



Governor's Council for Workforce and Economic Development

WORKFORCE SYSTEM OVERSIGHT COMMITTEE

**Will Rogers Bldg.
2401 N. Lincoln Blvd
Oklahoma City, Oklahoma 73104
June 8, 2018
2:00 PM**

AGENDA

Welcome and Introductions	Richard McPherson John Hawkins
Approval of minutes	Co-Chairs
Update on branding/naming of One-Stop Centers	Donnalla Miller
Consent Agenda <i>(Possible Action for Approval)</i>	Co-Chairs
1. Supplemental Information Policy	
2. Effectiveness in Serving Employers Policy	
3. Data Integrity Policy	
4. Work-based Learning Guidance	
5. Career Pathways Guidance	
6. Employer Survey	
7. DOL changes to Adult and Dislocated Worker Policy	
Discussion on Credentials and Degrees of Value Framework	Jeane Burruss
Discussion on One Stop Operator role and shared cost	Jeane Burruss
Old Business	Co-Chairs
New Business	Co-Chairs

Next meeting date August 10th, 2018

Adjourn



Workforce Systems Oversight Committee

Minutes of Meeting

Date: June 8, 2018

Time: 2:00pm

Place: Will Rogers Bldg., Fifth Floor, 2401 N. Lincoln Blvd. Oklahoma City, Oklahoma 73104

Members Present: John Hawkins, Richard McPherson, Donnalla Miller, & Valerie Thompson

Members Absent: Marty Williams, Ken Doke, & Nathaniel Harding

Staff Present: Mike Widell, Jeane Burruss, Darcee Simon

Welcome

Upon establishment of quorum, John Hawkins opened the meeting and welcomed the members and guests.

Approval of Minutes

Donnalla Miller made a motion to approve the April 13th meeting minutes and Valerie Thompson seconded the motion. No further discussion. The motion carried unanimously.

Donnalla asked that the update on branding and naming of One Stop Centers agenda item be moved to follow the consent agenda. John agreed.

Consent Agenda

John asked the committee if anyone wanted to remove consent agenda items for further discussion. The committee did not do this. John asked for a motion to approve all items on the consent agenda and Valerie made the motion. Donnalla seconded the motion. No further discussion. The motion carried unanimously.

Update on branding/naming of One-Stop Centers

Donnalla stated that at the last WSOC meeting, she was tasked with making sure there is a consistent brand and that all centers are using the Oklahoma Works name and branding guidelines. She would like the System Oversight Subcommittee to undertake that work. Shortly after the last WSOC meeting, Donnalla was aware that Erin assigned that work to a different team. She spoke with Kristy Austin yesterday to understand her role with the work and they agreed that the work should go through SOS. Kristy's task force members would like to offer input to SOS. John asked if Kristy's task force should report to SOS and Donnalla agreed that she would like to do that.

Mike Widell mentioned the hypothetical possibility of transition funding for branding and John agreed that a financial incentive would be helpful. Donnalla mentioned that signs alone cost \$8,000. She stated that the priority is to use the brand so that job-seekers and businesses will

recognize Oklahoma Works as a go-to for their needs. She expressed a sense of urgency to prioritize this work so that it is solid and complete before any political transitions. Jeane Burruss reminded the committee of the existing branding policy and John suggested going to local board meetings if they are out of compliance. Mike stated that it is policy for centers to be appropriately branded or there are consequences for being out of compliance. Donnalla stated that funding would get their attention and Jeane suggested center certification to enforce the branding policy. Valerie asked if this was a Governor's Council level of issue, but Donnalla responded that it is system oversight business for WSOC.

