement?

Section III. Integration of WIA Compliance with Strategic Planning

Open Meetings

In accordance with the Workforce Investment Act, The Oklahoma Open Meeting Act, and the Oklahoma Open Records Act, the local board is required to conduct business in an open manner and make information regarding the Workforce Development System available to the public. Within your discussion of the local board's efforts to openly conduct business, address the following points:

- What is the central location where all policies and working definitions are published?
- How does the board assure that local policies and working definitions, including updates and changes, are readily accessible to Workforce staff, the general public and the State?
- Is there a local board website? If yes, please provide the website address.
- By what means does the board assure that the accessible copies are current?

Subsection 1 (*The responses in this subsection include both narrative responses and the completion of attachments/forms that are located in Section IV, Required Certifications and Documents.*)

1. Local Plan Submission

The local board is responsible for developing the two-year plan in partnership with the Chief Local Elected Official. To properly submit the area's local plan:

- Complete Attachment A in Section IV, Signature of Local Board Chair.
- Complete Attachment B in Section IV, Signature of Chief Elected Official, for each unit of local government.

2. Governance and Board Composition

When a local area includes more than one unit of government, the Chief Elected Officials of the individual governmental units must execute an agreement that describes their roles and responsibilities in administering the Act, conducting fiscal and program oversight, and assuring that performance standards are met. All local areas must provide the following:

- Attach a copy of the Local Elected Official's Consortium Agreement that defines a multi-jurisdictional area and describes their interaction in the administration of the Act (if applicable).
- Attach a copy of the Local Board By-Laws.

Additionally, please address the following points:

- Describe the subcommittee structure for the board and identify the role and responsibilities assigned to each subcommittee.
- What is the plan in place for board member recruitment to reflect current and emerging trends (e.g., representatives from Targeted Industries) and how is that plan being communicated to local area elected officials?
- What is the process for providing staff to the local board?

The Workforce Investment Act establishes limitations on roles of the local board (including Board Staff) in §117(f)(1) and §117(f)(2). The final rules discuss these limitations in section 661.310.

- If the local board wishes to pursue relief from the restrictions on the provision of core services, or intensive services, or be designated or certified as the One-Stop Operator; provide your full rationale and justification here. The signature of the CLEO on Attachment B will serve as agreement with the request for waiver.
- If the local board wishes to pursue relief from the limitation to provide training services, provide your full rationale and justification here. The signature of the CLEO on Attachment B will serve as agreement with the request for waiver.

3. Fiscal Agent

The local plan must identify the fiscal agent or entity responsible for the disbursement of grant funds.

- Note that Attachment B in Section IV, Signature of Chief Elected Official, requires an attestation that the grant recipient possesses the capacity to fulfill all responsibilities regarding liabilities for funds received, as stipulated in §667.705 of the rules and regulations.

4. Direct Services and Infrastructure Plan

Discuss how the board or one of its subcommittees anticipates further coordination of services and elimination of duplication in service delivery to maximize resources available to support training and other business services.

Subsection 2 (*Based on the maturity of each local system and the key workforce issues and goals identified through the strategic planning process, address the following points within your response*)

1. Selecting and Certifying Operators

The local board is responsible for selecting and certifying the One-Stop Operator with the agreement of the chief elected official (§662.410).

- Attach a copy of the local area's One-Stop Operator Agreement.

2. Contracting for Service Providers

- How does the local board determine which WIA Title I services should be contracted out? Explain how your decision leverages funding and services already provided by Workforce Development System partner staff (e.g., Wagner-Peyser funded staff) to maximize available resources without duplication of services.
- Provide the process by which the board awards contracts to entities other than the One-Stop Operator for the provision of Workforce Development Services.
- For which services do you currently contract?
- Based on current and future key workforce issues and goals, what changes does the board anticipate with regard to the number and type of services for which it will be contracting?
- Has the local board determined that there is a training services program of demonstrated effectiveness offered in the area by a community based organization to serve special participant populations that face multiple barriers to employment? How does the specific program relate to the workforce investment needs identified in the Local Plan?

3. Grievances and Complaints

The local board must establish and maintain a procedure for grievances and complaints which provides a process for handling complaints, an opportunity for informal resolution or a hearing, a process that allows a labor standards grievance to be submitted for binding arbitration, and an opportunity for local level appeal to the state (§667.600).

