

WorkOne Policy Workgroup

Co-Leads: Connie Berry (DWD) and Deb Waymire (Region 4)

Members:

| | | |
|------------------------------|---------------|--|
| Co-Lead: Connie Berry | (DWD) | (317-233-6078 CEberry@dwd.in.gov) |
| Co-Lead: Deb Waymire | (R4) | (765) 807-0882 dwaymire@tap.lafayette.in.us) |
| Steve Gault | (DWD) | 812.675.2481 sgault@dwd.in.gov) |
| Alishea Hawkins | Adult Ed) | 317-? ahawkins@dwd.in.gov) |
| Chelsea Meldrum | (EmployIndy) | 317-684-7624 cmeldrum@EmployIndy.org) |
| Melissa Leaming | (R6) | mleaming@work-one.org) |
| Gary Gatman | (R3) | ggatman@neinworks.org) |
| Jeff Russell | (VR) | jeffery.russell@fssa.in.gov) |
| Theresa Koleszar | (VR) | Theresa.koleszar@fssa.in.gov) |
| Robyn Minton | (R1) | rminton@innovativeworkforce.com 219.462.2940 ext 24) |
| Shannon Laurent | (R8) | slaurent@hotmail.com) |
| Kenneth Michael | (Employ Indy) | kmichael@dwd.in.gov) |
| Kay Johnson | (R11) | kay.johnson@workonesw.org (812) 492-4508) |
| Marilyn Putzilo | (Adult Educ.) | mputzilo@dwd.in.gov) |
| Margo Olson | (R9) | margo@rivervalleyresources.com) |
| Nancy Karazsia | (R8) | nkarazsia@dwd.in.gov) |

Responsibilities

- Local and Regional Planning Guidelines [Note: current local plans remain in effect through PY 15]
- Review and approval process for local plans
- Definition of a “center”
- MOU policy – review DWD Policy 2010-10
- Definition of a program “providing access” 121(b)(1)(A)(i)
- Certification and continuous improvement 121(g)
- Occupations in demand 134 (c)(3)(E)

- | |
|---|
| <ul style="list-style-type: none">■ Substance abuse policy 181(e) Review DWD policy 2010-22■ Self-sufficiency definition and goals■ WIOA Title 1 Eligibility policy■ Other- as determined by the group |
|---|

Updates: Notes from 1/28/15 followed by 2/23/15

WIOA Policy and Planning Workgroup

1/28/15

Meeting Notes

Attendance: Connie Berry, Mellisa Leaming, Gary Gatman, Shannon Laurent, Kenneth Michael, Chelsea Meldrum, Steve Gault, Kay Johnson, Margo Olson, Theresa Koleszar, Elizabeth Adedokun, Nina Babich, Robyn Minton, Deb Waymire, Marie Mackintosh

Not in attendance: Nancy Karazsia and Allison Leeuw

- Waymire kicked off the meeting by reminding everyone that all documents, tasks and contact information will be located on Webplanner – webplanner.com

Documents will also be e-mailed out to participants

- Group reviewed roles and responsibilities:
 - Local and Regional Planning Guidelines [Note: current local plans remain in effect through PY 15]
 - Review and approval process for local plans
 - Definition of a “center”
 - MOU policy – review DWD Policy 2010-10
 - Definition of a program “providing access” 121(b)(1)(A)(i)
 - Certification and continuous improvement 121(g)
 - Occupations in demand 3(23)

- Substance abuse policy 181(f) Review DWD policy 2010-22
- Self-sufficiency definition and goals
- WIOA Title 1 Eligibility policy
- Other- as determined by the group

- Discussion regarding deadlines needing to be met. Certain recommendations will need to be given to SWIC for approval. SWIC meets March 19th.
- Websites to review for WIOA information and updates are:
 - [DWD: Workforce Innovation and Opportunity Act](#)
 - <http://www.doleta.gov/wioa/>

- Overview of WIOA Town Hall PowerPoint – can be reviewed on webplanner
- Four subgroups were created – list of members is on next page
 - Local plans - review and approval
 - Suggestion that the local plans be a two-step process – local plan completed containing what things the region would like to accomplish over the year; report out in 12 months of what was completed
 - Definitions – i.e. ITA, Occupations in Demand – WIOA 3-23
 - Policies: Memorandum of Understanding, Substance Abuse, Chartering - 181-f
 - Policies: Eligibility, Data Validation, Integration, Customer Flow

- Draft report summary due in 3 weeks
 - Feb 17 – sub group summary reports due
 - February 23rd – Conference call 10:00 am

WIOA PPG Implementation: Sub- Workgroup Categories

| Sub-Workgroup Area | Members | Draft Activities |
|---|--|--|
| <p>Local/Regional Plan Guidance</p> <p>Review and Approval Process</p> | <ul style="list-style-type: none"> ■ Connie - Lead ■ Theresa ■ Chelsea ■ Alishea | <ul style="list-style-type: none"> ■ Review WIOA legislation for development of Unified Plans ■ Recommendation of Unified review and Approval process |
| <p>Policy/Definitions</p> <ul style="list-style-type: none"> • Center • Providing Program Access • Occupations in Demand (ITA's) • Self-Sufficiency | <ul style="list-style-type: none"> ■ Nina - Lead ■ Elizabeth ■ Kenneth ■ Shannon ■ Margo ■ Marilyn | <ul style="list-style-type: none"> ■ Review appropriate WIOA sections to determine definitions across core partners to develop a common language. ■ Review and recommend changes to current policies to update |
| <p>Analysis/ Development</p> <ul style="list-style-type: none"> • MOU • Substance Abuse • Chartering • Continuous Improvement | <ul style="list-style-type: none"> ■ Nina – Lead ■ Gary ■ Steve ■ Elizabeth ■ Robyn | <ul style="list-style-type: none"> ■ Review and recommend changes to current policies to update ■ Recommendations for MOU under WIOA ■ Recommendations for Chartering Criteria and continuous improvement |
| <p>Policy Analysis and Development</p> <ul style="list-style-type: none"> • Eligibility Policy • Integration Policy • Customer Flow Policy | <ul style="list-style-type: none"> ■ Robyn – Lead ■ Gary ■ Deb ■ Kay | <ul style="list-style-type: none"> ■ Identify all current state policies/TABs across programs that will be impacted and develop recommendations: Revision and what should be revised/ Recension and why/ New policy |

