



Local Plan

Minnesota's Workforce Development System under WIOA

Program Years 2016 - 2019

Submitted by

**Local Workforce Development Area #9; Hennepin-Carver
Workforce Development Board**

Department of Employment and Economic Development

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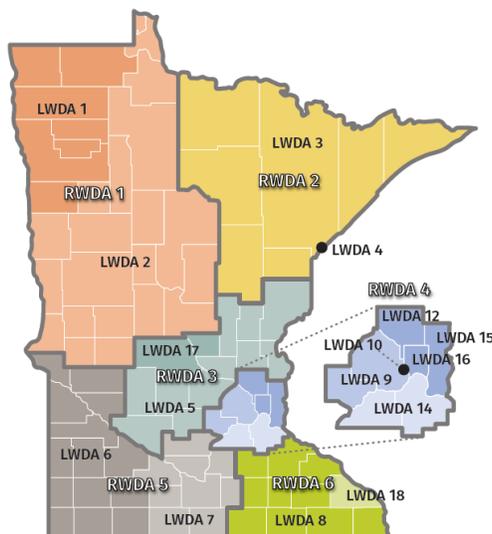
INTRODUCTION

The purposes of the WIOA are the following:

- (1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training and support services they need to succeed in the labor market.
- (2) To support the alignment of workforce investment, education and economic development systems in support of a comprehensive, accessible and high-quality workforce development system in the United States.
- (3) To improve the quality and labor market relevance of workforce investment, education and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- (4) To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers and employers.
- (5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions and states and the global competitiveness of the United States.
- (6) For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention and earnings of participants, and increase attainment of recognized post-secondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers and enhance the productivity and competitiveness of the Nation.

Workforce Development Areas

Minnesota has designated six Regional Workforce Development Areas (RWDAs) in the state that represent a combination of Local Areas, as defined in WIOA, and Economic Development Regions, as defined in other federal law. These Workforce Development Areas have been approved and adopted by the Governor and the chief local elected officials of the Local Areas.



Each Regional Workforce Development Area is responsible for submitting a Regional Plan, inclusive of the Local Plans of the Local Workforce Development Areas. The Regional and Local Plans will align with the strategic vision set by the Governor, address the regional needs of the workforce and business communities and comply with the planning requirements as determined by the State of Minnesota's Department of Employment and Economic Development and the U.S. Department of Labor and applicable federal and state statutes.

Minnesota's Vision for the Workforce Development System

Vision Statement:

A healthy economy, where all Minnesotans have or are on a path to meaningful employment and a family sustaining wage, and all employers are able to fill jobs in demand.

This vision statement was developed through Minnesota's participation in the National Governor's Association's Policy Academy on Career Pathway Models. Minnesota's effort engaged seven state agencies and has influenced workforce development thinking at the system level. It is fitting to continue to move forward with pursuing the implementation of WIOA under this inclusive effort.

Mission:

The creation of a Career Pathway System that aligns local, state and federal resources, policies and services to meet the workforce needs of business and industry and improves access to employment, education and training services for Minnesota's current and future workforce.

Rationale:

The economic conditions of the 21st century require a more responsive approach to meeting the needs of business and industry; and the growing diversity of the workforce population. As economies become more global, competition will continue to increase and pressures on the inputs of production, specifically the timing, availability and skill base of the workforce. Rediscovering the value proposition of the Workforce Development System is critical to responding to the 21st century economy.

A Career Pathway System approach will position the needs of a skilled workforce at the center of the system, recognizing the important role of a "dual customer" approach – businesses and workers. Businesses will lead sector strategies that address the most critical growth needs in occupations that support family sustaining wages. The diverse needs of workers will impact the design and delivery of employment and training programs and services to fulfill these employment needs and their career goals.

SECTION B: LOCAL PLAN

Strategic Operations: *The core elements of strategic operations focuses on operating policies and procedures related to the one-stop system and physical locations of service delivery.*

1. Describe how local area boards will work with each other, core title providers and available data to designate at least one WorkForce Center per local workforce development area and make recommendations on recognizing affiliate and standalone partner sites.

The current locations of WorkForce Centers within Workforce Development Area (WDA) #09 serve our demographic targets well at this time.

The Greater Metropolitan Workforce Council (GMWC) anticipates taking two steps together during the coming year: a) an informal review of service locations relative to population/demographic needs; and, b) consideration of shared criteria for recognizing affiliates among partners and contracted community-based providers. These analyses will be conducted jointly by all metro area Boards with results considered collectively by the regional oversight group identified in the regional plan.

2. Describe the strategies to ensure proper connectivity and coordination among the **physical sites** within the local workforce development area.

WDA #09 has a service delivery system that extends beyond the one-stop locations and provides direct services throughout suburban Hennepin County and Carver County with programming funded by WIOA. Shared staff responsibilities across providers and programs help assist with ongoing coordination and cooperation amongst and between providers. Our network of providers offer some common programs, services and activities but also provides unique opportunities. The sites are physically separate but share information and connections for their customers through staff communication, information sessions, marketing materials and online via websites. Each site is able to provide customers with connections to WIOA programs and services in addition to many other resources.

WDA #09 works in partnership with the North and South Hennepin WorkForce Centers and the Minnesota Department of Employment and Economic Development (DEED) at the Hennepin County one-stop locations to meet regularly with staff and partners at each of the WorkForce Centers in suburban Hennepin to review programming, client flow, and ensure high quality coordinated service between WorkForce Centers and partner sites in suburban Hennepin County. These face-to-face contacts address all elements of program coordination at our shared sites.

3. Describe the strategies to ensure proper connectivity and coordination among the **service providers** within the local workforce development area.

WDA #09 staff ensure high quality coordinated service between community providers through regularly scheduled face-to-face meetings to work collectively through any policy, programming, procedure, or strategy that impacts all partners as a whole.

