

**SOUTHWESTERN AREA
WORKFORCE DEVELOPMENT BOARD**

**Planning Committee
Meeting Agenda**

Rio Grande Preparatory Institute
2355 Avenida de Mesilla
Mesilla, NM

Monday, July 16, 2018 at 9:00 am

*Kathy Davis – Chair
Vacant – Vice Chair*

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| I. Call to Order | 9:00 am |
| II. Welcome | |
| III. Roll Call and Abstentions | |
| IV. Approval of Agenda | |
| V. Discussion or Motion for Recommendation Items | 9:05 am – 9:50 am |
| a) Approval of summary for June 6, 2018 meeting p.2 | |
| b) Four-year Plan Modification Update p.4 | |
| c) PY19 Youth Services Request for Proposals Update p.20 | |
| d) Election of a Vice Chair p.21 | |
| VI. Public & Member Comments | 9:50 am – 10:00 am |
| VII. Next Meeting | |
| VIII. Adjournment | 10:00 am |

DRAFT OF MEETING SUMMARY

Meeting	: Planning Committee
Date and time	: June 6, 2018 at 9:00 am
Location of Meeting	: Mesilla Town Hall 2231 Avenida de Mesilla Mesilla, NM 88046
Chair	: Gary Whitehead, Acting Chair
Members Attending	: Present: Kathie Davis, Kelly Duke, Angelo Vega, Joshua Orozco, Gary Whitehead Absent: Cassie Arias Staff: Steve Duran, Angela Longovia, Joe McClintock
Guests in Attendance	: Jack Eakman, Susanna Santillan, Yvette Bayless
Summary submitted by/Signature	: Angela Longovia, Communications & Graphic Design Specialist
Next Meeting	: July 16, 2018

#	Agenda Item	Summary
1.	Call to order	Meeting called to order at 9:06 am by Mr. Whitehead
2.	Welcome and Introductions	Mr. Whitehead welcomed everyone and asked for those in attendance to introduce themselves
3.	Roll Call & Abstentions	Ms. Longovia called roll.
4.	Approval of Agenda	A motion was made by Mr. Vega to approve the agenda, seconded by Mr. Orozco. By unanimous consent, motion carried.
5.	Discussion or Motion for Recommendation Items	<p>(a) Brief on committee's responsibilities and scope of work for PY18</p> <ul style="list-style-type: none"> Mr. Duran explained that the planning committee is one of five standing committees of the board and it is one of the hardest working committees regarding the review and analysis of materials. The committee primary responsibility is to create the board's Four-year Plan and its amendments. <p>(b) Election of a Committee Chair and Vice Chair</p> <ul style="list-style-type: none"> A motion was made by Mr. Vega to approve the to elect Kathie Davis as Chair, seconded by Mr. Orozco. By unanimous consent, motion carried. A motion was made by Mr. Vega to approve the to elect Kelly Duke as Chair, seconded by Mr. Orozco. By unanimous consent, motion carried. <p>(c) Four-year Plan Amendment</p> <ul style="list-style-type: none"> Mr. Duran explained to the committee that the State Administrative Entity has not yet submitted guidance to the local board on the modification of the Four-year Plan that is done every two years. Mr. Duran proposed that we contract with a consultant to customize what is going on by county as an addendum to the plan. This will provide each county more detailed labor market information, identification of needs, strategies and objectives for each county, and their respective measurables. A motion was made by Mr. Duke to recommendation to procure a consultant to assist in the modification of the Four-year Plan, seconded by Ms. Davis. By unanimous consent, motion carried.

#	Agenda Item	Summary
		(d) Set recurring date and time for committee meetings <ul style="list-style-type: none"> A motion was made by Mr. Vega to set the next meeting on July 16, 2018 at 9:00 am at the Rio Grande Preparatory Institute, seconded by Mr. Duke. By unanimous consent, motion carried.
6.	Public & Member Comments	<ul style="list-style-type: none"> Mr. Jack Eakman, city councilor from Las Cruces commented on the city's priorities to address the workforce needs of the city, such as in healthcare, specifically in nurses and physicians. Their economic development office has a seat for someone from workforce development to assist them in their efforts. Ms. Longovia stated that a mini job fair is currently going on at the Las Cruces Workforce Connection Center, if some members would like to visit the fair.
7.	Next Meeting	Monday, July 16, 2018 at 9:00 am at the Rio Grande Preparatory Institute in Mesilla, NM
8.	Adjournment	Meeting was adjourned at 10:23 am

