**Region 1 WIOA Work Plan – July 2016 through June 2018**

**NWPIC and RMCEP**

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| **Goal #1 – Establish Regional Leadership Approach (Regulation 679.510 a.1.i/v)** | | | | | |
| **Key Action Steps** | **Expected Completion Date** | **Expected Outcomes** | **Data Sources and Evaluation Methods** | **Person(s) Responsible** | **Comments** |
| Establish Executive Staff Committee | Completed March 2017 | Serve as staff liaison to Regional Workforce Alliance | N/A | Staff from NWPIC, RMCEP, Inter County Community Council, and DEED Job Service | Regional Plan Section A. 1. |
| Establish Regional Workforce Alliance (RWA)  Leadership including members of key industry sectors, representatives of populations experiencing employment disparities, LWDA staff and LWDB members | End of January, 2017-Completed  Added reps from Somali and Native Indigenous populations | Regional Workforce Alliance group developed | N/A | Executive Directors of NWPIC & RMCEP, WDB members | Regional Plan Section A. 2. |
| Define Responsibilities of Executive Staff Committee | End of July 2017 | Clear responsibilities and expectations outlined in MOU | Approved MOU | Executive Directors of NWPIC & RMCEP, WDB members | Regional Plan Section A. 2. |
| Define Responsibilities of Regional Workforce Alliance to include: 1) aligning strategies and developing initiatives to promote seamless workforce development service, 2) develop identified career pathways and, 3) support identified industry sectors | End of July 2017  End of June 2018 | Clear Responsibilities and expectations outlined in MOU | Meeting Minutes, Approved MOU | Executive Directors of NWPIC & RMCEP, WDB members | Regional Plan Section A. 6. |
| **Goal #2 – Establish an Agreement for Negotiating local levels of Performance (Regulation 679.510 a.1.viii)** | | | | | |
| **Key Action Steps** | **Expected Completion Date** | **Expected Outcomes** | **Data Sources and Evaluation Methods** | **Person(s) Responsible** | **Comments** |
| Develop Regional MOU:   1. Convene Executive Committee 2. Review Historical Data 3. Determine appropriate performance levels for each entity 4. Obtain approval from each LWBD 5. Publish Performance Levels 6. Include local goals regarding services provided to persons experiencing disparities in employment | MOU developed by September 2017 | MOU developed | Annual Review by RWA and Executive Staff Committee conducted every June | RWA and Executive Staff | To include responsibilities of both WDA’s, Executive Staff Committee, RWA, and other required elements.  Regional Plan Section A. 4 and 7. |
| **Goal #3 – Identify and Implement 3 Regional Services (Career, Training and/or Support) Alignment Goals (Regulation 679.510 a.1.ii/vi)** | | | | | |
| **Key Action Steps** | **Expected Completion Date** | **Expected Outcomes** | **Data Sources and Evaluation Methods** | **Person(s) Responsible** | **Comments** |
| Provide a mechanism to coordinate WorkForce Center Services with UI Orientations:  A. Conduct information sessions with Workforce Center Staff to solicit ideas for UI integration with other services.  B. Ensure all populations have access to UI services. | A. End of October 17  B. January 2018 | Integrated procedure system to provide services  UI staff services available in NWPIC region | Participant/client satisfaction | Executive Staff, local staff. DEED UI staff | Regional Plan Section A |
| Align program service policies between NWPIC and RMCEP:  A. Align Workforce Centers’ dates, schedules and activities for WFC Partner Interaction –Search, Resume and other Job Search Strategies. | On-going  A. End of October 2017 | Both WDAs will have similar policies pertaining to service procedures and protocol | Evaluation of more seamless service delivery across the region | Executive Directors and RMCEP Director of Operations | Regional Plan Section A |
| Workforce Development training providers create an environment of inclusion:  A. Introduce workforce center team approach throughout partnerships to share partner information about programs and services.  B. Identify crossover areas for staff interaction.  C. Establish site schedules to share information concerning trends in job seeker needs and employer needs.  D. Develop metrics to establish goals for connecting job seekers to employers.  E. Provide opportunities to train employers about New Americans | On-going  A. End of June2017  B. On-going  C. End of April 2017  C. End of June 2017  January 2018 | Both WDAs will proactively work with agencies that provide services for minority and disability populations  This will allow for a seamless and interactive approach for referrals to partners or a combination of partners.  Training provided  Schedules set  Metrics established  Training identified or created | Metrics TBD  Progress reports  Meeting notes  Progress reports against metrics  Implementation of inclusive hiring practices identified by business partners | WAM, Executive Staff Committee, local staff  RWA, Executive Staff Committee, local staff, partners | Inclusive of input from identified population |
