

Key Areas of Work and Potential WIOA Implementation Committees

The Workforce Board is committed to an open and inclusive process of gathering input and recommendations towards designing the state's new WIOA system. The proposed membership roster is a starting place, based on the core programs under WIOA. There is also an open seat on all committees for Office of the Governor representatives.

The Steering Committee will be co-chaired by business and labor, chosen by Association of Washington Business (AWB) and Washington State Labor Council (WSLC), and will be staffed by the Workforce Board. Other committees will be co-chaired by business and labor representatives, chosen by AWB and WSLC. The lead agency/agencies staffing the committee will be chosen by the entire committee. If there is only one private sector person (business or labor) who agrees to be on the committee, then they will be the chair.

All committees will be responsible for elevating relevant issues and recommendations to help develop the State Plan and to present policy recommendations for Board consideration for guiding the transformation to a model state system, aligned with the intention of the WIOA Legislation.

Once the Steering Committee/Committee procedures, work plans and timelines are finalized, each committee will determine the most effective means to gather broad stakeholder input, including expanding committee membership.

1. **Steering Committee:** Workforce Board members or designees, Business, Labor, all core programs, Chief Local Elected Official (CLEO), plus TANF
 - a. Creating the WIOA vision and goals
 - b. State & Local WIOA plan development, including either Unified or Combined State Plan
 - c. State policies and guidance to facilitate "Big WIOA" integrated services development
 - d. Funding formulas and guidance
 - e. One Stop Certification Criteria, including:
 - Criteria to be used (at least once every 3 years) by local councils to assess the effectiveness, physical and programmatic accessibility, and continuous improvement of a local area's One-Stop Centers and the One-Stop delivery system
 - f. Oversight of work plans, timelines, and tracking the progress of all committees
 - g. Communications
 - Facilitate collaborations state-to-local, local-to-state, local-to-local, and among all WIOA implementation committees
 - h. State Legislative focus related to WIOA, including:
 - Legislative awareness
 - Identification of necessary statutory reforms
 - Recommendations for 2015 and 2016 legislative requests

2. **Committee for Sector Strategies to Close Skill Gaps in the Workplace:** Staff from Workforce Board, Employment Security Department (ESD), Business, Labor, all core programs, Washington Workforce Association (WWA), Commerce, CLEOs, State Board for Community and Technical Colleges Career Professional Technical Education (SBCTC), Office of Superintendent of Public Instruction (OSPI) Career and Technical Education (CTE)
 - a. Regional Designations and Governance, including:
 - Data analysis
 - Initial Workforce Development Council (WDC) designations
 - Consultation with CLEOs and WDCs on area designations and local board configuration
 - Recommendations on local area designations and planning regions
 - Recommendations on local WDC membership composition
 - Local WDC certification process
 - b. Sector Strategy and Industry Engagement, including:
 - Identify targeted sectors, including required data analysis
 - Recommend guidelines for local sector targeting
 - Recommend guidelines for incumbent worker training programs
 - Identify critical skill gaps and recommend solution strategies

3. **Performance Accountability and Eligible Training Provider List (ETPL) Committee:** Staff from Workforce Board, ESD, Basic Education for Adults (BEaA), OSPI, Division of Vocational Rehabilitation (DVR), Department for Services to the Blind (DSB), WWA, Business, Labor, all core programs
 - a. Align current system(s) to WIOA for all core programs
 - b. Establish procedures for WIOA performance target-setting
 - c. Recommendations for non-WIOA High Skills High Wages (HSHW)/Workforce Training Results (WTR) programs
 - d. Develop processes to align ETPL with WIOA and make recommendations for ETPL criteria
 - e. Develop performance criteria systems for Youth and for on-the-job-training (OJT)

4. **Education and Career Pathways through Integrated Service Delivery Models Committee:** Staff from Workforce Board, Business, Labor, all core programs, all relevant Department for Social and Health Services divisions, including TANF, DVR and DSB, Commerce, National Association for State Community Services Programs (NASCSPP), OSPI/CTE, SBCTC/CTE, Labor and Industries (L&I), Apprenticeship, WWA, business, labor, local and state stakeholders, other industry partnerships
 - a. One-Stop System
 - Create career pathways that are integrated through an ideal One-Stop system
 - b. Adult Populations with Barriers to Employment
 - Recommend guidelines for integrated service delivery
 - Recommend system performance goals

- Recommend strategies that lead to economic self-sufficiency
- c. Education and Training Pathways.
 - Making education and training pathways available to youth and adult
 - Guidance on “Big WIOA” integrated services development.
- d. Youth Services
 - Recommendations for leveraging 75 percent and 25 percent WIOA Title I-B Youth Program funds
 - Guidelines for coordinated performance goal-setting across programs
 - Strategies to improve outcomes for youth with disabilities
 - Strategies to enhance employer engagement and career-connected learning
 - Guidance on “Big WIOA” integrated services development

Workforce Innovation and Opportunity Act (WIOA) Committee Workplan

Committee Name

Steering Committee

Purpose and Mission for the Committee

The purpose of the committee is to make policy and guidance recommendations to the Workforce Board, aligned with the intention of the WIOA Legislation. The Committee will oversee the work of the other committees and will complete deliverables within given timelines toward full implementation of WIOA.