Attested: _____

Date _____

AGENDA ITEM SUMMARY

Planning Committee Meeting

July 16, 2018

Agenda Item

Four-year Plan Modification Update

SUMMARY OF AGENDA ITEM

- At the previous meeting, the committee recommended for a consultant to be procured to assist in the modification of the Four-year Plan.
- Just recently the State Administrative Entity (SAE) issue guidance and a short timeline to get the modification done. As shown in the attachment that we received on July 3, 2018, the modification would need to be complete by August 31, 2018.
- This deadline may change our strategy to contract with a consultant.
- We are scheduling a meeting with the other local board administrators in the state to discuss the extension of this deadline with the SAE. If it cannot be extended, then the focus on developing an addendum for each county can still be done, but it will not be included in the modification that will be submitted on or before the August 31st deadline.
- This will be the focus of our discussion at the meeting.

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Guidelines for Developing Workforce Innovation
and Opportunity Act (WIOA) Local Plan
Modifications
Program Years 2016-2019
Version 2.0 Issued PY2018

Southwestern Area Workforce Development Board
Michael Olguin, Jr., Board Chair
Steve Duran, Administrative Entity
PO Box 1072
Elephant Butte, NM 87935
www.employnm.com

I. Background and Purpose

The Workforce Innovation and Opportunity Act (WIOA) reforms planning requirements, previously governed by the Workforce Investment Act of 1998, or WIA, to foster better alignment of federal investments in job training, integrate service delivery across programs, improve efficiency in service delivery, and ensure that the workforce system is job-driven and matches employers with skilled individuals. WIOA addresses the needs of job seekers through establishing a workforce system that helps them access employment, education, training and support services to succeed in the labor market. WIOA addresses employer needs by matching them to the skilled workers they need to compete in the global economy.

Under the leadership of Governor Susana Martinez, New Mexico has created a vision for the state workforce development system which incorporates the critical need for integrating workforce development and economic development activities. The State's approach to the formulation of the State Combined Workforce Plan was one of collaboration and cooperation. As a combined workforce plan state, New Mexico included representatives from the Department of Workforce Solutions, Higher Education Department Adult Education Division, Public Education Department Division of Vocational Rehabilitation, Commission for the Blind, and Department of Aging and Long-term Services in the preparation of the various drafts of the State Plan, the review of comments, and in discussions regarding the alignment of programs from these organizations. Local areas are required to continue that collaborative process in the formulation of the local plans.

WIOA requires local plans to align with the State's vision as set forth in the Combined State Plan.¹ Under WIOA sec. 108, each Local Workforce Development Board (LWDB) must, in partnership with the appropriate chief elected officials, develop and submit a comprehensive 4-year plan to the Governor.¹ This four-year action plan serves to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. According to §679.500, the purpose of the local plan is to set forth the strategy to:

- (1) direct investments in economic, education, and workforce training programs to focus on providing relevant education and training to ensure that individuals, including youth and individuals with barriers to employment, have the skills to compete in the job market and that employers have a ready supply of skilled workers;
- (2) apply job-driven strategies in the one-stop delivery system; and
- (3) enable economic, education, and workforce partners to build a skilled workforce through innovation in, and alignment of, employment, training, and education programs.

The Governor (NMDWS)² provides this guidance to the local workforce development boards in the formulation of its local plans in accordance with the WIOA Department of Labor Rule, Part 679, Subpart D. At a minimum, local plans must include the provisions in this guidance.

II. Timeline for Local Plan Modifications

The New Mexico State Combined Plan was approved as modified on {Insert Month, Day, Year}. WIOA regulations at §679.580 requires the Governor (NMDWS) to establish procedures governing the modification of local plans. *The timeline for development, submittal, and review of local plan modification is as follows:*