Through Hennepin Career Connections, low-income, County-involved residents will have priority access to training and placement pathways for work as Hennepin County employees or in comparable private sector positions.

4. Describe other strategies that will be used to maximize services and access to services, such as non-traditional hours or using partner facilities.

The Hennepin-Carver Workforce Development Board and the staff have begun discussions with county stakeholders and leadership to determine other strategies to maximize services and improve methodologies to expand capacity and access through partnering with Hennepin County divisions providing outreach and service.

5. Describe the strategic approaches to ensure all elements of Career Services are available at service locations or online, including services for youth and individuals with barriers to employment or service access.

The metro Workforce Development Boards will collectively undertake an 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. As with the location analysis above, this will be completed collectively and presented with recommendations to the regional oversight group identified in the regional plan.

Now that the final WIOA rules have been published and in order to meet the requirement of at least one comprehensive one-stop center per local area, WDA #09 will continue assessing the needs and requirements of programs and services. Customers will have access to all the programs, services and activities of the full range of required one-stop partners. Other services may be offered at specialized sites through contracts with service providers at local community-based organizations. The diverse staff among these employment service providers, and their neighborhood-based locations with their many points of entry, ensures a robust service delivery system that represents the diversity of our community and often can better facilitate access for communities of color and persons with disabilities.

6. Describe strategies that will be used to leverage technology for services and ensure compliance with accessibility standards.

In conjunction with the analysis outlined above, recommendations for new or enhanced technology will be made to ensure that metro job seekers and employers have access to tools they need to enjoy successful labor exchange functions.

WDA# 09 will use appropriate technologies for all clients seeking services and will be available at the One-Stop Center and affiliated sites throughout suburban Hennepin and Carver county's and will comply with all ADA requirements by making available appropriate technologies to persons with disabilities. In addition to regular technology services we will be utilizing the CareerForce platform as it is rolled out to the workforce Centers.

7. Describe how supportive services, such as transportation and other needs, will be coordinated to better serve individuals with specific barriers to training, education and employment.

As noted earlier, the GMWC will collectively undertake an analysis that will also include assessing the availability, suitability, and accessibility of support services at

service locations throughout the region, 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. As with the location analysis above, this will be completed collectively and presented with recommendations to the regional oversight group identified in the regional plan.

Staff will be working closely with grantees in order to fully maximize the impact of support services to the barriers many participants face. We will be working with the grantees to identify ways to align and leverage the WIOA Adult and Dislocated Worker dollars to target populations facing extreme unemployment with the current economy. Professional Development opportunities will be created as well as hands on technical assistance.

8. Describe how local area boards will ensure state policies on infrastructure funding requirements are adhered to and the process for addressing any discrepancies or disagreements.

The Hennepin-Carver Workforce Development Board will coordinate with Hennepin County Workforce Development staff on infrastructure funding requirements and protocol for addressing discrepancies using guidance and technical assistance from DEED. WDA #09 will rely on existing (or modified) Memoranda of Understanding and internal audit processes to address any compliance issues in addition to suggested guidance from DEED.

9. Describe how local area boards, who contract out for provider services, will ensure that providers fully participate in infrastructure funding requirements and the alignment of service delivery within the local workforce development area.

In accordance with federal requirements and under guidance of DEED, the Hennepin-Carver Workforce Development Board, with support of County staff, will train contracted partners on infrastructure funding requirements and protocol for addressing discrepancies. Service alignment issues will be addressed, as noted above, in our contracting process and in regular communications with partners during implementation.

As appropriate, the Hennepin-Carver Workforce Development Board will rely on existing, modified, or new agreements, such as Memoranda of Understanding and internal audit processes and DEED policy guidance to address any compliance issues regarding infrastructure funding requirements.

10. Describe how the Memorandum of Understanding will be developed and used to ensure commitment of resources from service providers and required partners.

The Hennepin County staff and attorney will develop a template MOU for review with service partners, drawing on expertise from other county Workforce Development Board entities. Partners will engage in a negotiation regarding commitments of resources and cost allocations. Leaders of all organizations will review final MOUs prior to signing.

The MOU will include an Infrastructure Funding Agreement, listing the financial resources, if any, each partner will contribute to support the provision of services at

the one-stop center.

11. A. Describe the local area board's strategic vision and how it aligns with the designated state priorities under WIOA.

As the most populous Workforce Development Area in the state, the Hennepin-Carver Workforce Development Board strives to maintain high quality services and superior outcomes even as it continues to serve a high volume of jobseekers with barriers and businesses with multiple levels of demand. The Board values skill training – particularly for middle-skill jobs, which are plentiful in the region that can assist moving lower-income individuals into middle-class living.

The Board focuses on strategies to remove systemic barriers to employment facing individuals of color, individuals with disabilities, gender based inequities, and barriers affecting disconnected youth.

- B. Describe the local area board's goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

Aligning with state and regional goals, Hennepin Carver's goal is to ensure our system meets the needs of youth and adults, including underrepresented communities of color, those with disabilities, and barriers to employment, by adapting our policies and procedures guided in part by community and customer feedback. We will continue to strive to provide the most appropriate services, training and other tools to assist our diverse participants so that no matter their starting point, our customers are prepared to fill the in demand jobs provided by our local employers.

Hennepin County has received dollars for career pathways and has determined a positive return on investment. This being said, we will work on connecting programming to these pathways in order to meet the demands of employers within the county, and inclusive of the county as an employer as well.

- C. Describe how these goals relate to the performance accountability measures based on the primary indicators in order to support regional economic growth and economic self-sufficiency.