- What is the board's process for collecting, analyzing and utilizing grievance and complaint information? How often is the information analyzed and who is responsible for the analysis?
- Has the analysis of data regarding to complaints resulted in policy changes in the local area? How were those changes communicated to the public, the staff and the State?

Based on your performance, answer the following:

- If the LWIA has failed any of the performance measures in the past, what actions has the board taken with its youth providers to identify service delivery weaknesses?
- What changes have been made to policy, service delivery, providers, engagement of partners, memberships on board and councils, etc., to provide improved program performance?
- How have those changes been incorporated or aligned with key workforce challenges and planning strategies?
- What strategies are being devised to exceed standards, improve services and increase market penetration?

Supportive Services

Local boards, in consultation with Workforce Development Partners and other community service providers, must develop a policy on supportive services that ensures resource and service coordination in the local area. The policy should address procedures for referrals to such services, including how the services will be funded when they are not otherwise available from other sources. Local boards may establish limits on the provision of supportive services or provide the One-Stop Operator with the authority to establish such limits.

- What is the board policy on the delivery of supportive services for youth participants defined at WIA Final Rule 664.410(a)(7)?

Framework and Program Elements

The Workforce Investment Act requires that the local plan define the design framework for youth programs in the local area and define how the ten program elements are provided within that framework. With regard to the design framework and program elements, the following questions should be addressed:

- Describe the board's process and frequency for reviewing the design framework and how it evaluates whether the framework is equipped to successfully support emerging trends, current and future workforce goals and workforce strategies as they relate to youth.
- If a multi-county area, describe how youth program design is coordinated among the counties.
- Describe the type and availability of youth activities in the local area and identify any challenges for serving greater numbers of youth most-in-need, including out-of-school youth.
- What efforts, if any, are being made to connect both WIA and non-WIA youth to the Workforce Development system? How are youth being exposed to career awareness, work readiness and the Workforce Development system?
- Relate the strategy for exposing youth to the area's Targeted Industries and the necessary skills and training needed to work in those industries. Detail the efforts to be undertaken to build a "pipeline" of future workers for those industries.

- Describe how the Youth Council will incorporate literacy and numeracy elements into the design framework in accordance with USDOL Common Measures Policy.
- Describe how the Youth Council will incorporate certificates into the design framework in accordance with USDOL Common Measures Policy.

Follow Up

The goal of follow-up services is to ensure job retention, wage gains and career progress for participants who have been referred for unsubsidized employment. And, follow-up services must be made available for a minimum of 12 months following the date of exit.

- What is the local policy regarding follow-up services?
- Which follow-up services are provided?

Youth Council

WIA requires that a Youth Council be established as a subgroup of the Local Board (§661.335).

- Describe the current and future goals of the Youth Council as aligned with the overall strategic goals of the local area. Include in your response how representative from Targeted Industries will contribute to the makeup and activities of the Youth Council.
- What outreach and connections to other youth services and providers will be collaboratively planned (Youth Bureaus, educational partners) to ensure the provision of integrated youth services?

Selecting Youth Providers

The local board is responsible for selecting eligible youth service providers based on recommendations of the Youth Council, and maintaining a list of providers with performance and cost information (§661.305).

- Identify your youth providers, the services they provide and the steps that will be taken to leverage additional resources to deliver integrated youth services in a broader youth development context.
- Describe your Youth RFP process including the frequency of release, review criteria and who reviews the proposals
- For which services has the board entered into a contract? Are the workforce centers providing any services to youth?

Youth Eligibility

Regulations require that, as part of the process for determining who is eligible for youth services, the local board must provide a definition of “deficient in basic literacy skills” and “requires additional assistance to complete an educational program, or to hold and secure employment” (§664.205, §664.210).

<i>Entered Employment Rate</i>	<i>Adults</i>												
	<i>Dislocated Workers</i>												
<i>Retention Rate</i>	<i>Adults</i>												
	<i>Dislocated Workers</i>												
<i>Earnings Change</i>	<i>Adults</i>												
<i>Earnings Replacement Rate</i>	<i>Dislocated Workers</i>												
<i>Credential Attainment Rate</i>	<i>Adults</i>												
	<i>Dislocated Workers</i>												
<i>Job Seeker Entered Employment Rate</i>	<i>Wagner-Peyser</i>												
<i>Job Seeker Employment Retention Rate</i>	<i>Wagner-Peyser</i>												

Based on your performance answer the following:

- If you have failed any of the performance measures in the past, what actions has the board taken with its program operators and One-Stop Operator to identify service delivery weaknesses?
- What changes will be made to policy, service delivery, training providers, engagement of partners, memberships on board and councils, etc., to achieve all performance standards? How will demand occupations in Targeted Industries play a role in these changes?
- What strategies are being devised to exceed met standards, improve services and increase market penetration?

