

WIOA *Quick Start* Action Planner (QSAP)

Local Leadership and Governance

Under WIOA, local leaders have a principal role in the transformation of the public workforce system into one that is integrated and streamlined, and expands opportunities for job seekers, workers, and businesses. Local areas should ensure they are ready for WIOA implementation by July 1, 2015 by taking action now; developing a strategic vision; focusing on continuous improvement, customer-centered services and improved operations; implementing a strong, partnership-focused board; and working towards the development of a comprehensive Local Plan.

Please rate to what extent you agree with the following statements related to local leadership and governance activities in preparation for WIOA implementation.

1 = Not at all | 2 = Making progress but a long way to go | 3 = Have some of this, sometimes | 4 = Yes, in place now | 5 = Not only in place but we are excelling

Section 1	Local Workforce Board Membership and Operations	Rating (Choose One)					Notes
	<i>Is your Local Board membership aligned with WIOA Local Board requirements which go into effect on July 1, 2015?</i>	1	2	3	4	5	
	1. Local elected officials have appointed a Local Board which complies with the new WIOA membership requirements, prior to July 1, 2015.	1	2	3	4	5	
	2. A carefully designed appointment process has been established to identify a diverse and inclusive range of leaders in the categories of Business (majority), Workforce (including labor and apprenticeships), Education and Training, Government, Economic and Community Development, and others who are appointed by the appropriate authority; and whose knowledge enhances the board's development of business-driven, customer-centered strategies and policies.	1	2	3	4	5	



3. The structure of the Local Board's membership and operations positions the board to carry out all the required functions contained in WIOA.	1	2	3	4	5	
4. The Local Board is pro-actively engaged in regional planning and coordination strategies with other local area boards based on their shared regional economic competitiveness goals and shared services to employers and job seekers.	1	2	3	4	5	
5. Local Boards and local chief elected officials are actively consulting with each other and the State Board on the state's designation process for workforce development areas and workforce planning areas.	1	2	3	4	5	

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Section 2	Leadership and Strategic Vision Development	Rating (Choose One)					Notes
	<i>Is your local area positioned to develop and implement a strategic vision for a comprehensive and integrated local workforce system?</i>	1	2	3	4	5	
		<i>1 – 2 – 3 – 4 – 5</i>					
	6. There is a local system-wide strategic and comprehensive plan across all core and mandatory program partners to implement a local transformative vision which is shared by the board, chief local elected officials, and partners, and sets clear expectations for how it will be implemented locally.	1	2	3	4	5	
	7. The local strategic vision and local plan is aligned with the state's strategic plan and is fully supported by the local chief elected officials, the Local Board, and the local agencies responsible for implementation of WIOA.	1	2	3	4	5	



<p>8. The local workforce system, in alignment with the state workforce system, engages and convenes all core and mandatory one-stop partners and supports the development and implementation of local one-stop policies and processes, service delivery design, infrastructure, and certification criteria.</p>	1	2	3	4	5	
<p>9. The Local Board has designed and implemented a broad and inclusive customer engagement strategy that breaks down barriers to accessing workforce development services for all local and regional job seekers and employer customers.</p>	1	2	3	4	5	
<p>10. The Local Board is actively developing and expanding the alignment of workforce development strategies with regional economic development strategies, and those strategies support industry sectors throughout the region and statewide.</p>	1	2	3	4	5	

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<h2>Section 3</h2>	<h3>Local Plan Development</h3> <p><i>Is your local area prepared for the submission of a transformative, comprehensive workforce development plan to implement the local workforce area's WIOA vision and strategic goals?</i></p>	<p>Rating (Choose One)</p> <p>1 – 2 – 3 – 4 – 5</p>					<p>Notes</p>
	<p>11. The Local Board has developed a WIOA transition budget and action plan to insure that all mandatory timelines are met beginning July 1, 2015, to the extent feasible.</p>	1	2	3	4	5	
	<p>12. The local planning process is designed as a comprehensive and inclusive engagement of the full array of local workforce system partners – including, but not limited to, chief elected officials, core and mandatory program partners, employer and worker advocate organizations, community-based organizations, education at all levels, and training and service delivery providers – to ensure that the local planning process includes meaningful participation of all stakeholders.</p>	1	2	3	4	5	



