



WORKFORCE SYSTEM OVERSIGHT COMMITTEE

**Will Rogers Bldg
2401 N. Lincoln Blvd
Oklahoma City, Oklahoma 73104
June 28, 2019
1:30 PM**

AGENDA

Welcome and Introductions	Richard McPherson
Review of 12/14/2018 minutes (<i>for Approval</i>)	Richard McPherson
Oklahoma Nondiscrimination Plan (<i>for Approval</i>)	Sarah Ashmore
Corrective Action & Sanctions Policy (<i>for Approval</i>)	Sarah Ashmore
WIOA Section 188 Discrimination Complaint Procedures OWDI #01-2018, Change 1 (<i>for Approval</i>)	Sarah Ashmore
Rapid Response Activities and Layoff Aversion, OWDI #14- 2017, Change 1 (<i>for Approval</i>)	Darcee Simon
Assessment Policy (<i>for Approval</i>)	Darcee Simon
Individualized Employment Plan Policy (<i>for Approval</i>)	Darcee Simon
Local Workforce Board Certification Update	Darcee Simon
OOWD Update	Sarah Ashmore
Old Business	Richard McPherson
New Business	Richard McPherson
Adjourn	
Next meeting date August 9, 2019	

Notes on Policies & Items for Approval:

1. Oklahoma Nondiscrimination Plan – required every 2 years for submission to U.S. Department of Labor, Civil Rights Center

The state's nondiscrimination plan is developed with partner input in consultation with OOWD and partner legal teams and equal opportunity personnel. It assures compliance with WIOA and 29 CFR 38. This is an update to the [2017-2019 State of Oklahoma Nondiscrimination Plan](#).

- **Corrective Action and Sanctions Policy**

This is a new policy that establishes procedures for obtaining corrective action or applying sanctions when noncompliance is found regarding nondiscrimination and equal opportunity provisions of WIOA, as required in 29 CFR Part 38.54 (c)(2)(vii).

- **Complaint Process Policy – OWDI #01-2018, Change 1**

Rescinds [current Section 188 Discrimination Complaint Procedures policy](#). Clarifies roles and procedures for handling a discrimination complaint.

Timeline:

- NDP approval by Governor's Council at July 26 meeting.
- NDP submitted to Civil Rights Center August 2019
- State may submit modifications to NDP in the 2-year interim

2. Rapid Response and Layoff Aversion – OWDI #14-2017, Change 1

Minor change to [current policy](#) to clarify that Rapid Response services must be offered to Trade Adjustment Act (TAA) benefit recipients. Also adds incumbent worker training to list of current business retention and expansion practices.

3. Assessment Policy

This policy provides guidance to improve efficiency within existing assessment procedures and decrease duplication of services.

- Defines types of assessments: initial assessment, objective assessment (Title I Youth), comprehensive skill & career assessment, educational functioning level gain assessment, pre-assessment, post-assessment
- Identifies processes for administering and reporting assessment scores
- Attachment A defines scale score ranges for NRS educational functioning levels

4. Individualized Employment Plan (IEP) Policy

Developed through a task force in response to feedback from USDOL monitoring, the IEP policy offers guidance for the contents and development of the individual employment plan for participants in the Adult or Dislocated Worker program. The IEP is jointly developed by the job-seeker and the Title I case manager and includes employment goals, achievement objectives, and services to achieve the goals.

- Provides instructions for completing all 14 components of the IEP