



Regional and Local Unified Plan

Minnesota's Workforce Development System Under WIOA

**Program Years 2018 & 2019
Updated for Program Years 2018-2019**

Submitted by

**RWDA: WIOA REGIONAL DEVELOPMENT AREA 5
SOUTH CENTRAL/SOUTHWEST**

**LWDA: SOUTHWEST MINNESOTA WORKFORCE COUNCIL
LWDA 6**

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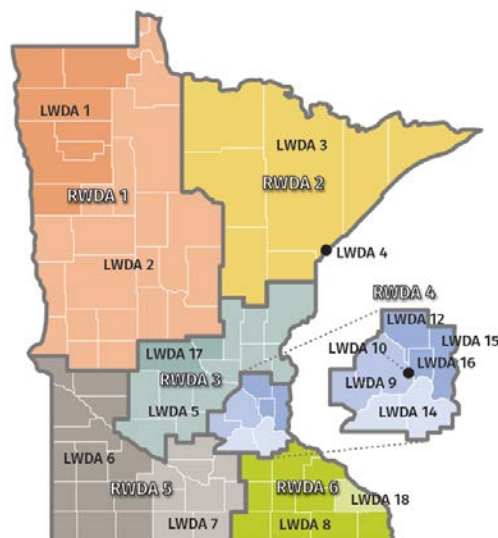
INTRODUCTION

The purposes of the WIOA are the following:

- (1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training and support services they need to succeed in the labor market.
- (2) To support the alignment of workforce investment, education and economic development systems in support of a comprehensive, accessible and high-quality workforce development system in the United States.
- (3) To improve the quality and labor market relevance of workforce investment, education and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- (4) To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers and employers.
- (5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions and states and the global competitiveness of the United States.
- (6) For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention and earnings of participants, and increase attainment of recognized post-secondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers and enhance the productivity and competitiveness of the Nation.

Workforce Development Areas

Minnesota has designated six Regional Workforce Development Areas (RWDAs) in the state that represent a combination of Local Areas, as defined in WIOA, and Economic Development Regions, as defined in other federal law. These Workforce Development Areas have been approved and adopted by the Governor and the chief local elected officials of the Local Areas.



Each Regional Workforce Development Area is responsible for submitting a Regional Plan, inclusive of the Local Plans of the Local Workforce Development Areas. The Regional and Local Plans will align with the strategic vision set by the Governor, address the regional needs of the workforce and business communities and comply with the planning requirements as determined by the State of Minnesota's Department of Employment and Economic Development and the U.S. Department of Labor and applicable federal and state statutes.

Minnesota's Vision for the Workforce Development System

Vision Statement:

A healthy economy, where all Minnesotans have or are on a path to meaningful employment and a family sustaining wage, and all employers are able to fill jobs in demand.

This vision statement was developed through Minnesota's participation in the National Governor's Association's Policy Academy on Career Pathway Models. Minnesota's effort engaged seven state agencies and has influenced workforce development thinking at the system level. It is fitting to continue to move forward with pursuing the implementation of WIOA under this inclusive effort.

Mission:

The creation of a Career Pathway System that aligns local, state and federal resources, policies and services to meet the workforce needs of business and industry and improves access to employment, education and training services for Minnesota's current and future workforce.

Rationale:

The economic conditions of the 21st century require a more responsive approach to meeting the needs of business and industry; and the growing diversity of the workforce population. As economies become more global, competition will continue to increase and pressures on the inputs of production, specifically the timing, availability and skill base of the workforce. Rediscovering the value proposition of the Workforce Development System is critical to responding to the 21st century economy.

A Career Pathway System approach will position the needs of a skilled workforce at the center of the system, recognizing the important role of a "dual customer" approach – businesses and workers. Businesses will lead sector strategies that address the most critical growth needs in occupations that support family sustaining wages. The diverse needs of workers will impact the design and delivery of employment and training programs and services to fulfill these employment needs and their career goals.

SECTION B: LOCAL PLAN

Strategic Operations: *The core elements of strategic operations focuses on operating policies and procedures related to the one-stop system and physical locations of service delivery.*

1. Describe how local area boards will work with each other, core title providers and available data to designate at least one WorkForce Center per local workforce development area and make recommendations on recognizing affiliate and standalone partner sites.

The Southwest Minnesota Local Workforce Development Board (LWDB) is responsible for the designation of the Workforce Centers within Local Workforce Development Area (LWDA) 6. Due to the vast geographic area of LWDA 6, and the challenge to meet the needs of the areas customers effectively, the Board has established WorkForce Centers in Marshall, Montevideo and Worthington. The WorkForce Centers in LWDA 6 are staffed by the core partners:

- Southwest Minnesota Private Industry Council Staff – Title I (Adult, Youth & Dislocated Worker); Minnesota Family Investment Program (MFIP); Minnesota Youth Program (MYP); Pathways to Prosperity (P2P); Disability Employment Initiative (DEI), Supplemental Nutrition Assistance Program (SNAP) Employment & Training, as well as other specialty programs
- Wagner/Peyser – DEED Job Service
- DEED Vocational Rehabilitation Services
- DEED Veteran's Services

Staff are based at the sites on a full-time or an itinerant basis.

Adult Basic Education (ABE) Staff are also available at the Workforce Centers as follows:

- Montevideo - ABE Staff are located in the Center 3 times/week.
- Marshall - ABE Staff are located in the local community and available to provide service at local Center as needed.
- Worthington – ABE Staff are located in the local community and available to provide service at local Center as needed.

LWDB 6 maintains compliance with the DEED WorkForce Center System Certification Standards policy for Comprehensive, Affiliate and Specialized Stand Alone Centers at each of the three Centers.

Specialty service sites will continue to be available throughout the local area including: human service offices; city halls; libraries; K-12 locations; MNSCU campuses; and others as identified by customer need. The specialty sites are staffed by local partner staff on an itinerant basis as needed.

2. Describe the strategies to ensure proper connectivity and coordination among the **physical sites** within the local workforce development area.

Connectivity and coordination among the sites occurs on a regular basis through a variety of methods including, but not limited to:

- Core staff provide career services at the LWDA WorkForce Centers on a regular scheduled basis (8 a.m. – 4:30 p.m.). Specialty/itinerant locations are staffed on an as needed basis. This provides the staff the capacity to communicate and coordinate services to meet customers' needs and alleviate barriers for the customers.
- Staff from the following partners/programs provide itinerant services throughout the LWDA: Management Staff; DEED Job Service; DEED Reemployment Assistance (REA); DEED Vocational Rehabilitation Services; Southwest Minnesota Private Industry Council (Adult, DW, and Youth); Pathways 2 Prosperity Partnership Team (P2P); Disability Employment Initiative (DEI); DEED Veteran Services and others as deemed necessary and available.
- Management Team meetings - conducted on a regular basis to assure operations and services are in compliance with rules & regulations and are meeting customer expectations and quality service is being provided;
- Joint Partner Staff meetings - held monthly at each of the Centers; the meetings provide opportunities for cross-training and open communication and sharing on matters impacting the local Center, as well as overall LWDA issues.
- Job Services Team - includes staff from core partners and other key stakeholders; meets monthly to review customer and business needs and exchange information;
- Pathways to Prosperity (P2P) Partnership Team - meets regularly for purposes of planning, review of existing career pathways programs; evaluation of business needs; review of grant opportunities; and to celebrate success of program outcomes;
- Staff Development Opportunities – Center and partner staff support shared training opportunities as a method to assure professional development for staff, so they have the relevant information and expertise to meet the needs of consumers and overall operations.
- Southern Minnesota Professional Staff Development Team – has been in existence for approximately 5 years and is a collaborative initiative of the 4 southern LWDA's in southern MN. The Southern LWDA directors recognized the need for formal and localized professional development for staff with the end result being the development of the Southern Professional Staff Development Team. This concept has allowed local staff to share best practices, interact with others with similar roles, and build a network of workforce development professionals. The team provides All-Staff Training Days on a semi-annual basis for partner staff across the southern portion of Minnesota.

3. Describe the strategies to ensure proper connectivity and coordination among the **service providers** within the local workforce development area.

As referenced in question 2, connectivity and coordination efforts between the physical sites and core partners are well established.

Various integrated partner committees, special projects, and strategies have been

developed to assure that LWDA partners, stakeholders and service providers are connected and involved with coordination of services as referenced in response #2.

Partners and other stakeholder organizations, not physically located in the WorkForce Centers, are invited to participate on Ad Hoc committees, share program information and best practices at Board meetings, and actively assist in identifying programs and strategies to help address workforce development issues in LWDA #6.

The asset mapping and gap analysis, conducted by the Rural Career Counseling Coordinator (RC3), provides a roadmap of next steps in development and expansion of connectivity and coordination among service providers throughout the LWDA.

4. Describe other strategies that will be used to maximize services and access to services, such as non-traditional hours or using partner facilities.

The LWDB will review current strategies for effectiveness and fiscal implications.

Current strategies include:

- WIOA Partner staff based at Human Service offices on regularly scheduled basis;
- WIOA Partner staff located at MNSCU campuses;
- Expanding partnerships related to on-going initiatives;
- Providing services in local communities and at special locations such as: treatment centers, jails, schools, Chamber, libraries and other civic organization events and other appropriate locations/events as a means to reach underserved and special populations.

Opportunities for expansion to strengthen access to services will reviewed and discussed at the management team level, shared with staff for input and practical application, and moved to Board level for final analysis and approval for implementation as appropriate. Expansion options may include, but not be limited to:

- Review and consideration of non-traditional office hours and potential implementation at the WorkForce Centers;
- Work with culturally/ethnic focused community based organizations to review opportunities to offer programming and services for special populations in locations such as: housing units; community centers, libraries, etc.;
- Conducting workshops and Job Fairs at locations other than WorkForce Centers and potentially expanding to communities where Centers are not located;
- Review and consider opportunities to partner with business to reach the under-employed and incumbent workers and develop expanded career pathway and incumbent worker training to provide opportunities for employee advancement;
- Build upon and expand marketing strategies to expand awareness of Southwest Minnesota and career opportunities with both business and job seeker's;
- Utilize the use of social media to expand awareness of services.

5. Describe the strategic approaches to ensure all elements of Career Services are available at service locations or online, including services for youth and individuals with barriers to employment or service access.

Career Services available at LWDA 6 locations or online:

The strategic approach of LWDA 6 to ensure that all elements of Career Services are available at service locations and online will be to review the current WDA's career services' delivery system to ensure that all elements of Career Services are readily available and accessible at service locations and/or online to all populations, including youth and individuals with barriers to employment. To achieve this review and future recommendations, LWDB 6 will review TEGl #3-15 to confirm that a comprehensive strategic approach is in place in each of the three (3) Centers to assure that opportunities, to the degree possible, are available both in-person and through various technology options.

LWDA 6 Basic Services are provided through the core Workforce Center Partners including Wagner Peyser staff, Vocational Rehabilitation Services and Southwest Minnesota Private Industry Council WIOA Title I staff. The established partnership allows customer's access to WIOA, Vocational Rehabilitation Services and Wagner Peyser funding and to career services for all populations at each of the three Centers in LWDA 6. In addition, core and intensive services are provided to youth and individuals with barriers to employment.

WIOA Career Services that are available at the three (3) Centers and defined in TEGl 3-15 are:

- Basic Career Services, as identified and outlined in TEGl #3-15, will continue to be provided, either at service locations throughout the LWDA or online. The basic career services may include: eligibility; outreach; intake and orientation; initial assessment; workshops, labor exchange services and information; program referrals; performance and cost information; Unemployment Insurance information; financial aid information; and information to the availability of support services.
- Individualized Career Services, as identified and outlined in TEGl #3-15, and based on appropriateness for an individual to obtain or retain employment, the following services will be made available at the Centers and at service locations throughout the LWDA: comprehensive and specialized assessments of skill levels and service needs; development of individual employment plan; group and/or individual counseling and mentoring; career planning (case management); short-term pre-vocational services; internships and work experiences linked to careers; workforce preparation activities; financial literacy services; out-of-area job search and relocation assistance; English Language Learner services; and integrated education and training programs.
- Follow-Up Services, as identified and outlined in TEGl #3-15, will be provided as appropriate for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
- Career Services provided by Wagner Peyser staff: Labor exchange services, fall under the Basic Career Services mentioned above. All of the Basic Career Services will be made available by Wagner Peyser staff in coordination with other one-stop center partners as outlined in TEGl #3-15.
- The Resource Areas - located at the three WorkForce Centers in LWDA 6,

provide an online avenue for business and job seekers to access multiple tools related to career services. Similarly this information is also available at local libraries, human service agencies and other locations with public internet access. At these locations, career services information such as labor market information, career assessments, and other services can be located through various online sites including but not limited to: DEED's website; Southwest Minnesota Private Industry Council's website; Career Profile; Southwest Minnesota Adult Basic Education website; financial literacy site; NorthStar Digital literacy; and others. In addition, the three Centers have assistive technology with trained personnel to assist individuals with disabilities as needed.

Strategies to build upon and expand the above career services will be continually seek out additional funding and include additional partners in the Memorandum of Understanding with the capability to provide value added services in their areas of expertise, such as financial literacy, work-based learning, apprenticeships, self-sufficiency support as well as others.

6. Describe strategies that will be used to leverage technology for services and ensure compliance with accessibility standards.

Access to technology is a challenge in portions of rural LWDA 6, since the WDA experiences pockets of limited broadband and connectivity. Federal, state and local resources are being targeted to address the issue of broadband, connectivity, and affordability in respect to technology. Understanding the needs of both job seekers and business is critical to assuring that job seekers and businesses in Southwest Minnesota area are able to compete locally, at the State level, as well as national and international levels.

From the strategic perspective, the LWDB understands the need to leverage technology to provide services and ensure compliance with accessibility standards. The multi-generational make-up of today's workforce requires a new look at the wide range of needs, abilities, and preferences when it comes to learning and gaining access to materials and information through the use of technology.

LWDB 6 recognizes that due to the significant financial investment of bringing technology to scale in LWDA 6, the Board will need to work with the State (DEED), as well as at the regional and local level to enhance online access for services.

The MNSCU campuses and other education training providers, offer online training opportunities for customers, which allows customers the ability to access online career education at a local level with minimal travel expense.