Activity	Target Date
LWDBs Develop Local Plan Modifications	July 2, 2018 – August 31, 2018
LWDBs Complete Local Plan Modifications	August 31, 2018
LWDBs Post Local Plan Modifications for 30-Day Public Comment	September 3, 2018
LWDBs Update Plans to Reflect Public Comments, as appropriate (and any other necessary changes)	September 3, 2018 to September 17, 2018
Local Boards Approve Final Plan Modifications for Submission in an Open Meeting	By September 28, 2018
Local Boards Submit Completed Plan Modifications to NMDWS	October 1, 2018
State Review Period	October 1, 2018 to November 2, 2018
NMDWS Notifies LWDBs of Plan Modification Approval (and any requested revisions, if needed)	November 2, 2018
If Applicable, LWDBs Complete and Submit Requested Local Plan Modification Revisions to NMDWS	November 16, 2018

III. Process for Plan Modifications

In accordance with §679.580(a), the following describes the process for developing and submitting plan modifications. LWDBs, in partnership with the appropriate chief elected officials, must review the local plan and prepare and submit modifications to the plan to reflect the following changes.

§679.580(b)(1) and (2)(i)	Economic Conditions (a) Explanation of any changes in regional labor market and economic conditions, particularly any significant changes in local economic conditions.
§679.580(b) (2)(ii)	Funding

	(a) Explanation of any changes in the financing available to support WIOA title I and partner-provided WIOA services.
§679.580(b)(2)(iii)	<u>Board Structure Updates</u> (a) Any changes to the LWDB structure, including membership and committees.
§679.580(b)(2)(iv)	<u>Performance Updates</u> (a) Include an update to Attachment E of this document to reflect negotiated performance measures for PYs 2018 and 2019. (b) Include a chart of past, current, and expected service levels for Adult, Dislocated Worker and Youth for PYs 2016 and 2019. (c) Include changes in strategies to meet local performance goals, as well increased service levels.
§679.350, WIOA §106(e)(2) and §107(c)(2)	<u>Subsequent Local Board Certification</u> As a part of the local plan modification review process, NMDWS will review each local board to assess the extent to which the local board has ensured that workforce investment activities carried out in the local area have enabled the local area to: (i) meet the corresponding performance accountability measures, and (ii) achieve sustained fiscal integrity, as defined by Section 106(e)(2). The term “sustained fiscal integrity,” used with respect to a local area, means the Secretary of the U.S. Department of Labor has not made a formal determination, during either of the last two consecutive years preceding the determination regarding such integrity, that either the grant recipient or the administrative entity of the area misexpended funds provided under WIOA Subtitle B due to willful disregard of the requirements of the provision involved, gross negligence, or failure to comply with accepted standards of administration.
§679.560(c)	<u>Required Updates to Attachment A</u> Provide on a flash drive, copies of all LWDB policies relevant to the implementation of WIOA (as listed in the local board grant agreement in Exhibit F, Statement of Work, Section VII, Required LWDB Policies).
§679.560(c)	<u>IFA Update</u> Provide a copy of the local board infrastructure funding agreement (IFA). If the IFA is not yet completed, include a detailed description of the steps taken toward progress in completing the IFA, as well as an expected timeline for completion.
§679.560(c)	<u>WIOA Implementation Highlights</u> Include a section highlighting WIOA implementation accomplishments to date.

IV. Plan Content

(Modify the following elements as necessary and appropriate.)

STRATEGIC PLANNING ELEMENTS

A. Economic and Workforce Analysis

The plan must describe the local board area's current economic and workforce conditions. Per §679.560(a)(1)(iii), as appropriate, a local area may use an existing analysis, which is a timely current description of the regional economy, to meet these requirements. Please indicate the source of any data used in your analysis.³

§679.560(a)(1)(i)	Include a regional analysis of economic conditions including existing and emerging in-demand industry sectors and occupations.
§679.560(a)(1)(ii)	Include a regional analysis of employment needs of employers in existing and emerging in-demand industry sectors and occupations.
§679.560(a)(2)	Knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
§679.560(a)(3)	An analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment.

B. Analysis of Workforce Development Activities

The plan must describe the board's workforce development activities as follows.

§679.560(a)(4)	An analysis of workforce development activities, including education and training, in the region. This analysis must include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.
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C. Strategic Vision and Goals

The plan must describe the board's strategic vision and goals as follows.

§679.560(a)(5)	A description of the local board's strategic vision to support regional economic growth and economic self-sufficiency. This must include goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), and goals relating to the performance accountability measures based on performance indicators described in §677.155(a)(1) of the WIOA Joint Rule.
§679.560(a)(6)	Taking into account analyses described in Sections A and B above, describe the local board's overall strategy for working with the entities that carry out the core programs and required partners to align resources available to the local area, to achieve the strategic vision and goals.