| Provide opportunities for diversity and inclusion training for staff and Boards. | On-going | Staff and Boards will be more knowledgeable regarding issues experienced by populations experiencing disparities and develop alternative service delivery methods to meet the need | Progress reports | DEED, RWA, Executive Staff Committee | Regional Plan Section A #9 |
| Both WDAs will work with clients to establish career pathways:   1. Conduct research to discover connections that align K-12, Perkins Consortium and Higher Education Career Pathway Programs. 2. Establish new meetings with K-12/Perkins Consortia, and Higher Education to review Career Pathway Research. 3. Identify and utilize industry validated career pathways with clients. 4. Engage Employers in meetings to share information and discuss research findings. 5. Engage Job Seekers to align with Business Workforce needs. | 1. June 2017 2. End of May 2017 3. August 2017   D. August 2017  E. September 2017 and on-going | Connections map developed  Validate information  Pathways identified  Validate information  Appropriate training provided that meets employer’s needs | Incorporate Minnesota Department of Education Career Pathways.  Industry validated career pathways developed  Job Seeker and Employer satisfaction, increased employment in occupations in demand-LMI data | R3C Coordinator, Executive Staff Committee, local staff | Regional Plan Section A. Area 1 and 2 |
| Develop systems approach to include customer, agency and regional levels that can be articulated by all levels of staff.   1. Across partners, develop stronger team-oriented infrastructure to work together in developing menu items of demand in business, especially healthcare and manufacturing. (Integrated Resource Team approach among partners). | On-going  End of June 2018 | Systems approach training and implementation  Regular meeting schedule set 2nd Wed every quarter end. | Reports as noted by all partners regarding systems approach…seamless delivery across the region  Meeting minutes | Executive Staff Committee | To include implementation of Mobile Workforce Center concept  Regional Plan Section B. 6. |
| **Goal #4 – Coordination with Economic Development Services and Providers (Regulation 679.510 a.1.vii)** | | | | | |
| **Key Action Steps** | **Expected Completion Date** | **Expected Outcomes** | **Data Sources and Evaluation Methods** | **Person(s) Responsible** | **Comments** |
| Improve collective input on workforce development issues with Economic Development including Tribal, Regional, County and City:   1. Engage Regional Development Organizations in a plan-to plan for integration of Workforce Development and Economic Development. 2. Review past meetings to Re-engage RDC’s to review progress on Develop MN Plan. | 1. Completed 2. End of March 2017 | Identification of common themes in relation to workforce development | Meeting Notes | Executive Staff Committee | Regional Plan Section A Areas 1 and 2 |
| Identify and align shared goals with Economic Development.   1. Develop a matrix of crossover areas between Economic Development and Workforce Development. | 1. End of May 2017 | Matrix developed | Matrix validation by both entities | Executive Staff Committee and EDR Consortia | Regional Plan Section A Area 2 |
| Align Local Unified Plans with Economic Development Comprehensive Development Strategies (CEDS). | May 2018 | Inclusion in LUP and Regional Plan | Inclusion in LUP and Regional Plan | Executive Staff Committee, EDR Consortia, WDBs | Regional Plan Section A Areas 1 and 2 |
| Conduct Outreach to discuss collaboration:   1. Establish schedule of outreach meetings with Economic Development entities to discuss LWBD and Economic Development practices and crossover activities. | 1. End of June 2017 | Common themes and practices matrix developed  Business development culturally sensitive | Matrix validation by both entities | Executive Staff Committee and EDR Consortia, including DEED BCDs | Regional Plan Section A Areas 1 and 2 |
| Implement Practices  A. Develop 1 – 3 projects to align Workforce Development and Economic Development | 1. End of June 2018 2. On-going | Projects developed | Projects validated and committed to by both entities | Executive Staff Committee and EDR Consortia | Regional Plan Section A Areas 1 and 2 |
| **Goal #5 – Identify the Populations Experiencing Inequities in Educational and Employment Outcomes (State Plan Goal #1)** | | | | | |
| **Key Action Steps** | **Expected Completion Date** | **Expected Outcomes** | **Data Sources and Evaluation Methods** | **Person(s) Responsible** | **Comments** |
| Obtain relevant data from Regional Analyst:   1. Review (DEED) current trends in Employment Disparity. 2. Meet with stakeholder groups to validate data. | 1. Completed 2. January 2018 | Provide narrative on analysis results on which to base future planning. | Quantitative data received from DEED Regional Analyst will be vetted through utilizing the World Café method  with stakeholder groups. | RWA | Regional Plan Section A Areas 2 and 3 |