The Hennepin-Carver Workforce Development Board will develop strategies and tactics to best achieve the goals in partnership with the Greater Metropolitan Workforce Council by using the GreaterMSP Regional Dashboard indicators to assess progress toward regional economic growth and economic self-sufficiency. The metro Boards will target two specific indicators to impact over a multi-year period: the employment gap between persons of color and whites and talent availability – particularly the number of individuals who receive credentials that contribute to associates degree awards in the region.

Performance goals are aligned with federal performance accountability measures and are clearly specified in all service provider contracts with emphasis on meeting or exceeding goals.

Staff are working closely with grantees to understand the WIOA policies, procedures and accountability requirements up front. We are adding resources to our Request for Proposals as well as materials such as a policy handbook that will guide providers

for success.

- D. Describe the strategy to work with the entities that carry out the core programs to align resources available to the local workforce development area, to achieve the strategic vision and goals of the local area board.

WDA #09 will work to strategically align programming resources across a variety of funding sources to ensure that the vision of a robust and integrated system of career pathways, capable of assisting clients at various life intersections, is fully realized. Training will be available for occupations in demand for participants from GED completion, short-term certificates and AA degrees to assistance with completing final coursework in order to obtain a BA/MA degree, if needed.

The one-stop operator coordinates service delivery among the required core partners including coordination of services at the comprehensive Minneapolis one-stop location and any affiliate location. These services are executed through a Memorandum of Understanding (MOU) with the required one-stop partners. WDA #10 staff will continue to work to fully align and coordinate amongst the larger workforce delivery system that includes our WIOA core partners and others in our WDA and our region.

12. Describe how the local workforce development system will work with entities carrying out core programs to align and support services with programs of study authorized under Carl D. Perkins Career and Technical Education Act.

The GMWC, following the focus on specific occupational clusters and career pathways (outlined in the regional plan), will work with all of the metropolitan Carl Perkins consortium partners, collectively, to identify appropriate Perkins-funded activities that support entry and advancement into the career identified pathways. The Hennepin-Carver Workforce Development Board will pursue appropriate steps, with its own Perkins consortia members, to ensure program alignment within the Workforce Development Area.

13. A. Describe how the local area board, working with the entities carrying out core programs, will expand access to employment opportunities for eligible individuals, particularly eligible individuals with barriers to employment.

As noted earlier, the Hennepin-Carver Workforce Development Board is expanding and strengthening services at the Bloomington WorkForce Center (with Brooklyn Park, expected to follow), to better support individuals with barriers to employment. Outreach efforts will also be strengthened through expanded relationships and effort to reach County-involved adults and youth (via Hennepin Career Connections), individuals experiencing or at risk of experiencing homelessness (via suburban service locations), in-school youth (via school partners and North Hennepin Chamber of Commerce program); and, in-house referrals from Veteran and Vocational Rehabilitation Services.

Adult Basic Education and other secondary school partners will continue to be engaged in programming specific to adults and youth with academic barriers to employment and skill development needs.

As noted in the WIOA State Plan, Minnesota has a goal to *reduce educational, skills*

training and employment disparities based on race, disability, disconnected youth or gender. The Hennepin-Carver Workforce Development Board will ensure programming is intentional and thoughtful in addressing such disparities and barriers.

- B. Describe how the local area board, working with the entities carrying out core programs, will expand access to supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

The Hennepin-Carver Workforce Development Board and staff will work with providers to ensure services are targeted to populations facing education, skills training, employment disparities based on race, disability, disconnected youth or gender. We will work to understand the necessary support services to assist these populations in overcoming the barriers that may prohibit them from participation in programming and/or successful employment.

- C. Describe how the local area board will facilitate the development of career pathways, co-enrollments (as appropriate) and activities that lead to industry recognized post-secondary credentials that are portable and stackable.

Building on the metrowide sector approach described in the Twin Cities metro regional plan (see attached), the GWMC will identify career pathways associated with identified priority sectors. As part of the career pathway development, metro Boards will detail training and credentialing opportunities, broker co-enrollment possibilities with area training providers, and work to identify financial resources and other supports to allow WIOA program participants to pursue these pathways.

The MN WIOA State Plan has prioritized the need to *build employer-led industry sector partnerships that expand the talent pipeline to be inclusive of gender, race and disability to meet industry demands for a skilled workforce.* The Hennepin-Carver Workforce Development Board will work with employers to create career pathway and stackable credential opportunities for all individuals, prioritizing those noted above.

Hennepin County is focusing on the employment domain, identifying ways in which employment programs can be aligned or leveraged in order to have the greatest impact on those we serve. Hennepin County staff are looking at the existing co-enrollments amongst employment programs, and may look at the co-enrollment of non-employment programs as well in order to maximize the use of supports to assist individuals as they progress in their employment pathway.

Finally, Hennepin County staff have connected with the WIOA Adult, WIOA Dislocated Worker and State Dislocated Worker provider to identify ways to grow and sustain career pathway programming.

14. A. Describe how the local area board will facilitate engagement of employers, including small employers, and employers in in-demand industry sectors and occupations, in workforce development programs.

The GMWC has identified specific sectors and associated career pathways in the Twin Cities regional plan that calls for the convening of metrowide 'sector panels' in partnership with Chambers, MnSCU partners, MnSCU advisory boards, and others.

These panels will be business-led, focused on the workforce needs within a particular industry or occupational cluster. The Hennepin-Carver Workforce Development Board is likely to take a lead role in organizing the emerging public sector/admin panel as well as possibly the health care and manufacturing sectors for the region on behalf of our metro partners.

In addition to the participation in key regional sectors, the Hennepin-Carver Workforce Development Board will continue its outreach and relationship-building with local businesses through partnership with DEED Business Service representatives, partnerships with area Chambers of Commerce, and industry associations. There is particular strength in our relationship with the North Hennepin Chamber of Commerce, where we are piloting several youth service initiatives in partnership with area schools; and, partnering in job fairs twice annually that overwhelmingly serve local employers.

