

WIOA Regional Work Plan – July, 2016 through June, 2018

Goal # 1 – Establish Regional Leadership Approach (Regulation 679.510 a.1.i/v)					
Key Action Steps	Expected Completion Date	Expected Outcomes	Data Source & Evaluation Method	Person(s) Responsible	Comments
Update Greater Metro Workforce Council’s (GMWC) bylaws and have each local WDB formally re-confirm their membership in GMWC. Bylaws will define that the regional leadership table will be co-chaired by an LEO and local WDB Chair on a rotating basis	6/30/17	Local WDBs formally approve and appoint representatives consistent with bylaws	Written bylaws and meeting minutes	GMWC staff	This is largely complete.
Define charge for regional leadership table focused on aligning strategies to advance key sectors and develop career pathways to meet the skill and workforce challenges of the region	3/10/17 6/30/17	GMWC formally approve new structure/determine process for expanded regional leadership table	Written bylaws and meeting minutes	GMWC Board	This is largely complete. Process to determine board member solicitation and selection will be determined by 6/30/17
Identify name for regional leadership table	12/31/17	New name	Meeting minutes	GMWC board	Could be determined earlier, but naming of new leadership table may be decided by newly constituted board in Q4 2017

WIOA Regional Work Plan – July, 2016 through June, 2018

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<p>Recruit regional partners to co-convene leadership table that includes representatives from priority industry sectors, as well as other stakeholders. The leadership table will include the following entities, however, number of reps beyond 6 LEO and 6 chairs or designated rep is still to be decided. An example could be:</p> <ul style="list-style-type: none"> • 6 Local Elected Officials representing the six WDAs (2 votes each)* • 6 Chairs or designated business representative from each of the six WDAs (1 vote each) • 3 representatives of business organizations or trade associations • 4 individuals representing the voice of underserved job seekers • 1 representative of regional economic development organization • 1 representative of philanthropy engaged in workforce development • 1 representative of Adult Basic Education in the metro • 1 representative of metro MN State Colleges and Universities • 1 representative of organized labor in the metro 	<p>9/30/17</p>	<p>Selection process announced by 7/1/17 and completed by 9/30/17.</p> <p>Selections made and roster of regional leadership table members complete before end of 4Q17.</p>	<p>Meeting minutes MOU</p>	<p>GMWC board</p>	<p>Additionally the regional leadership table will strive to ensure that at least 30% (7 individuals) are themselves people of color and/or members of underserved/under-represented populations; and that 30% (7 individuals) also serve in at least one other leadership role within the workforce, economic development, civic engagement, philanthropic, political or business leadership arena.</p> <p>The business leaders will come from identified sector tables, which are expected to change over time as labor market demand changes</p>

WIOA Regional Work Plan – July, 2016 through June, 2018

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Regional leadership table quarterly meetings	6/30/17 9/30/17 11/30/17 3/31/18 6/30/18 9/30/18 12/31/18	Drafts and evolution of regional plan that including strategies outside of WIOA; and, discussion and action to address challenges and opportunities related to implementation of plan	Meeting minutes Plan documents	GMWC staff and GMWC leaders	
Regional leadership table will develop and host annual regional workforce summit to bring stakeholders together, review progress (services provided, outcomes achieved, funds spent toward outcomes), identify common strategies and endorse annual regional plan	3/31/18	Endorsement of regional plan and strengthened relationships among stakeholders	Meeting minutes, session evaluation, and if desired, broader survey of stakeholders	GMWC board and staff	
Develop communications plan for regional workforce planning	12/31/17	Plan developed and implemented during duration of this work plan	Clarity of messaging, building of identity, as measured by informal analysis and, if desired, longitudinal survey	GWMC staff	
Confirm funding commitments for GMWC board activities	5/31/17 then Ongoing	Preliminary funding committed, and additional funding, through duration of this work plan is in process of being committed	Assessment of funding needs, and evaluation, after implementation, that activities are sufficiently resourced.	GMWC board	
Confirm staffing arrangements for GMWC	6/30/17	Staffing arrangements are identified and preliminary funding committed	Assessment of staffing needs, and evaluation, after implementation, that staffing needs are being met.	GMWC board	This could include contracted arrangements with other organizations or individuals.