The mission of the committee is:

(insert committee's mission statement)

Time Commitment

The date for full implementation of WIOA is June 30, 2016. As committees are seated, an understanding of this time commitment is imperative.

Committee Responsibilities

The committee will convene members to address strategic and preparedness planning requirements for WIOA. Committee discussions and action will lead to recommendations for policy adoption that will inform the state's readiness to fully implement WIOA by June 30, 2016.

The committee will develop an operational meeting schedule that provides sufficient time to address all required workplan elements.

The Committee:

- Will ensure committee members will have a phone conference option to participate in meetings, in lieu of travel;
- Will ensure recommendations are vetted among committee members and interested stakeholders; and
- Will ensure that such recommendations have support from the majority of committee members *(a signature page shall be attached)*.

The Steering Committee may meet *fill in the blank (monthly, semi-monthly, etc.)*, and may convene additional meetings as necessary. Meetings will be open to the public and held at a location that allows the public to observe, either in person or by telephone. Meeting agendas will be provided in advance to members, along with appropriate briefing materials and posted to the Workforce Board's website. The Committee shall keep regular minutes of its proceedings.

Committee Governance and Membership

The committee will be co-chaired by Jeff Johnson from the Washington State Labor Council (WSLC) and Gary Chandler from the Association of Washington Business (AWB). All core programs will be represented on the committee, as well as other stakeholders and interested partners.

Co-Chairs:

Name	Representing	Email	Phone
Jeff Johnson	WSLC		
Gary Chandler	AWB		

Membership: *(complete roster as members are recruited)*

Name	Representing	Email	Phone
Dale Peinecke	ESD		
Marty Brown	SBCTC		
Brian Bonlender	Dept. of Commerce		
Kevin Quigley	DSHS		
Randy Dorn	OSPI		
Xandre Chateaubriand	Governor's Office		
	DVR		
	DSB		
	ABE		
	WWA		
	WDC		
	CLEO		

Staffers: *(complete roster)*

Eleni Papadakis	WTB		
Terri Colbert	WTB		

Committee Operating Functions

The committee meetings will be conducted in an open and transparent environment, soliciting input from stakeholders and interested participants.

This committee is empowered to meet as-needed to meet due dates and recommendations. The committee will determine how the decision-making process will be conducted.

The decision-making process is as follows:
(insert committee's decision)

Meeting agendas will be developed by:
(insert committee's decision)

Public notification of meeting dates will be made via:
(insert committee's decision)

Notes from meetings will be maintained and posted for review on the state's WIOA webpage, provided through the Workforce Board. This will enable communications among WIOA committees and interested stakeholders.

Initial Committee Deliverables and Timeline *(This list may be revised to include additional decision-making milestones.)*

Task	Start Date	Completion Date	Utilize Task Force Option
<i>See attached Workplan and Timeline</i>			

The committee has the ability to form Focused Task Forces as needed to address specific tasks. A Focused Task Force is a relatively small group (committee members, stakeholders, interested parties, or content area experts) which meets two or three times to complete the task and report back to the committee. This short-term task force is an opportunity to become involved in the WIOA decision-making process, broadening participation without an 18-month commitment.

Steering Committee

STEERING COMMITTEE	Oct. to Dec. 2014	Jan. to Mar.2015	Apr.to Jun. 2015	Jul. to Sept. 2015	Oct. to Dec. 2015	Jan. to Mar. 2016	Apr. to Jun. 2016
Creating the WIOA vision and goals	Work with Governor’s Office to develop vision and goal statements to frame planning process	Check-in and reaffirm vision and goals throughout planning process	(work continues)				
State and Local WIOA plan development	Develop a framework so that the planning process can begin 1 st quarter of 2015, including identification of all stakeholders to engage Steering Committee will analyze Unified vs. Combined Plan options	Establish communication and check-in process Implement state and local plan development processes Planning functions are defined and assigned At state level: Select goal area and/or issue area sponsors to lead planning in those areas Coordinate comments on draft regulations Draft state’s guidelines for local plan development WDCs begin local planning processes	(Plan development continues) (State and local WIOA plans’ goals, objectives, and strategies must be aligned) Coordinate comments on draft regulations		Draft State Plan and Draft Local Plans,incorporating all federally required components and assurances, are completed and sent out for final public comment	State WIOA Plan submitted to DOL and DOE 3/3/2016 Steering Committee completes its review of Local Plans and recommends Board action	Board recommends Governor approval of Local Plans
State policies and guidance to facilitate “Big WIOA” integrated services development	Establish processes, deliverables and expectations, and timelines for deliverables in order to oversee multiple Committee work plans	Based on results from planning, begin developing policies and guidance to facilitate integrated service delivery	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

