

**WASHINGTON STATE
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD
MEETING NO. 182
October 17, 2014**

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

Background

Signed into law on June 22, 2014, the Workforce Innovation and Opportunity Act (WIOA) reauthorizes and supersedes the Workforce Investment Act of 1998. The majority of WIOA provisions become effective on July 1, 2015 and the remaining become effective on July 1, 2016.

The Governor's Office will designate the State Workforce Board under WIOA. Until such action, the Workforce Training and Education Coordinating Board is statutorily responsible for the Act's implementation process.

To ensure that there is sufficient time to complete the work required, it is critical to begin that work now. To ensure an open and inclusive process, all core programs and key stakeholders will be invited to participate in developing recommendations for the Governor's consideration, development of policy recommendations for the Workforce Board's consideration and adoption, and in development of the state's WIOA plan.

A state WIOA work plan proposal is provided for the Board's consideration. The proposal depicts a Steering Committee-Subcommittee structure to support the Workforce Board and the Governor on critical decision points regarding Washington's implementation of WIOA. The Steering Committee will oversee the work of the subcommittees and make policy and guidance recommendations to the Workforce Board.

Attachment A provides a list of potential subcommittees and highlights areas of work for each. This list is long and provides details on all aspects of the bill's implementation. To be feasible and practical, the final list of subcommittees will be smaller; consolidation or grouping of work areas is encouraged. Once the Steering Committee and subcommittees are identified, and the procedures, work plan and timelines are adopted, each committee will determine the most effective means to gather broad stakeholder input, and may expand memberships, as determined.

Attachment B provides an outline of the work plans in a quarterly timeframe format. There will be some work that will be completed by June 30, 2015, while other work will continue throughout each calendar quarter until June 30, 2016, when full implementation of WIOA occurs.

Board Action: The Board will consider adoption of a Steering Committee/subcommittee structure for implementation of WIOA. Further, the Board will consider adoption of the proposed workplan and timeline for WIOA implementation.

RECOMMENDED MOTION

WHEREAS, The Workforce Training and Education Coordinating Board (Workforce Board) is statutorily designated as the state's Workforce Board, unless otherwise directed 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 Training and Education Coordinating 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.

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.

Below is a sketch of a Steering Committee and Steering Committee membership structure. Other potential committees, under the oversight of the Steering Committee, are also listed. The total number of committees will need to be decreased for practical purposes.

Whatever committee structure is established, all committees will be responsible for elevating relevant issues and recommendations to help develop the State Plan.

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, all core programs represented, plus TANF
 - a. Creating the WIOA vision and goals
 - b. State & Local WIOA Plan development
 - c. State policies and guidance to facilitate "Big WIOA" integrated services development
 - d. Funding formulas and guidance
 - e. One Stop Certification Criteria
 - f. Oversight of work plans, timelines, and tracking the progress of all committees
2. **Legislative Committee:** Legislative liaisons from Workforce Board, business, labor, all core programs, plus TANF
 - a. Legislative Awareness
 - b. Identification of necessary statutory reforms
 - c. Recommendations for 2015 and 2016 legislative requests
3. **Regional Designations and Governance Committee:** Staff from Workforce Board, ESD, all core programs, WWA, Commerce, Chief Local Elected Officials (CLEOs)
 - a. Data analysis
 - b. Initial Workforce Development Council (WDC) designations
 - c. Consultation with CLEOs and WDCs on area designations and local board configuration
 - d. Recommendations on local area designations and planning regions
 - e. Recommendations on local Council membership composition
 - f. Local Council certification process

4. **Performance Accountability and ETPL Committee:** Staff from Workforce Board, ESD, ABE, DVR, DSB, WWA, all core programs
 - a. Align current system(s) to WIOA for all core program
 - b. Establish procedures for WIOA performance target-setting
 - c. Recommendations for non-WIOA HSHW/WTR programs
 - d. Develop processes to align Eligible Training Provider List (ETPL) with WIOA and make recommendations for ETPL criteria
 - e. Develop performance criteria systems for Youth and for OJT

5. **Sector Strategy and Industry Engagement Committee:** Staff from Commerce, Workforce Board, WWA, all core programs, plus TANF, Prof Tech, SBCTC, OSPI
 - a. Identify targeted sectors, including required data analysis
 - b. Recommend guidelines for local sector targeting
 - c. Recommend guidelines for incumbent worker training programs
 - d. Identify critical skill gaps and recommend solution strategies

6. **Adult Populations with Barriers to Employment:** Staff from Workforce Board, all core programs, all relevant DSHS divisions, Commerce, NASCAP, other local and state stakeholders.
 - a. Recommend guidelines for integrated service delivery
 - b. Recommend system performance goals
 - c. Recommend strategies that lead to economic self-sufficiency

7. **Education and Training Pathways Committee:** Staff from Workforce Board, OSPI/CTE, SBCTC/CTE, core programs, L&I/Apprenticeship, WWA, other industry partnerships.
 - a. Making education and training pathways available to youth and adult
 - b. Guidance on “Big WIOA” integrated services development.

