WORKFORCE INVESTMENT COUNCIL
Quarterly Board Meeting
December 14, 2015
8:30 AM – 11:00 AM
Franklin Square North

Agenda

I. Call to Order & Introductions

II. WIOA State Plan Overview and Update

III. Remarks and Introduction of New WIC Board Chair – Mayor Bowser

IV. Strategic Planning/Finalizing Vision and Mission

V. WIC Policy on Eligible Training Providers

VI. WIC Committees

VII. Public Comments

VIII. Closing Comments and Adjournment

Call to Order

WIOA State Plan Update

WIOA State Plan Requirements

- Combined Plan (Includes 6 core programs as well as optional partner programs)
- Vision and Goals for the District's Workforce Development System
  - WIC Board will help solidify these today
- Strategies to reach these goals, including implementing career pathways and sector strategies
  - How we will align core and partner programs to deliver fully integrated customer services
- Operational Planning Elements
  - How the District will implement the state strategies

WIOA State Plan Timeline

- Interagency work groups are currently meeting
- WIC staff are working to produce an in-depth outline and initial draft
- Final draft will be released to public and stakeholders on January 22 (required 30 day public review period)
- Plan will be submitted to Departments of Labor and Education by March 3, 2016

WIOA Work Group Process and TA

- Four interagency work groups and an Executive work group meet on a biweekly basis: System Alignment, Youth Services, Performance and Accountability, Sector Strategies
- Provide input and content on strategies and operational elements
- Technical Assistance provider will assist the WIC in drafting and finalization of the plan, as well as ongoing assistance with implementation

Career Pathways Strategic Plan and WIOA

- Task Force, legislated by DC Council, and convened by the WIC to develop a city-wide strategic plan for connecting adult basic skills programs administered in the District to Career Pathways
- Career Pathways are recognized by the Workforce Innovation and Opportunity Act (WIOA) as a necessary component of an effective workforce development system
- State Plan builds on the content of the strategic plan, including economic and in-demand sector analysis and career pathways framework

WIOA Community and Board Engagement

- 11/13 community event, WIOA Convening
- TPMA is facilitating business stakeholder feedback on our workforce services and the development of a more comprehensive business services strategy that will inform the WIOA State Plan
  - Facilitated a forum on 12/7 that all WIC Board business members and some other business partners were invited to
  - Conducting one-on-one follow-up calls over the next few weeks to obtain additional feedback.
- Board Vision and Mission exercise with TPMA will gather further high-level direction today.
- Draft copy of plan will be provided to Board for additional feedback prior to our January WIC Board meeting (moving to late January); and also to public for required 30-day period

ETPL Policy Update Overview

WIC Policy-Making Overview

- Under WIOA, the WIC is responsible for establishing the District's policies governing the DC American Job Center system, adult job training, and employment services for youth.

- Policies are informed by partner agencies and community stakeholders and must be approved by majority vote at WIC quarterly board meetings.

- The WIC has established a number of workforce system policies over the last few years, consistent with its role in this area, all of which are available on the WIC website at http://dmped.dc.gov/node/637022.

ETPL Overview

- The WIC has primary responsibility for establishing eligibility and performance requirements for training providers who wish to receive WIOA-funded individual training accounts (ITAs). This policy establishes the requirements and procedures for initial and continued eligibility determinations for training providers on the WIC-maintained Eligible Training Provider List (ETPL).

- This policy needs to be updated to remain compliant with changes under WIOA related to performance evaluation, inclusion of apprenticeship programs, and forms of training that are excepted from the ETPL policy.

- WIC staff have intentionally made this update minimal in complying with federal law and maintaining a robust and continuous list of training providers. Future updates to this and other policies will be made initially through Executive Committee guidance before moving to the full Board.