Washington's WIOA Committee Workplan and Timeline

November 7, 2014 DRAFT

STEERING COMMITTEE	Oct. to Dec. 2014	Jan. to Mar.2015	Apr.to Jun. 2015	Jul. to Sept. 2015	Oct. to Dec. 2015	Jan. to Mar. 2016	Apr. to Jun. 2016
Funding formulas and guidance		Establish Title I-B sub-state funding distribution formula	For PY 2015				For PY 2016
		Establish state's One-Stop MOU guidance and the Governor's One-Stop cost sharing funding mechanism	Ongoing	Ongoing	Ongoing	Ongoing	Local area One-Stop MOU's must be in place
One-Stop Certification Criteria, including: Criteria to be used (at least once every 3 years) by local councils to assess the effectiveness, physical and programmatic accessibility, and continuous improvement of a local area's One-Stop Centers and the One-Stop delivery system		Begin development of one-stop certification criteria and continuous improvement criteria	Ongoing	Ongoing	Ongoing	Ongoing	Complete
Oversight of work plans, timelines, and tracking the progress of all committees	Establish processes, deliverables, expectations, and timelines for deliverables in order to oversee multiple Committee work plans	Oversee multiple Committee workplans	Ongoing	Ongoing	Ongoing	Ongoing	Complete
Communications • Facilitate collaborations state-to-local, local-to-state, local-to-local, and among all WIOA implementation committees	Establish guidelines that facilitate collaboration and communication among all WIOA implementation committees	Ongoing facilitation	Ongoing facilitation	Ongoing facilitation	Ongoing facilitation	Ongoing facilitation	Ongoing facilitation
State Legislative focus related to WIOA, including: • Legislative awareness • Identification of necessary statutory reforms	Develop recommendations and implement approved plans for legislative awareness, education, and advocacy activities	Complete		Identification of possible 2016 legislative requests	Complete		
Recommendations for 2015 and 2016 legislative requests	Identification of possible 2015 legislative requests						

Washington's WIOA Committee Workplan and Timeline

November 7, 2014 DRAFT

STEERING COMMITTEE	Oct. to Dec. 2014	Jan. to Mar.2015	Apr.to Jun. 2015	Jul. to Sept. 2015	Oct. to Dec. 2015	Jan. to Mar. 2016	Apr. to Jun. 2016
<p>Additional Board Responsibilities</p> <ul style="list-style-type: none"> • Develop a system and vendor staff training and development plan • Continuous improvement plan for One Stop system and WIOA system (this item may be assigned to the performance accountability subcommittee) • Develop process for identification and dissemination of best practices • Developing the WIOA technology plan (each subcommittee could have responsibility for determining technology needs in their issue areas) • Alignment of MIS data systems across One-Stop • The development of the statewide workforce and labor market information system • Recommendations on use of Statewide Activities Fund • Develop Sanctions/CAP policy 							
<p>Committee's work in relation to the Act:</p> <p>Title I-B Sec. 2, 3, 101, 102, 103, 108, Sec. 111, 121, 126, 128, 129, 131, 133, 134, 191 Title II Sec. 211, 221, 223, 224, 231, 232 Title III Sec. 303, 306 Title IV Sec. 402, 404, 412</p>							

**Workforce Innovation and Opportunity Act (WIOA)
Committee Workplan**

Committee Name

Sector Strategies to Close Skill Gaps in the Workplace

Purpose and Mission for the Committee

The purpose of the committee is to develop the plan to “close skill gaps for employers, with a focus on in-demand industry sectors and occupations,” as directed by Governor Jay Inslee. The committee will complete the deliverables within given timelines and develop recommendations for presentation to the Workforce Board for discussion and adoption toward full implementation of WIOA.

The mission of the committee is:

(insert committee’s mission statement)

Time Commitment

The date for full implementation of WIOA is June 30, 2016. As committees are seated, an understanding of this time commitment is imperative.