The WIOA Title 1B providers will be required to explain how they partner with employers and target industries in demand. The current providers have strong employer relationships and the ability to expand these relationships as necessary in reducing employment disparities.

Finally, the Hennepin County Workforce Leadership Council, convened by Commissioner Peter McLaughlin and Minneapolis Downtown Council President Steve Cramer, has begun to serve as an aggregator of demand for work opportunities that may be particularly appropriate for County-involved adults. Hennepin County will make use of the business leadership at this table for its Hennepin Workforce Career Connections programs as well as other workforce development efforts.

- B. Describe how the local area board will support a local workforce development system that meets the needs of businesses in the local workforce development area.

The Hennepin-Carver Workforce Development Board has touchpoints with local businesses in suburban Hennepin County at multiple levels: representatives on the Board itself, partners with area college and CBO training providers, representatives on numerous civic organizations and clubs (e.g., Chambers, Rotary, et al), and, as partners in multiple school-based initiatives in which County staff have meaningful relationships.

- C. Describe how the local area board will better coordinate programs and services with regional economic development providers.

The GMWC is developing a governance structure that substantially engages regional economic development providers in new ways, particularly with more cross-appointments between economic development and local Workforce Development Boards. Further, the GMWC envisions an annual gathering of regional partners to review economic and demographic data and update each other on shared strategies toward regional prosperity.

- D. Describe how the local area board will strengthen linkages between the one-stop delivery system and unemployment insurance programs by offering services to laid-off workers and possible lay-off preventative services for businesses, such as incumbent worker training that up-skills the workers and meets the needs of employers (can include but not be limited to, on-the-job training, apprenticeships, etc.).

The Hennepin-Carver Workforce Development Board is strengthening its service offerings at the Bloomington and Brooklyn Park WorkForce Centers to offer more intensive workshops and services, many of which will be targeted specifically to UI claimants, dislocated, and incumbent workers. Specific offerings are expected to include: one-on-one job staff-assisted search sessions, additional job search and networking workshops, and significant increase in *Creative Job Search* workshop capacity.

The local area staff will work to have better linkages by:

- Having job service staff attend the Reemployment Services sessions that are hosted by the UI staff.
- Work with individuals to identify appropriate programs to enroll in
- Assist individuals who do not enroll in a program to make sure they have registered and entered their resume in MinnesotaWorks.net and further assist them in job seeking services.
- Work with culturally specific organizations as appropriate to ensure the highest level of services may be provided to meet the needs of populations served.

15. Describe how the local area board will coordinate workforce investment activities with economic development activities, including the promotion of entrepreneurial skills training and microenterprise services.

As noted above, the Hennepin-Carver Workforce Development Board, as a member of the GMWC, is engaging with regional economic development activities at higher levels than previously. Just underneath that level of connectivity, the metro Workforce Development Boards are exploring a more systemic approach to promotion of entrepreneurship training and microenterprise supports. The GMWC will initiate discussion with the broad 'business development' and entrepreneurship communities to see how to best connect their services and offerings with jobseekers who also wish to explore business development pathways. And, the GMWC will explore partnerships to expose WorkForce Center staff to local business development opportunities that may be under consideration so that they could potentially identify talent for those emerging businesses.

16. A. Describe how the local area board will ensure continuous improvement of eligible providers of services through the system.

The Hennepin-Carver Workforce Development Board, as a member of the GMWC, will explore conversation with the community of nonprofit training providers about a shared vision for continuous improvement across the public and nonprofit workforce arenas. Multiple efforts in recent years have supported continuous improvement among eligible training providers (notably, the Twin Cities Greater United Way return-on-investment work, participation in the national Workforce Benchmarking project, participation in the GWDC return-on-investment workgroup, and a most recent engagement with CLASP led by the Minnesota Employment Services Coalition (MESCC). Many of these efforts have involved eligible training providers, but not necessarily engaged the public workforce system directly. Discussions are expected during this program year about how to bring such efforts together.

In the end, each local Workforce Development Board will manage the quality of service among its own training providers by pruning and/or adding to the eligible training provider list.

The Hennepin-Carver Workforce Development Board and Hennepin County staff will review outcome data for each of the organizations selected to provide services. Staff will work with them to ensure they are on track with meeting the projected goals as well as providing quality services. Staff will also ensure providers are WIOA certified as necessary per the appropriate program, utilizing approved services while maintaining an effort to be innovative in the service delivery design.

- B. Describe how the local area board will ensure that eligible providers meet the employment needs of local employers, workers and job seekers.

As noted earlier, there will be multiple levels of engagement of eligible training providers and public partners to engage with local employers, incumbent workers, and jobseekers to ensure alignment of programs and services.

- C. Describe how the local area 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.

The Hennepin-Carver Workforce Development Board will work closely with 'remote' service locations within its Workforce Development Area to (community-based providers, libraries, other county service locations) to identify opportunities for electronic access to be made available as widely as possible. We note, however, that with an increased emphasis on staff-assisted services at WorkForce Center locations, a primary goal of such access points may be to drive traffic toward locations where staff-assisted services can be made available.

The Hennepin-Carver Workforce Development Board will work with providers to create effective partnerships that will target populations that are unable to come to the WorkForce Center for services. Such partnerships could include working with culturally specific organizations, libraries, technology platforms, etc.

- D. Describe how entities within the one-stop delivery system will comply with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, 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.

The Hennepin-Carver Workforce Development Board will train its own staff on applicable provisions of the ADA using material to be jointly developed by the GMWC in partnership with the MN Workforce Council Association and DEED.

Staff will work with internal and external partners in ensuring section 188 is understood. This will include physical and programmatic elements to serving individuals with disabilities.

- E. Describe the roles and resource contributions of the one-stop partners.

