

Governor's Council on Workforce Investment

Workforce System Development Ad Hoc Committee

**Meeting Notice
Monday
June 27, 2005**

10:00 a.m. to Noon

**United Migrant Opportunity Services Headquarters
2701 South Chase Street
Board Room
Milwaukee, Wisconsin
(414) 389-6000**

AGENDA:

- 1. Select Chair**
- 2. Review Background Material**
- 3. Review Charge and Identify Issues and Process**
- 4. Status Update of UWM Landscape Project**
- 5. Future Meeting Dates**

For further information, contact Committee staff: Linda Williamson, telephone (608) 261-6394, E-mail: linda.williamson@dwd.state.wi.us

If you have other special needs such as assistance to access materials in an alternate format including large print, or you need an interpreter, please contact Gloria Kirchoff: gloria.kirchoff@dwd.state.wi.us, or call her at (608) 267-2191.

Unanimously Approved as Revised at the June 3, 2005 Meeting

**CHARGE for the *Ad Hoc* Committee of the
WORKFORCE SYSTEM DEVELOPMENT COMMITTEE**

BACKGROUND

An informal group of Workforce System Development Committee members from the Milwaukee area organized the meeting held in Milwaukee on April 22, 2005. At that meeting, the full Committee requested that an *ad hoc* group be formally established at the next Committee meeting to: (a) Provide oversight of the UWM project; and (b) Identify Milwaukee and regional issues with recommendations to the full Committee.

MEMBERSHIP

Voting Members: **Thomas Burse, Tina Koehn, Donald Rouse, Georgann Stinson, Josh Zepnick**

Non-voting Member: DWD Committee Liaison Bill Clingan

CHARGE

The charge of the *ad hoc* committee is to provide:

(A) Recommendations to the full Committee on Milwaukee issues within Workforce Development Area (WDA) #2, including

- Systemic One-Stop Partner Program Collaboration, Coordination and Joint Planning
- Support of Infrastructure and Overcoming Silo-Program Funding Constraints
- Oversight for the "Understanding Milwaukee's Workforce Development Landscape" Project with reports to the full Committee

(B) Recommendations to the full Committee on Regional Issues, including

- Regional One-Stop Partner Program Collaboration and Coordination within the 3 WDAs: # 1 Southeastern Wisconsin, # 2 Private Industry of Milwaukee County Inc., # 3 Waukesha-Ozaukee-Washington Counties
- Joint Regional Planning and Economic Development Drivers among the WDAs # 1, 2, 3

2005 WORKPLAN

July

- Review background material including labor market data; WDB memberships lists and responsibilities; One-Stop partner program inventory and responsibilities in the One-Stop system; Job Center locations
- Identify core issues for possible future recommendations and next steps

August

- Status of UWM project
- Discuss core issues for future recommendations; identify desired outcomes and/or what will be accomplished by implementing the recommendations

September

- Status report to the full Committee

October/November

- Finalize recommendations

December

- Report to the full Committee for action on recommendations to the CWI

Federal Law and Other Requirements for Workforce Development Board Membership

- "The Governor of the State, in partnership with the State board, shall establish criteria for use by chief local elected officials in the local areas for appointment of members of the local boards..."
- "The Governor shall, once every 2 years, certify 1 local board for each local area." DWD is currently recertifying the boards.

Required members and [Other Requirements]:

- **Majority of Employers** ["who are owners of businesses, chief executives or operating officers of businesses...with optimum policymaking or hiring authority"; "represent businesses with employment opportunities"; "are appointed among individuals nominated by local business organizations and business trade associations."]
- **Labor** ["for a local area in which employees are represented by labor organizations"; "nominated by local labor federations..."]