Committee Responsibilities

The committee will convene members to address strategic and preparedness planning requirements for WIOA. Committee discussions and action will lead to recommendations for policy adoption that will inform the state’s readiness to fully implement WIOA by June 30, 2016.

The committee will develop an operational meeting schedule that provides sufficient time to address all required workplan elements.

The Committee:

- will ensure recommendations are vetted among committee members and interested stakeholders;
- will ensure committee members will have a phone conference option to participate in meetings, in lieu of travel;
- will inform the WIOA Steering Committee, which will bring these recommendations before the Workforce Board for timely discussion and approval for final implementation of the Act; and
- will ensure that such recommendations have support from the majority of subcommittee members *(a signature page shall be attached)*.

Lead agency staff coordinates committee meetings and creates the agendas based on the workplan timeline and Steering Committee discussions. The Sector Strategies to Close Skill

Gaps in the Workplace Committee meetings will occur approximately every *fill in the blank (monthly, semi-monthly, etc.)*, or as needed. The meetings will be accessible for public observation via teleconference. Committee meeting agendas containing the teleconference information for the public, as well as meeting notes, will be posted on the Workforce Board's website.

Committee Governance and Membership

Committees will be co-chaired by business and labor, chosen by the Association of Washington Business (AWB) and Washington State Labor Council (WSLC). The lead agency/agencies staffing the committee will be chosen by the entire committee. If there is only one private sector person (business or labor) who agrees to be on the committee, then they will be the chair. There is also an open seat for representation from the Office of the Governor. All core programs will be represented on the committee, as well as other stakeholders and interested partners.

Co-Chairs: *(complete roster)*

Name	Representing	Email	Phone
	WSLC		
	AWB		

Membership: *(complete roster as members are recruited)*

Name	Representing	Email	Phone
	WTB		
	ESD		
	SBCTC		
	Commerce		
	DSHS TANF/BFET		
	OSPI		
Xandre Chateaubriand	Governor's Office		
	DVR		
	DSB		
	ABE		
	WWA		
	WDC		
	CLEO		

Staffers: *(complete roster)*

Committee Operating Functions

The committee meetings will be conducted in an open and transparent environment, soliciting input from stakeholders and interested participants.

This committee is empowered to meet as-needed to meet due dates and recommendations. This committee is empowered to meet as-needed to meet due dates and recommendations. The committee will determine how the decision-making process will be conducted.

The decision-making process is as follows:

(insert committee's decision)

Meeting agendas will be developed by:

(insert committee's decision)

Public notification of meeting dates will be made via:

(insert committee's decision)

Notes from meetings will be maintained and posted for review on the state's WIOA webpage, provided through the Workforce Board. This will enable communications among WIOA committees and interested stakeholders.

Initial Committee Deliverables and Timeline *(This list may be revised to include additional decision-making milestones.)*

Task	Start Date	Completion Date	Utilize Task Force Option
<i>See attached Workplan and Timeline</i>			

The committee has the ability to form Focused Task Forces as needed to address specific tasks. A Focused Task Force is a relatively small group (committee members, stakeholders, interested parties, or content area experts) which meets two or three times to complete the task and report back to the committee. This short-term task force is an opportunity to become involved in the WIOA decision-making process, broadening participation without an 18-month commitment.

Washington’s WIOA Committee Workplan and Timeline

November 7, 2014 DRAFT

Washington’s WIOA Committee for Sector Strategies to Close Skill Gaps in the Workplace

SECTOR STRATEGY COMMITTEE to Close Skill Gaps in the Workplace	Oct. to Dec. 2014	Jan. to Mar.2015	Apr.to Jun. 2015	Jul. to Sept. 2015	Oct. to Dec. 2015	Jan. to Mar. 2016	Apr. to Jun. 2016
a. Regional Designations and Governance, including: <ul style="list-style-type: none"> • Data analysis • Initial Workforce Development Council (WDC) designations • Consultation with CLEOs and WDCs on area designations and local board configuration • Recommendations on local area designations and planning regions (in-state and out-of-state) • Recommendations on local Council membership composition • Local Council certification process 	Establish and implement process for preliminary designations of local workforce areas Work with stakeholders to develop recommendations Committee studies WIOA Sec. 106 including Sec. 106(b)(2) (Title I Chapter 2 – Local Provisions – Workforce development areas)	Identify all local and regional leads for planning process, and ensure a viable implementation strategy, including resources and administration is in place Complete data analysis and findings re: planning regions Establish process for Local Council certification and implement process	Ongoing	Ongoing	Ongoing	Complete	
a. Sector Strategy and Industry Engagement, including: <ul style="list-style-type: none"> • Identify targeted sectors, including required data analysis • Recommend guidelines for local sector targeting • Recommend guidelines for incumbent worker training programs • Identify critical skill gaps and recommend solution strategies 	Initial data analysis and recommendations on identifying state and local targeted sectors Process for ongoing analysis established. Recommend planning process, linked to WIOA planning process, to ensure enhanced industry engagement and co-investment or resource leveraging, where possible	Complete data analysis and recommendations on identifying state and local targeted sectors Implement approved state and local planning process					
Committee’s work in relation to the Act: Title I-B Sec. 101, 102, 106, 107, 108, 121, 122, 129, 134 Title II Sec. 223, 231 Title III Title IV Sec. 412							