Self Sufficiency

Local boards must set criteria for determining whether employment leads to self-sufficiency (§663.230).

- Provide the current definition of self-sufficiency as established by the local board.
- Describe how the local definition of self-sufficiency will align with the strategic objectives set forth in the strategic planning portion of this plan.

Supportive Services

Local boards, in consultation with Workforce Development Partners and other community service providers, must develop a policy on supportive services that ensures resource and service coordination in the local area. The policy should address procedures for referrals to such services, including how the services will be funded when they are not otherwise available from other sources. Local boards may establish limits on the provision of supportive services or provide the One-Stop Operator with the authority to establish such limits.

- What is the board policy on the delivery of supportive services for adult and dislocated workers defined at WIA section 134(e)(2) and (3)?
- Have limits been established on the provision of supportive services? What is the basis for any limitations?
- Does the board policy allow the One-Stop Operator to establish such limitations or to grant exceptions to local board supportive service policy?

Needs-Related Payments

Consistent with other regulations, the local board must establish the level of needs-related payments for adults (§663.800).

- Does the local area make needs-related payments and if so, how and how often is the policy or payment level reviewed?

Follow Up

The goal of follow-up services is to ensure job retention, wage gains and career progress for participants who have been referred for unsubsidized employment. And, follow-up services must be made available for a minimum of 12 months following the first day of employment.

- What is the local policy regarding follow-up services?
- Which follow-up services are provided?

Adjusted Levels of Performance under Work-Flex

Discuss any waivers of statutory requirements granted by the Governor under Work-Flex, describe the outcomes to be achieved by the waivers and any resultant revisions to adjusted levels of performance.

Adult and Dislocated Worker Eligibility

Local boards are given responsibility to establish policies and procedures for One-Stop Operators to use in determining an individual's eligibility as a dislocated worker, including the definition of what constitutes a "general announcement" of a plant closing and, for determining eligibility of self-employed individuals, plus what constitutes "unemployed as a result of general economic

conditions in the community in which the individual resides because of natural disasters” (§663.115).

- How is the definition of a “general announcement” of a plant closing shared with staff to determine dislocated worker eligibility (including partner staff needing to determine dislocated worker “target group” eligibility for Work Opportunity Tax Credit applications)?
- Describe how the local board’s policies and procedures adequately address the needs of self employed individuals who become unemployed as a result of general economic conditions in their community because of natural disasters.

Priority of Service

The local plan must describe the criteria used to determine whether funds allocated for employment and training activities are limited, and the process by which any priority of service will be applied (§663.600 - §663.640).

- What is the board’s policy for determining priority of service and its relationship to residency requirements?
- How will the priority of service plan align with planned operating policies and procedures?

Adult/DLW Services

- Describe services available to displaced homemakers, disadvantaged individuals and to other groups.
- Describe nontraditional training and employment activities.
- Discuss your process to determine the specific types of intensive services to be provided.

Adult/DLW Training

- Identify training services available through the Workforce Development System. Identify any that are beyond the requirements of the Act.
- Discuss your training eligibility policy. Include in the discussion which core and intensive services must be provided before a recommendation for training is made.

Rapid Response

Provide a description of the local board strategies to integrate strategies into the Workforce Development system.

- How are local workforce system Rapid Response services coordinated with the State?
- Describe how laid-off workers will be informed of the Board’s Targeted Industries and the assistance available to displaced workers desiring employment in those industries.

Business Services

Provide a description of the local board's strategies to improve services to employers.

- What is the plan to:
 - Determine the needs of employers in your local area?
 - Integrate business services, including Wagner-Peyser Act services, to employers through the Workforce Development system?
 - Maximize awareness and employer use of available Federal tax credit programs through the system?