8. **Youth Services Committee:** Staff from Workforce Board, OSPI, WWA, all core programs, all DSHS youth service divisions, L&I, SBCTC, business, labor
 - a. Recommendations for leveraging 75% and 25% WIOA Title I-B Youth Program funds
 - b. Guidelines for coordinated performance goal-setting across programs
 - c. Strategies to improve outcomes for youth with disabilities
 - d. Strategies to enhance employer engagement and career-connected learning
 - e. Guidance on “Big WIOA” integrated services development

Key Areas of Work and Potential WIOA Implementation Committees

Committee, work, and timeline	Oct. to Dec 2014	Jan to March 2015	April to June 2015	July to Sept 2015	Oct to Dec 2015	Jan to March 2016	April to June 2016
<p>Steering Committee:</p> <p>Workforce Board members or designees, all WIOA core programs represented, plus TANF</p> <p>a. Creating the WIOA vision and goals</p> <p>b. State & Local WIOA Plan development</p> <p>c. State policies and guidance to facilitate “Big WIOA” integrated services development</p> <p>d. Funding formulas and guidance</p> <p>e. One Stop Certification Criteria</p> <p>f. Oversight of workplans, timelines, and tracking the progress of all committees</p> <p><u>Committee’s Work In relation to the Act:</u> Title I-B Sec. 2, 3, 101, 102, 103, 108, Sec. 111, 121, 126, 129, 131, 133 Title II Sec. 211, 221, 223, 224, 231, 232 Title III Sec. 303, 306 Title IV Sec. 402, 404, 412</p>	<p>Work with Governor’s Office to develop vision and goal statements to frame planning process.</p> <p>Develop a framework for the planning process to begin 1st quarter of 2015, including identification of all stakeholders to engage.</p> <p>Committee will analyze Unified vs. Combined Plan options.</p> <p>Establish processes, deliverables and expectations, and timelines for deliverables in order to oversee multiple Committee work plans.</p>	<p>Check-in and reaffirm vision and goals throughout planning process</p> <p>Implement state & local plan development processes. At state level: Select goal area and/or issue area sponsors to lead planning in those areas. Establish communication and check-in process.</p> <p>Establish Title I-B sub-state funding distribution formula.</p> <p>State’s One Stop MOU guidance</p>	<p>X (work continues)</p> <p>X</p> <p>Based on results from planning, begin developing state policies and guidance to facilitate integrated service delivery</p> <p>X (for PY 2015)</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>Draft State Plan and draft Local Plans completed and sent out for final public comment.</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X Plan submitted 3/3/2016</p> <p>X</p> <p>X</p>	<p>X</p> <p>X PY 2016</p> <p>MOUs in place</p> <p>X</p>

Committees, work, & timelines	Oct. to Dec 2014	Jan to March 2015	April to June 2015	July to Sept 2015	Oct to Dec 2015	Jan to March 2016	April to June 2016
<p>Legislative Committee:</p> <p>Legislative liaisons from Workforce Board, business, labor, all core programs, plus TANF</p> <ul style="list-style-type: none"> a. Legislative Awareness b. Identification of necessary statutory reforms c. Recommendations for 2015 and 2016 legislative requests <p><u>Committee’s Work In relation to the Act:</u></p> <p>Title I-B Sec. 191 Title II Title III Title IV</p>	<p>Develop recommendations and implement approved plan for legislative awareness, education, and advocacy activities.</p> <p>Identification of possible 2015 legislative requests.</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p>Identification of 2016 legislative requests</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>
<p>Regional Designations and Governance Committee:</p> <p>Staff from Workforce Board, ESD, all core programs, WWA, Commerce, CLEOs</p> <ul style="list-style-type: none"> a. Data analysis b. Initial local Workforce Development Council (WDC) designations c. Consultation with CLEOs and WDCs on area designations and local board configuration 	<p>Establish and implement process for preliminary designations of local workforce areas.</p> <p>Complete data analysis and findings re: planning regions. Work with stakeholders to develop recommendations</p>	<p>Identify all local and regional leads for planning process, and ensure a viable implementation strategy, including resources and administration is in place.</p> <p>Establish process for Local Council certification and implement process</p>	<p style="text-align: center;">X</p>				