The primary partners in the Hennepin-Carver WorkForce Centers include:

- 1) **Hennepin County staff** who serve as the WIOA administrative entity and staff to the Hennepin-Carver Workforce Development Board. County staff

also provide management and oversight for Title I Adult, Dislocated Worker and Youth Services, function as administrative liaison to Hennepin County's Diversionary Work Program (DWP), Minnesota Family Investment Program (MFIP/TANF) and the County Supplemental Nutrition Assistance Program (SNAP) partners. County staff are also responsible for securing relationships with, and services from other partners and vendors serving customers in the two WorkForce Centers in Hennepin County.

- 2) **MN Department of Employment and Economic Development (DEED)** is a major partner, providing Wagner-Peyser labor exchange services, Job Service staff, Veteran Services staff, liaison with Unemployment Insurance services and associated Re-employment Assistance. DEED staff also provide pre-screening for program eligibility, manage resource room functions, and offer individual client services as appropriate.
- 3) **Vocational Rehabilitation Services** provides vocational assessments, community-based evaluations, job placement and coaching support, and additional case management as it relates to tuition and other support services.
- 4) **HIRED** is contracted to deliver adult and dislocated worker services, included client assessments, case management, referrals for training, and additional supports.
- 5) Although not delivering services on-site within the Hennepin South or Brooklyn Park WorkForce Centers, our community college partners (Normandale, Hennepin Technical College, and North Hennepin Community College) and our Adult Basic Education and Carl D. Perkins Consortium partners (Hennepin West and Southwest Metro) are significant partners in shaping services within the Workforce Development Area. To the best of its ability, Hennepin County staff also engage many of the 22 independent school districts, as well as charter schools, serving Hennepin County, particularly in addressing youth workforce needs.

We are in the process of updating our MOUs with the primary partners named above to reflect new operating arrangements under WIOA.

17. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local workforce development area.

The Hennepin-Carver Workforce Development Board offers a range of employment and training activities to adult and dislocated workers at its WorkForce Centers and at other locations. These include:

- Creative Job Search workshops
- Interviewing workshops and coaching
- Specialty workshops and coaching on specific tools, e.g., LinkedIn.
- Group/peer support via job clubs
- Interest assessments
- Job Fairs
- Basic, advanced, and specialized one-on-one job search services
- Assessments for adult basic education and advanced job training opportunities
- Career pathway program opportunities

18. Describe and assess the type and availability of youth workforce investment activities in the local workforce development area, including youth with disabilities, which description and assessment shall include an identification of successful models of such youth workforce development activities.

The Hennepin-Carver Workforce Development Board offers a range of youth development activities including:

- Year-round training and placement services delivered by Tree Trust
- Summer youth training and placement program
- In-school youth services focused on career awareness and career pathway efforts (some delivered in partnership with area Chambers of Commerce)
- Out-of-school youth training and placement services, with partnerships (being strengthened) with County Sheriffs, courts, and school-based truancy officers. There may be particular emphasis on reaching truant, but not-yet-released students *before* they become fully out-of-school youth.

19. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with relevant secondary and post-secondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

As noted in Question #12, the GMWC, following the focus on specific occupational clusters and career pathways (outlined in the regional plan), will engage Carl Perkins consortium partners who often represent our closest relationship with secondary and post-secondary partners. Local efforts to support students will be developed, in conjunction with metrowide efforts focused on identified career pathways, and efforts will be made at the local and regional levels to ensure that services are not duplicated.

20. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with public transportation and other appropriate supportive services.

The GMWC is committed to working cooperatively to strengthen relationships with the Met Council at multiple levels. One such effort will be to ensure that a stronger line of communication is maintained with transit planners to facilitate closer coordination with public transit in areas where transportation challenges represent a primary barrier to employment. The Hennepin-Carver Workforce Development Board will make particular effort to ensure that suburban jobseekers have better access to public transit (and/or other forms of transportation assistance) and that suburban employers can better receive workers from urban centers.

21. Describe the plans and strategies for, and assurances concerning, maximizing coordination of service provided by the state employment service under Wagner-Peyser Act, and services provided in the local workforce development area through the one-stop delivery system, to improve service delivery and avoid duplication of services.

The Hennepin-Carver Workforce Development Board has Wagner-Peyser staff located within WorkForce Centers who currently have relatively strong working relationships with local staff. Two specific ideas have been explored in the past that may warrant consideration again at the regional level: a) Expansion of the shared contact management system (SalesForce) to further include local staff at multiple levels may strengthen service delivery significantly; and, b) revisit prior discussions about staffing models from other states (Iowa in particular) where Wagner-Peyser staff remain state staff, but take specific direction from local leaders employed by other units of government.

22. Describe how the local area board will coordinate workforce investment activities carried out under this title in the local workforce development area with the provision of adult education

and literacy activities under title II, including a description of how the local area board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under title II.

The GMWC has engaged Adult Education partners in the development of this plan, and expect to continue doing so through the implementation period. Adult Education partners will continue to be engaged in at least three ways: a) Development of career pathways in the identified sectors and clusters, with clear integration opportunities for literacy and adult education to be woven into existing and emerging training; b) Clarification or strengthening of protocol for assessing adult education needs at WorkForce Centers (and other points of service) and making appropriate referrals for services; and, c) Provision of career awareness materials and/or workshops prepared by workforce development staff, that can be shared with adult education partners to expose students to opportunities and facilitate referral from adult education programs to WorkForce Centers and other workforce development programs.

23. Describe the replicated cooperative agreements (as defined in section 107(d)(11)) between the local area board or other local entities described in section 101(a)(11)(B) of the 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 such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such 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, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

The local Workforce Development Board and Vocational Rehabilitation Services collaborate to enhance services to individuals with disabilities, individuals with other barriers to employment, and individuals living in poverty. To the extent possible, services are co-located in WorkForce Centers to provide access to a wide variety of services. Each WorkForce Center provides an orientation to services available to assist job-seekers make an informed decision on choice of service provider. Direct service staff participate in cross-training to ensure they understand the services offered by the various partners, and the eligibility criteria for each program.