Discussion on Credentials and Degrees of Value Framework

Jeane opened the discussion with a reminder about the Launch Oklahoma initiative and presented the framework so that there will be alignment on definitions and a common agreement about degrees of value. John asked what a degree of value is and Mike responded that it is an unofficial term referring to degrees sought by industry and can vary by need. He noted the importance of the value of transferrable credentials in correlation with the state priorities on apprenticeships. John expressed support for the work done through legislation and the OOWD team to expand apprenticeship opportunities in Oklahoma. Mike cited the example of a high school student at Dell who has developed soft skills through her apprenticeship experience. Valerie noted a sense of urgency in not waiting until students reach high school and the importance of working with elementary and middle school parents to promote career pathways and awareness. John asked about funding for the framework and Mike responded that it is more of an initiative to understand business needs and aligning mindsets to increase access to training opportunities and jobs.

Discussion on One Stop Operator Role and Shared Cost

Jeane emphasized the importance of the One Stop Operator role within the workforce system and the responsibility that the operators have to coordinate services and ensure that customers are served. She reported that the One Stop Operators in most areas are new to their roles, having been recently procured and informed the committee about a new team under WSOC's System Oversight Subcommittee to convene the One Stop Operators for learning and professional development.

John affirmed the need to engage and continue to define and clarify the role of the One Stop Operator. Valerie suggested a Memorandum of Understanding as a way to manage expectations for the role. John agreed that this would be a good tool for accountability and to avoid pitfalls. Jeane mentioned the success of the One Stop Operator panel at the Partner's Conference in May and the desire of the One Stop Operators to collaborate and continue learning. Richard identified an additional benefit of a MOU as a way to ensure consistency across local areas with the operations of One Stop Operators. He clarified who is leading the conversation about that role and John responded that the role is prescribed by the law and

governed by the board. Jeane suggested following the example of the Southern Workforce Board who was a pilot for the role and developed a framework that could be a model. Valerie suggested developing a written document using the framework to support local areas. Donnalla emphasized the importance of buy-in at every level and including the input to develop the existing framework into a best practice model.

John asked about shared cost for the One Stop Operators and Jeane responded that four core partners are required to participate in the system. The One Stop Operator is the main thing that they share outside of the board. She noted that Southern tried to set up a structure for sharing the cost of the One Stop Operator, but there were some glitches. We need to revisit it to try to work it out for the benefit of all partners. John asked who the individual operator answers to and Jeane replied that it was a board or a committee of the board.

Old Business

Donnalla and John arranged to meet regarding the monitoring committee that they are co-chairing.

New Business

None.

Next Meeting

August 10th at 1:30 p.m.

Adjournment

Donnalla made a motion to adjourn the meeting, seconded by Valerie. No further discussion. The motion passed unanimously.

*Respectfully submitted,
Darcee Simon*

Workforce Systems Oversight Committee 2019 Meeting Dates

Meeting Dates: Second Fridays (bi-monthly)

Meeting Time: 1:30 - 3:00 p.m.

Meeting Location: Will Rogers Building

2401 N. Lincoln Blvd, Oklahoma City, OK 73104

OESC 5th Floor Commission Room

Schedule

- Friday, February 8, 2019
- Friday, April 11, 2019
- Friday, June 14, 2019
- Friday, August 9, 2019
- Friday, October 11, 2019
- Friday, December 13, 2019



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Oklahoma Office of Workforce Development
900 N. Portland Ave.
Oklahoma City, OK 73107

OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #23-2017

TO: Workforce Development Board Chairs
Workforce Development Board Staff
Workforce Development Fiscal Agents

FROM: Erin E. Risley-Baird, Executive Director

DATE: October XX, 2018

SUBJECT: Conflict of Interest, Change 1

PURPOSE: The Oklahoma Office of Workforce Development (OOWD), as the Governor’s chosen Workforce Innovation and Opportunity Act (WIOA) administrative entity, is committed to guard against problems arising from real, perceived, or potential conflict of interest. This issuance serves as guidance to the workforce system to ensure that WIOA title I workforce development activities are conducted in a manner to prevent conflict of interest.