Required Workforce System Partner Programs:

- **WIA activities for Adults, Youth & Dislocated Workers**
- **Adult Education and Family Literacy** ["...selected from among individuals nominated by regional or local education agencies, institutions, or organizations representing...local entities"]
- **Job Service - Labor Exchange such as Job Net**
- **Vocational Rehabilitation**
- **Food Stamp Employment and Training (E & T) and Food Stamp Workfare**
- **Senior Community Service Employment Program - Older Americans Act**
- **Carl D. Perkins Vocational and Applied Technology Education**
- **Trade Adjustment Assistance (and NAFTA-TAA)**
- **Veterans E & T Services & local veteran's outreach programs**
- **Community Services Block Grants**
- **Housing and Urban Development E & T Activities**
- **Unemployment Insurance**
- **Other individuals as the chief local elected official deems appropriate**

[Note: One individual may represent multiple partners if they actually serve in those designated categories]

Representatives from national programs IF present in area:

- **Native American Programs**
- **Migrant and Seasonal Farm Worker Programs**
- **Job Corps**
- **Youth Opportunity Grants**

Additional State Requirements (WIA Title 1) on Local Board Membership:

- **Temporary Assistance for Needy Families/W-2 is a required partner program to serve on the WDB. Wisconsin's Governor added TANF as a required partner at WIA inception**
- **Businesses must represent the percentage reflected within the WDA based on the North American Classification System. If not, an explanation is required**
- **A minimum of 20% female members**
- **If there is at least a 3% minority population in the WDA, there must be at least one minority representative**

Workforce Investment Board's Key WIA Responsibilities

In partnership with the Chief Local Elected Official(s):

- Develop the local Workforce Investment Plans
- Set policy for the Workforce Investment System within the WDA
- Conduct oversight of the One-Stop System
- Identify the designated comprehensive Job Centers and other service sites
- Appoint a Youth Council as a subgroup of the WDB & determine role
- Select youth providers upon recommendations of the Youth Council
- Conduct oversight of the youth programs and adult and dislocated worker activities (Title I)
- Identify eligible intensive services providers and training providers
- May employ staff
- May solicit and accept grants and donations from sources other than funds made available under WIA
- Assist the State in employment statistics system
- Coordinate employer linkages
- Promote participation of private sector employers
- Provide Rapid Response activities in conjunction with the State
- Conduct regional planning if the State mandates this effort

With the expressed agreement of the Chief Local Elected Official(s):

- Select One-Stop Operator(s)
- **Develop and execute Memorandum of Understanding with One-Stop partners which must be consistent with the local plan (see next page)**
- Negotiate performance measures with the State

Subject to the expressed approval of the Chief Local Elected Official(s):

- Develop a budget for the purpose of carrying out the duties of the local board
- Identify other entities to participate as One-Stop partners

Only with the agreement of the Chief Local Elected Official(s) AND the Governor and meets State Requirements:

- Be a direct provider of Core, Intensive or Training services
- Be designated as a One-Stop Operator

Required Elements for Workforce Partners Memorandum of Understanding (MOU)

Services to be provided through the One-Stop System:

Core Services

Core services for each partner at each location, and the arrangements for providing those services.

Efforts to ensure non-duplication of core services.

If applicable, how core services are coordinated based on high priority needs planning by the WDB.

Intensive And Training Services:

Intensive and training services provided on site by each One-Stop partner, and the arrangements for providing those services.

Methods to provide access to intensive and training services if not offered on site.

If applicable, how intensive and training services are coordinated based on high priority needs planning by the WDB.

Costs of Services and Operating Costs of Operating the One-Stop System:

For the core, intensive and training services:

Detail, by each service and by each One-Stop partner, how costs for each service will be funded.

Cost allocation methods, if applicable, used to determine how services would be funded.

For the operating costs of the system:

Definition of the One-Stop System

How each One-Stop partner's "fair share" was determined, and what form it will take.

Cost allocation methods used to determine how the operating system would be funded.

Methods for Referral of Individuals between the One-Stop Operator and the One-Stop Partners and between the One-Stop Partners:

Processes for referral to partners within the comprehensive center(s).

Processes for referral to and from partners located in network or affiliated sites.

Special agreements for confidentiality and information sharing, if developed.

Duration, Dispute Resolution, Withdrawal, Amendment and Severability:

Duration: This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 ("WIA"), otherwise by action of law, or in accordance with this section.

Withdrawal: Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 120 calendar days in advance of the effective withdrawal date.

Amendments: The MOU may be amended at any time by written agreement of the parties.

Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties.

Severability: If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in force.

Other provisions: Any other provisions as determined locally.

Attachments: Attach other documents that are references in this MOU.

Authority and Signatures of each One-Stop Partner.