Vocational Rehabilitation staff is available for consultation without the need for the person to apply for services. Typical topics include how and when to disclose a disability, effective use of assistive technology, Social Security work incentives, and benefits planning. There is currently a joint effort to provide joint financial planning and work incentives planning for individuals receiving Social Security Disability Insurance. Disability Benefits 101, a software program developed using Medicaid Infrastructure grant funding, is available to all partners to assist staff inform job-seekers about the impact earned income will have on federal and state benefits, including public health insurance.

The Workforce Development Board consults with Vocational Rehabilitation Services as they are developing initiatives such as incumbent worker training programs, customized training programs, career pathways initiatives, youth services, and other business services.

Local Workforce Development Boards sponsor local Job Fairs. Vocational Rehabilitation participates in the Job Fairs and other community events. The local partners also share job leads, and Vocational Rehabilitation may purchase placement services from the local Board as part of a performance-based funding agreement.

24. Describe and identify the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i).

The Hennepin-Carver Workforce Development Board is governed by a joint powers agreement between the Hennepin and Carver County Boards. They have jointly designated the Hennepin-Carver Workforce Development Board as the decisionmaking body responsible for the disbursement of grant funds.

25. Describe the competitive process to be used to award the sub-grants and contracts in the local workforce development area for activities carried out under this title.

The Hennepin-Carver Workforce Development Board issues a Request for Proposals (RFP) when sub-grants and contracts are to be let. Leadership from the Board identifies staff and leaders responsible for managing that RFP process and bringing decision recommendations forward to the Hennepin-Carver Workforce Development Board for all decisions related to disbursement of funds. This RFP process is inclusive of adult and youth programming. Hennepin County follows internal procurement methods for selecting vendors as well.

26. Describe how the local levels of performance negotiated with the Governor and chief elected official will be used to measure the performance of the local workforce development area and to be used by the local area board for measuring the performance of the local fiscal agent, eligible providers under subtitle B and the One-stop delivery system.

As noted earlier, the GMWC has agreed to align performance for all Local Workforce Development Boards in the region with the GreaterMSP Regional Dashboard, to assess the level of impact that the collective efforts of the public workforce system has on regional prosperity in a few specific areas. Additionally, each local Workforce Development Board will use its own performance measures, looking downstream, to parse out what specific services (and service providers) contributed to outcomes for each local Workforce Development Area.

27. Describe the actions the local area board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board.

Regionally, the GMWC is considering a governance structure that will require greater crossover with other business, philanthropic, and economic development leadership in the region. Over time, individual local Workforce Development Boards will shift their own leadership in order to bring the regional governance model to peak influence. The Hennepin-Carver Workforce Development Board may shift its own recruitment process in the coming two years to ensure alignment with this new regional governance model.

Statewide, the MN Workforce Council Association has always been committed to supporting local Workforce Development Boards' growth and strong performance. The GMWC will explore a refreshed and strengthened information-sharing and 'training' approach (through the shared convenings described in the regional plan) that will advance understanding for local Board members; and, attract additional talent and skill to serve on local Workforce Development Boards going forward.

The Hennepin-Carver Workforce Development Board is currently undergoing a training process to ensure all members have a common understanding of the WIOA titles, required governance responsibilities, required plans and legal documents, strategic visioning work, etc. The purpose of this effort is to maintain a high level of understanding

of the expectations in order to establish goals for the local area. Staff will work with the providers to ensure they understand the policies, procedures, vision/mission of the state, region and local level.

28. Describe how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), 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 under that chapter and how the local area board will ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided.

The Hennepin-Carver Workforce Development Board contracts training services for adults and Dislocated Workers when necessary, including through the Hennepin Career Connections program where training has been delivered through local MnSCU campuses. Additionally, the Board is developing a new suite of services that will expand customer choice. These will offered in conjunction with staff-assisted services, delivered by Hennepin-Carver Workforce Development Board staff, partner, or contracted staff. In all cases, staff ensure that customers understand that recommendations for services are never mandatory and that additional training or service options should be explored by the client at his/her discretion. Every client has an individual development plan that is reviewed, signed, and serves as documentation of a customer's intentions going forward.

29. Describe the process used by the local area board to provide opportunity for public comment, including comment by representatives from businesses and comment by representatives of labor organizations; and input into the development of the local plan, prior to submission of the plan.

Local planning and regional planning within the Twin Cities area have been done concurrently. At the regional level, entities engaged in the planning process have included local Workforce Development Boards (including their private sector business members), other public service providing partners (Wagner-Peyser, Voc Rehab, and other staff) community-based service delivery partners, adult basic education, secondary and higher-education partners, Chambers of Commerce and business associations, and private philanthropy. Collectively the GMWC expects to continue to engage others in planning and implementation, specifically reaching the following groups in the coming months:

- Jobseeker customers from WorkForce Centers and other service provider partners;
- Business customers/employers from WorkForce Centers and other service provider partners;
- Front-line staff from WorkForce Centers

Upon completion of this plan, a 30-day comment period has been provided, with the plan circulated to all those partners identified above electronically as well as in a widely accessible internet posting. The Hennepin-Carver Workforce Development Board will also utilize the Hennepin County process for posting documents for public comment.

30. Describe how the one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners.

All Workforce Development Areas, public and nonprofit partners included, are using Workforce One as the primary tool for capturing intake and case management information. Within the Twin Cities region, discussion is underway with several nonprofit and philanthropic partners about broader use of one or two electronic case management

systems that could be used, supplementary to Workforce One, to better capture client-level activity and link to broader data sets for wage matching and longitudinal tracking of outcomes across adult education, post-secondary, workforce (and eventually even primary and secondary school) outcomes. This is a longer-term process in which the GMWC is just now beginning to be involved. As the process continues, there may be opportunity for a more complete transition for WorkForce Centers and many other partners to use the same platform for case management information.