<p>13. The Local Board has implemented customer-centered policies to assist partners with local one-stop service integration and increasing local coordination of programs and resources.</p>	1	2	3	4	5	
<p>14. The Local Board, in partnership with its designated regional partners, state and key stakeholders, has developed sector-based strategies which address local and regional skill gaps and respond to the talent needs of employers in targeted sectors both locally and regionally.</p>	1	2	3	4	5	
<p>15. The Local Board collaborates with local workforce development, human and social services, and education partners to create and implement local and regional career pathway strategies that align local and regional employment, training, education, and supportive services for under and middle-skilled persons to increase demand skills and recognized post-secondary credentials.</p>	1	2	3	4	5	
<p>16. The Local Board develops work-based learning opportunities with employers (such as on-the-job training, paid internships, Registered Apprenticeships, and transitional jobs) that are offered in the local and regional area as training paths to skilled employment.</p>	1	2	3	4	5	
<p>17. The Local Board, based upon identified needs and in cooperation with employers, has developed an incumbent worker training strategy to assist workers in obtaining the skills necessary to retain employment, avert layoffs, and proactively upskill workers leaving their former jobs open for new hires.</p>	1	2	3	4	5	
<p>18. The Local Board, in alignment with the state, has identified a process for expansion of the Eligible Training Provider List, improving customer access to the list, and an updated reporting process.</p>	1	2	3	4	5	
<p>19. The Local Board has created a competitive one-stop operator designation process. The process to identify an entity or consortium of entities is consistent with the competitive provisions of the law and the Office of Management and Budget Super Circular (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards released on December 26, 2013).</p>	1	2	3	4	5	



<p>20. The Local Board, in alignment with the state and with the support of core and mandatory partners, has created MOUs which support aligned customer services across all programs and maximize and leverage all resources including non-federal resources.</p>	1	2	3	4	5	
<p>21. The Local Board, in alignment with the state, has created a competitive eligible youth services provider process and it ensures that youth services are integrated into local one-stop delivery and that youth have full access to relevant programs, activities, and supportive services.</p>	1	2	3	4	5	
<p>22. The Local Board, in alignment with the state, has identified potential federal and state waivers that are of interest locally and regionally.</p>	1	2	3	4	5	
<p>23. The Local Board, in alignment with the state, has identified local WIOA performance measures to be negotiated with the state.</p>	1	2	3	4	5	

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<p>Section 4</p>	<p>System Capacity, Continuous Improvement, and Improved Operations</p> <p><i>Is your local area prepared to develop and implement system capacity building, continuous improvement activities, and improved operations for the local workforce system?</i></p>	<p><i>Rating (Choose One)</i></p> <p>1 – 2 – 3 – 4 – 5</p>					<p><i>The Notes</i></p>
	<p>24. Local staff training is aligned with the state and is in place to increase the skills and knowledge of all staff in the local workforce system and ensure that they have the skills for their new roles in a transformed system.</p>	1	2	3	4	5	
<p>25. A local system for the identification and dissemination of best practices related to meeting the needs of employers, workers, and job seekers is in place and includes all program partners.</p>	1	2	3	4	5		



<p>26. The Local Board has objective criteria and a process in place for assessing the effectiveness and continuous improvement of the one-stop centers at least once every three years and these align with statewide criteria.</p>	1	2	3	4	5	
<p>27. Local policies and partnership agreements are in place identifying the appropriate roles and contribution of resources for all required one-stop program partners under WIOA and these align with state policies.</p>	1	2	3	4	5	
<p>28. Local Board policies are in place to support an effective board, promote success, and sustain fiscal integrity in order to ensure that the board performs all local activities with measurable effectiveness.</p>	1	2	3	4	5	
<p>29. Local strategies are in place for technological improvements focused on increasing customers’ digital literacy, increasing access to online services, and ensuring that technology-based services are accessible to individuals with disabilities and individuals without private access to technology and these align with statewide strategies.</p>	1	2	3	4	5	
<p>30. Integrated data and performance management systems are in place across all WIOA core program partners (Adult, Dislocated Worker, Youth, Wagner-Peyser, Adult Basic Education, and Vocational Rehabilitation) to increase use of common intake and data collection across all program partners, support program management, and maximize the effectiveness of the system for all customers and these align with statewide systems.</p>	1	2	3	4	5	
<p>31. Local policies are in place to support all required infrastructure activities, such as resource allocations and reporting for all program activities required under WIOA, and these align with statewide policies.</p>	1	2	3	4	5	
<p>32. The local area’s Labor Market Information system provides real-time and user-friendly information, including local employer data as well as additional locally-sourced data, and the local system aligns with regional and statewide information systems.</p>	1	2	3	4	5	