Committees, work, & timelines	Oct. to Dec 2014	Jan to March 2015	April to June 2015	July to Sept 2015	Oct to Dec 2015	Jan to March 2016	April to June 2016
<p>d. Recommendations on local area designations and planning regions</p> <p>e. Recommendations on local Council membership composition for new and grandfathered Councils</p> <p>f. Local Council certification process</p> <p><u>Committee’s work in relation to the Act:</u> Title I-B Sec. 106, 107</p>							
<p>Performance Accountability and ETPL Committee:</p> <p>Staff from Workforce Board, ESD, ABE, DVR, DSB, WWA, all core programs</p>	<p>Complete all analysis and build business plan for ensuring all systems adhere to WIOA requirements.</p>	<p>X</p>	<p>X</p>	<p>Continue quality testing on data collection and reporting systems</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>a. Align current system(s) to WIOA for all core programs</p>		<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>b. Establish procedures for WIOA performance target-setting</p>			<p>(Note: WIA rules apply to PY 2015)</p>		<p>X</p>	<p>For state plan</p>	<p>For PY 2016</p>
<p>c. Recommendations for non-WIOA HSHW/WTR programs</p>				<p>Establish and implement procedures for non-WIOA performance target-setting</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>d. Develop processes to align ETPL with WIOA and make recommendations for ETPL criteria</p>	<p>X</p>	<p>X</p>	<p>X</p>				

Committees, work, & timelines	Oct. to Dec 2014	Jan to March 2015	April to June 2015	July to Sept 2015	Oct to Dec 2015	Jan to March 2016	April to June 2016
<p>Adult Populations with Barriers to Employment:</p> <p>Staff from Workforce Board, core programs, all relevant DSHS divisions, Commerce, NASCAP, other local and state stakeholders.</p> <ul style="list-style-type: none"> a. Recommend guidelines for integrated service delivery b. Recommend system performance goals c. Recommend strategies that lead to economic self-sufficiency <p><u>Committee’s work in relation to the Act:</u></p> <p>Title I-B Sec. 101, 102, 107, 108, 116, 121, 122, 131, 133, 134 Title II Sec. 202, 203, 211, 223, 242 Title III Sec. 303 Title IV Sec. 409, 422, 433, 435, 474</p>	<p>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.</p>	X	X	X	X		
<p>Education and Training Pathways Committee:</p> <p>Staff from Workforce Board, OSPI/CTE, SBCTC/CTE, core programs, L&I/Apprenticeship, WWA, other industry partnerships.</p> <ul style="list-style-type: none"> a. Making education and training pathways available to youth and adult b. Guidance on “Big WIOA” 							

Committees, work, & timelines	Oct. to Dec 2014	Jan to March 2015	April to June 2015	July to Sept 2015	Oct to Dec 2015	Jan to March 2016	April to June 2016
<p>integrated services development.</p> <p><u>Committee’s work in relation to the Act:</u></p> <p>Title I-B Sec. 101, 107, 108, 129, 134, 169 Title II Sec. 202, 223, 225, 231, 242 Title III Sec. 303, 305 Title IV Sec. 404, 412, 413, 414, 418, 431</p>							
<p>Youth Services Committee:</p> <p>staff from Workforce Board, OSPI, WWA, all core programs, all DSHS youth service divisions, L&I, SBCTC, business, labor</p> <ul style="list-style-type: none"> a. Recommendations for leveraging 75% and 25% WIOA funds b. Guidelines for coordinated c.performance goal-setting across programs c. Strategies to improve outcomes for youth with disabilities d. Strategies to enhance employer engagement and career-connected learning <p><u>Committee’s work in relation to the Act:</u></p> <p>Title I-B Sec. 102, 108, 126, 129 Title II Sec. 203, 223 Title III Title IV Sec. 402, 404, 412, 461</p>	<p>Work with stakeholders to develop recommendations for policies and guidance to improve youth outcomes.</p> <p>Guidance on “Big WIOA” integrated services development.</p> <p>Socialize and modify as necessary via planning process.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>		