SECTION C: PROGRAM OPERATIONS

1. A. How does the local workforce development area ensure staff comply with the policies and procedures for Rapid Response as communicated on DEED's website?

The Hennepin-Carver Workforce Development Board relies on DEED's contracted providers for Rapid Responses services and does not deliver any of those services directly.

- B. How does the local workforce development area inform the state Rapid Response team within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

When appropriate, Hennepin and Carver County staff reach DEED staff by phone or email to share information of a dislocation and are prepared to support and coordinate services with the State Rapid Response Team in providing and securing information, data and resources as appropriate.

- C. Describe how the local area board will coordinate workforce investment activities carried out in the local workforce development area with statewide rapid response activities.

Hennepin-Carver Workforce Development Board staff are responsive to Rapid Response providers when asked to provide facilities, additional training opportunities and access to other training and support services.

- D. Complete **Attachment B – Local Workforce Development Area Contacts**.

2. A. How does the local workforce development area inform the state Trade Act staff of companies that are potentially TAA certifiable?

When appropriate, Hennepin and Carver County staff reach DEED staff by phone or email to share information of a TAA-eligible activity and are prepared to support and coordinate services with DEED staff in providing and securing information, data and resources as appropriate.

- B. How does the local workforce development area cooperate with the state Trade Act staff where the layoff involves a company that the DOL trade-certified?

Hennepin-Carver Workforce Development Board staff are responsive to Rapid Response providers when asked to provide facilities, additional training opportunities and access to other training and support services.

- C. Is the local workforce development area willing to participate in TAA Counselor Training and TAA Participant Training when a trade-certification occurs?

Yes X

3. A. The local workforce development area has developed and implemented local Supportive Service policies that are consistently applied for all participants.

Yes X

B. Describe the steps taken to ensure consistent compliance with the policy.

The Hennepin-Carver Workforce Development Board trains staff directly as well as sending staff to statewide or other training opportunities to ensure compliance with this policy.

SECTION D: SYSTEM OPERATIONS AND ATTACHMENTS

1. The local workforce development area has processes in place to assure non-duplicative services, and avoid duplicate administrative costs.

Yes

2. The local workforce development area is aware of and staff participate in the Reception and Resource Area Certification Program (RRACP) to better serve all customers?

Yes

3. A. The local workforce development area and their partners are aware of the responsibilities of the Equal Opportunity Officer, including attending DEED sponsored EO Training?

Yes

B. Complete **Attachment B – Local Workforce Development Area Contacts**.

- C. The local workforce development area is aware and conducts annually a physical and program accessibility review?

Yes

4. Does the local workforce development area have in place an agreed upon WIOA Discrimination complaint process per the regulations?

Yes

5. A. Does the local workforce development area have in place an agreed upon WIOA Program Complaint Policy per the regulations?

Yes

B. Complete **Attachment B – Local Workforce Development Area Contacts**.

6. How do you identify current or former Military Service Members coming into your WorkForce Center?

Clients are asked to self-identify and then independent verification is pursued.

7. How do you inform current or former Military Service Members coming into your WorkForce Center about “Veteran Priority of Service?”

Clients are informed verbally and in written materials at multiple points of contact.

8. If your WorkForce Center has a presence on the Internet (outside of your local DEED WorkForce Center site) how do you promote Public Law 107-288, “Veterans Priority of Service” to veterans on that website?

N/A

9. How do you identify current or former Military Service Members with “significant barriers to employment?”

Disabled Veteran Outreach Program (DVOP) staff work closely with clients during intake and assessment.

10. When a current or former Military Service Member with a significant barrier to employment is identified, how do you refer them to an appropriate intensive service provider when there is no Disabled Veteran Outreach Program (DVOP) specialist in your WorkForce Centers?

DVOPs are typically located in the WorkForce Center. If no Vets Rep is on-site, Veterans are asked if they want an immediate referral to a partner located onsite; or, if preferred waiting (typically no more than 24 hours) for a meeting with DVOP.

11. How are DVOP and/or Local Veterans Employment Representatives (LVER) staff integrated into the overall service delivery strategy in your WorkForce Centers?

DVOP staff are engaged at all levels of client service delivery, program planning, and staff training and delivery efforts.

12. Are all WIOA-funded partners complying with the guidance provided in the TEGL regarding Selective Service?

Yes

13. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program universal customers) are registering in MinnesotaWorks.net and are making their resumes viewable to employers?

Every customer is given the opportunity to register with MinnesotaWorks when entering either of our WorkForce Centers and encouraged to do so.

14. **Conflict of Interest and Integrity:** Local area boards must make decisions in keeping with several laws and regulations. Indicate below that your local area board is aware of DOL Training and Employment Guidance Letter 35-10 and Minnesota OGM 08-01 and its relevant federal laws and regulations.

Yes

15. The local workforce development area’s conflict of interest policies are in compliance with the above two references?

Yes

16. A. The local workforce development area is aware of the referenced statute on Government Records.

Yes

- B. The local workforce development area is aware of the requirement to retain documentation for six years.

Yes _____

C. Complete **Attachment B – Local Workforce Development Area Contacts.**

17. **Handling and Protection of Personally Identifiable Information:** The local workforce development area is complying with the guidance provided in TEGL 39-11.

Yes _____

18. **Human Trafficking:** The local workforce development area is aware of TEGL 09-12 and will follow the procedures for working with trafficked persons.

Yes _____ _____

19. **Gender Identification:** The local workforce development area is aware of TEGL 37-14 and will follow the procedures for developing a similar policy including key terminology, and have in place regarding working with customers who may be lesbian, gay, bisexual and transgender. Local workforce development areas will also participate in any related training.