LWDA 6 staff are exploring the option of an online customer application, as well as other online materials. The Southwest Minnesota Private Industry Council's website (www.swmnpic.org) and DEED's website (<http://mn.gov/deed/>) both host an array of labor market and career information and provide links to other relevant sites.

Social media options, such as LinkedIn and Facebook, are being reviewed as potential options for service expansion. Social media options continue to be incorporated to varying degrees throughout LWDA 6 services and most notably in the youth services area.

Compliance with accessibility standards will be addressed by:

- Review and update locally developed hard copy materials and online documents and services, to assure the materials meet the accessibility standards outlined by DEED policy;
- Continue to provide accessibility equipment and software within the resource areas at the WorkForce Centers;
- Participate in the on-site accessibility review by DEED to assure that LWDA 6 is in compliance with the established DEED accessibility standards. Assure that identified corrective action is completed on a timely basis.

7. Describe how supportive services, such as transportation and other needs, will be coordinated to better serve individuals with specific barriers to training, education and employment.

Support Services is a critical component of assuring that program participants are able to overcome identified barriers, such as child care, transportation, housing, and other needs. Addressing and assisting the customer with meeting the identified needs is one of the first steps toward self-sufficiency. Staff review each individual's case for need and then look at the ability to assist customers with a comprehensive package of resources (including support services).

Through cross-training of WorkForce Center partner staff, it is assured that the core partner staff have a broad understanding of available partner resources.

The concept of the integrated services team design is currently being implemented into LWDA 6 service design and will be used, as appropriate, to assure that a comprehensive package of resources is available to assist each individual based on need and eligibility qualifications. When the integrated team concept is utilized, the partners agree to a primary case manager in an effort to avoid duplication and maximize all available resources for the benefit of supporting the customers' path to self-sufficiency.

The Pathways to Prosperity partnership has provided an additional level of partnership, knowledge and working relationships which provides information and sharing that strengthens the network of support services and other resources for customers.

In addition to the internal resources available for customers, the Center staff is trained and knowledgeable of other community resources. This is accomplished through inviting partner staff to WFC staff meetings. In circumstances where additional, or specialized services are required, staff make appropriate referrals to assure the customer is made aware of and provided access to all opportunities and resources that will add value to meeting the customer's needs.

Support services available through the WorkForce Center core partners and community resources:

- Transportation
- Child Care
- Housing

- Work related clothing and tools
- Emergency assistance
- Food Shelf
- SNAP
- Fuel Assistance
- Child Care Resource & Referral
- Weatherization
- Head Start – both early and standard
- Senior Employment

8. Describe how local area boards will ensure state policies on infrastructure funding requirements are adhered to and the process for addressing any discrepancies or disagreements.

The local board will train its own staff on infrastructure funding requirements and protocols for addressing discrepancies using WIOA policies, state policies and material to be jointly developed in partnership with the Minnesota Workforce Council Association. The local board will rely on the existing Memoranda of Understanding and internal audit processes to address any serious compliance issues.

9. Describe how local area boards, who contract out for provider services, will ensure that providers fully participate in infrastructure funding requirements and the alignment of service delivery within the local workforce development area.

As outlined in the contract with the local board, the one-stop operator will train providers and ensure that they fully participate in infrastructure funding requirements and with aligning service delivery in each of the one-stop centers. The one-stop operator will provide the local boards will information detailing what different Titles spend on their infrastructure and how services are aligned within each WorkForce Center on an annual basis at a minimum. Service alignment issues will be addressed through the Memoranda of Understanding and with regular communications with the partners.

10. Describe how the Memorandum of Understanding will be developed and used to ensure commitment of resources from service providers and required partners.

The LWDB has the responsibility to ensure that the Partner Memorandum of Understanding (MOU) is developed and that the commitment of resources from all required and participating partners be clearly defined. Partners reviewed the document and provided feedback before signing the final document. A MOU was developed for LWDA 6 and was effective for the period beginning July 1, 2017.

As outlined in WIOA law, the new MOU contains, at a minimum, the following elements:

- List of all parties to the MOU;

- A list of the comprehensive and affiliate One-Stops in the local area;
- Agreement period – maximum of 3 years;
- Partner responsibilities;
- All parties to the agreement must ensure at a minimum that they will:
 - a) Make their career services available to individuals through the area's One-Stop delivery system;
 - b) Share in the costs of the one-stop system;
 - c) Remain as a party to the MOU throughout the agreement period;
 - d) Participate in the operation of the one-stop system as agreed to in the MOU;
 - e) Provide priority of service to Veterans;
 - f) Comply with WIOA regulations as well as all applicable federal, state and local laws, rules and policies;
- Description of services to be provided through the one-stop delivery system including list of services and how the services are delivered to customers in the one-stop system;
- Methods of referral;
- Agreement on how the costs of the services and the operating costs of the system will be funded.

11. A. Describe the local area board's strategic vision and how it aligns with the designated state priorities under WIOA.

LWDB 6 is aligned with Minnesota vision of "a healthy economy where all Minnesotans have – or are on a path to – meaningful employment and a family sustaining wage, and where all employers are able to fill jobs in demand", through an integrated system.

The vision of LWDB 6 is "to be the accountable champion for an effective workforce development system that is appropriately integrated with education, business, and economic development". The local board will be reviewing the local vision in 2016 as part of their ongoing strategic review and alignment with WIOA.

This vision expresses LWDB #6's intent to "leave no populations behind", ensuring all individuals have the resources and services they need to make informed career choices, obtain the skills necessary to compete for demand occupations with family sustaining wages, based on sector-based career pathway approaches that meet employers' needs for a skilled workforce.

Based on the regional priorities identified by stakeholders during the fall 2015 regional planning sessions, which align with both Minnesota's vision and the local vision, the following 5 priorities will be implemented:

1. Address the shortage of skilled workers through sector-based career pathway approaches.
2. Increase service levels and outcomes for individuals experiencing employment disparities, focusing on racial disparities, but also including

individuals with disabilities, low-income populations, offenders, older workers, veterans and youth.

3. Expand partnerships with local school districts to increase career awareness and career counseling opportunities for students and parents.
4. Increase employer engagement through sector based career pathways, career awareness opportunities and work-based learning activities.
5. Complete asset-map and gap analysis of career and workforce development services in the region utilizing results to broadly inform the region on services available and to align/target resources to fill gaps.

In order to compete for high growth, high demand jobs that pay a livable wage, our target populations need to acquire the skills and industry-recognized credentials required by employers in high-demand industries. The vision and goals will address the needs of the identified target populations by providing pathways to skill training that leads to stackable credits, credentials, and the skills necessary to compete for employment in high-demand industries that lead to self-supporting wages and also meets the needs of employers for a skilled workforce.

The Board structure provides opportunities for ad hoc committees to address the priorities and strategies identified during the planning phase. The committees include key business leaders, which provides the opportunity for business input to address needs of business and industry.

- B. Describe the local area board's goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

As noted above, the goals/priorities of LWDA 6 are:

1. Address the shortage of skilled workers through sector-based career pathway approaches.
2. Increase service levels and outcomes for individuals experiencing employment disparities, focusing on racial disparities, but also including individuals with disabilities, low-income populations, offenders, older workers, veterans and youth.
3. Expand partnerships with local school districts to increase career awareness and career counseling opportunities for students and parents.
4. Increase employer engagement through sector based career pathways, career awareness opportunities and work-based learning activities.
5. Complete asset-map and gap analysis of career and workforce development services in the region utilizing results to broadly inform the region on services available and to align/target resources to fill gaps.

The goals will be addressed through ad hoc committees of the board and involve LWDB members, partners, key stakeholders and other community interested community representatives.

Preparing an educated and skilled workforce from the customer based side is achieved through both individual and group activities. The initial step is to meet with customers, identify their needs, and then progress with development of an

employment plan identifying training opportunities and other resources needed to help them achieve their goal of self-sufficiency.

Diversity, preparing youth, providing services for people with barriers to employment, meeting the skilled workforce needs of employers, and career pathways will be the focus areas that will drive the entire process of achieving the LWDA goals.

- C. Describe how these goals relate to the performance accountability measures based on the primary indicators in order to support regional economic growth and economic self-sufficiency.

Annual WIOA Performance measures are negotiated on an annual basis. The PY16 negotiations are pending awaiting guidance from U.S. DOL and Department of Education. LWDA 6 will await direction from DEED regarding development of measures. WIOA Law outlines the following primary indicators:

WIOA Adult and Dislocated Worker Programs

1. Initial Employment Indicator: The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.
2. Subsequent Employment Retention: The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
3. Initial Earnings: The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
4. The indicators of effectiveness in serving employers: There is no specific metric established at this time – awaiting final WIOA regulations.
5. Credential Attainment: The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause 4 (iii)), during participate in or within one year after exit from the program. This includes the attainment of: a high school diploma or equivalence; pathway license, industry certification, or apprenticeship certificate; pathway certificate and diploma; or pathway associate degree attainment.
6. Skill Gain: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains toward such a credential or employment.

WIOA YOUTH & YOUNG ADULT PROGRAMS

1. Entered Employment, Education or Training: The percentage of program participants who are in education or training services, or in unsubsidized employment during second quarter after exit.
2. Retention: The percentage of program participants who are in education or training services, or in unsubsidized employment during fourth quarter after exit.
3. Initial Earnings: The median earnings of participants in unsubsidized

employment during the second quarter after exit.

4. Credential Attainment: The percentage of participants who obtain a recognized postsecondary credential, secondary school diploma or equivalent during participation or within one year after program exit.
5. Progress Toward Goals: The percentage of participants who during a program year are in education that leads to a recognized postsecondary credential or employment and who are achieving measurable gains toward those goals.
7. The indicators of effectiveness in serving employers. There is no specific metric established at this time – awaiting final WIOA regulations.

The WIOA performance indicators above are aligned with the goals and services of the career pathway system approach for LWDA 6.

LWDB 6 will continue to use the current PY15 performance standards until the PY16 measures are issued and negotiated.

- D. Describe the strategy to work with the entities that carry out the core programs to align resources available to the local workforce development area, to achieve the strategic vision and goals of the local area board.

The established MOU is the master document that identifies each partner's responsibilities related to the core programs and aligning resources.

In addition to regular partner meetings; REA services offered at the local Centers; business and partner involvement in identification of career pathway training needs; membership on the local LWDB; job fairs and other special events that provide customers (youth, adults and individuals with barriers) with career options and employment; partnering on work-based learning opportunities for customers; partnering when appropriate on customer education plans and others are all examples of strategies that are used to carry out the core programs and align resources to achieve the strategic vision and goals of the local board.

During the course of the next two years, LWDB 6, in alignment with LWDB 7, will continue to identify best practices and develop a regional work plan outlining the opportunities to work with collaboratively to assure that core programs are aligned with resources throughout the region.

12. Describe how the local workforce development system will work with entities carrying out core programs to align and support services with programs of study authorized under Carl D. Perkins Career and Technical Education Act.

LWDA 6 has had and continues to have an effective and professional relationship with the Carl D. Perkins Career and Technical Education provider.

With the addition of the Rural Career Counseling Coordinator, the WIOA Region 5 and Local Workforce Development Area 6 have begun the process of conducting an asset mapping and gap analysis process. The results of this work will provide the ability to share best practices, identify gaps needing to be filled, and provide expanded opportunities for collaborations with other stakeholders across school

district boundaries. The goal is to have the analysis and mapping process completed by 2018.

The LWDB Youth Standing Committee aligns multiple agencies and partners with the following identified common goal: “To work in partnership to insure youth have access to the services they need to become self-sufficient and successful.” The partners of the Youth Standing Committee and others hold annual collaborative events and activities in LWDA 6.

The Carl Perkins, Career and Technical Education Coordinator, is a member of the Southwest Minnesota Youth Standing Committee, which provides for continued and expanded alignment between the workforce development system and the Carl Perkins Career and Technical Education programming.

The local youth staff work directly with the local school districts throughout LWDA 6. Career and Technical Education personnel are key partners in the Career Pathways Partnership and provide input on opportunities for advancing partnerships and leveraging resources.

Examples of annual collaborative activities/events/services between LWDB, Carl Perkins and other entities to align with programs of study are:

- Youth & Adult Career Pathway Project – Marshall: The Southwest Minnesota Career Pathway Partnership, in collaboration with the Marshall Area Technical Education Center (MATEC) has established career pathway training opportunities in both healthcare and welding on-site at the MATEC Center. The program is open to both youth and adults. This unique opportunity of bringing youth and adults together in the same learning environment has proven to be a very successful model.
- The 2017 *Southwest Minnesota Workforce Council Career Expo* was held in September at the college campuses of Southwest Minnesota State University–Marshall and Minnesota West-Worthington. The event intends to provide valuable career and education information to high school students, plus highlighted regional businesses and the type of jobs they provide in our communities. During the two expo events, over 1,800 students from 36 schools were served, which involved the cooperation from over 290 volunteers from the following partners:
 - Minnesota West Carl Perkins Consortium
 - Southwest Minnesota Private Industry Council
 - Minnesota West Community and Technical College
 - Southwest Minnesota State University
 - SW/WC Service Cooperative
 - DEED Business Services
 - Worthington Area Chamber of Commerce
 - Marshall Area Chambers of Commerce
 - Marshall, Montevideo, and Worthington Workforce Centers
 - Department of Employment and Economic Development
 - Regional businesses and service agencies

Annually, exhibitors, teachers, and students evaluated the event as a valuable opportunity to expose students to career opportunities in Southwest Minnesota.

13. A. Describe how the local area board, working with the entities carrying out core programs, will expand access to employment opportunities for eligible individuals, particularly eligible individuals with barriers to employment.

During the next two years, the local board will review and analyze the existing strategies to determine methods to expand access to employment opportunities for eligible individuals, particularly eligible individuals with barriers to employment. A base for the review will be the results of the asset mapping and gap analysis process that is currently underway in the LWDA.

Even though the current outreach system in LWDA 6 is fairly extensive, it is recognized that there are opportunities to provide expanded focus on specific targeted populations and individuals facing extreme barriers to education and employment. Standard outreach practices will continue to all populations with an enhanced effort to populations of people with barriers to employment based on language, culture, and individuals with disabilities.

LWDA 6 is a partner in the Disability Employment Initiative (DEI), which builds upon available services and existing successful career pathways to add flexible and innovative strategies that increase the participation of individuals with disabilities in the workforce center system. One of the goals of DEI is to create systemic change by expanding the capacity of the public workforce system to increase the participation of individuals with disabilities. These system-level changes will benefit not only individuals with disabilities, but all individuals with challenges to employment.