OPERATIONAL ELEMENTS

A. Local Workforce System Structure

The plan must include a description of the structure of the local workforce system as follows.

§679.550(c)	<i>Local Board Area Profile.</i> Describe the geographical workforce development area, including the LWDA's major communities, major employers, training and educational institutions (technical and community colleges, universities, etc.), population, diversity of the population, and relevant growth trends.
§679.550(c)	<i>Local Board Structure.</i> Provide a full roster of local board membership, including the group each member represents, in Attachment B . Include a list of all standing committees, along with a description of the purpose of each committee.
§679.560(b)(1)(i)	Provide a description of the workforce development system in the local area that identifies the programs that are included in the system; demonstrating alignment with regional economic, workforce and workforce development analysis. (In addition, please provide a list in Attachment C of the one-stop centers in your local area, including address and phone numbers. Indicate the one-stop operator for each site and whether it is a comprehensive or satellite center. Include a list of the one-stop partners physically located at each of the one-stop centers in the local board area, and the services provided by these partners.)
§679.560(b)(1)(ii)	Describe how the LWDB will support the strategies identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) to support service alignment.

B. Local Workforce Development System Alignment

The plan must include a description of how the local workforce development system is aligned, as follows.

§679.560(b)(2)(i)	Describe how the local board will work with entities carrying out core programs to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.
§679.560(b)(2)(ii)	Describe how the local board will work with entities carrying out core programs to facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.
§679.560(b)(2)(iii)	Describe how the local board will work with entities carrying out core programs to improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).

C. Local Strategy Implementation

The plan must include local strategies and the implementation of initiatives to support those

strategies relative to the elements below. Local strategies can include incumbent worker training programs, on-the-job training programs, Registered Apprenticeships customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers.

§679.560(b)(3)(i)	Describe the strategies and services that will be used in the local area to facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.
§679.560(b)(3)(ii)	Describe the strategies and services that will be used in the local area to support a local workforce development system that meets the needs of businesses in the local area.
§679.560(b)(3)(iii)	Describe the strategies and services that will be used in the local area to better coordinate workforce development programs and economic development.
§679.560(b)(3)(iv)	Describe the strategies and services that will be used in the local area to strengthen linkages between the one-stop delivery system and unemployment insurance programs.
§679.560(b)(4)	Describe how the local board will coordinate local workforce investment activities with regional economic development activities that are carried out in the local area and how the local board will promote entrepreneurial skills training and small business services.
§679.550(c)	Describe how the local board will develop and implement training across systems for all core partners to ensure a unified approach to service delivery; including vocational rehabilitation.

D. One-Stop Delivery System

The plan must include a description of the one-stop delivery system in the local area, including:

§679.560(b)(5)(i)	Describe how the local board will ensure the continuous improvement of eligible providers through the system and how such providers will meet the employment needs of local employers, workers, and job seekers. (Please include a copy of the board's ETPL policy as a part of Attachment A.)
§679.560(b)(5)(ii)	Describe how the local 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.
§679.560(b)(5)(iii)	Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA sec. 188 (Nondiscrimination), if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) 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.
§679.560(b)(5)(iv)	Describe the specific roles and resource contributions of the one-stop partners, to date. Please include your process for updating any cooperative agreements, resource sharing agreements, and memoranda of understanding relevant to the Workforce Innovation and Opportunity Act. (If any of these documents have already been updated or are even still in draft form, please provide copies as a part of Attachment D.)
§679.560(c)	Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will provide for the Accessibility for English Language Learners (ELL).

E. Service Implementation for Indicated Populations

The plan must include a description of services to target populations, including:

1. Youth

§679.560(b)(8)	Provide a description and assessment of the type and availability of youth workforce investment activities in the local area including activities for youth with disabilities, and other barriers, such as homeless youth, foster and former foster youth, and/or expecting and parenting youth.
§679.560(c)	Describe how the local board is planning or working to fulfill specific Youth requirements, as laid out in the Workforce Innovation and Opportunity Act, including: <ul style="list-style-type: none"> a. how the board is providing for the 14 required Youth service elements; b. approach towards meeting the 20% work experience, including the use of Registered Apprenticeship as a service strategy; c. approaches toward meeting the 75% OSY minimum expenditure; d. a description of changes in the youth provider's service delivery models; e. a description of any changes in outreach activities around Youth; and f. any changes in Youth case management approach, including the use of supportive services.