| Identify/ Evaluate additional data sources:   1. Obtain data from Tribal, New Americans, and other entities   B. Develop crossover matrix in areas of employment disparities.  C. Explore Kumu.IO mapping tool | 1. End of March 2017   B. End of May 2017  C September 2017 | Matrix developed | Data vetted by tribal and other entities | RWA, Executive Staff Committee, Regional Data Analyst | Community Action Partners  Include grad rates, expulsion data, special education data, employment data, disability, ethnicity, R3C data  Regional Plan Section A Areas 1 and 2 |
| Identify the affected populations   1. Identify a minimum of 2, but not more than (3) entities to be member of the Regional Workforce Alliance. 2. Meet with interested representatives of groups experiencing disparate employment outcomes. | 1. End of June 2017 2. End of July 2017 | RWA will have representatives from populations experiencing disparities in employment. As of February 2017, we have added a representative of the Somali and Native American populations. | N/A | RWA and Executive Staff Committee | Regional Plan #1., #2., and #3. |
| Identify barriers and set goals for improvement of outcomes for affected populations | End of August 2017 and On-going | Barriers and improvement goals identified | Barriers and goals will be vetted by representatives of populations experiencing iniquities in educational and employment outcomes | RWA and Executive Staff Committee; Representatives of specific populations | Include grad rates, expulsion data, special education data, employment data, disability, ethnicity, R3C data  Regional Plan #3. |
| Establish Practices:   1. Develop 1 – 3 activities to integrate workforce development activities with groups experiencing disparities in employment 2. Develop and implement New Americans Project in Clay County 3. Identify and develop culturally-specific service delivery methods (beginning with Marnita’s Table information and connects) | 1. End of September 2017 2. Fall 2017 3. March 2017 and On-Going | Activities will be established and planned  Culturally-specific service delivery developed  Service delivery methods to meet specific needs will be integrated into service delivery methodologies | Progress reports  Progress reports  Progress reports | RWA, WAM, Executive Staff Committee, Executive Directors, local staff  Note Regional Narrative Section B.1. B.2. and B. 3. | Regional Plan #3. |
| Provide Training Opportunities for Stakeholders and Internal Customers.   1. Explore funding sources to conduct Marnita’s Table for Boards, key personnel and staff. 2. Provide training for staff at Building Bridges Conference, Fargo, ND <http://www.lssnd.org/what-we-do/humanitarian-work/new-americans/building-bridges-2017.html>   C. Proactively seek opportunities to provide inclusion and diversity training and experiences to staff and stakeholders. | 1. Fall 2017 2. March 28, 29 2017 3. On-going | Staff will learn how to develop a stronger network of collaborators to meet the needs of our growing diverse communities. | Breakout session feedback, key note sessions feedback | RWA, Boards of both LWDAs, Staff, Stakeholders | Regional Plan #3., Areas 1, 2 and 3 |
| Implement Disability Initiative Enhancement Program to better serve youth with disabilities in workforce development. | Implementation  Completed  On-Going | Services provided to 100 youth with disabilities over the next three years. | Number of Youth Served  Number of Youth employed or post-secondary plan developed | RMCEP, Disability Resource Coordinator | Regional Plan Area 2 |
| Monitor Outcomes:   1. Set semi-annual review of results. | 1. On-going | Increased culturally- specific service delivery meeting the needs of specific populations | Progress Reports | Executive Staff Committee | Regional Plan Area 3, #20. |
| **Goal #6 – Create 1-2 Business Led Sector Partnerships (Regulation 679.510 a.1.iii/iv/vii)** | | | | | |
| **Key Action Steps** | **Expected Completion Date** | **Expected Outcomes** | **Data Sources and Evaluation Methods** | **Person(s) Responsible** | **Comments** |
| Review OID to determine sectors with greatest growth and need.   1. Review OID data for the Northwest Region Area. 2. Choose Sectors | 1. Complete 2. Complete | Schedule G of Regional Plan | DEED LMI  Regional Reports  Review data at large group session, group identifies 2 sectors based on nominal process of data | Regional Analyst, RWA, WDBs and regional stakeholders | Regional Plan Area 3 |
| Develop an overlay of current Career Pathways programs to identify paths of opportunity from k-12 – Higher education.  A. Share with Regional Workforce Strategy Consultant and Job Counselor staff | 1. End of March 2017 | Overlay developed | Vetted by Education Partners | R3C Coordinator, RWA, local staff | Include grad rates, expulsion data, special education data, employment data, disability, ethnicity, R3C data  Regional Plan Area 3 |