The 2016 Pre- Employment Transition Services (PETS) Pilot Project will provide services in the form of work experiences, introduction to career pathways and related support services to VR-eligible youth. Local VRS staff, in coordination with the Southwest Minnesota Private Industry Council Youth Staff, will incorporate pre-employment transition services, such as job exploration counseling; work experiences in an integrated environment in the community (including internships in public and private sector); and workplace readiness training for participants in the project. Through the project, Southwest Minnesota Private Industry Council Youth staff will provide identified youth with work-based learning opportunities through placement in entry level paid work experiences that provide them with an opportunity to learn basic skills and competencies for success in employment.

- B. Describe how the local area board, working with the entities carrying out core programs, will expand access to supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

As stated in WIOA Section 680.900 – LWDB #6 requires that resources and service coordination occur in the local area. LWDA #6 will provide clients with information related to partner and community resources which may be able to assist in helping alleviate the individual's barriers. The LWDA designated counselor, or case manager, will make the appropriate referral to partner and community organizations

when a need for support assistance is identified during the course of the individualized employment plan development. This will ensure that all potential resources have been considered in addressing the needs of the client.

The current referral process will be reviewed and updated, as necessary, to assure that the document/process is still a relevant, comprehensive and usable tool. In addition, it will be reviewed to assure that it meets requirements to expand access to supportive services through other partnering agencies.

The concept of the Integrated Resources Team is currently being explored and implemented in LWDA #6 – the IRT method would align all appropriate partners, providing the ability to leverage and maximize support resources and reduce the potential of duplication.

Cross training, as well as presentations at joint and all-staff meetings assure all partner staff are familiar with resources throughout the LWDA.

Partner staff will discuss, design and implement an ‘outreach’ series to provide information to civic organizations, community based organizations, and others to assure staff knowledge of resources is comprehensive.

WIOA Title I support service assistance to a customer is determined by the unmet need of a client. When the WIOA Title I provider cannot assist the customer with support services to address need, then appropriate referrals are made.

As outlined in TEGL WIOA 3-15, support services may include, but not be limited to:

- Transportation
- Child Care/Dependent Care
- Housing or rental assistance
- Counseling: personal, financial, legal
- Emergency financial assistance
- Emergency health insurance
- Tools and clothing
- Other

- C. Describe how the local area board will facilitate the development of career pathways, co-enrollments (as appropriate) and activities that lead to industry recognized post-secondary credentials that are portable and stackable.

The Southwest Minnesota Workforce Council has been a leader in the development of the career pathway system in LWDA 6 for more than ten years. Throughout that period, the system has been refined and adapted to meet the evolving needs of businesses and job seekers in the region, as well as incorporating best practices and lessons learned. The LWDB will continue its focus on the development of the pathway system, with an emphasis on those pathways that lead to high demand jobs that provide family-sustaining wages.

The career pathway structure is the foundation of many of the training opportunities in the region that help individuals with challenges to develop the skills they need to become self-sufficient. The LWDB will expand partnerships with businesses to continue to get their input on the pathway systems within their industries, and identify the various on and off ramps for individuals to connect to those pathways. Through the leadership and support of the LWDB, the career pathway system will continue to develop and grow in the region.

In order to meet the needs of the region, as well as to be sustainable, partners and systems need to collaborate. This collaboration includes not only working together, but blending and braiding available resources. Individuals will be co-enrolled as appropriate in multiple funding sources, to best meet the needs of the individual, as well as to stretch limited resources. An example of this would be to co-enroll an individual that meets the criteria in WIOA Title I, Pathways to Prosperity, and the Disability Employment Initiative (DEI). Each of the funding sources could provide different resources, all serving to help the individual attain their employment goals. In addition, the individuals are provided other needed supports through Adult Basic Education and other education and community-based organizations as they move along their career pathway.

Another example is the developing opportunities that combine youth and adults into a career pathway training setting – thereby providing multi-generational education settings for the learners. Southwest has worked with local secondary locations (Marshall MATEC; Lac qui Parle Valley; and Worthington) to provide these learning opportunities in both Certified Nursing Assistant and welding trainings.

A key component of the career pathway system in the region is to include opportunities for college credit and/or industry-recognized credentials throughout the system. Activities are offered to all participants that lead to portable, stackable credentials that provide the framework for success on a career path.

14. A. Describe how the local area board will facilitate engagement of employers, including small employers, and employers in in-demand industry sectors and occupations, in workforce development programs.

Engagement of employers is critical to the success of the WIOA system in LWDA 6. Methods of engagement will include, but not be limited to:

- Private sector members make up over 50% of the LWDB. The members represent key industries in the local and regional area including: manufacturing, healthcare, agriculture, financial services and others.
- Employers are actively involved in the career pathway planning process by assisting with identifying training needs and curriculum development. In addition, employers providing the training opportunities for the career pathway system, as well as training sites for experiential learning opportunities for youth and adults.
- Employers serve on advisory boards with the post-secondary partners in the region, and provide input on workforce development and training needs.
- Employers/Chambers have been very engaged in the annual Southwest Minnesota Career Expo events held in Marshall & Worthington, both in planning and participation at the events. In addition, Chambers provide opportunities in their communities for youth job shadow experiences, tours and internships for

high school credit.

- With the skilled labor shortage, employers are very interested in attracting new employees and retaining current residents. Employers are currently motivated to be engaged with workforce development. Staff report great interest from employers in learning about Labor Market Information and competitive wages for the positions locally and across the state/nation.

- B. Describe how the local area board will support a local workforce development system that meets the needs of businesses in the local workforce development area.

LWDB 6 is key to planning workforce development strategies for the region. The board identifies economic and business trends, develops community linkages and partnerships, and provides a focus on system outcomes. Through a sector-driven approach, the local board focuses on the key industries in the region, working with businesses to identify needs and challenges within those industries. The local area board will develop strategies and provide leadership to increase business awareness of the workforce development system's importance to the region.

- C. Describe how the local area board will better coordinate programs and services with regional economic development providers.

Coordination of programs and services with regional economic development providers is currently including:

- Economic Development Representatives serve on LWDB;
- LWDA Staff serve on Regional Economic Development Boards and local EDA's;
- Staff are members of the Southwest Minnesota Economic Development Professionals Collaborative;
- LWDA Staff regularly inform DEED Economic Development Representative of economic development opportunities and/or concerns in the region;
- DEED Economic Development Representative reaches out to LWDA staff for input and assistance as needed.

The LWDB board plans to expand on the existing relationships and partnerships.

- D. Describe how the local area board will strengthen linkages between the one-stop delivery system and unemployment insurance programs by offering services to laid-off workers and possible lay-off preventative services for businesses, such as incumbent worker training that up-skills the workers and meets the needs of employers (can include but not be limited to, on-the-job training, apprenticeships, etc.).

LWDA 6 has a Re-Employment Services and Eligibility Assistance (REA) representative based in the area. The REA representative conducts regularly scheduled Unemployment Insurance (UI) workshops in each of the three WorkForce Center. Participants in the sessions are provided information on the various programs/services available through Center partners as well as other community

services. Participants are encouraged to schedule an appointment with the Dislocated Worker Program Specialist at the end of the session.

When information regarding large layoffs becomes available, whether through the local staff (Dislocated Worker staff or through DEED Rapid Response) that information is shared immediately with all key staff within the LWDA, so immediate procedural steps can be employed, as outlined in response to Section C: Local Operations – Questions 1A, 1B and 1C.

15. Describe how the local area board will coordinate workforce investment activities with economic development activities, including the promotion of entrepreneurial skills training and microenterprise services.

Networking is critical to coordinate workforce investment activities with economic development activities. To that end, the following network opportunities are in place in LWDA 6:

- Economic Development has representation on the LWDB 6;
- LWDA 6 staff have membership on and coordinate with the Southern Minnesota Economic Development Specialist Network as an opportunity to share information related to entrepreneurial skills training and microenterprise services;
- LWDA 6 staff have representation on the two (2) Regional Development Commission's';
- Local economic development specialists participate in Ad Hoc initiatives led by the LWDB;
- Work with Small Business Administration (SBA) and Initiative Foundation;
- Post resource information on www.swmnpic.org website;
- Partner staff share information with customers that express an interest in entrepreneurial skills training and microenterprise services and make appropriate referrals to agencies such as Small Business Association; Initiative Foundation and others that have the knowledge and resources to assist;
- Provide training for LWDA staff to assure they have the knowledge of local and state resources to assist individuals who wish to pursue entrepreneurial skills training and microenterprise services;
- As appropriate, and based on program eligibility, program resources such as adult and/or dislocated worker funds may be used to assist individual with support service and/or training related expenses.

16. A. Describe how the local area board will ensure continuous improvement of eligible providers of services through the system.

Continuous improvement and staff development is critical to the system for success. The LWDB supports staff development through a variety of activities, including but not limited to:

- Quarterly Staff Development Days

- Monthly partner joint staff meetings
- DEED and other State and National Sponsored Workforce Trainings
- Participation in the Southern Minnesota Staff Development Team
- Work in partnership with DEED monitor team for technical assistance and related trainings
- Specific Trainings including but not limited to:
 - Labor market information and tools
 - Reception and Resource Area Training and Certifications
 - National Career Readiness Certificate
 - Minnesota Performs and Roster Training
 - Services to individuals with disabilities
 - Veterans services
 - WorkForce One
 - Assessment tools
 - Rapid Response Process
 - TAA Training
 - Opportunities for ex-offenders
 - Customer registration system

B. Describe how the local area board will ensure that eligible providers meet the employment needs of local employers, workers and job seekers.

Through its relationships with local employers, the LWDB identifies industry needs for workers with specific skills, education, and credentials. The board works with eligible training providers to ensure that educational and training opportunities are available to help individuals gain those skills and meet employer needs. Career Pathways training options will continue to be developed with the involvement of business to better define need and design programming and curriculum to better meet the local employer needs.

The board acts as a convener, bringing together the stakeholders and facilitating the process of ensuring that the employment needs of employers, workers, and job seekers are met.

Marketing to businesses will focus on opportunities, including, but not limited to: on-the-job-training, incumbent worker training, customized training, apprenticeships, transitional jobs, and career pathway opportunities.

Staff will continue to promote the state job bank (www.minnesotaworks.net) with business and job seekers.

“Employability skills” development and/or lack of on the part of job seekers continue to be an area of concern on expressed by business. Creative Job Search classes are offered as one method of addressing this issue. In addition, job clubs and other

'job seeker' groups for special populations (such as MFIP; SNAP; etc.) are held throughout the LWDA to provide direction in this area.

"Employability skills" development is a key focus area for the youth services division, both for in-school as well as older youth and young adults.

Adult Basic Education/English Language Service providers are also critical partners in assuring that the employment needs of local employers, workers and job seekers. ABE is actively involved in the Southwest Minnesota Career Pathways Partnership and provides direct training and support to job seekers and employers alike.

- C. Describe how the local area board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.

LWDA 6 anticipates working together with State partners and locals to determine the best means of facilitating access, through the use of technology and other means. Currently due to limited [broadband access](#) and financial resources, the ability to address the technology issue on a large scale for the LWDA would pose a significant financial burden as a standalone process.

LWDB 6 does recognize that there are preliminary and affordable technology approaches that may be implemented in the more immediate future to facilitate access through the use of technology and other means. One example of this is the common online customer application that is currently in development and discussion. Another method is the use of more interactive applications and the use of the LWDA website. Staff use text messages and email to communicate with program participants and partners. Video conferencing is being considered for trainings and/or group meetings where such technology already exists such as libraries, government centers, schools and other potential locations in the communities.

- D. Describe how entities within the one-stop delivery system will comply with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities.

The WorkForce Centers, in LWDA 6, are mandated to comply with section 188 of the Americans with Disabilities Act of 1990, regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities.

Through the Disability Employment Initiative (DEI), the Disability Resource Coordinator (DRC) provides outreach, access, and support to ensure that job seekers with disabilities are integrated into the Workforce Center customer flow. The DRC also works with LWDA 6 staff to provide the support and training that they need to provide services to customers with disabilities. The role of the DRC includes systems level work, including the identification of programmatic challenges to access that could impact not only individuals with disabilities, but others with challenges to employment.

In LWDA 6, the WorkForce Centers have been DEED certified to be fully accessible to all Minnesotans. The local Centers are equipped with the required accessible equipment, software and technology to meet the requirements of ADA and are regularly monitored by DEED for compliance.

LWDA 6 will follow policies and procedures outlined by DEED for all aspects of accessibility and work with DEED staff to address concerns or areas of needed assistance.

Vocational Rehabilitation Services is the designated partner for accessibility related technical assistance.

E. Describe the roles and resource contributions of the one-stop partners.

The roles and resource contributions of each of the one-stop partners will be outlined in the Infrastructure Funding Agreement (IFA), formally the Cost Allocation Plan and the Memorandum of Understanding (MOU) for each of the three (3) Centers.

The CORE Partners include:

1. **Southwest Minnesota Private Industry Council, Inc.** offers a variety of services including, but not limited to: career planning and counseling, skills and aptitude assessments, job search assistance, classroom training, financial assistance, support services, employability workshops, financial literacy assistance, and others. Each of the programs noted below have specific eligibility criteria that must be met.
 - WIOA Administrative Entity as designated by Joint Powers Board
 - Title I Provider – Adult, Dislocated Workers, and Youth Services
 - Minnesota Family Investment Program (MFIP), Diversionary Work Program (DWP), and SNAP E&T Provider in LWDA
 - Minnesota Youth Program Provider
 - Career Pathways and Pathways to Prosperity Administrator
 - Other programs/services based on special funding opportunities
2. **Wagner/Peyser/Job Service** Programs and Services:
 - Business Services
 - Veteran’s Services
 - Re-employment Assistance
 - Staff assisted Resource Rooms
 - Creative Job Search
 - Labor Exchange
3. **Vocational Rehabilitation Services** Programs and Services include working with individuals with disabilities that pose barriers to employment by providing:
 - Pre-employment transition services

- Vocational assessments
- Community-based evaluations
- Job Search assistance
- Job coaching
- Tuition assistance and supportive services
- Case management
- Other services dependent on individual need.

17. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local workforce development area.