WIOA Regional Work Plan – July, 2016 through June, 2018

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 Source & Evaluation Method	Person(s) Responsible	Comments
Identify staff/members to participate in WIOA performance negotiation panel (Regulation 679.510 a.1.viii)	3/31/17 then ongoing	Roster of negotiation panel members	Meeting minutes	WDB Directors	Continue to be consistent with federal requirements.
Build on existing good practice to identify regional need in employment and income (disaggregated by race and other key demographics) to regularly update our shared understanding. Use these data to inform performance negotiations between local WDBs and DEED, and the State and USDOL.	Ongoing	Regularly updated “regional report card” shared across the region that informs annual performance negotiations.	Data sources (see comments). Regional “report card” could also be affirmed and reviewed by outside experts	GMWC staff and negotiation panel	Utilize DEED LMI, Wilder, Greater MSP, Workforce One, MFIP, SNAP, VRS, and other data to more completely assess performance and outcomes
Align goals established in contracts with sub-recipients to ensure that services are meeting regional goals and consistent with local plans	Ongoing	Guidance to all regional service partners that promotes a consistent, high-quality approach.	MOU template	GMWC staff	This may also be woven into staff training plans outlined in Goal #3 below
Implement a continuous improvement strategy in partnership with nonprofit training providers (past efforts include United Way return on investment work, CLASP work with MN Employment Services Coalition, etc.). This would build on that, and bring together providers and the public sector system	12/31/17	Mapping shared principles and expected outcomes from a continuous improvement strategy (likely in conjunction with activities in goals below)	Rollout of the strategy will include milestones for continuous improvement and review opportunities to gauge progress relative to expected milestones	GMWC staff	This dovetails with other activities in goals below relative to stakeholder engagement, shared training, and sector work.

WIOA Regional Work Plan – July, 2016 through June, 2018

Goal # 3 – Identify & 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 Source & Evaluation Method	Person(s) Responsible	Comments
Drawing on best practices among local WDB MOUs within individual localities, develop a standard region wide MOU to align and coordinate region wide services including affiliates/specialized centers (as defined in WIOA legislation).	6/30/17	Template MOU completed	Outcomes will be reviewed regularly by GMWC leaders to assess progress relative to stated MOU goals.	GMWC staff and WDA directors	We will build upon state-level work already completed.
In partnership with others, build on existing shared staff training across the systems and region to strengthen outcomes for jobseekers and employers. Specifically, regularly convene counselors/navigators from workforce, higher education, ABE, to share information and complete high-quality training objectives.	Training objectives developed by 9/30/17. Training launch in 2018.	Staff training curriculum is developed/refined and shared. With partners, deployment beginning in 1Q18.	Session evaluations, as curriculum is delivered by partners.	GMWC staff with regional partner team to guide and deliver	Support staff development across systems (higher education, ABE, workforce) and address turnover – to ensure better understanding across system in the region
Region-wide technology enhancements: <ul style="list-style-type: none"> • Expand use of shared contact management system to include local staff at multiple levels • Advocate for shared case management systems that build upon existing Workforce One infrastructure • Expand use of products like Real Time Talent, Work Fountain and staff training on use of such tools 	6/30/18	TBD depending on resources	Data analytics from new tools and the state system will provide monthly/quarterly reports used to evaluate usage and outcomes	TBD	Meaningfully shared contact mgmt. for employers would strengthen regional outcomes for employers. This could be “piloted” inside specific sectors as sector tables are advanced.

WIOA Regional Work Plan – July, 2016 through June, 2018

Key Action Steps	Expected Completion Date	Expected Outcomes	Data Source & Evaluation Method	Person(s) Responsible	Comments
Assess opportunities to share “back of house” functions across WDBs in order to free up resources and staff to focus on outcomes	9/30/17	Report provided to local WDB to review/discuss		WDA directors	Possibilities include joint training of new/returning WDB members
Expand use of Career 101 materials and training staff (across systems) to assess individuals and promote career pathways for individuals in key sectors (and others)	9/30/17	Curriculum development and refreshment for broader audience		GMWC staff and WDA staff	Shared resource for any career or training counselor
Develop quick reference guide or toolkit for staff across higher education, workforce, and ABE so they have basic information on each system	12/31/17	Reference guide available for staff across higher education, workforce, and ABE staff.		WDA staff	

WIOA Regional Work Plan – July, 2016 through June, 2018

Goal # 4 – Coordination with Economic Development Services and Providers (Regulation 679.510 a.1.vii)