REFERENCES:

- The Workforce Innovation and Opportunity Act (WIOA) Section 121(d)(5)(A)
- 2 CFR § 200
- 20 CFR § 679.430
- 20 CFR § 683.200
- Training and Employment Guidance Letter (TEGL) No. 35-10

BACKGROUND: Grantees, subreipients, and contractors funded under WIOA must implement conflict of interest policies and procedures as stipulated in the WIOA law, Code of Federal Regulations and guidance, Office of Management and Budget (OMB) Circulars, State regulations, and State WIOA policies.

DEFINITION:

Firewall: an established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, including confidentiality and disclosure agreements.

RESCISSIONS None	EXPIRATION DATE Continuing
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MESSAGE: A conflict of interest policy is required to ensure that those entrusted with public funds will not personally or professionally benefit from the award, administration, or expenditure of public funds.

Safeguards must be in place, ensuring that stewards of the programs and all those served in the programs are not only eligible and suitable but also protected from being part of the perception of impropriety, and conflict of interest.

A local organization that has been selected to perform more than one role including fiscal agent, one-stop operator, and a direct provider of services must develop a written agreement with the Local Workforce Development (LWDB) and the Chief Local Elected Official (CLEO) to clarify how the organization will carry out its responsibilities. The agreement must include the terms that demonstrate compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, the organization's conflict of interest policies, and the State's conflict of interest policy.

The State's Conflict of Interest Requirements are as follows:

- Each grant recipient and subrecipient must maintain a written code of standards or conduct governing the performance of persons engaged in the award and administration of WIOA contracts and sub grants.
- As specified in 20 CFR § 678.610(c) and in conformity with 20 CFR § 679.430 for demonstrating internal controls and preventing conflict of interest, the written roles and responsibilities and standards of conduct must include a description of the firewalls used to mitigate conflict of interest in circumstances including, but not limited to, situations where the entity acts in more than one role in the one-stop delivery system or performs more than one function in the procurement process as well as situations in which the non-Federal entity uses a sole source selection.
- No individual in a decision-making capacity shall engage in any activity if a conflict of interest (real, implied, apparent, or potential) is involved. This includes decisions involving the selection, award, or administration of a sub grant or contract supported by Workforce Innovation and Opportunity Act (WIOA) or any other federal funds.
- A LWDB member or a member of a LWDB committee cannot cast a vote or participate in any decision-making about providing services by such member (or by any organization that member directly represents) or on any matter that would provide any direct financial benefit to the member, **that member's immediate family**, or to the member's organization.
- Before any public discussions regarding the release of a Request for Proposal, or any matter regarding the release of funding or the provision of services, a LWDB member or a member of a LWDB committee must disclose any real, implied, apparent, or potential

conflicts of interest before engaging in the discussion. The minutes of the meeting should reflect the disclosure.

- LWDB members or a member of a LWDB committee or agents of the agencies making awards cannot solicit or accept gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements.

EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT: All Recipients, and Sub recipients/Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

ACTION REQUIRED: This Oklahoma Workforce Development Issuance (OWDI) is to become part of your permanent records and made available to appropriate staff and sub-recipients.

INQUIRIES: If you have any questions about this issuance, please contact Policy and Program Staff in the Oklahoma Office of Workforce Development. Contact information can be found at <https://oklahomaworks.gov/about/staff/>



Oklahoma Office of Workforce Development
900 N. Portland Ave.
Oklahoma City, OK 73107

OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #XX-20XX

TO: Workforce Development Board Chairs (or as appropriate according to OWDI)
Workforce Development Board Staff
WIOA Core Partners

FROM: Dr. Erin E. Risley-Baird, Executive Director

DATE: December 10, 2018

SUBJECT: WIOA Title I Formula Programs and Job Corps Coordination

PURPOSE: The Oklahoma Office of Workforce Development (OOWD), as the Governor's chosen Workforce Innovation and Opportunity Act (WIOA) administrative entity, provides this issuance as guidance to allow coordination between WIOA Title I formula fund program operators in the State's three workforce development areas where Job Corps centers are physically located to serve individuals who meet the WIOA Title I formula program qualifications even if their permanent home address is not in one the counties within the Central, Eastern or Tulsa workforce development area.

REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128)
- TEGL 8-15
- TEGL 4-15
- Federal Register / Vol. 81, No. 161 / Friday, August 19, 2016 / Rules and Regulations;
- Federal Register / Vol. 81, No. 161 / Friday, August 19, 2016 / Rules and Regulations; Part 686—The Job Corps Under Title I of the Workforce Innovation and Opportunity Act
- TEGL 21-16
- TEGL 10-16, Change 1
- Oklahoma Workforce Development Issuance #02-2016, Change 2
- Oklahoma Workforce Development Issuance #09-2017 Change 1
- Oklahoma Workforce Development Issuance #21-2017 Change 1

MESSAGE: In an effort to continue our mission of strengthening partnerships and bridging

RESCISSIONS N/A	EXPIRATION DATE Continuing
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gaps in servicing with a customer driven focus in mind, the State is allowing this provision to support enhancements in local service delivery, to improve training and employment outcomes, and to better meet employer needs.

The state envisions Title I partners revolutionizing their processes to support and enhance one-stop experiences and encourage other partner programs to collaborate and develop greater alignment through program coordination. There are many benefits to a WIOA Youth program and Job Corps partnership. First, it helps maximize the level of services provided to youth in a local community. Second, it can produce efficiencies or impacts that neither program could produce on their own.

Considerations for WIOA Youth program and Job Corps operators:

Job Corps may refer students to Oklahoma Works American Job Centers (AJC) and/or the WIOA Youth program to enhance placement and follow-up activities. Also, Job Corps may refer applicants who have been determined not suitable or eligible for Job Corps to the WIOA Programs or to an Oklahoma Works American Job Center. Likewise, Oklahoma Works AJC center or WIOA Youth program staff may refer youth who have been determined to need more intensive or residential services that Job Corps can provide.

Both the WIOA Youth program and Job Corps are required partners, and local area coordination should occur through the partnership. Local workforce development areas should initiate formal, structured partnerships between Job Corps and local WIOA Youth programs for recruitment and placement of program participants. The benefit of this type of partnership is to reach youth who may not currently be served, and to reduce recruitment and placement costs through improved cooperation and information sharing. Oklahoma Works American Job Center staff may provide youth access to services and connect them to the program that best aligns with their needs. Job Corps, Oklahoma Works American Job Centers, and WIOA Youth programs may also co-sponsor hiring or outreach events to reduce the cost and increase the scale of their placement and recruitment efforts.

Finally, local area WIOA Youth Committees and Job Corps Workforce Councils may work together to determine how to ensure local labor market information and other valuable information can be regularly exchanged. Job Corps representatives are encouraged to participate in local WIOA Youth Committees within their local area.

Key Reminders:

- Under this provision, you must follow the enrollment procedures in OWDI #21-2017 Change 1.
- The U.S. Department of Labor and the State do not consider the Job Corps program as school. Therefore, if the only school the youth attends is Job Corps, the U.S. Department of Labor will consider the individual an out-of-school youth for purposes of Title I WIOA

youth program eligibility. This rule also applies to students in the Job Corps program pursuing a high school diploma or a high school equivalency certificate.

- Job Corps and the WIOA youth formula program focus on out-of-school youth; therefore, local out-of-school formula fund expenditures will increase as a result of the focus on the target population.
- Job Corps issues certificates for completing career training programs that are based on industry skills standards and certification requirements and is considered a Recognized Postsecondary Credential.
- Coordination among programs, including the transfer or referral of participants, is a local decision. However, the State expects a commitment to enrollment and service provision through program exit and the required 12 month follow-up.
- By working together, both Job Corps and the WIOA Youth program can align education and training with the needs of employers to help youth attain certifications tied to industry demand, successfully connect to work, and advance to higher levels of education.
- This type of system thinking and alignment encourage WIOA programs to operate in a unified and seamless manner.

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