- How does the local board plan to:
 - Assist with the coordination of Business Service Teams.
 - Become a convener within the local area to conduct focus groups, coordinate activities such as resource mapping, gap analysis, community audits and other related projects designed to ensure a comprehensive, integrated workforce system is in place and is working to support regional economic development.

Coordination and Integration of Services

The State's goal is to provide quality access to quality services through service integration.

Provide a description of how the local board fosters coordination and integration of Workforce Development services.

- Provide a brief explanation on how core, intensive and training services are delivered.
- Describe how the local board will ensure service integration in local Workforce Centers with particular emphasis on WIA and Employment Services.
- Describe how your service delivery strategy and design reflects the needs of all customer groups in a mix of self-service, informational, and staff-assisted core services.
- How does the local board plan to:
 - Evaluate Workforce Center facilities and make recommendations that will enhance service integration, meet customer needs, and foster ownership of the Workforce Development System by all partners.
 - Assist the One-Stop Operator in convening partners for the purpose of developing an integrated service delivery strategy for each Workforce Center.

Demand Occupations, Eligible Training Providers (ETP), Individual Training Accounts (ITA)

The local board has responsibility for determining policies regarding identifying demand occupations, instituting eligible training providers and implementing individual training accounts (§663.300- §663.595) plus OETIs 09-2005, 04-2005 and 10-2000.

- Describe how the local area assures that local training providers meet minimum requirements for placement on the State ETP.

- Based on current and future key workforce issues and goals, what changes are being considered to the demand occupations in Targeted Industries, eligible training provider and individual training account review process and how will they be implemented?
- If a multi-county area, how is the review process for demand occupations in Targeted Industries, eligible training providers and individual training accounts coordinated among the counties?
- How are demand occupations in Targeted Industries, eligible training providers and individual training account policy decisions and changes communicated to staff? How are they shared with customers?
- Discuss limitations established by the local board regarding the duration and/or dollar amount of Individual Training Accounts.

Customized Training/On-the-Job Training (OJT)

Local boards are encouraged to establish policy regarding appropriate cost matches for On-the-Job Training (OJT) or other customized training.

- Describe the process and frequency for reviewing local policies with regard to OJT, skills upgrading or other customized training. Describe the process for receiving, reviewing and approving requests for OJT, skills upgrading or other customized training; who is the point of contact? Identify any subcommittee responsible for this function.

Trade Act Strategy

Local boards are encouraged to establish local policy for a Trade Act service strategy to ensure that a dislocated worker eligible for trade benefits is co-enrolled in WIA Title I dislocated worker services for referral to WIA-funded intensive services and Trade-funded training services.

- Describe the impact, if any, Trade Act petition certifications have had on your local workforce system and how the board's Trade Act policies will be aligned with the Dislocated Worker policies to benefit the customer in terms of an integrated service delivery model.

6. WIA I-B and Title III PY 05 Performance and System Indicators

The local board is responsible for the negotiation and accountability for the WIA Title I-B performance measures of the local Workforce Development system (§661.305, §666.310, §666.420). If available at time of plan submittal, insert your PY 2005 negotiated performance standards.

Performance Level Impact

Describe how the established WIA Performance levels impact services and strategies and how levels are monitored. Within your response, address the following points:

- How are the WIA local performance levels communicated to staff, partners, providers and stakeholders so that their role in helping to achieve those performance levels is understood?
- How do newly negotiated performance levels affect current policies, procedures and/or local Workforce Development system initiatives?
- How are performance issues identified and corrected when they arise?

Within this plan, the local board has provided past performance outcomes, current performance standards, population data and trends, and numbers of individuals served. Based on your analysis of this information and a consideration of its inter-relatedness:

- Describe any adjustments the local board will make to improve performance over the next two years.

System Indicators

Describe any system indicators and standards that have been put in place and how they will be used to continuously improve. Within your response, address the following:

- Are partner performance measures known and how does the system's design support their achievement and any over all standards for the system?
- Does the Board currently have, or planning to have, any additional performance measures as they relate to Business Services Teams and service provision to Targeted Industries? If so, please provide a synopsis of those measures.

Local Monitoring

It is the role of the local board in partnership with the Chief Local Elected Official (CLEO) to conduct program and performance oversight and monitoring in local workforce areas (WIA §117(d)(4)). Performance and accountability are key elements of a local board's effective oversight and monitoring plan.