The adult and dislocated worker customers seeking assistance through the adult and dislocated worker employment and training activities often time have common needs such as the need for advancement and new employment opportunities due to underemployment. In addition the need for assistance in identifying skills training and other services which may be available. Local Workforce Center staff provide information about and referrals to appropriate programs and assist the customer with opportunities to address their skill development and address identified barriers. Services available include but are not limited to one-to-one career counseling, resume preparation, referral to Creative Job Search, career assessments, digital literacy assessments, and National Career Readiness Certificate assessments.

Adult and dislocated worker job seekers must be able to complete and perform basic employment skills including accurate completion of applications, possess a quality resume, have strong interviewing skills, have the ability to articulate their skills and identify how skills are transferable and most importantly express how they will be successful on the job. Assistance with the development of these basic skills is provided through specialty workshops and one-to-one counseling.

Keys to the success of adult and dislocated workers are quality career planning information and assistance. This includes availability of labor market information including information on the regional jobs in demand. Career planning is critical to assure that job-seekers are pursuing education and training opportunities to prepare them for current and future opportunities in the high-demand high-wage industries and occupations.

The LWDA staff provides the adult and dislocated worker job-seekers with labor market information and other resources to assist them in determining their career direction and their training choices in order to achieve their identified employment goal. Knowledge of career options and demand occupations is critical for job seekers as they make educated decisions about their future. The Career Profile data tool and other resources are made available to the job seeker to assist them in making their career pathway.

Identification of barriers and a plan to address the barriers is part of the employability development planning process. Identified barriers are addressed through appropriate referrals and supportive services assistance.

In addition to training opportunities being offered at local and online post-secondary institutions, LWDA 6 has developed specific pathways to prosperity career training opportunities. These short-term training options have provided skilled workers who have

been able to fill job vacancies with local businesses and provide the first step for career laddering opportunities.

The face of the job seeker in Southwest Minnesota continues to be more diverse. The new labor force in the region is in need of additional training to meet the communication barriers and culturally specific work related differences. Adult Basic Education plays a critical role in addressing these very specific needs. Depending on need and specific training, the assistance with English Language Learners and specialized training is integrated into career pathway programming, with a special emphasis on business identified skill sets.

18. Describe and assess the type and availability of youth workforce investment activities in the local workforce development area, including youth with disabilities, which description and assessment shall include an identification of successful models of such youth workforce development activities.

LWDA #6 has a long standing history of quality and comprehensive youth activities and services as described below. LWDA #6 Youth and Young Adult Programs and Services focus on an array of activities, including youth with disabilities, so individuals are able to develop skills necessary to be productive employees and be self-sufficient.

Experiential Learning Activities: LWDA 6 Youth Programs defines experiential learning as an opportunity for youth to “learn by doing” and then reflect on that experience. This is accomplished through experiences in a classroom setting (i.e. small group discussion, role play, exercises and simulations) or hands-on learning through structured activities. Many youth need to develop career success skills before they are ready to succeed in unsubsidized employment. LWDA youth staff address the individual’s barriers by providing experiential and work-based learning opportunities for eligible youth through paid internships/work experience opportunities. Through the work based experiences, participants gain the skills and experience necessary to find success in the workplace.

Experiential or Work based learning provides youth with the opportunities to:

- Learn about and meet employer expectations while gaining transferable skills
- Experience different jobs to help them determine what they like and dislike
- Build work-readiness skills to prepare them for a future career
- Experience work/careers that will improve their employment prospects
- Be exposed to opportunities in the private sector, including regional industries that have been identified by the LWDB as high-demand, high-growth and include Manufacturing, Healthcare, Retail, Transportation, Construction, and Mechanical industries
- Participate in a worksite evaluation which measures workplace performance and is required to assess work readiness for the work readiness performance indicator. The method to achieve this is having the worksite supervisor observe the youth’s performance at the worksite and then provides a rating on the key categories of:
 - Attendance/Punctuality (Dependability)
 - Positive Attitude/Behaviors
 - Interpersonal Skills (Communication, Relations)
 - Decision Making/Stability
 - Communication Skills – Written & Verbal

- Appearance

Career Pathways for Youth and Young Adults: The youth Career Pathway program has developed and continues to maintain a strong partnership with the Adult Basic Education Consortium, K-12 Administrators, local employers, post-secondary institutions, DEED's Regional Labor Market Analyst, business and other local community experts. The Career Pathway strategies are successfully sustained through the use of WIOA Youth and Minnesota Youth/Outreach to Schools funds, the Youth Competitive Grants, as well as other leveraged resources.

The delivery method of the career pathway system in LWDA 6 has resulted in high completion rates for individuals enrolled in the Career Pathway training. The Career Pathway model provides youth and young adults an accessible training which prepares them to be more employable. The Career Pathway design has three basic components:

- **Bridge component** – provides preparatory basic skills training – additional instruction which enhances the participants' Basic English and Math comprehension, computer/technology literacy, work readiness, soft skills, and employability skills.
- **Integrated training** - includes but not limited to basic employment skills, job search skills, and an introduction to either industry in which the participant is making their pathway.
- **Career and technical skills training** - concentrates on the regions high demand/high pay industries, primarily manufacturing and healthcare. To assure increased participant completion and skills mastery, career pathway training, work experience, and support services are provided through the project partnership.

The intended outcome of the Career Pathway trainings is higher skill attainment and successful completion of industry recognized credentials, college credits, job placement, job retention, enrollment in higher education career pathway/degree programs, and enhanced awareness of resources and opportunities for career advancement. All of the information is packaged into a portfolio for the participants' future access and reference. Ultimately, the goal of the programs is to create career pathways for participants while creating systems change in strengthening partnerships between systems with the end result to be able to better support individuals to increase employability and better provide employers with skilled workers.

Dropouts and Potential Dropouts: For potential dropouts, the Youth Standing Committee and LWDA Youth Staff are instrumental in collaborating and connecting youth with the appropriate supports and resources needed to obtain their high-school diploma. The partnership staff in LWDA #6 are knowledgeable of where and how to access the appropriate services and resources needed to assist a youth to remain in school and access/provide the services and resources needed to achieve successful diploma attainment.

Career and skills assessments are administered to dropouts and potential dropouts to assist them in identifying a career path. Labor market information is provided and reviewed with youth to provide them detailed information on employment opportunities and salary ranges in respect to their identified career path. An education plan is developed and based on financial need resources are provided to assist the individual with tuition/books costs and/or support services as identified and required.

Youth with language and/or cultural barriers to employment: LWDA 6 Youth and Young Adult staff collaborate closely with the Adult Basic Education Consortium. Referrals

to English Language Learner classes are made when it is determined that language or cultural barriers to education or employment exist. Interpreters are available to work with individuals with language and cultural barriers. Training opportunities are provided for local staff to address areas such as: cultural differences and commonalities; methods to validate student's cultural identity; methods to educate students, staff and others about diversity of the world around them; and ways to promote equity and mutual respect. Youth staff work with the Community Advocates located in the local schools and a variety of Integration Collaboratives in the region to incorporate programming approaches.

Youth in Foster Care and Aging out of Foster Care: LWDA 6 staff are in direct contact with county social workers, school counselors, and private agencies dealing with foster care as an opportunity to provide employment services to youth being served through the foster care system. Resources are available through: WIOA, MYP and the Youth Intervention Program (YIP) grant to serve youth in foster care and youth aging out of foster care. The Support for Emancipation and Living Functionally (SELF) Program representative is a member of the Youth Standing Committee. Additional information regarding best practices related to foster care and aging out of foster care in LWDA 6 is located at: <http://www.mn.gov/deed/programs-services/office-youth-development/resources/index.jsp>

Homeless Youth or Runaways: Support services, along with employment opportunities, are provided to homeless youth. Referrals are generated by schools, community action agencies, social service agencies, law enforcement and other entities. When identified, LWDA Youth staff coordinate closely with county social services staff and others to assure that appropriate services and resources are available to assist the homeless youth in their transition. LWDA 6 staff serve on local and regional boards and committees that focus on the homeless and hungry population, including youth. Additional information regarding LWDA 6 best practices for outreach and services provided to homeless youth and runaways can be accessed at: <http://www.mn.gov/deed/programs-services/office-youth-development/resources/index.jsp>

Youth Offenders And At-Risk Of Involvement With The Juvenile Justice System:

Youth offenders and Youth At-risk of Involvement with the Juvenile Justice System in LWDA 6 are offered employment and job keeping opportunities, along with career exploration activities. Resources targeted for services to this population include: Youth Intervention Program (YIP); Southwestern Youth Services; Yellow Medicine County Funds; Chippewa County Funds; Minnesota Youth Program funds; and WIOA Youth and Young Adult funds.

In addition to the services for youth offenders and at-risk youth provided throughout the LWDA, special programming has been developed to serve youth at the Southwest Minnesota Youth Services facility. Southwest Minnesota Youth Services is an all juvenile male detention facility located in Magnolia, MN. As part of the specialized services, LWDA 6 staff conduct employment seeking/keeping workshops at the facility and provide the youth with paid work experiences, which provides them an opportunity to learn basic work skills while earning income to reduce court costs/restitution. Southwest Minnesota Youth Services provides the space and referrals.

Youth with Disabilities: the following are some of the initiatives related to Youth with Disabilities in LWDA 6:

- LWDA staff works closely with special needs teachers in high schools and alternative schools to address the employment needs of students with disabilities. Staff routinely attend IEP staffing and consult with Vocational Rehabilitative Services counselors to jointly assist with future planning. LWDA 6 staff participate on local CTIC's, thereby having direct involvement in discussions and services

directly impacting the Youth – following the integrated resources team concept.

- Staff actively partner in the High School Transition Program for Disabled Youth administered by the SW/SC Service Cooperative and Advanced Opportunities. The overall goal of the program is to link youth with disabilities to gainful employment through individualized needs assessment and comprehensive services such as career planning, postsecondary career education, systems linkages and service coordination, and other promising practices.
- LWDA 6 received funding for a Youth Disability Employment Program, which provides services and resources to youth and young adults who fall into the “youth” age category.
- LWDA 6 is participating in the Pre-Employment Transition Services (PETS) Pilot – a collaborative initiative between the DEED Office of Youth Development and DEED Vocational Rehabilitation Services (VRS) division. Through the pilot, LWDA youth staff work collaboratively with the local VRS staff to provide pre-employment transitional services to youth who are eligible for VRS. This collaboration is required under WIOA Title IV, Subtitle B, Section 422, and encouraged by the Department of Labor in Training and Employment Guidance Letter (TEGL) 8-15. The PETS Pilot Project will provide work experiences, introduction to career pathways and related support services to VR-eligible youth. Local VRS staff, in coordination with the Southwest Minnesota Private Industry Council Youth Coordinator(s), will incorporate pre-employment transition services, which may include:
 - Job exploration counseling;
 - Work experiences in an integrated environment in the community (including internships in public and private sector);
 - Workplace readiness training for each participant.
- Southwest Minnesota Private Industry Council Youth Programs provides youth and young adults with *disabilities with work-based learning* opportunities through placement in entry level paid work experiences that provide an opportunity to learn basic skills and competencies for success in employment. Examples include: opportunity for youth to learn about and meet employer expectations while gaining transferable skills; allows youth to try out different jobs to help determine what they like and dislike; helps build work-readiness skills to prepare them for a future career; and provides youth with exposure to work/careers that will improve their employment prospects.

Teen Parents: LWDA 6 is the service provider of the TANF Innovations Project - a partnership between DEEDs Office of Youth Development and the Department of Human Services. Through the project, youth staff work collaboratively with local MFIP Job Counselors to provide direct services, such as: experiential work based learning opportunities; introduction to career pathways and related support services to teen parents and youth on MFIP. The project is designed to demonstrate effective interagency collaborations and local partnerships resulting in improved outcomes for teen parents and youth on MFIP, as well as identify best practices and success stories.

Native American Youth And Other Under-Served, Under-Represented Youth

Populations: The Upper Sioux and the Lower Sioux Native American communities are located in LWDA 6. LWDA Youth Staff focus recruitment strategies for youth from these two communities with the assistance of school and community youth personnel. A strong partnership has evolved between the Dakota Wicohan Cultural Resource Center from the

Lower Sioux community and the LWDA 6 youth program. Dakota youth from the community participate in a project to learn and teach the Dakota language. The project is titled, Sunktanka and involves the sacred traditions of the horse. Youth funding is used to support the project.

LWDA 6 also staff work closely with other youth serving organizations to ensure WIOA services are available to all under-served and under-represented youth populations, as appropriate. The partnerships include, but not limited to:

- Nobles County Integration Collaborative;
- Area Adult Basic Education ESL programs;
- Yellow Medicine Integration Collaborative;
- SELF;
- Circle Sentencing Programs.

Rural Career Counseling Coordinator: WIOA Regional Workforce Development Area 5 (LWDA Areas 6 and 7) has been awarded funding for a Rural Career Counseling Coordinator (RC3). The RC3 is responsible for strengthening connections between workforce, education, area businesses, job seekers, and other stakeholders; aligning regional resources; implementing sector strategies; and promoting career pathway opportunities within the region. Based on the ongoing initiatives, including career pathways, career education, and outreach to schools, one of the key responsibilities will be to enhance alignment and assure non-duplication of services. This is being achieved by conducting an analysis of existing services and identifying where gaps exist. Upon completion of the asset mapping process, the results will be shared with the Regional Leadership Board and the Workforce Development Boards in WIOA Region 5. Based on the information, the boards and staff will develop recommendations and strategies for future steps to fill gaps and implementation of identified strategies. The RC3 will work closely with partners throughout the region to ensure overall coordination, as well as to develop and share best practices and bring them to scale, as well as reduce potential duplication.

19. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with relevant secondary and post-secondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

As noted in #18 – Region 5 has hired a Rural Career Counseling Coordinator for purposes of conducting asset mapping and gap analysis. The LWDB will utilize the information gained through the mapping and analysis process to identify existing programs and activities, work in partnership with education and others to outline and implement opportunities to coordinate strategies, enhance services, and avoid duplication of services.

The Youth and Young Adult programs in LWDA 6, in coordination with education, have significant impact in preparing youth for the workforce with relevant skills and knowledge for the future. Hands-on opportunities are provided which allow students to apply skills they learn in the classroom, including:

- Early Assessment;
- Work-Based Learning;

- Leadership Skill Development;
- Introduction to Career Pathways;
- Employer Engagement;
- Credential Achievement; and
- Portfolio Development.