2. Adults and Dislocated Workers

§679.560(b)(6) and §679.560(c)	Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area, including any services targeted toward adult populations with barriers, such as displaced homemakers, homeless adults, ex-offenders, single parents and pregnant women, and/or long-term unemployed.
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3. Individuals with Disabilities

§679.560(b)(13) and §679.560(c)	Describe how individuals with disabilities will be served through the one-stop center system in the local area, including copies of executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop delivery system. This includes cooperative agreements (as defined in WIOA sec. 107(d)(11)) between the LWDB or other local entities described in WIOA sec. 101(a)(11)(B) of the
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	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 the Rehabilitation Act(29 U.S.C. 720 et seq.) (The Division of Vocational Rehabilitation within the NM Public Education Department and the Commission for the Blind) (other than sec. 112 or part C of that title (29 U.S.C. 732, 741) and subject to sec. 121(f)) in accordance with sec. 101(a)(11) of the Rehabilitation 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 and resources, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination, such as improving or creating referral processes, joint enrollment and case management.
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4. Veterans

§679.560(c) and §680, Subpart E	Describe the board's strategic approach to serving Veterans to improve employment outcomes for this population, including priority of service efforts.
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5. Migrant Seasonal Farmworkers

§679.560(c), Parts 653 and 685	Describe, as appropriate, the board's approach to serving migrant seasonal farmworkers within its respective area to increase education and employment outcomes for this population.
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6. Native Americans

§679.560(c) and Part 684	Describe, as appropriate, the board's approach to serving Native Americans within its respective area to increase education and employment outcomes for this population.
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7. Individuals with Low Income

§679.560(c) and §680, Subpart E	Describe how the board will identify and work with low-income individuals, including any plans to coordinate locally with the Temporary Assistance for Needy Families (TANF) program to serve this population, as well as to serve TANF exhaustees.
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8. Older Individuals

§679.560(c)	Provide a description of how the local board will coordinate WIOA title I workforce investment activities with the Senior Community Service Employment Program (Title V of the Older Americans Act of 1965) to serve the employment needs of older individuals.
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9. Individuals with Low Literacy Levels

§679.560(b)(12)	Provide a description of how the local board will coordinate WIOA title I workforce investment activities with adult education and literacy activities under WIOA title II. Describe the joint planning processes planned or underway that will enhance the provision of services to individuals with receiving adult education services, such as cross training of staff, technical assistance, sharing resources, sharing of information, cooperative efforts to improve or create
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	referral processes, joint enrollment and case management. This description must also include how the LWDB will carry out the review of local applications submitted under title II consistent with WIOA Secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232.
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F. Coordination of Services Across Programs

The plan must describe how services are coordinated across programs, including:

1. Coordination with Wagner Peyser Services

§679.560(b)(11)	Provide a description of plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 U.S.C. 49 et seq.) services and other services provided through the one-stop delivery system;
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2. Coordination with Rapid Response Activities

§679.560(b)(7)	A description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities;
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3. Coordination with Secondary and Postsecondary Education System

§679.560(b)(9)	Provide a description of how the local board will coordinate relevant secondary and postsecondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services;
§679.560(b)(2)(iii)	Describe how the local board will work with entities carrying out core programs to improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).

4. Coordination of Supportive Services

§679.560(b)(10)	Provide a description of how the local board will coordinate WIOA title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area.
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5. Coordination of Follow-up Services

§679.560(c)	Provide a description of the board's follow-up policy and procedures for each of the targeted groups in Section G.
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6. Coordination of Service Priorities

§679.560(b)(21)	Describe the direction given by the Governor (NMDWS) and the LWDB to the one-stop operator to ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient consistent with WIOA sec. 134(c)(3)(E) and §680.600 of the WIOA DOL Rule.
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7. Coordination of Outreach Efforts

§679.560(c)	Describe how the board will coordinate outreach efforts across partner programs for shared customers and target populations.
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8. Coordination of Professional Development Activities

