



OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE # 01-2013

TO: WIA Board Staff
WIA Board Chairs
Local Elected Officials

FROM: Terry Watson, Director
Workforce Services
Programs, Policy and Planning

DATE: January 22, 2013

SUBJECT: Local Planning Guidance

PURPOSE: To provide Local Workforce Investment Boards (LWIBs) with guidance in preparation for planning for new Local Five-Year Plans.

BACKGROUND: The Workforce Investment Act's most recent required five-year planning cycle began July 1, 2005, ended June 30, 2010. For PY 2009, LWIBs were given the option to modify and extend their local two-year plans from PY 2007 and 2008 and answer additional questions about future plans. Again, for PY 2010 and 2011, LWIBs were given the opportunity to modify or extend their existing local plans from PY 2009 additional program year without engaging in the full five-year planning process. Recent guidance by the Department of Labor states it is now returning to the five-planning cycle which will be for (PY)2012-(PY)2017.

MESSAGE: The Workforce Investment Act (WIA) of 1998, as amended, requires that the governor of each state submit a WIA Title I/Wagner-Peyser (W-P) Act State Plan to the U.S. Department of Labor (the Department) that outlines a five-year strategy for its workforce investment system. States must have approved State Plans in place to receive formula allotments under WIA or financial assistance under W-P. Oklahoma has submitted its 5-year plan and it has been recently approved. It has been distributed to local Workforce Boards and other stakeholders and is posted on the Department of Commerce's website at www.OKcommerce.gov/workforce-development. The direct link to the State Plan is: http://okcommerce.gov/assets/files/workforce-development/WIA_State_Plan-Final.pdf.

Likewise, WIA Section 112(a), W-P Section 8(a) requires local workforce investment boards to submit a local strategic five year plan. Ultimately, the goal is to have regional plans that demonstrate how workforce, education and economic development partners will work jointly in support of the strategies and outcomes of the state plan, as well as how they will meet unique local workforce issues.

Oklahoma is in a unique position in that currently, we are engaged in a regional one-stop system certification process that is intended to develop such regional plans. Currently, three pilot areas

are working through the certification process. This process will help to determine how regional certification, which includes regional planning, can best be implemented to ensure meaningful regional plans. To bridge the gap between the need for a current plan, and the final regional plans that are envisioned as an outcome of the one-stop certification process, all workforce investment boards will be required to review their current plan and submit an update to their current approved plan to the Workforce Solutions Division of the Oklahoma Department of Commerce for review by the Systems Oversight Committee of the Governor's Council for Workforce and Economic Development.

Realizing that each local Workforce Board is in a different place with regards to planning, and with the intent for this process to be a value added one for local boards, the options below are offered to comply with the planning requirement.

- 1) If a local board has recently completed a strategic plan and is prepared to submit a new 5 year plan in accordance with section 661.350 of the Workforce Investment Act regulations – a new plan may be submitted. Any new plan submitted should include the current status in the areas requested below. *Note: New plans may require some modification, once final outcomes of regional pilots and final system certification criteria are determined.*
- 2) Request for extension of the current plan by January 31, with an addendum/modification that includes the plan content requirements outlined below by April 1, 2013.

To ensure the requirement that each area have an approved plan in order to continue to receive funding, each WIB must immediately request an extension of their currently approved plan, through June 30, 2013. The request should indicate whether they will be submitting a new plan, or continue to use their existing plan with modifications as outlined below. This request must be in by January 31, but the new plan/modified plan must be in by April 1, 2013.

PLAN CONTENT REQUIREMENTS: In addition to the required local plan content outlined in WIA regulations 661.350, the Governor's Council for Workforce and Economic Development and the new state plan express the desire for WIBs to be continually improving and strategic. To that end, the following areas need to be addressed in any new plan, or in any addendum/modification to an existing plan. These content areas are not intended to be all inclusive. Local Workforce Boards should include all strategic planning initiatives and innovations in order for this to be a valuable plan for the regional area.

- 1) **Documented progress** on the goals/objectives and strategies of the WIB's current local strategic plan.
- 2) **Describe the status of the current planning process.** Please address any current planning activities that are underway, or any planned activities.
- 3) **Describe current efforts and/ or plans to convene partners to develop a Unified regional workforce plan.** Through this planning process, **common outcomes** can be identified based on state/ regional needs and employer demand. This plan can then help individual partners do internal planning so that all partners that contribute to a regional talent pipeline are working together to support those state and regional goals and outcomes.

- a. Describe how labor market tools are being used/ plan to be used in the planning process in order to ensure a talent pipeline in the key industry sectors that will support business expansion, retention and location within the regional area. These tools include, but are not limited to EMSI, Labor- insight, BLS, Census tools. This should include use of LMI tools to identify key industry sectors/ regional ecosystems and key occupational and skill areas that need to be included in the regional plan to develop a talent pipeline.
- 4) **Describe efforts/ planned efforts for joint staff development and training.** Front line staff from all programs and partners should be familiar with Oklahoma tools/ Labor Market Information and career development facilitation – coaching and career navigation processes in order to help provide clients and students with good career decision making information.
- 5) **Describe regional use of system wide policies, processes and tools.** These tools should include, but are not limited to the following:
 - a. Use of Career Pathways processes and framework in program delivery
 - b. Career Readiness Certificates- use of the Career Readiness system
 - c. Use and promotion of OKjobmatch.com as a statewide talent repository
 - d. Use of EMSI and other state/ local tools in helping to support regional economic development efforts
- 6) **Describe the One-stop operator function.** Core partner services available in at least one one-stop center in each workforce board area through use of an independent one-stop coordinator/ operator.
- 7) **Describe recent efforts/ projects and outcomes as a result of the work of the regional youth council. Describe Youth Council plans to serve youth during the life of the plan.**
- 8) **Describe efforts to streamline services, using virtual tools and other means as a way to provide value added services.**
- 9) **Describe planned efforts to improve program performance and to meet performance outcomes. This would include leveraging program outcomes with those of other system partners.**
- 10) **Describe other innovations that are occurring or are planned as a result of the Workforce Board’s efforts – specific areas of interest include service delivery methods, increased % of funding for client services; partnering, collaboration and integration efforts.**

ACTION REQUIRED: Local areas may comply with this requirement in two (2) steps:

1. Submit a letter of request for extension of the currently approved plan and identify intent to submit a new plan or a modified plan. This request must be sent ASAP, no later than

January 31, 2013. This notice should be sent to Jeane Burruss at e-mail address: jeane_burruss@okcommerce.gov.

2. Submit a current approved local plan with addendum/modification as outlined or a new 5 year plan to the Oklahoma Department of Commerce, Office of Workforce Solutions, attention Jeane Burruss by **5:00 p.m. on April 1, 2013**. A copy of your current approved plan must be submitted with your documentation. Submission can be through e-mail at jeane_burruss@okcommerce.gov or mail planning documents to: Oklahoma Department of Commerce, Workforce Solutions Division, Attn: Jeane Burruss, 900 N. Stiles Ave., Oklahoma City, Oklahoma 73104.

RECISSIONS: This issuance rescinds Oklahoma and Employment Training Issuance (OETI) #08-2011.

INQUIRIES: If you have any questions pertaining to this issuance, please contact Jeane Burruss, Project Director, (405) 815-5256, or e-mail at jeane_burruss@okcommerce.gov.