| Develop a regional overlay of current Career Pathways to Work Force needs. | End of January 2018 | Overlay developed  Gaps identified | Vetted by education and business partners | R3C Coordinator, RWA, local staff, education and business partners | To set the discussion of new training programs and identification of incumbent work training  Regional Plan Area 3 |
| Develop WFC process to better align workforce job counselors with WSC efforts and share summary data:   1. Develop/Engage a Business Overview Committee to direct activities combining WSC and Job Counselor Activities 2. Determine gaps and areas of need. 3. Bring WFC Staff together and integrate activities 4. Implement strategies | 1. End of February 2017 2. End of March 2017 3. End of May 2017 4. End of June 2017 | Alignment of current services and information sharing for business across all partners | Progress reports on implemented strategies on a bi-monthly basis | Workforce Strategy Consultant, Business Community Development, Team Leaders, Supervisors | Regional Plan Area 3 |
| Create sector development communities/group within Healthcare and Manufacturing   1. Engage Businesses and Associations | 1. Start January 2017 - On-going | Communities identified and developed | Industry validation of results  Outline of business needs and career pathways | WSC, Business Community, RWA, Executive Staff Committee | Subsection of industry leaders  Regional Plan Area 3 |
| Identify business needs relative to workforce development:   1. Develop business sector survey based on common themes | 1. End of August 2017 | Proactively engaging business in discussions; identify common themes |  | Business Service Representatives, Business Community Development, Team Leaders, Supervisors | Regional Plan Area 3 |
| Host regional Occupations In Demand validation sessions in each EDR with external stakeholders to include identifying employment disparities   1. Use data to determine regional need 2. Regional need data used to determine appropriate performance levels to negotiate between WDBs and DEED. 3. RWA will use this data to develop appropriate strategies such as career pathways | Bi-annually  Annually | List of identified occupations in demand as determined by Local Workforce Development Boards, validated by business and stakeholders | DEED LMI  Stakeholder input | RWA, Executive Staff, DEED | Regional Plan Area 3 |
| Develop 1 -3 Business Lead Sector Strategies:   1. Integrate funding to support Business Lead Sector Strategies 2. Develop Metrics 3. Establish 3 Incumbent Worker Training projects | 1. End of September 2017 2. End of September 2017 3. October 2017 | TBD  TBD  Incumbent workers will receive skills upgrading | TBD  TBD  Participant and Business satisfaction | WSC, Business Community, RWA, Executive Staff Committee | Included; hiring bias, workplace culture and other barriers to employment experienced by targeted populations  Regional Plan Area 3 |
| Develop business sector survey based on common themes | December 2017 | Survey developed and implemented | 15% business response | WSC, Business Community, RWA, Executive Staff Committee | Survey subsection of sector industry leaders Regional Plan Area 3 |
| As appropriate, integrate Minnesota Sector Strategies Technical Assistance Strategy by Maher and Maher | Begin April 2017—On-Going | Incorporate potentially successful strategies into RWDA 1 sector plans | TBD | Executive Staff Committee | Regional Plan Area 3 |
| Monitor Activities/Metrics:   1. Monitor data | 1. On-going | Narrative Report developed | Progress Report results | RWA, Executive Staff Committee | Regional Plan Area 3 |
| **Goal #7 – Stakeholders Engagement (State Plan – Strategic Element #2)** | | | | | |
| **Key Action Steps** | **Expected Completion Date** | **Expected Outcomes** | **Data Sources and Evaluation Methods** | **Person(s) Responsible** | **Comments** |
| Create Executive Summary that encompasses aligned goals of the Regional Planning Area   1. Engage WIOA Partners in a Plan to Plan – Regional Meetings 2. Deliver Findings to RWA. | 1. Completed December 2016 2. Completed January 2017 | Introduce RWA to regional planning | Meeting minutes | Executive Staff Committee, RWA, WDBs, local staff | Regional Plan Area 2 and 3 |
| Develop and recommend strategies to address the identified barriers to success for special populations | On-Going  Commence June 2017 | Barriers to success identified | Barriers vetted by agencies/entities that work with affected populations. | Subgroup of agencies/entities that work with affected populations | Based on results in Goal #5  Regional Plan Area 2 |
| Create sector development communities in Healthcare and Manufacturing | Start January 2017 - On-going | Outline business needs and career pathways | Industry validation of results | WSC, Business Community, RWA, Executive Staff Committee | Subsection of industry leaders and representatives of populations experiencing inequities in employment and education  Regional Plan Area 2 |