Summary of ETPL Policy Updates

- Automatic inclusion of Registered Apprenticeships that request on the ETPL without the need to meet other eligibility requirements. [New WIOA requirement]
- Exemption from ETPL requirements for certain types of training services and providers not funded through the use of individual training accounts (ITA), including on-the-job training, customized training, and incumbent worker training. [Consistent with the previous WIC policy, but with expanded options authorized under WIOA. The WIC may elect to enact additional policies at a future date to help guide non-ITA expenditures of WIOA workforce funds.]
- Modifications to the application process and requirements for both initial and continued eligibility which include the reporting of performance data for all participants in an approved program. Subsequent eligibility will be evaluated using the same criteria as under the previous policy, but will be assessed using data for all participants rather than just ITA-funded participants to ensure more accurate program assessment. [Consistent with proposed WIOA regulations]
- An exemption from ETPL High Demand Sectors and Occupation List requirements for programs that have demonstrated support from related industry business and links to employment upon program completion. [Based on lessons learned under current policy and allows for current providers that would no longer be eligible based on updated criteria to continue to provide services if they meet performance criteria and these enhanced standards.]

THOMAS P. MILLER & ASSOCIATES

Washington D.C. Workforce Investment Council

Mission and Vision
Committee Structure

December 14th, 2015

WELCOME & INTRODUCTIONS

PURPOSE OF TODAY'S SESSION

- Revisit the Mission and Vision Statement
- Overview of Committee Structures

VISION AND MISSION

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A **vision statement** describes how the world would be improved, changed or different if our organization was successful in achieving its purpose.

A **mission statement** succinctly describes an organization's purpose, business, and values.

VISION EXAMPLE

"Our vision is to be earth's most customer centric company; to build a place where people can come to find and discover anything they might want to buy online.”

- Amazon.com

MISSION EXAMPLE

The mission of Trader Joe's is to give our customers the best food and beverage values that they can find anywhere and to provide them with the information required to make informed buying decisions. We provide these with a dedication to the highest quality of customer satisfaction delivered with a sense of warmth, friendliness, fun, individual pride, and company spirit.

- Trader Joe’s

FINAL MISSION STATEMENT SELECTION

MISSION STATEMENT

- What is the end result that you wish to accomplish as an organization?
- What are the most important things the Washington DC Workforce system needs to do to be an asset to the region?
- What do customers (businesses and jobseekers) consider most important in the provision of services?

FINAL VISION STATEMENT SELECTION

VISION STATEMENT

- What are the top three values of the DC WIC?
- What does success mean to us?
- What does Washington, DC look like if we are successful long-term?

ESTABLISHING GUIDING PRINCIPALS FOR WIOA STATE PLAN DEVELOPMENT

- A guiding principle **defines** what is truly important for its success. They should serve as a template for building and growing an organization.

ESTABLISHING COMMITTEE STRUCTURES

Champions & Other Roles

- What is a Champion?
- Executive Committees
- Committee Chairs
- Subject Matter Experts

ROLE OF THE EXECUTIVE COMMITTEE

Executive Committee generally reviews the major issues facing the organization, weighing pros and cons and making preliminary decisions, to be ratified by the board as a whole at the actual board meeting.

SUBCOMMITTEE PURPOSE AND ROLE

- Planning committees – for plan only
- Engage subject matter experts
- Identify goals and strategies
- Create buy-in for implementation
- Identify champions