§679.560(c)	Describe how professional development activities will be coordinated across all partner programs staff.
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9. Coordination of Referrals

§679.560(c)	Describe how the board will coordinate customer referrals across partner programs.
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10. Coordination with Other Partner Programs

§679.560(c)	Describe any other services provided in the one-stops to support the local workforce development system and customers. Include any coordination plans or activities the board has with any other partner programs such as, AmeriCorps, JobCorps, Youth Build, Mission: Graduation, Innovate Educate, etc.
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ADMINISTRATIVE ELEMENTS

G. Fiscal and Performance Management

The plan must include description of fiscal and performance information, including:

§679.560(b)(14)	Identify the entity responsible for the disbursement of grant funds described in WIOA sec. 107(d)(12)(B)(i)(III).
§679.560(b)(15)	Provide a detailed description of the competitive process that will be used to award the subgrants and contracts for WIOA title I activities. (Please provide a copy of the board's procurement policy or policies, including conflict of interest provisions as a part of Attachment A .)
§679.560(b)(16)	Provide the local levels of performance negotiated with the Governor (NMDWS) and chief elected official consistent with WIOA sec. 116(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA title I subtitle B, and the one-stop delivery system in the local area, in Attachment E . (Refer to Section III of these guidelines, Process for Plan Modifications, for information on required updates to this section.)
§679.560(b)(17)	Describe the actions the LWDB will take toward becoming or remaining a high-performing workforce development board. <i>Helpful Resource:</i> <ul style="list-style-type: none"> Strategic Board Toolkit: https://ion.workforcegps.org/resources/2016/06/27/09/30/Strategic_Board_Toolkit_Vision
§679.560(b)(18)	Describe how training services outlined in WIOA sec. 134 will be provided

	through the use of individual training accounts, 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, and how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.
§679.560(c)	Boards may implement a pay-for-performance contract strategy for certain elements, for which the board may reserve and use not more than 10 percent of the total funds allocated to the board under WIOA Section 128(b). Describe any plans the board may have to use pay-for-performance contracts to communicate performance expectations to service providers.
§679.560(c)	The local board grant agreements require boards to achieve or exceed a Minimum Training Expenditure Requirement of 40%. Local boards should obligate a minimum of 80% and expend a minimum of 40% of current year funding by the end of the third quarter of the program year. Please report on the local board's expected obligation and expenditure rates for PY 2016.
§679.560(b)(20)	Describe how one-stop centers are planning to implement or transition to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and by one-stop partners.

H. Definitions

The Workforce Innovation and Opportunity Act requires states to address the usage of certain definitions related to the WIOA Title I program. Please answer the following items related to those definitions.

§679.560(c)	Because the State has chosen not to define "additional assistance," as it relates to WIOA Youth program eligibility, each local board has the responsibility for determining its own definition of this eligibility category. If the local board wishes to use this eligibility category, a local policy must be developed that specifies what conditions must be met for a youth to require "additional assistance" and what documentation is needed to demonstrate this eligibility category. In each area, not more than five percent of the in-school-youth under WIOA Section 129(3)(B) may be eligible under "individual who requires additional assistance" to complete an educational program or to secure or hold employment. If applicable, provide the definitions the board uses for "requires additional assistance" and a copy of the related local policy as a part of Attachment A .
§679.560(c)	The state defines "basic skills deficient" for Adults and Youth as follows. <ul style="list-style-type: none"> • For Adult – An individual who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. • For Youth – An individual who computes or solves problems, reads, writes, or speaks English at or below the eighth grade level on a generally accepted standardized test or comparable score on a criterion-

	<p>referenced test.</p> <p>Please describe the process the board uses to test individuals for basic skills deficiency.</p>
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I. Note on Regional Planning

The Workforce Innovation and Opportunity Act identifies specific requirements for any planning that will occur across local areas, i.e. "regional areas." This requirement does not apply in New Mexico as the New Mexico WIOA State Combined State Plan designates our existing four local areas as the regional planning areas.