Workforce Innovation and Opportunity Act (WIOA) Committee Workplan

Committee Name

Performance Accountability and ETPL
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Purpose and Mission for the Committee

The purpose of this committee is to develop plans and recommendations to implement the new and expanded Eligible Training Provider system and performance accountability and reporting processes required by WIOA. The committee will complete the deliverables within given timelines and develop recommendations for presentation to the Workforce Board for discussion and adoption toward full implementation of WIOA.

The mission of the committee is:

(insert committee's mission statement)

Time Commitment

The date for full implementation of WIOA is June 30, 2016. As committees are seated, an understanding of this time commitment is imperative.

Committee Responsibilities

The committee will convene members to address strategic and preparedness planning requirements for WIOA. Committee discussions and action will lead to recommendations for policy adoption that will inform the state's readiness to fully implement WIOA by June 30, 2016.

The committee will develop an operational meeting schedule that provides sufficient time to address all required workplan elements.

The Committee:

- will ensure recommendations are vetted among committee members and interested stakeholders;
- will ensure committee members will have a phone conference option to participate in meetings, in lieu of travel;
- will inform the WIOA Steering Committee, which will bring these recommendations before the Workforce Board for timely discussion and approval for final implementation of the Act; and
- will ensure that such recommendations have support from the majority of subcommittee members (*a signature page shall be attached*).

Lead agency staff coordinates committee meetings and creates the agendas based on the workplan timeline and Steering Committee discussions. The Performance Accountability and ETPL Committee meetings will occur approximately every *fill in the blank* (monthly, semi-

monthly, etc.), or as needed. The meetings will be accessible for public observation via teleconference. Committee meeting agendas containing the teleconference information for the public, as well as meeting notes, will be posted on the Workforce Board's website.

Committee Governance and Membership

Committees will be co-chaired by business and labor, chosen by the Association of Washington Business (AWB) and Washington State Labor Council (WSLC). The lead agency/agencies staffing the committee will be chosen by the entire committee. If there is only one private sector person (business or labor) who agrees to be on the committee, then they will be the chair. There is also an open seat for representation from the Office of the Governor. All core programs will be represented on the committee, as well as other stakeholders and interested partners.

Co-Chairs: *(complete roster)*

Name	Representing	Email	Phone
	WSLC		
	AWB		

Membership: *(complete roster as members are recruited)*

Name	Representing	Email	Phone
	WTB		
	ESD		
	SBCTC		
	Commerce		
	DSHS TANF/BFET		
	OSPI		
Xandre Chateaubriand	Governor's Office		
	DVR		
	DSB		
	ABE		
	WWA		
	WDC		
	CLEO		

Staffers: *(complete roster)*

Committee Operating Functions

The committee meetings will be conducted in an open and transparent environment, soliciting input from stakeholders and interested participants.

This committee is empowered to meet as-needed to meet due dates and recommendations. This committee is empowered to meet as-needed to meet due dates and recommendations. The committee will determine how the decision-making process will be conducted.

The decision-making process is as follows:

(insert committee's decision)

Meeting agendas will be developed by:

(insert committee's decision)

Public notification of meeting dates will be made via:

(insert committee's decision)

Notes from meetings will be maintained and posted for review on the state's WIOA webpage, provided through the Workforce Board. This will enable communications among WIOA committees and interested stakeholders.

Initial Committee Deliverables and Timeline *(This list may be revised to include additional decision-making milestones.)*

Task	Start Date	Completion Date	Utilize Task Force Option
<i>See attached Workplan and Timeline</i>			

The committee has the ability to form Focused Task Forces as needed to address specific tasks. A Focused Task Force is a relatively small group (committee members, stakeholders, interested parties, or content area experts) which meets two or three times to complete the task and report back to the committee. This short-term task force is an opportunity to become involved in the WIOA decision-making process, broadening participation without an 18-month commitment.