- How frequently will financial, program and performance monitoring be conducted?
- How does the board ensure consistency and quality in how monitoring is conducted and results reported?
- How will monitoring reports be used to improve services, identify systemic problems and initiate corrective action?
- Under what circumstances will an issue arising from a monitoring report be brought before the full board? What role will the board play in requiring corrective action and what challenges does the board anticipate in taking action on the monitoring reports?

Section IV: Required Certifications and Documents

Any attachment requiring original signature must be mailed to the address listed under general instructions.

Attachment A: Signature of Local Board Chair

Attachment B: Signature of Chief Elected Official

In addition, the following documents must be attached for the plan to be complete:

Local Elected Officials Consortium Agreement

Local Board By-Laws

One-Stop Operator Agreement(s)

A copy of each Memorandum of Understanding

SIGNATURE OF LOCAL BOARD CHAIR

**WIA Comprehensive Two-Year Local Plan Submittal
July 1, 2005 – June 30, 2007**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this WIA Comprehensive Two-Year Local Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that this WIA Comprehensive Two-Year Local Plan was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- agree to comply with § 661.310 by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One-Stop Operator, unless waiver of this provision is subsequently granted by the Governor.

Date:		Signature of Local Board Chair:	
Mr.		Typed Name of Local Board Chair:	
Ms.			
Other			
Name of Board:			
Address 1:			
Address 2:			
City:			
State:		Zip:	
Phone:		E-mail:	

Submittal directions: Complete this form as part of the Local Plan development process. Submit this form with original signatures.

SIGNATURE OF CHIEF ELECTED OFFICIAL

WIA Comprehensive Two-Year Local Plan Submittal
July 1, 2005 – June 30, 2007

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this WIA Comprehensive Two-Year Local Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my initials in the applicable sections and my signature below, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities for funds received, as stipulated in **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- agree to comply with **§661.310** by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One-Stop Operator, unless waiver of this provision is subsequently granted by the Governor.

Date:		Signature of Local Chief Elected Official (CEO):
Mr. Ms. Other	Typed Name of Local CEO:	
Title of Local CEO:		
Address 1:		
Address 2:		
City:		
State:		Zip:
Phone:		E-mail:

Submittal directions: Complete this form as part of the Local Plan development process. Submit this form with original signatures.

Section V: Review/Modification Process

Review

The Comprehensive Two-Year Local Plan is a living document through which the local board will provide the current state of the workforce, a vision for future, established goals for meeting identified challenges, and a plan of action to achieve the desired results. Therefore, the local plan will be reviewed for the following elements: a response to each of the discussion points provided in the guidelines; a well-articulated document that aligns individual components of the strategic plan and provides a workable road map for achieving local success; policy information that clearly supports the strategic planning of the local board and is in compliance with statute and regulations. An approvable plan will, therefore, be responsive to these guidelines and represent a well-deliberated, consciously structured local strategy for continuous improvement and success in the local workforce.

The creation of the two-year local plan should be viewed as an opportunity for the local board to organize ideas, statements, goals, measurement objectives, and policy in one cohesive document that clearly and succinctly details the local board's plan of action for the two year period beginning on July 1, 2005.

Local boards needing assistance should submit their request to either contact person listed below before the required date for the specific section of the plan.

The local board will be contacted by OESC or Workforce Solutions Division staff should clarification or additional information be needed. Local boards will subsequently receive written notification of plan approval.

Modification

Governance, Policy and/or Procedure are subject to change during the life of the local plan. Whenever these changes are significant, the local plan should be modified and those modifications are subject to review by the State. As living documents, it is very important that the State is always a recipient of current documentation so that it can fulfill its program and fiscal oversight responsibilities. Situations that may require local plan modification include:

- Significant changes in local economic conditions,
- Changes in the financing available to support WIA Title I and partner-provided WIA services,
- Changes to the local board structure,
- Whenever there is a need to revise strategies to meet performance goals,
- Whenever there is a change in the Fiscal Agent. This specific modification must include a modified LEO Consortium Agreement and meeting minutes to show approval of the local board.

Rescissions: This OETI supersedes OETI 08-2005, issued April 26, 2005.

Contact Information: Inquiries regarding the content of local Two-Year plans may be directed to richard.gilbertson@oesc.state.ok.us or jeane.burruss@oesc.state.ok.us or ann.pendergraft@oesc.state.ok.us.