SUBCOMMITTEE MEMBER EXPECTATIONS

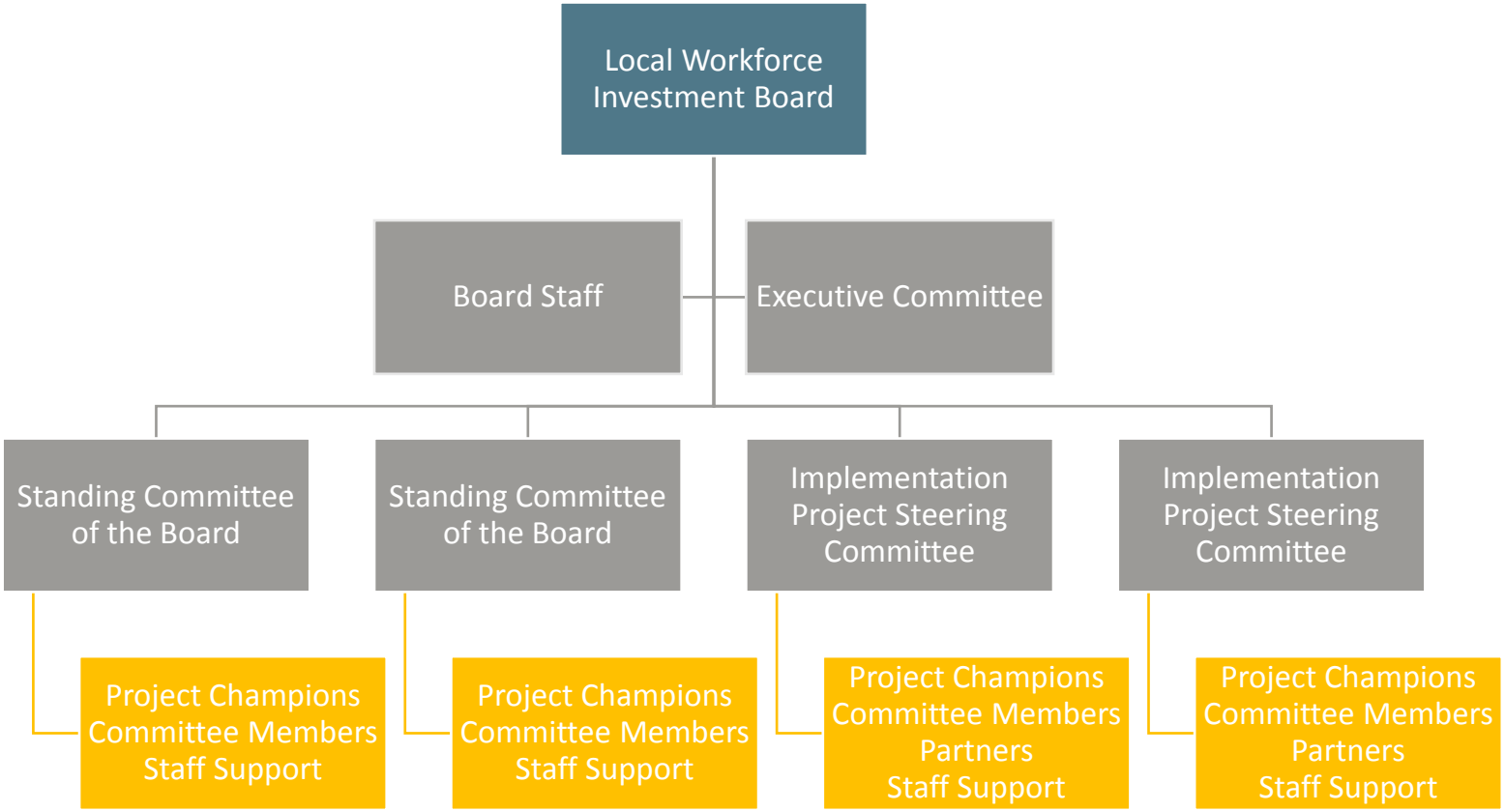
- Represent stakeholder group (not individuals)
- Communicate between stakeholders and committee
- Contribute expertise
- Be innovative

SUBCOMMITTEES

- One subcommittee for each prioritized focus area
- Who should lead each subcommittee?
- Who from the Board should be involved?
- Who else should be involved?

UTILIZING A TASK FORCE

Outside of the required WIOA committees, the usage of a task force for each additional subcommittee is a noted best practice


Local Workforce Investment Board
Board Staff
Executive Committee
Standing Committee of the Board
Standing Committee of the Board
Implementation Project Steering Committee
Implementation Project Steering Committee
Project Champions
Committee Members
Staff Support
Project Champions
Committee Members
Staff Support
Project Champions
Committee Members
Partners
Staff Support
Project Champions
Committee Members
Partners
Staff Support

WHAT STRUCTURE WORKS BEST?

There is no definitive answer. The key is to find what works best for your organization!

QUESTIONS?

Public Comment Period

Adjourn