| Monitor Stakeholder Engagement: Establish new schedule of RWA Stakeholder Meeting for 2017 | End of May 2017 | Regular meetings held | Meeting minutes | RWA, Executive Staff Committee | Regional Plan Area 2 |
| Participate in Marnita’s Table program | Completed | Learning acquired to understand disparities in employment and education experienced by some populations | Strategies to address disparities included in regional plans | RWA, Executive Staff Committee, local staff | Regional Plan Area 2 and 3 |
| Develop and establish regular meetings with groups that represent populations who are experiencing disparities in employment development.  Conduct Racial Assessment at NWPIC, contracted agencies and RMCEP. | On-Going  End of September 2017 | Engage in regular conversation focused on understanding needs, barriers and identifying culturally-specific ways to eliminate disparities in employment development for targeted populations. | Incorporation of strategies into service delivery methodologies | RWA, Executive Staff Committee, local staff, culturally-specific group representatives | Regional Plan Area 1 |
| Engage in Business and Trade Associations | Begun September 2016 | Introduce Regional Planning, roles and career pathway concepts  Identify members to join working communities  Develop working communities | Meeting Notes | Executive Staff Committee | Regional Plan Area 1 and 2 |
| Engage Adult Basic Education Consortia | Completed July 2016  On-going through 2018 | Introduce Regional Planning and the roles ABE have in the effort  Integrate ABE efforts with Workforce Development | Meeting Notes | RC3 Coordinator, Executive Staff Committee | Regional Plan Area 1 and 2 |
| Engage Workforce Center Partners | Completed July 2016  On-going through 2018 | Introduce Regional Planning  Develop more cohesive plans to work together to provide cross-information and seamless service delivery | Meeting Notes | Job Service Area Manager, Executive Staff Committee | Regional Plan Area 1 and 2 |
| Engage Regional Development Commissions | Completed June 2016  On-going through 2018 | Introduce Regional Planning and the roles economic development have in the effort; Identify and compare commonalities  Incorporated CEDS principles and action plans into LUP and Regional Plans | Meeting Notes | Executive Staff Committee | Regional Plan Area 1 and 2 |
| Engage Secondary/Post-secondary Perkins Consortium and Service Cooperatives | Completed June 2016  Completed August  2016  On-going through 2018 | Introduce Regional Planning and the roles of secondary and post-secondary career and tech organizations have in the effort.  Develop closer partnerships with education and coordinate sector efforts to provide needed career pathways and training opportunities. | Meeting Notes | R3C Coordinator, Executive Staff Committee | Regional Plan Area 1 and 2 |
| Share business sector driven plans and data with Higher Education | End of June 2018 | Negotiate creation of training opportunities identified by business sector | New training opportunities available that meet business demand | RWA, Executive Staff Committee, Higher Education Partners | Regional Plan Area 1 and 2 |
| Incorporate knowledge gained through business-driven sector work in Career Advising Projects with secondary students and their parents | On-going  End of June | Data gained will be incorporated into occupations in demand data within Career Advising curriculum | Increase entry to identified sectors | RWA, Executive Staff, R3C Coordinator, Career Advisors | Regional Plan Area 1, 2, and 3 |
| Develop workforce development training with Tribal Partners to incorporate Career Advising | On-going  Commence March 2017 | Assist Tribes with workforce development and career advising in Tribal Colleges—culturally specific | Progress reports  Tribal satisfaction | RWA, R3C Coordinator, Executive Staff Committee | Regional Plan Area 1, 2, and 3 |
| **Goal #8 – Submission of Local Plans that align with the Regional Plan (Regulation 679.510 2.ii)** | | | | | |
| **Key Action Steps** | **Expected Completion Date** | **Expected Outcomes** | **Data Sources and Evaluation Methods** | **Person(s) Responsible** | **Comments** |
| Create Executive Summary that encompasses aligned goals of the Regional Planning Area | End of March 2017 | Summary created | N/A | Executive Directors, Director of Operations | Regional Plan #6 |
| RWA will review local and regional plans to ensure goals are aligned.   1. Develop new Metrics to guide plan and activities | 1. End of March 2017 | Plans reviewed  Metrics developed | WDBs approve plans and metrics TBD  Plans submitted | RWA, Executive Staff Committee, WDBs | Regional Plan #6 |
| Submit Plans to DEED | May 2018 | Local and Regional Plans submitted and approved | Letter of approval from DEED | RWA, NWPIC, RMCEP | Modify as needed  Regional Plan #1 |