Washington’s WIOA Committee Workplan and Timeline
Washington’s WIOA Performance Accountability and ETPL Committee

November 7, 2014 DRAFT

PERFORMANCE ACCOUNTABILITY AND ETPL COMMITTEE	Oct. to Dec. 2014	Jan. to Mar.2015	Apr.to Jun. 2015	Jul. to Sept. 2015	Oct. to Dec. 2015	Jan. to Mar. 2016	Apr. to Jun. 2016
Performance Accountability and ETPL Committee:	Complete all analysis and build business plan for ensuring all systems adhere to WIOA requirements			Continue quality testing on data collection and reporting systems	Ongoing	Ongoing	Complete
a. Align current system(s) to WIOA for all core programs	Review new data requirements for performance reporting	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Complete
b. Establish procedures for WIOA performance target-setting			(Note: WIA rules apply to PY 2015)		Ongoing	For state plan	For PY 2016
c. Recommendations for non-WIOA HSHW/WTR programs				Establish and implement procedures for non-WIOA performance target-setting	Ongoing	Ongoing	Complete
d. Develop processes to align ETPL with WIOA and make recommendations for ETPL criteria	Develop process and make recommendations	Ongoing	Complete				
e. Develop performance criteria systems for Youth and for OJT	Develop performance criteria systems	Ongoing	Complete				

Committee’s work in relation to the Act:

Title I-B Sec. 116, 122
Title II Sec. 212, 223, 231, 232, 242
Title III Sec. 305, 307, 308
Title IV Sec. 412, 416

**Workforce Innovation and Opportunity Act (WIOA)
Committee Workplan**

Committee Name

<p>Education and Career Pathways Through Integrated Service Delivery Models</p>
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Purpose and Mission for the Committee

The purpose of the committee is to develop the plan to ‘help more people find and keep jobs that lead to economic self-sufficiency, with a focus on disadvantaged populations,’ as directed by Governor Jay Inslee. The committee will complete the deliverables within given timelines and develop recommendations for presentation to the Workforce Board for discussion and adoption toward full implementation of WIOA.

The mission of the committee is:

(insert committee’s mission statement)

Time Commitment

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Committee Responsibilities

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The committee will develop an operational meeting schedule that provides sufficient time to address all required workplan elements.

The Committee:

- will ensure recommendations are vetted among committee members and interested stakeholders;
- will ensure committee members will have a phone conference option to participate in meetings, in lieu of travel;
- will inform the WIOA Steering Committee, which will bring these recommendations before the Workforce Board for timely discussion and approval for final implementation of the Act; and
- will ensure that such recommendations have support from the majority of subcommittee members *(a signature page shall be attached)*.

Lead agency staff coordinates committee meetings and creates the agendas based on the workplan timeline and Steering Committee discussions. The Education and Career Pathways Through Integrated Service Delivery Models Committee meetings will occur approximately every *fill in the blank (monthly, semi-monthly, etc.)*, or as needed. The meetings will be accessible for public observation via teleconference. Committee meeting agendas containing the teleconference information for the public, as well as meeting notes, will be posted on the Workforce Board's website.

Committee Governance and Membership

Committees will be co-chaired by business and labor, chosen by the Association of Washington Business (AWB) and Washington State Labor Council (WSLC). The lead agency/agencies staffing the committee will be chosen by the entire committee. If there is only one private sector person (business or labor) who agrees to be on the committee, then they will be the chair. There is also an open seat for representation from the Office of the Governor. All core programs will be represented on the committee, as well as other stakeholders and interested partners.

Co-Chairs: *(complete roster)*

Name	Representing	Email	Phone
	WSLC		
	AWB		

Membership: *(complete roster as members are recruited)*

Name	Representing	Email	Phone
	ESD		
	SBCTC		
	Commerce		
	DSHS TANF/BFET		
	OSPI		
Xandre Chateaubriand	Governor's Office		
	DVR		
	DSB		
	ABE		
	WWA		
	WDC		
	CLEO		

Staffers: *(complete roster)*

Committee Operating Functions

The committee meetings will be conducted in an open and transparent environment, soliciting input from stakeholders and interested participants.

This committee is empowered to meet as-needed to meet due dates and recommendations. This committee is empowered to meet as-needed to meet due dates and recommendations. The committee will determine how the decision-making process will be conducted.

The decision-making process is as follows:
(insert committee's decision)

Meeting agendas will be developed by:
(insert committee's decision)

Public notification of meeting dates will be made via:
(insert committee's decision)

Notes from meetings will be maintained and posted for review on the state's WIOA webpage, provided through the Workforce Board. This will enable communications among WIOA committees and interested stakeholders.