Key Action Steps	Expected Completion Date	Expected Outcomes	Data Source & Evaluation Method	Person(s) Responsible	Comments
Engage Greater MSP, Minnesota Chamber, and local chambers of commerce in supporting sector panels	3/31/17 and ongoing as sector work refines/changes	Greater MSP and/or chambers of commerce become co-conveners of sector panels	Meeting roster and minutes	GMWC staff	
Host joint workshop with Economic Development Association or MN metro members to discuss WIOA and regional plan	9/30/17	Shared planning with economic development leaders	Meeting roster and minutes	GMWC staff/consultants	
Convene local economic development staff (City and County) for bi-annual briefing on labor market trends, sector strategies, etc.	12/31/17 6/1/18	Agenda	Roster	GMWC staff	
Develop and implement a regular communications vehicle to share regional labor market data, updates on sector strategies, etc. with education entities	Ongoing	Regular communications	Copies of materials	GMWC staff/consultants	
Expand existing West Metro convening of DEED, Vocational Rehabilitation, business development staff, and Metropolitan Consortium of Community Developers Open for Business staff to engage full region in WIOA and regional planning	Ongoing	Shared planning and labor market intel, as well as coordination of employer outreach efforts	Meeting roster and minutes	GMWC staff	
Ensure regular communication with DEED economic development staff	Ongoing	Strengthened relationship	Information shared, and evidence of stronger partnership in planning and services	GMWC staff	

WIOA Regional Work Plan – July, 2016 through June, 2018

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 Source & Evaluation Method	Person(s) Responsible	Comments
Utilize analysis of service element availability at physical locations and online, relative to expected needs of populations being served – specifically youth and adults with barriers to employment and/or who would benefit from culturally-specific service delivery strategies.	3/31/17 and ongoing	Identification of gaps in service relative to need; Map of Racially Concentrated Areas of Poverty, locations of Workforce Centers and workforce providers; and Map of other disparities including education level, disabilities, etc.	Mapping and written analysis	Consultants	Align with Governors Workforce Development Board
<i>(per stakeholder engagement below)</i> Strengthen and formalize data sharing and coordination with CBO partners and other public programs serving specific populations and geographies to focus on career pathways. Starting points for these connections include Marnita’s Table gathering in February 2017, followed by contracted providers.	6/30/17 and ongoing	Getting direct participant and service provider input into service delivery strategies developed under this goal.	Input provided, including meeting rosters and minutes	GMWC staff	Strengthen our direct engagement with the customers we serve in our planning process using human-centered design elements
Learn from expected convening of metro DEED equity grant recipients to assess opportunities for impact and alignment. Apply learning to assist future work with DEED to ensure grant recipient strategies align and support regional goals.	Ongoing and corresponding to funding cycles	Clarity regarding programs and services offered through equity funding.	Meeting roster and minutes	GMWC staff	

WIOA Regional Work Plan – July, 2016 through June, 2018

Goal # 6 – Create 1-3 Business Led Sector Partnerships (Regulation 679.510 a.1.iii/iv/vii and State Plan – Strategic Element #1)

Key Action Steps	Expected Completion Date	Expected Outcomes	Data Source & Evaluation Method	Person(s) Responsible	Comments
Draft sector table strategy for 6 identified sectors leveraging existing sector work when possible. Define roles and responsibilities of participants. Strategies will encompass range of options include work-based learning, apprenticeships, internships, work, learn and earn, etc. Sector tables will also explore issues of hiring bias, workplace culture, etc. that are barriers to employment outcome for our targeted populations.	3/31/17; ongoing sector development will continue for duration of plan	Detailed strategy document, with draft invitations to sector table employer partners and others	Strategy document, with measurable milestones, to be reviewed by GMWC leaders to gauge timely and effective meeting of milestones.	Staff, GMWC leadership, and identified sector/industry cluster experts	Ensure alignment with GWDB sector planning efforts
Identify specific local WDB staff to serve as lead for each sector to support the staffing of each sector table. Also, begin identifying CBO partners and potential funding sources to support operations of sector tables.	3/31/17	Sector table fact sheet with names	Review by GMWC leadership to ensure sector tables will be appropriately staffed and resourced.	GMWC	Existing WDB and CBO staff have expertise in some sectors and will be tapped to lead sector efforts
Build on mapping of career pathways in manufacturing, construction and IT sectors using LMI. Overlay w/education pathways and assess gaps & capacity constraints	6/30/17	Career pathway roadmap	Assess existing mapping (relative to other national sources)	Staff	Build on existing mapping done by MSPWin and MnSCU