J. Assurances

Consistent with the NM WIOA State Combined Plan, the local plan must include assurances that:

#	Assurance	Indicate Yes or No
1.	The LWDB obtained input into the development of the Local Plan and provided an opportunity for comment on the plan by representatives of local boards and chief elected officials, businesses, labor organizations, institutions of higher education, the entities responsible for planning or administrating the core programs and other programs included in the Plan, other primary stakeholders, and the general public, and the Local Plan is available and accessible to the general public.	
2.	The LWDB has established a policy identifying circumstances that may present a conflict of interest for a local board member, or the entity or class of officials that the member represents, and procedures to resolve such conflicts.	
3.	The LWDB has established a policy to provide to the public (including individuals with disabilities) access to meetings of local boards and local boards, and information regarding activities of local boards, such as data on board membership and minutes.	
4.	The LWDB has established fiscal control and fund accounting procedures necessary to ensure the proper accounting for funds paid to the local boards for adult, dislocated worker, and youth programs to carry out workforce investment activities under chapters 2 and 3 of subtitle B.	
5.	The Federal funds received to carry out a core program will not be expended for any purpose other than for activities authorized with respect to such funds under that core program.	
6.	Service providers have a referral process in place for directing Veterans with Significant Barriers to Employment (SBE) to DVOP services, when appropriate.	
7.	The LWDB has implemented a policy to ensure a process is in place for referring veterans with significant barriers to employment to career services provided by the JVSG program's Disabled Veterans' Outreach Program (DVOP) specialist.	
8.	The LWDB established procedures that set forth criteria to be used by chief elected officials for the appointment of local workforce investment board members.	

9.	Priority of Service for covered persons is provided for each of the Title I programs; and	
10.	The LWDB has taken appropriate action to secure compliance with the Uniform Guidance at 2 CFR 200 and 2 CFR 2900 and WIOA 184(a)(3).	

K. Attachments

Attachment A	Provide on a flash drive, copies of all LWDB policies relevant to the implementation of WIOA. (Refer to Section III of these guidelines, Process for Plan Modifications, for information on required updates to this section.)
Attachment B	Provide a full roster of local board membership, including the group each member represents. Include a list of all standing committees, along with a description of the purpose of each committee. (Refer to Section III of these guidelines, Process for Plan Modifications, for information on required updates to this section.)
Attachment C	Provide a list of the one-stop centers in the local area, including address and phone numbers. Indicate the one-stop operator for each site and whether it is a comprehensive or satellite center. Include a list of the one-stop partners physically located at each of the one-stop centers in the local board area, and the services provided by these partners.
Attachment D	Provide copies of any draft or completed cooperative agreements, resource sharing agreements, and memoranda of understanding relevant to the Workforce Innovation and Opportunity Act.
Attachment E	Provide the local levels of performance negotiated with the Governor (NMDWS) and chief elected official consistent with WIOA sec. 116(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA title I subtitle B, and the one-stop delivery system in the local area, for PY 16 and PY 17. (Refer to Section III of these guidelines, Process for Plan Modifications, for information on required updates to this section.)

Signatures:

Chief Elected Official Date

Local Board Chair Date

¹ The New Mexico WIOA State Combined Plan can be accessed at <http://www.dws.state.nm.us/WIOA-Policy-Plans-Annual-Reports>.

² For the purposes of local plan development where the Governor has delegated certain duties to the NMDWS as the designated state agency for the implementation of WIOA, NMDWS will be denoted in parentheses.

³ Please see reference tools provided along with this guidance to assist with the economic and workforce analysis.

AGENDA ITEM SUMMARY

Planning Committee Meeting

July 16, 2018

Agenda Item

PY19 Youth Services Request for Proposals Update

SUMMARY OF AGENDA ITEM

- As a FYI for the planning committee, every three years the board issues a request for proposal (RFP) for youth services.
- This year is the third and final year for the current youth services contract. The term ends on June 30, 2019.
- The plan is for the board to authorize the issuance of a RFP much earlier than it typically does. This will allow for the award to be made at the board's January 2019 meeting. This will also provide sufficient time to prepare the contract for the upcoming year, which begins on July 1, 2019 and ends June 30, 2020 and address any issues that may arise in the procurement.
- Staff will brief the committee on the role of the youth committee as it prepares for the RFP to be issued.

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AGENDA ITEM SUMMARY

Planning Committee Meeting

July 16, 2018

Agenda Item

Election of committee Vice Chair

SUMMARY OF AGENDA ITEM

- Since our last meeting, Mr. Kelly Duke resigned from the board and is not our planning committee vice-chair.
- At this meeting, we will take nominations to elect a vice-chair for the committee.

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