Examples of existing collaborative education and workforce investment activities in LWDA 6 include:

Southwest Minnesota Workforce Council Career Expo

The *Southwest Minnesota Workforce Council Career Expo* is held annually Southwest Minnesota State University–Marshall and Minnesota West–Worthington campuses. The event provides valuable hands-on career and education information to high school students. The event also highlights regional businesses and the type of jobs they provide in the local communities. In 2015 over 1,831 students from 36 schools participated in the event; 109 exhibitors, and involved the participation of 290 volunteers from the following partners:

- Minnesota West Carl Perkins Consortium
- Southwest Minnesota Private Industry Council
- Minnesota West Community and Technical College
- Southwest Minnesota State University
- SW/WC Service Cooperative
- DEED Business Services
- Worthington Area Chamber of Commerce
- Marshall Area Chambers of Commerce
- Marshall, Montevideo, and Worthington Workforce Centers
- Department of Employment and Economic Development
- Regional businesses and service agencies

Additional information on the Career Expo event is available at:

<http://www.swsc.org/Page/274>

Breaking Traditions

Breaking Traditions is an annual event sponsored by Minnesota West Community and Technical College and Southwest Minnesota Private Industry Council. The event is designed to encourage high school students to consider a variety of career pathways. Breaking Traditions is in its 22nd year, and each year the program expands to give participants more opportunities to explore careers through hands-on activities; tours of Minnesota West Community and Technical College campus programs; and tours of local businesses associated with the campus programs. In 2015, two hundred thirty one (231) students from the region's Alternative Learning Centers and High Schools visited the five campuses of Minnesota West Community and Technical College and the Luverne Center. While on campus, the students learned about the college admission process, financial aid, and were able to do hands-on activities in majority of the programs – from Healthcare to Auto Mechanics, Cosmetology to Power Sports, Fluid Power to Computers, and Pharmacy Assistant.

Life-Skills Day

For the past 13 years, the LWDA Youth Programs conduct a one-day LifeSkills workshop on the Southwest Minnesota State University campus in Marshall. The event includes the following topics: budgeting, post-secondary education, personal finances, and topics focused on independent living skills.

The LWDB is focused on providing services to youth and young adults which will impact and improve the way they view their future opportunities. Services are designed to work in partnership with education partners to ensure all youth have access to employment and training services they need to be self-sufficient and successful. Staff work with students in area school districts to assist them with education and career planning, including: college planning; assistance with applications; financial aid information and scheduling campus visits; job search; resume preparation; industry tours, career fairs; career and college readiness days; and Career Pathway training.

Outreach to Schools

Youth Services staff are available to provide a variety of services throughout the LWDA school districts with a focus on career assessments; postsecondary planning; career and job fairs; job search strategies; National Career Readiness Certificate; industry connections; financial literacy; and interviewing skills training. The services allow the districts to select programming that feeds into the needs of their students, scheduling and curriculum.

20. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with public transportation and other appropriate supportive services.

Coordinating education and support services with public transportation, childcare and other appropriate support services, has been and will continue to be a critical aspect of the services provided by core partners in LWDA 6. In an effort to expand and broaden the scope of support services, the Integrated Resource Team approach is being explored for implementation with appropriate customers. Programs offered through the local workforce system, offer support services based on need of customer and available financial resources. In addition, other financial community assistance is leveraged as appropriate to stretch resources and assure the customer has access to resources to achieve their identified goals including education and workforce investment activities.

Through the course of the Region 5 WIOA Regional Planning meetings, the issues of transportation and childcare surfaced as the two (2) major barriers facing job seekers and businesses.

Transportation continues to be one of the critical barriers facing job seekers in LWDA #6. The local area lacks a comprehensive public transportation system that covers the entire LWDA. Local county & city transit systems are in place, but are limited based on available service hours, which conflicts with the need of job seekers and business when work hours are outside of the established transit parameters.

Childcare is another barrier faced by job seekers. The issues related to childcare revolve around lack of childcare providers – overall and particularly for infants; childcare hours do not match with shift work; and accessible childcare for children with special needs. The Childcare Resource and Referral Agency is the main community agency/resource to assist with licensing, training and maintaining available childcare lists.

21. Describe the plans and strategies for, and assurances concerning, maximizing coordination of service provided by the state employment service under Wagner-Peyser Act, and services provided in the local workforce development area through the one-stop delivery system, to improve service delivery and avoid duplication of services.

Wagner Peyser provides labor exchange services to both business and job seekers. Services including job search assistance, job referral and placement assistance to job seekers, re-employment services to UI claimants, recruitment assistance to businesses, job postings through Minnesota Works website, Creative Job Search Workshops and others.

Minnesota's WIOA State Plan describes the state's strategy for providing reemployment assistance to Wagner Peyser targeted populations of UI claimants. The strategy (with implementation date of July 2016) will be as follows:

- A Wagner Peyser staff person will attend every Reemployment Services and Eligibility Assessment (REA) session that the UI program offers across the state. The UI program typically offers REA sessions to approximately 40,000 applicants per year to those who are at risk of exhausting their benefits.
- The REA and Wagner Peyser staff will conduct a quick assessment of every participant to determine who will most likely need additional services from the WorkForce Center.
- The Wagner Peyser staff person will conduct an overview of WorkForce Center services either 1:1 or in a group setting (depending on the size of the group) that includes information on how to register for the state's labor exchange system [MinnesotaWorks](#), and information about programs such as the Dislocated Worker program.
- The Wagner Peyser staff person will assist the REA customer with creating an initial registration and enrolling in the Creative Job Search workshop. Creative Job Search is typically the first job finding/job placement service that is offered to UI applicants. The workshop consists of training on how to find a job that includes career planning, preparing for the job hunt, skills identification, resumes and cover letters, applications and references, social media, interviewing skills, and more.
- Wagner Peyser will follow up with REA participants who are not enrolled in a program to ensure that they have a complete registration and resume in MinnesotaWorks, and that they are taking advantage of job placement services.

22. Describe how the local area board will coordinate workforce investment activities carried out under this title in the local workforce development area with the provision of adult education and literacy activities under title II, including a description of how the local area board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under title II.

Southwest Minnesota Adult Basic Education (ABE)'s program is an active partner in the local and regional workforce system, being co-located at some of the Workforce Centers and community college campuses. ABE administers the skills assessment (CASAS) for dislocated worker and MFIP orientation sessions on behalf of area employment service providers, co-enrolls and cross refers students to employment service programs, and works to provide just-in-time literacy programming for career pathways across the region. ABE has built programming and partnerships to create multiple points of entry for students along several career pathways and is eager to work more closely with the local area board to embed this work further across the region.

Every Adult Education program in the state provides a program narrative to the State Department of Education every five years for approval of their service model and programming. Future 5-year narratives will include provisions for local ABE program to provided evidence that programming aligns with the local and regional WIOA plan. These components may include evidence of common referral, co-location, program collaboration, alignment of assessment processes, and helping select and design key occupational pathways. All ABE's are expected to re-compete in 2017 and a new 5-year rotation will begin. Under this provision of WIOA it is expected that the narrative will be shared with the local area board once approved by the State Department of Education. Plan creation will occur with consideration of the local and regional workforce strategies in mind.

23. Describe the replicated cooperative agreements (as defined in section 107(d)(11)) between the local area board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

LWDB 6 and Vocational Rehabilitation Services collaborate to enhance services to individuals with disabilities, individuals with other barriers to employment, and individuals living in poverty. To the extent possible, services are co-located in WorkForce Centers to provide access to a wide variety of services. Each WorkForce Center provides an orientation to services available to assist job-seekers make an informed decision on choice of service provider. Direct service staff participate in cross-training to ensure they understand the services offered by the various partners, and the eligibility criteria for each program.

Vocational Rehabilitation staff is available for consultation without the need for the person to apply for services. Typical topics include how and when to disclose a disability, effective use of assistive technology, Social Security work incentives, and benefits planning. There is currently a joint effort to provide joint financial planning and work incentives planning for individuals receiving Social Security Disability Insurance. Disability Benefits 101, a software program developed using Medicaid Infrastructure grant funding, is available to all partners to assist staff inform job-seekers about the impact earned income will have on federal and state benefits, including public health insurance.

The LWDB consults with Vocational Rehabilitation Services as they are developing initiatives such as incumbent worker training programs, customized training programs, career pathways initiatives, youth services, and other business services.

LWDB 6 sponsors local Job Fairs. Vocational Rehabilitation participates in the Job Fairs and other community events. The local partners also share job leads, and Vocational Rehabilitation may purchase placement services from the local Board as part of a performance-based funding agreement.

LWDA 6 is one of three (3) Workforce Development Areas that are participating in the Pre-Employment Transition Services (PETS) Pilot. Overall pilot project objectives are to:

- Provide work experiences, introduction to career pathways and related support services to VRS-eligible youth
- Demonstrate effective intra-agency collaborations and local partnerships which improve outcomes for VRS-eligible youth
- Identify best practices, co-enrollment strategies with Minnesota Youth Program (MYP) and success stories that can be shared across states and local workforce system providers.

Specific services outlined in the LWDA #6 Pilot are: Local VRS staff in coordination with the Private Industry Council Youth Coordinator(s) will incorporate pre-employment transition services, which may include: job exploration counseling; work experiences in an integrated environment in the community (including internships in public and private sector); and workplace readiness training for each participant.

Private Industry Council Youth Programs provides youth with *work-based learning* opportunities through placement in entry level paid work experiences that provide them with an opportunity to learn basic skills and competencies for success in employment, for instance:

- Provides an opportunity for youth to learn about and meet employer expectations while gaining transferable skills.
- Allows youth to try out different jobs to help determine what they like and dislike.
- Helps build work-readiness skills to prepare them for a future career.
- Gives youth exposure to work/careers that will improve their employment prospects.

24. Describe and identify the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i).

Based on WIOA Section 107 (d)(12)(B)(i)(I) the Chief Elected Official Joint Powers Board has designated Southwest Minnesota Private Industry Council, Inc. to serve as the local grant recipient and serves as fiscal agent for WIOA Title I funding. The Current Joint Powers Agreement, approved by the 14 County Boards comprising LWDA 6, affirms the designation. The Joint Powers Agreement is effective through June 30, 2018.

25. Describe the competitive process to be used to award the sub-grants and contracts in the local workforce development area for activities carried out under this title.

Based on the established delivery system in LWDA 6, the LWDB provides direct delivery of service and does not contract out services for Adult, Dislocated Worker and Youth Programs.

Once the final WIOA rules and regulations have been issued, LWDB 6 will review the current delivery system and should the LWDB determine the need for awarding sub-grants and contracts, based on regulations, they will adhere to procurement requirements as identified in CFR 97.36.

The process that would be followed in this case would be for the LWDB to issue a competitive Request for Proposal, which would include solicitation for bids that request information addressing the following: knowledge of identified need; administration and staff

experience; identification of services to be provided; ability to achieve identified performance outcomes; confirmation of ability and willingness to collaborate and partner; detailed budget and costs; and overall operational capacity. A point value will be assigned to each factor and then ranked for a total score. The specific outline of the proposal will be developed in detail should the solicitation process be required. Should that happen, LWDB 6 would look to LWDB 7's expertise in guiding them through the process, since LWDB 7 has the experience and expertise with the competitive process.

Southwest Minnesota Private Industry Council is the administrative entity, fiscal agent and grantee/direct service provider of WIOA Title I Adult, Dislocated Worker and Youth Programs in LWDA 6, as authorized and documented in the Joint Powers Board Agreement for the 14 counties in southwest Minnesota which is updated every two years.

26. Describe how the local levels of performance negotiated with the Governor and chief elected official will be used to measure the performance of the local workforce development area and to be used by the local area board for measuring the performance of the local fiscal agent, eligible providers under subtitle B and the One-stop delivery system.

The WIOA partners will be required to provide a quarterly report to the LWDB reflecting negotiated performance levels and actual performance.

Partner staff will keep the Board apprised of modifications.

A comprehensive year-end report will be provided to the Board by each partner. LWDA 6 has achieved and exceeded the performance measures in the past.

Should deficiencies be identified, the LWDB will work with appropriate provider in identifying corrective action and plan for improvement.

Two new standards have been established under WIOA: employer engagement and measurable skills gain. DOL is in the process of providing further detail on these two standards in respect to measurement criteria and process. Once the final regulations provide more guidance the LWDB will outline a plan to monitor these two standards.

27. Describe the actions the local area board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board.

The GWDB has not issued the specific factors related to becoming or remaining a high-performing board at this time. Once the standards are developed, LWDB 6 will review and expand on the factors to identify the local board approach to assure that the board remains a high-performing board.

As outlined in the MN State Combined Plan, LWDB 6 will focus on the following six strategies:

1. Business Led Sector Partnerships – LWDB 6 has selected healthcare and manufacturing as two sectors that provide opportunities for employment and career advancement. Business has been and will remain involved in the Career Pathway Partnership. Representatives from these two sectors are also represented on the LWDB, therefore having the ability to provide input, assist with identification of strategies, and serve on Ad Hoc committees as appropriate;
2. Workforce Stakeholder Engagement – stakeholders have been engaged in the WIOA Plan preparation and identification of goals and strategies through

involvement at the Regional Planning Sessions held in fall 2015. Continued stakeholder involvement will be critical to the on-going work of the LWDB. Stakeholders will be invited and encouraged to participate as members of special committees and ad-hoc work identified by the Board.

3. Employment & Training Program Design – the partners in LWDA 6 have a history of mutual respect and collaborative work. With the asset mapping and skills gap analysis being conducted in the area, partners will provide valuable input to identifying what works and where the gaps are in an effort to identify promising practices and provide opportunities to bring those to scale in areas where gaps exist. In addition, LWDA 6 will continue to build on the long-standing career pathways partnership to continue to broaden and strengthen the opportunities for program design and expansion.
4. Funding Needs and Resources – as noted, the asset mapping and gap analysis will identify resources and opportunities as well as gaps in funding throughout the LWDA. Once identified, the LWDB will review and consider opportunities and strategies in the areas of funding and resources.
5. Policy and Program Alignment – as appropriate, LWDB 6 will work to align policy and program alignment on a regional level with LWDB 7, as well as with other partners.
6. System Management – the core partners currently operate from a shared system management base and will continue to operate in that manner, while at the same time evaluating effectiveness and opportunities for improvement.