| | | |
|--|--|--|
| | <ul style="list-style-type: none"> ■ Theresa ■ Steve ■ Melissa ■ Marie (or designee) | |
|--|--|--|

Monday – February 23, 2015

10:00 am – 11:30 am

Webinar

Notes

I. Review Sub-group reports for discussion and comment:

a) Local/Regional Guidance – Connie Lead

- State plan is due on March 16, 2016; Local plans will be before the state plan; WIOA section 108 outlines all the requirements for the local plan; this will guide Indiana’s guidelines and concerns; work group worked on timing; would like to have mid-point draft checkin’s; send out info in Jan and approve at June SWIC meeting; local areas will need a 30 day comment period; this allows for a two month review; need to still work out review criteria and review team members; would hope to see these as strategic documents and **not** focus on day to day operational numbers (aka workshop attendance predictions); attach MOU’s to the local plans

b) Policy/Definitions – Nina Lead

- Drug policy – will remain the same
- Definitions:
 - Occupations in Demand - Importance of career pathways approach and not just average wage
 - Centers/Access - Initiate an application as defined in local MOU’s
 - Economic Self-Sufficiency – would give a different wage for each county; in the past the WIB’s set the standard but WIOA says we adjust for local standards determined by family size, ages; used only as a goal for family earning not as an eligibility criteria; importance to not have this be a limiting factor as to who gets served; region can establish and at no time can it be less than the calculator for an individual

c) Analysis/Development (MOU, Chartering) – Nina Lead

- MOU policy – for adult education we would need local programs to sign; same for CTE and senior worker programs; will need to connect this with the full service sites; include a template that is tailored and specific;
- Certification of One Stops – discussed the points submitted; this is one year away; can re-convene and expand the work group; reg's may address this;
- ITA – Gary and Robyn are working on

d) Policy Analysis and Development (Eligibility, Integration, Customer Flow) – Robyn Lead

- Eligibility – will use the document as a building block for after the reg's are released
- Integration – when discussing eligibility be sure to include ability to benefit;
- Customer Flow – incorporated into the Integration policy; renamed Customer Service as it provides for a mosaic of services the customer may need and not a sequencing of services
- Create an Excel doc which outlines Policy vs TAB vs Regional Operating Manual vs Regional Training and Process

II. Determine Next Steps

Leads will look at info from the sub- groups; If additional info is needed we will re-convene;

WIOA Implementation
WorkOne Policy and Local/Regional Planning Guidelines
“PPG” Workgroup Meeting

Monday – February 23, 2015
10:00 am – 11:30 am
Webinar

Notes

- I. Review Sub-group reports for discussion and comment:
 - a) Local/Regional Guidance – Connie Lead
 - State plan is due on March 16, 2016; Local plans will be before the state plan; WIOA section 108 outlines all the requirements for the local plan; this will guide Indiana’s guidelines and concerns; work group worked on timing; would like to have mid-point draft checkin’s; send out info in Jan and approve at June SWIC meeting; local areas will need a 30 day comment period; this allows for a two month review; need to still work out review criteria and review team members; would hope to see these as strategic documents and **not** focus on day to day operational numbers (aka workshop attendance predictions); attach MOU’s to the local plans
 - b) Policy/Definitions – Nina Lead
 - Drug policy – will remain the same
 - Definitions:
 - Occupations in Demand - Importance of career pathways approach and not just average wage
 - Centers/Access - Initiate an application as defined in local MOU’s
 - Economic Self-Sufficiency – would give a different wage for each county; in the past the WIB’s set the standard but WIOA says we adjust for local standards determined by family size, ages; used only as a goal for family earning not as an eligibility criteria; importance to not have this be a limiting factor as to who gets served; region can establish and at no time can it be less than the calculator for an individual
 - c) Analysis/Development (MOU, Chartering) – Nina Lead
 - MOU policy – for adult education we would need local programs to sign; same for CTE and senior worker programs; will need to connect this with the full service sites; include a template that is tailored and specific;
 - Certification of One Stops – discussed the points submitted; this is one year away; can re-convene and expand the work group; reg’s may address this;
 - ITA – Gary and Robyn are working on

d) Policy Analysis and Development (Eligibility, Integration, Customer Flow) – Robyn Lead

- Eligibility – will use the document as a building block for after the reg's are released
- Integration – when discussing eligibility be sure to include ability to benefit;
- Customer Flow – incorporated into the Integration policy; renamed Customer Service as it provides for a mosaic of services the customer may need and not a sequencing of services
- Create an Excel doc which outlines Policy vs TAB vs Regional Operating Manual vs Regional Training and Process

II. Determine Next Steps

Leads will look at info from the sub- groups; If additional info is needed we will re-convene;