WIOA Regional Work Plan – July, 2016 through June, 2018

Key Action Steps	Expected Completion Date	Expected Outcomes	Data Source & Evaluation Method	Person(s) Responsible	Comments
Engage and recruit with likely sector table participants including employers and trade associations (MHTA, HealthForce, Precision Manufacturing, etc.)	Ongoing	Committed partners to lead each table	Ongoing assessment of who is at our tables	GMWC staff	Build on existing tables wherever possible
Convene employment and training partners to assess and validate LMI, system barriers, and career pathway roadmap	6/30/17	Support from CBOs and commitment to participate in sector tables leading to better outcomes for targeted populations	Meeting minutes	GMWC staff	
Work with sector table leads to recruit table members	Phased with initial focus on: Manufacturing Construction IT	Business lead tables with diverse representation	Rosters	GMWC staff and select WDB staff	
Per metro wide staff training (above) weave sector strategies into ongoing shared staff training	9/30/17	Agenda, materials	Rosters	GMWC staff	
Leverage existing Manufacturing sector activity by expanding geographically, programmatically and with focus on targeted populations	Ongoing	Table defines priorities and one year plan	Roster and Meeting minutes	Washington and Anoka	We are building on existing work with expanded and/or refocused tables and strategies.
Leverage existing Construction sector activity by expanding geographically, programmatically, and with focus on targeted populations	Ongoing	Table defines priorities and one year plan	Roster Meeting minutes	Ramsey County Workforce Solutions	We are building on existing work with expanded and/or refocused tables and strategies.
Leverage existing IT sector activity by expanding geographically, programmatically, and with focus on targeted populations	Ongoing	Table defines priorities and one year plan	Roster and Meeting minutes	Minneapolis Employment and Training	We are building on existing work with expanded and/or refocused tables and strategies.

WIOA Regional Work Plan – July, 2016 through June, 2018

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Leverage existing Government sector activity by expanding geographically, programmatically and with focus on targeted populations	3/31/18	Table defines priorities and one year plan	Roster and Meeting minutes	Hennepin County in partnership with other public entities	We are building on existing work with expanded and/or refocused tables and strategies.
Leverage existing Healthcare sector activity by expanding geographically, programmatically and with focus on targeted populations	3/31/18	Table defines priorities and one year plan	Roster and Meeting minutes	TBD	We are building on existing work with expanded and/or refocused tables and strategies.
Leverage existing Professional Services sector activity by expanding geographically, programmatically and with focus on targeted populations	3/31/18	Table defines priorities and one year plan	Roster and Meeting minutes	TBD	We are building on existing work with expanded and/or refocused tables and strategies.
Seek funding opportunities to support specific sector training opportunities	Ongoing	Grants received to support activity	Proposals developed and submitted and program evaluations completed (per funder expectations)	GMWC staff	

WIOA Regional Work Plan – July, 2016 through June, 2018

Goal # 7 – Stakeholder Engagement (State Plan – Strategic Element #2)					
Key Action Steps	Expected Completion Date	Expected Outcomes	Data Source & Evaluation Method	Person(s) Responsible	Comments
Participate in Marnita’s Table	2/23/17	Engagement of partners toward greater understanding of implicit bias in workforce/hiring arena	Meeting evaluation	Marnita’s Table staff with GMWC staff/consultants	
Strengthen and formalize data sharing and coordination with CBO partners and other public programs serving specific populations and geographies to focus on career pathways. Start with sub-contracted providers and expand based on data analysis to include CBOs serving under-served populations.	Initial meetings complete by 12/31/17 then ongoing	Sharing information about defined career pathways, and ensuring access and success for focused populations Better use of data in program design and service delivery by range of stakeholders and providers	Meeting roster and minutes	GMWC staff	This is a series of meetings and events to engage MFIP, ABE, Vocational Rehabilitation, MnSCU -- all public partners and CBOs in the full workforce system umbrella
Organizations representing targeted populations participating at sector tables	Ongoing	Participation in sector tables career pathway planning	Rosters and meeting minutes	GMWC staff	This is one of multiple places in the work plan to engage organizations representing targeted populations
Annual assessment of composition of local WDBs by business sector and race/ethnicity and gender	1/31/17 then ongoing	Increased diversity and alignment of WDBs with regional priorities	Report out and review collectively at least annually	WDB directors and Local Elected Officials	WDBs strive to ensure their Boards represent both the people they serve (ethnicity, disability, etc.) and targeted industry sectors

WIOA Regional Work Plan – July, 2016 through June, 2018

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 Source & Evaluation Method	Person(s) Responsible	Comments
Submit Local/Regional Plan	6/1/16	Initial review by the State	Submission letter/E-mail	Local WDB staff and leadership	
Modify Local/Regional Plan	3/31/17	Review & Approval by State	Letter of Approval from State	GMWC staff and consultants	Regional modifications to be submitted 3/31/17. Approval expected by 5/30/17.