28. Describe how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local area board will ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided.

Training services in LWDA 6 are viewed as a critical service for many of the adult and dislocated workers to achieve successful outcomes. Following an initial interview, evaluation, assessment and career planning with a customer, the career development staff may determine a need for training based on the fact that the individual:

- Is unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;
- Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career service alone; and
- Has the skills and qualifications to successfully participate in the selected program of training services.

When it is determined that training services will be provided, LWDA 6 uses the Individual Training Accounts (ITA) method to communicate with the education provider the level of assistance that will be provided on behalf of the customer through WIOA resources.

All training services are linked to in-demand employment opportunities in the LWDA 6 or within WIOA MN Planning Region 5 or within a geographic area in which the adult or dislocated worker is willing to commute or relocate.

The final selection and approval of training assistance assures that customer choice is taken into consideration; is linked to in-demand occupations; is informed by performance of training providers; and is coordinated to extent possible with other sources of assistance. The details of the training agreement are documented and retained in customer file.

29. Describe the process used by the local area board to provide opportunity for public comment, including comment by representatives from businesses and comment by representatives of labor organizations; and input into the development of the local plan, prior to submission of the plan.

Opportunity for Public Comment on PY17 and PY18 WIOA Unified Plan was provided as follows:

- Draft of Plan emailed to all Southwest Minnesota Joint Powers/Local Elected Official Board Members;
- Draft of Plan emailed to all LWDB # 6 members;
- Opportunity for public comment posted on the www.swmnpic.org website (official site of LWDB 6) for 30 days;
- Legal Notice for Public Comment placed in Marshall, Montevideo & Worthington papers;
- Email notices for Public Comment sent to Chambers, EDA's, CAP's, ABE consortia, education representatives, and other key stakeholders and community partners notifying them of Public Comment web posting;
- Following posting period, Executive Committee of LWDB and CEOB Officers will take comments into consideration and revisions will be made prior to submitting the plan to DEED;
- The Chairs of both the Local Elected Official Board and the LWDB have been charged with final approval and sign-off to meet submission deadline;
- Plan will include any comments received that represent disagreement with the plan.

30. Describe how the one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners.

The LWDB recognizes the necessity for technology applications and ability to use technology to reach a broader population of customers and for efficiency of service. The Board also recognizes that with the limited broadband access and resources available locally, the area of technology will be one that we will need to partner with the statewide partners to continue to refine an integrated case management system. The Title I partner is currently developing an online single application for WIOA Title I services. Consideration will be given to whether there is the ability to expand that application to other partners.

Current technology uses already in place include, but are not limited to online assessment tools, texting, and website with multiple customer resources.

SECTION C: PROGRAM OPERATIONS

1. A. How does the local workforce development area ensure staff comply with the policies and procedures for Rapid Response as communicated on DEED's website?

LWDA 6 staff communicate directly with DEED Rapid Response staff and comply with policy and procedures for Rapid Response as outlined in DEED Rapid Response Policy that is found on DEED website. LWDA 6 staff abide by the policy immediately upon notice of a dislocation event occurring in LWDA 6.

LWDA 6 staff are trained and knowledgeable of all requirements related to the policies and procedures for Rapid Response.

Based on policy, when the LWDA 6 personnel hear about dislocation events before the State Rapid Response team is notified, the LWDA personnel will notify the State Rapid Response Team within 24 hours of learning about a dislocation event. The communication to DEED Rapid Response regarding the dislocation will occur either by email and/or phone.

Based on the current operations structure in LWDA 6, the Southwest Minnesota Private Industry Council has been identified as the primary respondent to dislocation events. When the dislocation results in a competitive process for services, the Southwest Minnesota Private Industry Council staff will remove themselves from contact with all workers from the dislocation event, until the competitive process is complete. In these rare circumstances the WorkForce Center reception staff will refer questions regarding the event to the DEED designated Rapid Response staff.

- B. How does the local workforce development area inform the state Rapid Response team within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

The LWDB has appointed Southwest Minnesota Private Industry Council as point of contact for the Dislocated Worker Programs and primary contact to the DEED Rapid Response office.

When Workforce Center Partner staff becomes aware of a potential dislocation event, in the LWDA 6, staff provide the dislocation information to the Adult/DW Program Manager. It is then the responsibility of the Program Manager to provide the information (within 24 hours) to the DEED Rapid Response representative. The initial details of the dislocation is normally communicated by phone and may be followed up with additional information via email and/or other methods such as regular mail. In addition, supporting information such as press releases; newspaper articles, etc. will be provided to DEED Rapid Response Team.

The LWDA 6 staff will fully cooperate and provide assistance to with a dislocation as Requested by DEED Rapid Response Team.

- C. Describe how the local area board will coordinate workforce investment activities carried out in the local workforce development area with statewide rapid response activities.

LWDB 6 has designated the Southwest Minnesota Private Industry Council Adult/Dislocated Worker Program Manager as the lead rapid response liaison for LWDA #6. Local communications regarding layoffs will be communicated to and coordinated with the LWDA #6 rapid response liaison. It is the role and responsibility of the LWDA 6 liaison to coordinate the dislocated worker activities and services within the local area to effectively serve workers affected by layoffs. The liaison is required to assure that communication is broadly shared with all appropriate partners and a comprehensive approach to align all potential services needed to benefit the workers is developed.

D. Complete **Attachment B – Local Workforce Development Area Contacts.**

2. A. How does the local workforce development area inform the state Trade Act staff of companies that are potentially TAA certifiable?

LWDA #6 Private Industry Council TAA designated lead staff is responsible for notifying the State Trade Act staff by phone or email when the LWDA becomes aware of companies that may be TAA certifiable. The TAA lead staff provide all current information that is available and will assist in obtaining additional information required for the State Trade Act staff to being an investigation.

- B. How does the local workforce development area cooperate with the state Trade Act staff where the layoff involves a company that the DOL trade-certified?

All LWDA #6 Private Industry Council DW staff have participated in DEED sponsored TAA training and understand their role and responsibility in the process.

As noted in 2A, it is the responsibility of the designated local lead liaison to assure that there is open communication between all parties; assist with initial information meetings; assure that customers are provided needed assistance in completing the TAA application; serve as liaison between customer and TAA staff when there are customer concerns; communicate TAA concerns to customers; and participate in DEED sponsored TAA trainings.

TAA eligible individuals are co-enrolled with the Dislocated Worker (DW) programs and training plans are approved through the local dislocated worker program. Eligible dislocated workers participate in an individual assessment and develop an employment plan in coordination with the LWDA DW Counselor. All approved training plans are then submitted to the State TAA unit for final TAA funding approval.

Based on established follow-up policies, all TAA clients are followed up with by the DW staff every 30 days at a minimum.

- C. Is the local workforce development area willing to participate in TAA Counselor Training and TAA Participant Training when a trade-certification occurs?

Yes X

3. A. The local workforce development area has developed and implemented local Supportive Service policies that are consistently applied for all participants.

Yes X

- B. Describe the steps taken to ensure consistent compliance with the policy.

LWDA Staff are provided with copies of both the DEED and local support service policies and trained in the local process and policies to stay compliant with policy. The local policy has defined categories, limits and amount of services for each program. The process for staffing and approval of customer education and employability plans is also outlined in the policy.

Assigned staff review the client barriers and determines the support service need during individual assessment with each eligible client. Based on unmet need and availability of support service funds, the staff follows the outlined process for approval as outlined in policy.

The identified, staffed and approved support services are entered on the participants Individual Employment Plan, while also confirming that the need is warranted based on budget analysis and confirmation that support resources are not available through other programs or partner agencies.

Support services are approved through the standard fiscal approval process as outlined in the fiscal policies manual and the support service policy. Signatory requirements are internally in place and monitored through the fiscal controls system.

SECTION D: SYSTEM OPERATIONS AND ATTACHMENTS

1. The local workforce development area has processes in place to assure non-duplicative services, and avoid duplicate administrative costs.

Yes X

2. The local workforce development area is aware of and staff participate in the Reception and Resource Area Certification Program (RRACP) to better serve all customers?

Yes X

3. A. The local workforce development area and their partners are aware of the responsibilities of the Equal Opportunity Officer, including attending DEED sponsored EO Training?

Yes X

- B. Complete **Attachment B – Local Workforce Development Area Contacts**.

- C. The local workforce development area is aware and conducts annually a physical and program accessibility review?

Yes X

4. Does the local workforce development area have in place an agreed upon WIOA Discrimination complaint process per the regulations?

Yes X

5. A. Does the local workforce development area have in place an agreed upon WIOA Program Complaint Policy per the regulations?

Yes X

- B. Complete **Attachment B – Local Workforce Development Area Contacts**.

6. How do you identify current or former Military Service Members coming into your WorkForce Center?

The Minnesota Veterans Questionnaire is used to identify Veterans. Local staff ask all customers that come to the Workforce Center (WFC) if they ever served in the US Military. If the answer is yes, staff then ask them to complete the Veterans Questionnaire. Non-JVSG staff do the initial assessment/review of the questionnaire, and make appropriate referrals based on the responses on the questionnaire.

On-site signage helps the customers to self-identify themselves as U.S. Military members.

See Attachment 2 for Flow Chart & Veteran's Questionnaire

7. How do you inform current or former Military Service Members coming into your WorkForce Center about “Veteran Priority of Service?”

Signage in the local WorkForce Centers advises Veterans and other eligible persons of Veterans Priority of Service (POS). Information on Priority of Service is also provided during various program orientations, from staff and during workshops. LVER staff train and update local staff and management on the provisions of POS and PL 107-288.

8. If your WorkForce Center has a presence on the Internet (outside of your local DEED WorkForce Center site) how do you promote Public Law 107-288, “Veterans Priority of Service” to veterans on that website?

All websites associated with the WFCs provide information on and notice of Veterans Priority of Service.

9. How do you identify current or former Military Service Members with “significant barriers to employment?”

The Minnesota Veterans Questionnaire, a DOL approved standard process, is used to identify Veterans with a significant barrier to employment (SBE). The questionnaire identifies DOL designated SBE’s per VPL 03-14, including change 2.

10. When a current or former Military Service Member with a significant barrier to employment is identified, how do you refer them to an appropriate intensive service provider when there is no Disabled Veteran Outreach Program (DVOP) specialist in your WorkForce Centers?

LWDA #6 has identified partner staff (in each WFC) to provide services (including intensive services) to SBE Veterans in the absence of a DVOP. The identified staff have had training on serving Veterans via the NVTI Webinar “Helping Veterans to Meaningful Careers”, and from LVER staff one on one, and during staff and partner meetings.

WFC staff conduct an initial assessment with a current or former Military Service Member with a significant barrier to employment and then refers the individual to the designated intensive service provider when the DVOP is not available.

11. How are DVOP and/or Local Veterans Employment Representatives (LVER) staff integrated into the overall service delivery strategy in your WorkForce Centers?

Local DVOP and/or LVER staff attends staff and partner meetings and orientations, participate on WFC work teams, collaborate with WFC Partners on various events and LVER staff provide training to partner staff and management regarding the JVSG program.

12. Are all WIOA-funded partners complying with the guidance provided in the TEGl regarding Selective Service?

Yes X

13. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program universal customers) are registering in MinnesotaWorks.net and are making their resumes viewable to employers?

The standard practice in LWDA 6 is to request that job-ready job seekers and individuals interested in and/or participating in State Dislocated Worker, MFIP, or Veteran's programs register in MinnesotaWorks.net and post their resumes on the site. Registration in MinnesotaWorks.net is an identified activity in the clients Individual Employment Plan.

This process is completed, as needed, with the assistance of Resource Area staff or Job Counselors. Customers are informed of the value of making their resumes viewable on the site for immediate access by employers.

14. **Conflict of Interest and Integrity:** Local area boards must make decisions in keeping with several laws and regulations. Indicate below that your local area board is aware of DOL Training and Employment Guidance Letter 35-10 and Minnesota OGM 08-01 and its relevant federal laws and regulations.

Yes _____

15. The local workforce development area's conflict of interest policies are in compliance with the above two references?

Yes _____

16. A. The local workforce development area is aware of the referenced statute on Government Records.

Yes _____

- B. The local workforce development area is aware of the requirement to retain documentation for six years.

Yes _____

- C. Complete **Attachment B – Local Workforce Development Area Contacts**.

17. **Handling and Protection of Personally Identifiable Information:** The local workforce development area is complying with the guidance provided in TEGL 39-11.

Yes _____

18. **Human Trafficking:** The local workforce development area is aware of TEGL 09-12 and will follow the procedures for working with trafficked persons.

Yes _____

19. **Gender Identification:** The local workforce development area is aware of TEGL 37-14 and will follow the procedures for developing a similar policy including key terminology, and have in place regarding working with customers who may be lesbian, gay, bisexual and transgender. Local workforce development areas will also participate in any related training.

Yes

20. **Uniform Guidance:** The local workforce development area is aware of TEGL 15-14 regarding Uniform Guidance.

Yes

21. A. Briefly describe the local area board's policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2016.

LWDB #6 policy and timetable for filling vacancies, replacing/reappointing members whose terms have ended is as follows:

- Recruitment Process includes the identification of individuals who have major decision-making, ownership, or management authority within their business or organization, with an emphasis on individuals who represent regional targeted industries and occupations in demand.
- Geographic and diversity representation are taken into account during recruitment.
- Notice of vacancies are published in local newspapers and recruitment letters sent to local Chamber of Commerce throughout the region, as well as other civic organizations with direct business networks such as regional development commissions and city and county economic development organizations.
- LWDB #6 Members, Chief Elected Official Board members, WDA management staff and other WorkForce Center staff also provide direct assistance with the recruitment process.
- Nominations are reviewed by the Chief Elected Official Board. The CEOB Board appoints members based on the information provided by the nominee including qualifications, interests, and how the applicant feels they can contribute to the goals and strategies of the Council.
- Nomination forms and any accompanying documents assuring compliance with WIOA are maintained in the administrative office of the Southwest Minnesota Private Industry Council.
- For terms ending 6/30/2016 members have been polled to determine their level of interest in continuing to serve for another 2-year term. For members who expressed an interest in reappointment, their application will be reviewed and approved at the June 20, 2016 CEOB meeting.
- For members indicating that they are not seeking reappointment, the standard recruitment process has begun. Presently membership for the following openings is actively underway: Private Sector – Nobles County; Private Sector – Rock County; Labor representative.