Initial Committee Deliverables and Timeline *(This list may be revised to include additional decision-making milestones.)*

Task	Start Date	Completion Date	Utilize Task Force Option
<i>See attached Workplan and Timeline</i>			

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Washington's WIOA Committee Workplan and Timeline

November 7, 2014 DRAFT

Washington's WIOA Education and Career Pathways through Integrated Service Delivery Models Committee

EDUCATION AND CAREER PATHWAYS COMMITTEE (Integrated Service Delivery Models)	Oct. to Dec. 2014	Jan. to Mar.2015	Apr.to Jun. 2015	Jul. to Sept. 2015	Oct. to Dec. 2015	Jan. to Mar. 2016	Apr. to Jun. 2016
a. One-Stop System Create career pathways that are integrated through an ideal One-Stop system	Develop guidance on delivery, managing, and supporting integrated services for Washington workers	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Complete
b. Adult Populations with Barriers to Employment <ul style="list-style-type: none"> • Recommend guidelines for integrated service delivery • Recommend system performance goals • Recommended strategies that lead to economic self-sufficiency 	Work with stakeholders to develop recommendations for policies and guidance that significantly improve outcomes and access for disadvantaged adult populations Socialize and modify as necessary Establish procedures for federal-state performance target-setting via planning process	Ongoing	Ongoing	Ongoing	Complete		
c. Education and Training Pathways <ul style="list-style-type: none"> • Making education and training pathways available to youth and adults • Guidance on “Big WIOA” integrated services development 	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Complete
d. Youth Services <ul style="list-style-type: none"> • Recommendations for leveraging 75% and 25% WIOA Title I-B Youth Program funds • Guidelines for coordinated performance goal-setting across programs • Strategies to improve outcomes with disabilities 	Work with stakeholders to develop recommendations for policies and guidance to improve youth outcomes Guidance on “Big WIOA” integrated services development	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Complete

Washington's WIOA Committee Workplan and Timeline

November 7, 2014 DRAFT

Washington's WIOA Education and Career Pathways through Integrated Service Delivery Models Committee

EDUCATION AND CAREER PATHWAYS COMMITTEE (through Integrated Service Delivery Models)	Oct. to Dec. 2014	Jan. to Mar.2015	Apr. to Jun. 2015	Jul. to Sept. 2015	Oct. to Dec. 2015	Jan. to Mar. 2016	Apr. to Jun. 2016
<ul style="list-style-type: none"> Strategies to enhance employer engagement and career-connected learning 	Develop strategies, and modify as necessary via input through the planning process	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Complete
<p>Committee's work in relation to the Act:</p> <p>Title I-B Sec. 101, 102, 107, 108, 116, 121, 122, 126, 120, 131, 133, 134</p> <p>Title II Sec. 202, 203, 211, 223, 242</p> <p>Title III Sec. 303</p> <p>Title IV Sec. 402, 404, 409, 412, 422, 433, 435, 461, 474</p>							

**WASHINGTON STATE
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD
MEETING NO. 183
November 20, 2014**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
WORKPLAN, COMMITTEES, AND TIMELINES**

Background

On June 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law. The majority of WIOA provisions become effective on July 1, 2015, and the remaining become effective on July 1, 2016.

To ensure there is sufficient time to complete the work required by the Act, in September and October, the Workforce Board (Board) began exploring the requirements of the law, and the roles and responsibilities that must be undertaken between now and June 30, 2016. The Board discussed the necessity to ensure an open and inclusive process. Core programs and key stakeholders will be invited to participate in policy recommendations that will be drafted for Board consideration and adoption, and forwarded to the Governor for consideration during development of the state's WIOA plan. *(Note: On October 27, 2014, the Governor designated the Workforce Training and Education Coordinating Board (Workforce Board) to be the State Workforce Board under WIOA.)*

At the special meeting in October 2014, the Board adopted a four-committee structure to begin the implementation process and to support the Workforce Board and the Governor on critical decision points regarding implementation of WIOA. *(See Attachment A: Committee Structure.)*

The four Committees are:

1. Steering Committee
2. Committee for Sector Strategies to Close Skill Gaps in the Workplace
3. Performance Accountability and ETPL Committee
4. Education and Career Pathways through Integrated Service Delivery Models Committee

Committee work will be an open and inclusive process of gathering input and recommendations toward designing the state's new WIOA system. Each committee will determine the most effective means to gather broad stakeholder input, including expanding committee membership to include a representative from all core programs plus additional key stakeholders and partners. There is an open seat on all committees for representatives from the Office of the Governor.

The Steering Committee will oversee the work of the other committees and make policy and guidance recommendations to the Workforce Board. All committees will be responsible for elevating relevant issues and recommendations to help develop the State Plan. Committees will present policy recommendations to the Steering Committee for Board consideration to guide the transformation to a model state system, aligned with the intention of the WIOA Legislation.