B. Is your local area board currently in compliance with WIOA?

Yes _____ No

If No, what steps will be taken to bring your local area board into compliance by June 30, 2016?

LWDB 6 process for bringing the LWDB into compliance by June 30, 2016 for private sector representation includes the identification of individuals who have major decision-making, ownership, or management authority within their business or organization, with an emphasis on individuals who represent regional targeted industries and occupations in demand.

Recruitment for all open vacancies include a public notice in local newspapers; recruitment letters sent to local Chamber of Commerce, other business led organizations, regional development commissions and city and county economic development organizations.

LWDB Members, Chief Elected Official Board members, Business Service Representatives, LWDA staff and partners also provide direct assistance with the recruitment process.

Nominations are reviewed by the Chief Elected Official Board (CEOB). The CEOB Board appoints members based on the information provided by the nominee including qualifications, interests, and how the applicant feels they can contribute to the goals and strategies of the Council.

Nomination forms and any accompanying documents are maintained in the administrative office of the Southwest Minnesota Private Industry Council.

For terms ending June 30, 2016 members have been polled to determine their level of interest in continuing to serve another term. For members who expressed an interest in reappointment, their application will be reviewed and approved at the June 20, 2016 CEOB meeting.

All other open positions will also be appointed at the June 20, 2016 CEOB meeting.

- C. Complete **Attachment C – Local Area Board Membership List**.
- D. Complete **Attachment D – Local Area Board Committee List**.
- 22. Complete remaining portions of **Attachment B – Local Workforce Development Area Contacts**.
- 23. If applicable, complete **Attachment E - Local Workforce Development Area Sub-Grantee List**.
- 24. If applicable, complete **Attachment F - Local Workforce Development Area Non-WFC Program Service Delivery Location List**.

ASSURANCES AND CERTIFICATIONS

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act and any other DEED/Workforce Development Employment and Training funds, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions and other assurances of the following laws:

- **Accessibility** - [Section 508 of the Rehabilitation Act of 1973, as amended](#) - Requires that federally funded program providers make their electronic information and technology accessible to people with disabilities;
- **ACORN** – [Funds may not be provided](#) to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, allied organizations or successors;
- **Audits** – [2 CFR 200.501](#) and [Single Audit Act Amendments of 1996](#) - organization-wide or program-specific audits shall be performed;
- **Buy American**- Buy American Act – award may not be expended unless the funds comply with [USC 41, Section 8301-8303](#);
- **Data Sharing** – [MN Access to Government Data](#), [MN Duties of Responsible Authority](#); [MN Access to Information](#); [MN Administrative Rules Data Practices](#); [DEED Policy – Data Practices](#);
- **Disability** - that there will be compliance with the [Architectural Barriers Act of 1968](#), [Sections 503 and 504 of the Rehabilitation Act of 1973](#), as amended, and the [Americans with Disabilities Act of 1990](#);
- **Drug-Free Workplace** – [Drug-Free Workplace Act of 1988](#) – requires all organizations to maintain a drug-free workplace;
- **Equipment** – [2 CFR 200. 313](#), [200.439](#) – must receive prior approval for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year;
- **Fire Safety** – [15 USC 2225a](#) – ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act ([Public Law 101-391](#));
- **Fraud/Abuse** - that the provider has policies on fraud and abuse and will contact DEED for potential fraud and abuse issues; [20 CFR 667.630](#); [DEED Policy – Fraud Prevention and Abuse](#);
- **Health Benefits** – [Public Law 113-235, Division G, Sections 506 and 507](#) – ensure use of funds for health benefits coverage complies with the [Consolidated and Further Continuing Appropriations Act, 2015](#);
- **Insurance** - that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations [20 CFR 667.274](#);
- **Insurance** – [Flood Disaster Protection Act of 1973](#) – provides that no Federal financial assistance to acquire, modernize or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification;
- **Limited English** - [Executive Order 13166](#) - Improving access to services for persons with limited English proficiency;
- **Nondiscrimination** - [Section 188 of the Workforce Innovation and Opportunity Act](#) (WIOA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;

- **Nondiscrimination** - [Section 188 of the Workforce Investment Act of 1998](#) (WIA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;
- **Nondiscrimination** - [Title VI of the Civil Rights Act of 1964, as amended](#) – Prohibits discrimination on the bases of race, color, and national origin under any program receiving federal financial assistance;
- **Nondiscrimination** - [Title VII of the Civil Rights Act of 1964, as amended](#) - Prohibits discrimination on the basis of race, color, religion, sex or national origin in employment;
- **Nondiscrimination** - [Title II of the Genetic Information Nondiscrimination Act of 2008](#) - Prohibits discrimination in employment on the basis of genetic information;
- **Nondiscrimination** - [Title V of the Older Americans Act of 1965](#) - Prohibits discrimination based on race, color, religion, sex, national original, age disability or political affiliation or beliefs in any program funded in part with Senior Community Services Employment Program funds;
- **Nondiscrimination** - [Title IX of the Education Amendments of 1972, as amended](#) - Requires applying nondiscrimination provisions, based on sex, in educational programs;
- **Nondiscrimination** - [Title I \(Employment\) Americans with Disabilities Act \(ADA\)](#) - Prohibits state and local governments, from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment;
- **Nondiscrimination** - [Title II \(State and Local Governments\) Americans with Disabilities Act \(ADA\)](#) - Prohibits qualified individuals with disabilities from discrimination in services, programs, and activities;
- **Nondiscrimination** - [Section 504 of the Rehabilitation Act of 1973, as amended](#) - Prohibits discrimination against qualified individuals with disabilities;
- **Nondiscrimination** - [Age Discrimination Act of 1975, as amended](#) - Prohibits discrimination on the basis of age;
- **Nondiscrimination** - [Title 29 CFR Part 31](#) Nondiscrimination in federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- **Nondiscrimination** - [Title 29 CFR Part 32](#) Nondiscrimination on the basis of disability in programs and activities receiving or benefiting from federal assistance;
- **Nondiscrimination** - [Title 29 CFR Part 33](#) Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 35](#) Nondiscrimination on the basis of age in programs or activities receiving federal financial assistance from the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 37](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Investment Act of 1998;
- **Nondiscrimination** - [Title 29 CFR Part 38](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act;
- **Nondiscrimination** - [Executive Order 13160](#) Nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training Programs;
- **Nondiscrimination** - [Executive Order 13279](#) - Nondiscrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts, and loans;
- **Nondiscrimination** - [The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A](#) - Prohibits discrimination in employment and providing public services on the basis of race, color, creed, religion, natural origin, sex, marital status (employment only), disability, status with regard to public assistance, sexual orientation, familial status

(employment only), citizenship, or age (employment only), and local human rights commission activity (employment only);

- **Nondiscrimination** - that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA and [WIOA Section 188](#), as provided in the regulations implementing that section, will be completed;
- **Opportunity** – [Executive Order 12928](#) – encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals;
- **Personally Identifiable Information (PII)** – [Training and Guidance Letter 39-11](#) – must recognize and safeguard PII except where disclosure is allowed by prior written approval of the Grant Officer or by court order;
- **Procurement** – Uniform Administrative Requirements – [2 CFR 200-317-36](#) – all procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition;
- **Publicity** – no funds shall be used for publicity or propaganda purposes, preparation or distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state/local legislature or legislative body, except in presentation to the Congress or any state/local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government;
- **Salary/Bonus** – [Public Law 113-235, Division G, Title I, Section 105](#) – none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of [Executive Level II](#). Further clarification can be found in [TEGL 5-06](#);
- **Seat Belts** - [Executive Order 13043](#) – Increasing Seat Belt Use in the United States;
- **Text Messaging** – [Executive Order 13513](#) – encouraged to adopt and enforce policies that ban text messaging while driving company-owned or –rented vehicles or GOV or while driving POV when on official Government business or when performing any work for or on behalf of the Government;
- **Trafficking of Persons** – [2 CFR 180](#) – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension – may not engage in severe forms of trafficking, procure a commercial sex act or use forced labor in the performance;
- **Veteran Priority of Service** - [Public Law 107-288: Jobs for Veterans Act](#) - Priority of service for veterans (including veterans, eligible spouses, widows and widowers of service members) in qualified job training programs;
- **Veterans** - [Public Law 112-56: Vow to Hire Heroes Act of 2011](#) - Establishes guidelines for service providers who are providing employment, training, academic or rehabilitation services for military veterans;
- **Veterans** - that veterans will be afforded employment and training activities authorized in WIA and WIOA Section 134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. ([38 USC 4215](#)), U.S. Department of Labor, [Training and Employment Guidance Letter 5-03](#) and Minnesota's Executive Order 06-02;

- **Voter Registration** - that the required voter registration procedures described in [Minnesota Statutes 201.162](#) are enacted without the use of federal funds;
- **Voter Registration** – [52 USC 20501 – 20511](#) – National Voter Registration Act of 1993.

CERTIFICATIONS

By signing and submitting this plan, the local area board is certifying on behalf of itself and the subgrantee, where applicable:

- A. That this **Regional and Local Workforce Development Area Plan** was prepared and is in accordance with all applicable titles of the WIOA Act of 2014, Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with Minnesota's current and future state plans;
- B. that it has provided at least a thirty day period for public comment and input into the development of plan by members of the local area board and the public (including persons with disabilities) and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative) Section 118(c); Section 108 (d)
- C. that the public (including individuals with disabilities) have access to all of the local area board's and its components' meetings and information regarding the local area board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the contract/master agreement issued by DEED have been established;
- E. that it is, and will maintain a certifiable local area board;
- F. that it will comply with the confidentiality requirements of WIA Section 136 (f)(3) and WIOA Section 116 (i)(3)
- G. that the respective contract/master agreement and all assurances will be followed;
- H. that it will ensure that no funds covered under the contract/master agreement are used to assist, promote, or deter union organizing;
- I. that this plan was developed in consultation with the local area board;
- J. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- K. that the local area board members will not act in a manner that would create a conflict of interest as identified in 20 CFR 667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- L. that local area board and staff are aware of local WorkForce Center services, and are working with and referring to the WorkForce Center services as appropriate;
- M. that all staff are provided the opportunity to participate in appropriate staff training;
- N. that, if applicable, the local area board must maintain the currency of its information in the System Award Management until submission of the final financial report or receive the final payment, whichever is later;
- O. that sponsored (in whole or in part) conferences are charged to the grantee as appropriate and allowable; and
- P. that funds are not used for the purpose of defraying costs of a conference unless it is directly and programmatically related to the purpose of the award.
- Q. that the local area board and its sub-grantees must also adhere to the same certifications and assurances that DEED must assure.

SIGNATURE PAGE

Local Workforce Development Area Name LOCAL WORKFORCE DEVELOPMENT ARE 6
SOUTHWEST MINNESOTA

Local Area Board Name SOUTHWEST MINNESOTA WORKFORCE COUNCIL

Name and Contact Information for the Local Area Board Chair:

Name JOHN ROIGER
Title CHAIR
Organization SOUTHWEST MINNESOTA WORKFORCE DEVELOPMENT BOARD
Address 1 P.O. BOX 350
Address 2 _____
City, State, ZIP Code DAWSON, MN 56232
Phone 320-769-4308
E-mail Lqp2@frontiernet.net

Name and Contact Information for the Chief Local Elected Official(s):

Name RON ANTONY
Title CHAIR
Organization SOUTHWEST MINNESOTA CHIEF ELECTED OFFICIAL BOARD
Address 1 2535 230TH AVENUE
Address 2 _____
City, State, ZIP Code CANBY, MN 56220
Phone 507-530-6777
E-mail Ron.antony@co.ym.mn.gov

We, the undersigned, attest that this submittal is the Program Year 2016-2017 Local Plan for our Workforce Development Board and Local Workforce Development Area and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules and regulations.

Local Area Board Chair**Chief Local Elected Official**

Name JOHN ROIGER

Name RON ANTONY

Title Local Area Board Chair

Title Local Elected Official Chair

Signature

Signature

Date

Date

REGIONAL OVERSIGHT COMMITTEE

Regional Workforce Development Area

WIOA Region 5

Local Workforce Development Area

Local Workforce Development Area #6

MEMBER	ORGANZIATION
John Roiger	Lac qui Parle County Co-op Oil
Len Bakken	JBS
Commissioner Ron Antony	Yellow Medicine County Board of Commissioners
Commissioner Joe Fox	Swift County Board of Commissioners
Deborah Barnes	Lakeview Health Services/Oak Terrace
Grant Moody	Express Employment Professionals
Commissioner Tom Mahoney	Martin County Board of Commissioners
Commissioner John Roper	Faribault County Board of Commissioners

LOCAL WORKFORCE DEVELOPMENT AREA CONTACTS

ROLE	Contact Name	Phone	Email	Reports to (name only)
Rapid Response Liaison for Mass Layoffs (see section C.2.D.)	Tim Jones	507-476-4054	tjones@swmnpic.org	Juanita Lauritsen
Equal Opportunity Officer (see section D.3.B.)	Carrie Bendix	507-476-2188	cbendix@swmnpic.org	LWDB Chair
Program Complaint Officer (see section D.5.B.)	Carrie Bendix	507-476-2188	cbendix@swmnpic.org	LWDB Chair
Records Management/Records Retention Coordinator (see section D.16.C.)	Carrie Bendix	507-476-2188	cbendix@swmnpic.org	LWDB Chair
ADA Coordinator (see section D.22.)	Mimi Schafer	320-441-6587	Mimi.schafer@state.mn.us	Jay Hancock
Data Practices Coordinator (see section D.22.)	Carrie Bendix	507-476-2188	cbendix@swmnpic.org	LWDB Chair
English as Second Language (ESL) Coordinator (see section D.22.)	Pat Thomas	507-537-7046	pthomas@starpoint.net	Marshall Community Education Director