The Steering Committee will be co-chaired by Gary Chandler from the Association of Washington Business (AWB) and Jeff Johnson from the Washington State Labor Council (WSLC). The Steering Committee will be staffed by the Workforce Board. All other committees

will be co-chaired by business and labor, chosen by the AWB and WSLC. (If there is only one private sector person (business or labor) who agrees to be on the committee, then they will be the chair.) The lead agency/agencies staffing those committees will be chosen by the entire committee.

The Work Ahead

In development of the WIOA legislation, Senator Patty Murray included aspects from Washington's workforce development system programs and practices. However, system practitioners have been advised that the Act provides Washington with an opportunity to push the reset button – to envision the opportunity to do better. This opportunity broadens the scope of work and will require a clear vision, supported by leads represented on the Board.

To accomplish this, the Steering Committee co-chairs propose that this committee seat the agency directors from each of the following agencies:

- Dale Peinecke, Employment Security Department (ESD)
- Marty Brown, State Board for Community and Technical Colleges (SBCTC)
- Kevin Quigley, Department of Social and Health Services (DSHS)
- Brian Bonlender, Department of Commerce
- Randy Dorn, Office of Superintendent of Public Instruction (OSPI)

Co-Chaired by:

- Gary Chandler, AWB
- Jeff Johnson, WSLC

Additional members will include core program representatives, chief local elected officials, and key stakeholders.

Each of the four committees will adopt a workplan that outlines the major work assigned, the deliverables, and the projected timelines. (*See Attachment B - Draft Workplan Templates and Attachment C - Draft Timelines*)

A State WIOA Plan

Each state will have the option of submitting either a Unified Plan or a Combined Plan.

With a broadened scope of work and an opportunity to redefine Washington's workforce development system, it will be imperative that committees focus more widely than just the submittal of a unified WIOA plan. A more inclusive Combined Plan discussion will bring new stakeholders into the process.

A Combined Plan would include strategic vision and goals, as well as service delivery plans centered on:

The four core WIOA programs:

1. Youth, Adult, and Dislocated Worker Programs under Title 1-B
2. Basic Education for Adults under Title II
3. Wagner-Peyser Employment Services under Title III
4. Vocational Rehabilitation Services under Title IV.

Plus one or more of the following bulleted programs:

- Carl Perkins Career and Technical Education Act
- Temporary Assistance for Needy Families (TANF) (*Note: The Governor must make a determination whether to exclude TANF as a required one-Stop partner.*)
- Trade Act (Trade Adjustment Assistance)
- Veterans Employment and Training Services
- Unemployment Insurance Services
- Basic Food Employment and Training (BFET) Program (Department of Agriculture)
- Work Programs under Sec. 6(o) of the Food and Nutrition Act
- Senior Community Services Employment Program (Title V of the Older Americans Act)
- E&T carried out under the Community Development Block Grant (Department of Housing and Urban Development)
- E&T carried out under the Community Services Block Grant (HHS Office of the Administration for Children and Families)
- Section 212 of the Second Chance Act of 2007 (Community Safety Through Recidivism Prevention)

Note: A state that chooses to develop and submit a Combined Plan is not required to submit any other plan or application in order to receive federal funds to carry out programs included in that plan.

Board Action: The Board will consider adoption of a proposal to proceed with a WIOA Steering Committee with key agency directors as members, along with other stakeholders. The Board will also consider adoption of committee workplans, deliverables, and timelines. Further, the Board will consider a recommendation to develop a Combined WIOA Plan, inclusive of programs to be determined by the Steering Committee.

RECOMMENDED MOTION

WHEREAS, The Workforce Training and Education Coordinating Board (Workforce Board) is designated as the state's Workforce Board by the Governor; and

WHEREAS, The Workforce Innovation and Opportunity Act requires states to fully implement the Act's plan requirements by June 30, 2016; and

WHEREAS, The Workforce Board, all of the Act's core programs, and the state's key workforce development stakeholders have critical work to accomplish before June 30, 2015;

BE IT RESOLVED, That the Workforce Board recommends implementation of the Workforce Innovation and Opportunity Act be conducted through a Steering Committee/Subcommittee structure.

BE IT FURTHER RESOLVED, That the Steering Committee and subcommittees follow the adopted work plan and timeline to ensure the Washington Workforce Innovation and Opportunity Act plan is submitted and ready for full implementation by June 30, 2016.

BE IT FURTHER RESOLVED, That the Workforce Board charges the Workforce Innovation and Opportunity Act committees to develop a Combined Plan that is inclusive of those programs that enhance service delivery to meet the intent of the Act and the vision of the strategic plan.