Attachment B
Official Name of WorkForce Center Marshall WorkForce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Mary Mulder	507-476-4055	mmulder@swmnpic.org	Carrie Bendix
Job Service Manager	Reggie D. Worlds	507-344-2600	Reggie.worlds@state.mn.us	David Niermann
Vocational Rehabilitation Services Manager	Mimi Schafer	320-441-6587	Mimi.schafer@state.mn.us	Jay Hancock
State Services for the Blind Manager	LeeAnn Buysse	507-476-4045	leeann.buysse@state.mn.us	Ed Lecher
Local Workforce Development Area Director	Carrie Bendix	507-476-2188	cbendix@swmnpic.org	LWDB Chair
Adult Basic Education (ABE)	Pat Thomas	507-537-7046	pthomas@starpoint.net	Marshall Community Education Director
Carl Perkins Post-Secondary Manager	Tom Hoff	507-537-2271	Tom.Hoff@swsc.org	SW/WC Service Cooperative Director
Adult	Tim Jones	507-476-4054	tjones@swmnpic.org	Carrie Bendix
Dislocated	Tim Jones	507-476-4054	tjones@swmnpic.org	Carrie Bendix
Youth	Eriann Faris	507-476-4053	efaris@swmnpic.org	Carrie Bendix
P2P	Kary Boerboom	507-476-3698	kboerboom@swmnpic.org	Carrie Bendix
DEI Youth	Leah Hastad	507-706-0199	LHastad@swmnpic.org	Eriann Faris
MFIP/DWP/FSS & SNAP	Mary Mulder	507-476-4055	mmulder@swmnpic.org	Carrie Bendix

Official Name of WorkForce Center Montevideo Workforce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Carrie Bendix	507-476-2188	cbendix@swmnpic.org	LWDB Chair
Job Service Manager	Reggie D. Worlds	507-344-2600	Reggie.worlds@state.mn.us	David Niermann
Vocational Rehabilitation Services Manager	Mimi Schafer	320-441-6587	Mimi.schafer@state.mn.us	Jay Hancock
State Services for the Blind Manager	LeeAnn Buysse	507-476-4045	leeann.buysse@state.mn.us	Ed Lecher
Local Workforce Development Area Director	Carrie Bendix	507-476-2188	cbendix@swmnpic.org	LWDB Chair
Adult Basic Education (ABE)	Darcy Kleven	320-269-7131	dkleven@mrved.net	MRVED Director
Carl Perkins Post-Secondary Manager	Tom Hoff	507-537-2271	Tom.Hoff@swsc.org	SW/WC Service Cooperative Director
Adult	Tim Jones	507-476-4054	tjones@swmnpic.org	Carrie Bendix
Dislocated Worker	Tim Jones	507-476-4054	tjones@swmnpic.org	Carrie Bendix
Youth	Eriann Faris	507-476-4053	efaris@swmnpic.org	Carrie Bendix
P2P	Kary Boerboom	507-476-3698	kboerboom@swmnpic.org	Carrie Bendix
DEI Youth	Leah Hastad	507-706-0199	LHastad@swmnpic.org	Eriann Faris
MFIP/DWP/FSS & SNAP	Mary Mulder	507-476-4055	mmulder@swmnpic.org	Carrie Bendix

Official Name of WorkForce Center Worthington WorkForce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Kevin Honetschlager	507-476-4041	kevin.honetschlager@state.mn.us	Reggie D. Worlds
Job Service Manager	Reggie D. Worlds	507-344-2600	Reggie.worlds@state.mn.us	David Niermann
Vocational Rehabilitation Services Manager	Mimi Schafer	320-441-6587	Mimi.schafer@state.mn.us	Jay Hancock
State Services for the Blind Manager	LeeAnn Buysse	507-476-4045	leeann.buysse@state.mn.us	Ed Lecher
Local Workforce Development Area Director	Carrie Bendix	507-476-2188	cbendix@swmnpic.org	LWDB Chair
Adult Basic Education (ABE)	Marty Olsen	507-376-6105	Marty.olsen@isd5018.net	Community Education Director
Carl Perkins Post-Secondary Manager	Tom Hoff	507-537-2271	Tom.Hoff@swsc.org	SW/WC Service Cooperative Director
Adult	Sandy Demuth	507-295-5029	sdemuth@swmnpic.org	Carrie Bendix
Dislocated Worker	Sandy Demuth	507-295-5029	sdemuth@swmnpic.org	Carrie Bendix
Youth	Eriann Faris	507-476-4053	efaris@swmnpic.org	Carrie Bendix
P2P	Sandy Demuth	507-295-5029	sdemuth@swmnpic.org	Carrie Bendix
DEI Youth	Leah Hastad	507-706-0199	LHastad@swmnpic.org	Eriann Faris
MFIP/DWP/FSS & SNAP	Mary Mulder	507-476-4055	mmulder@swmnpic.org	Carrie Bendix

LOCAL AREA BOARD MEMBERSHIP LIST

Regional Workforce Development Area

WIIOA Region 5

Local Workforce Development Area

Local Workforce Development Area #6

MEMBER	POSITION/ORGANIZATION	TERM ENDS
REPRESENTATIVES OF BUSINESS IN LOCAL WORKFORCE DEVELOPMENT AREA (must be majority)		
John Roiger (Chair)	Manager Lac qui Parle Co-op Oil Company	6-30-2019
Len Bakken (Vice-Chair)	Human Resource Director JBS	6-30-2019
Robyn Leese (Secretary)	Human Resource Director Ritalka, Inc./Spec Sys, Inc./RVI, Inc.	6-30-2019
Carla Goedtke	Owner Investors Choice Financial Services Inc.	6-30-2018
Anne Johnson	Executive Director Redwood Area Chamber & Tourism	6-30-2019
Rahn Larson	Editor Cottonwood County Citizen	6-30-2018
Tyler LeBrun	Manufacturing Engineer MidWest Fire Equipment & Repair	6-30-2018
Melissa McGinty-Thompson	Chief Nursing Officer Swift County Benson Health Services	6-30-2019
Dawn Schnell	Senior Director Sanford Jackson Medical Center	6-30-2019
John Popowski	Owner Popowski Farms	6-30-2019
Tim Paulson	Vice President First Farmers of Merchant Bank	6-30-2019

Jeffrey Varcoe, Ph.D.	Vice President – Food Safety & Quality Schwan's Shared Services, Inc.	6-30-2018
LABOR & COMMUNITY-BASED ORGANIZATIONS (20% Minimum and 2 or more nominated by state labor federations and one joint labor-management apprenticeship program labor organization or training director)		
Eric Austin	Local Representative Minnesota Council 65	6-30-2019
Kirby Kruse	Labor Representative Toro	6-30-2019
Ronald Skjong	Program Manager Karen Organization of MN, Marshall Office	6-30-2018
Tim Jones	Job Training Specialist Southwest Minnesota Private Industry Council	6-30-2019
EDUCATION & TRAINING (Required: ABE; Higher Education)		
Rhonda Brandt	Principal MN Valley Area Learning Center	6-30-2018
Terry Gaalswyk	President Minnesota West Community & Technical College	6-30-2018
Dawn Regnier	Director Minnesota West Community & Technical College – Customized Training Division	6-30-2019
Pat Thomas	Manager Marshall Adult Basic Education	6-30-2018
GOVERNMENT (Required: Economic Development; Job Service; Rehabilitation)		
Joel Churness	Director Lac qui Parle Family Services	6-30-2019
Reggie D. Worlds	Manager Job Service	6-30-2019
Ralph Knapp	Board Member Murray County Economic Development	6-30-2019

Mimi Schafer	Rehabilitation Area Manager DEED	6-30-2019
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CONTACT INFORMATION

NAME		ADDRESS/PHONE/EMAIL
CHAIR	John Roiger	P.O. Box 350 Dawson, MN 56232 320-769-4308 Lqp2@frontiernet.net
VICE CHAIR	Len Bakken	1700 Hwy 60 NE Worthington, MN 56187 507-372-6313 Len.bakken@jbssa.com
SECRETARY	Robyn Leese	121 North 1 st Street Suite 201 Montevideo, MN 56265 320-269-3227 Ext. 110 robynl@ritalka.com

LOCAL AREA BOARD SUBCOMMITTEE LIST

Regional Workforce Development Area	WIOA Region 5
Local Workforce Development Area	Southwest Minnesota Workforce Development Board #6

Committee Name	Objective/Purpose
Executive Committee	Serves as the network of committee Chairs and Board Officers responsible for maintaining overall direction of Board and develop recommendations for the LWDB regarding organization, federal, state and local issues. Oversee the overall operation of the Board. Serves as the liaison to the Chief Elected Official Board.
Youth Committee	Ad Hoc Committee - Serves as the committee which addresses local workforce development area youth services and partnerships to insure youth have access to the services they need to become self-sufficient and successful. The mission of the committee is to guide the coordination of services that fully develop the employment potential of youth in southwest Minnesota.
Marketing/Community Awareness	Serves in Ad Hoc capacity to promote the southwest area and provide community awareness regarding employment and lifestyle opportunities.
Disabilities Collaborative	Serves in Ad Hoc capacity to provide a platform for agencies serving individuals with disabilities to share information and develop strategies to address the needs of the consumers.
Career Pathways	Ad Hoc committee comprised of local board representatives, business, partners and other key stakeholders. The purpose of the partnership is to identify needs of business and develop customized training opportunities to address the identified gaps in labor force.
Management Team	Ad Hoc Committee comprised of the Core Partners (Southwest Minnesota Private Industry Council; Job Service: Rehabilitation). This committee serves as the One-Stop Operator Consortium. The committee is responsible for on-going program review; continuous improvement; and day-to-day operations of the WorkForce Centers. The committee is responsible for the development of the cost allocation plans for the Centers as well as the Memorandum of Understanding between the partners. The CAP's and MOU's are reviewed and approved by the LWDB.
Diversity & Emerging Workforce	Ad Hoc Committee – Committee will focus on identifying and addressing strategies to address diversity and equity issues within the Local Workforce Development area.

LOCAL WORKFORCE DEVELOPMENT AREA SUB-GRANTEE LIST

Regional Workforce Development Area	WIOA Region 5
Local Workforce Development Area	Southwest LWDA 6

***** Southwest Minnesota Private Industry Council serves as the direct provider of WIOA Adult, Dislocated Worker and Youth Services in LWDA 6. Presently there are no sub grantees.**

Name of Sub-Grantee	Services Provided	Funding Source	Sub-Grantee located in which WFC?	If not in WFC, provide Address, City, State, ZIP Code
*** Southwest Minnesota Private Industry Council serves as the direct provider of WIOA Adult, Dislocated Worker and Youth Services in LWDA 6. Presently there are no sub grantees.				

LOCAL WORKFORCE DEVELOPMENT AREA NON-WFC PROGRAM SERVICE DELIVERY LOCATION LIST

Regional Workforce Development Area

WIOA Region 5

Local Workforce Development Area

Local Workforce Development Area 6

Name and Location (City)	Program Service Delivered
Big Stone County Family Service – Ortonville	MFIP/DWP/FSS; Youth Services
Lac qui Parle Family Services – Madison	MFIP/DWP/FSS; Youth Services
Swift County Family Services – Benson	MFIP/DWP/FSS; Youth Services
Yellow Medicine Family Services – Granite Falls & Canby	MFIP/DWP/FSS; Youth Services
Lincoln County Family Services – Ivanhoe	MFIP/DWP/FSS; Youth Services
Redwood County Family Services – Redwood Fall	MFIP/DWP/FSS; Youth Services
Murray County Family Services – Slayton	MFIP/DWP/FSS; Youth Services
Pipestone County Family Services – Pipestone	MFIP/DWP/FSS; Youth Services
Rock County Family Services - Luverne	MFIP/DWP/FSS; Youth Services
Jackson County Human Services – Jackson	MFIP/DWP/FSS; Youth Services
Cottonwood County Human Services - Windom	MFIP/DWP/FSS; Youth Services

Minnesota West CTC Campuses – Canby, Granite Falls, Jackson, Pipestone & Worthington	Adult, Dislocated Worker & Youth
Secondary Schools throughout LWDA 6	
Libraries, city offices, etc. throughout LWDA 6	



Minnesota Veteran Questionnaire

TO BEST SERVE YOU, PLEASE FILL OUT THIS QUESTIONNAIRE.

The information you provide is voluntary and will be kept confidential. You don't have to provide the information, but failure to do so could affect your eligibility for additional veteran program benefits.

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Military Service Dates: From _____ To _____

PLEASE CIRCLE

1.	Do you have a service connected disability rated 10% or higher from the Veterans Administration, or have you filed a claim for a service connected disability?	YES	NO
	Were you discharged or released from active duty because of service-connected disability?	YES	NO
2.	Have you left the military within the past three years AND been unemployed for at least 27 weeks at any time in the past year?	YES	NO
3.	Are you homeless? OR lacking a fixed, regular, adequate nighttime residence? OR is your primary nighttime residence a shelter?	YES	NO
	Based on section 103 of the McKinney-Vento Homeless Assistance Act, are you fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in your current housing situation, including where the health and safety of children are jeopardized, and you have no other residence and you lack the resources or support networks to obtain other permanent housing.	YES	NO
4.	Are you 18 to 24 years old?	YES	NO
5.	Is your education level less than a high school diploma or GED?	YES	NO
6.	Are you, or your immediate family that you live with, currently receiving public assistance, and/or are you at a lower-income level according to the chart below?	YES	NO
7.	Are you an offender who is currently incarcerated or have you been released from incarceration?	YES	NO
8.	Have you participated in the Transition Assistance Program, and been identified as in need of additional career services?	YES	NO
9.	Are you an active service member who is ill, or wounded and receiving treatment in a military treatment facility or warrior transition unit?	YES	NO

For spouses of military members and veterans:

1.	Are you the spouse of a veteran rated at 100% disabled by the VA? Or the spouse of a military member who was POW, MIA, KIA or who died of their service connected disability?	YES	NO
2.	Are you the spouse or other family caregiver of a wounded, ill or injured active duty member?	YES	NO

INCOME LEVEL		
Family Size:	Metro Area	Non-Metro
1	\$ 9,111	\$ 9,006
2	\$14,931	\$14,752
3	\$20,408	\$20,252
4	\$25,300	\$24,908
5	\$29,860	\$29,505
6	\$34,919	\$34,504

Metro area counties include:
Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington

FOR STAFF USE ONLY		
DATE RECEIVED:	RECEIVED BY:	REFERRED TO:
ADDITIONAL STAFF NOTES:		



Thank You for Serving.

DEED is an equal opportunity employer and service provider.
Upon request, this information can be made available in alternate formats for individuals with disabilities.



April 2016

Veterans & Eligible Persons Intake Process