Yes _____ _____

20. **Uniform Guidance:** The local workforce development area is aware of TEGL 15-14 regarding Uniform Guidance.

Yes _____ _____

21. A. Briefly describe the local area board’s policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2016.

The Hennepin County Board of Commissioners appoints members to the Hennepin-Carver Workforce Board through an open appointments process. We have no expirations coming up in the next quarter.

B. Is your local area board currently in compliance with WIOA?

Yes _____ No _____

If No, what steps will be taken to bring your local area board into compliance by June 30, 2016?

C. Complete **Attachment C – Local Area Board Membership List.**

D. Complete **Attachment D – Local Area Board Committee List.**

22. Complete remaining portions of **Attachment B – Local Workforce Development Area Contacts.**

23. If applicable, complete **Attachment E - Local Workforce Development Area Sub-Grantee List.**

24. If applicable, complete **Attachment F - Local Workforce Development Area Non-WFC Program Service Delivery Location List.**

ASSURANCES AND CERTIFICATIONS

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act and any other DEED/Workforce Development Employment and Training funds, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions and other assurances of the following laws:

- **Accessibility** - [Section 508 of the Rehabilitation Act of 1973, as amended](#) - Requires that federally funded program providers make their electronic information and technology accessible to people with disabilities;
- **ACORN** – [Funds may not be provided](#) to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, allied organizations or successors;
- **Audits** – [2 CFR 200.501](#) and [Single Audit Act Amendments of 1996](#) - organization-wide or program-specific audits shall be performed;
- **Buy American**- Buy American Act – award may not be expended unless the funds comply with [USC 41, Section 8301-8303](#);
- **Data Sharing** – [MN Access to Government Data](#), [MN Duties of Responsible Authority](#); [MN Access to Information](#); [MN Administrative Rules Data Practices](#); [DEED Policy – Data Practices](#);
- **Disability** - that there will be compliance with the [Architectural Barriers Act of 1968](#), [Sections 503 and 504 of the Rehabilitation Act of 1973](#), as amended, and the [Americans with Disabilities Act of 1990](#);
- **Drug-Free Workplace** – [Drug-Free Workplace Act of 1988](#) – requires all organizations to maintain a drug-free workplace;
- **Equipment** – [2 CFR 200. 313](#), [200.439](#) – must receive prior approval for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year;
- **Fire Safety** – [15 USC 2225a](#) – ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act ([Public Law 101-391](#));
- **Fraud/Abuse** - that the provider has policies on fraud and abuse and will contact DEED for potential fraud and abuse issues; [20 CFR 667.630](#); [DEED Policy – Fraud Prevention and Abuse](#);
- **Health Benefits** – [Public Law 113-235, Division G, Sections 506 and 507](#) – ensure use of funds for health benefits coverage complies with the [Consolidated and Further Continuing Appropriations Act, 2015](#);
- **Insurance** - that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations [20 CFR 667.274](#);
- **Insurance** – [Flood Disaster Protection Act of 1973](#) – provides that no Federal financial assistance to acquire, modernize or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification;
- **Limited English** - [Executive Order 13166](#) - Improving access to services for persons with limited English proficiency;
- **Nondiscrimination** - [Section 188 of the Workforce Innovation and Opportunity Act](#) (WIOA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;

- **Nondiscrimination** - [Section 188 of the Workforce Investment Act of 1998](#) (WIA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;
- **Nondiscrimination** - [Title VI of the Civil Rights Act of 1964, as amended](#) – Prohibits discrimination on the bases of race, color, and national origin under any program receiving federal financial assistance;
- **Nondiscrimination** - [Title VII of the Civil Rights Act of 1964, as amended](#) - Prohibits discrimination on the basis of race, color, religion, sex or national origin in employment;
- **Nondiscrimination** - [Title II of the Genetic Information Nondiscrimination Act of 2008](#) - Prohibits discrimination in employment on the basis of genetic information;
- **Nondiscrimination** - [Title V of the Older Americans Act of 1965](#) - Prohibits discrimination based on race, color, religion, sex, national original, age disability or political affiliation or beliefs in any program funded in part with Senior Community Services Employment Program funds;
- **Nondiscrimination** - [Title IX of the Education Amendments of 1972, as amended](#) - Requires applying nondiscrimination provisions, based on sex, in educational programs;
- **Nondiscrimination** - [Title I \(Employment\) Americans with Disabilities Act \(ADA\)](#) - Prohibits state and local governments, from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment;
- **Nondiscrimination** - [Title II \(State and Local Governments\) Americans with Disabilities Act \(ADA\)](#) - Prohibits qualified individuals with disabilities from discrimination in services, programs, and activities;
- **Nondiscrimination** - [Section 504 of the Rehabilitation Act of 1973, as amended](#) - Prohibits discrimination against qualified individuals with disabilities;
- **Nondiscrimination** - [Age Discrimination Act of 1975, as amended](#) - Prohibits discrimination on the basis of age;
- **Nondiscrimination** - [Title 29 CFR Part 31](#) Nondiscrimination in federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- **Nondiscrimination** - [Title 29 CFR Part 32](#) Nondiscrimination on the basis of disability in programs and activities receiving or benefiting from federal assistance;
- **Nondiscrimination** - [Title 29 CFR Part 33](#) Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 35](#) Nondiscrimination on the basis of age in programs or activities receiving federal financial assistance from the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 37](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Investment Act of 1998;
- **Nondiscrimination** - [Title 29 CFR Part 38](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act;
- **Nondiscrimination** - [Executive Order 13160](#) Nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training Programs;
- **Nondiscrimination** - [Executive Order 13279](#) - Nondiscrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts, and loans;
- **Nondiscrimination** - [The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A](#) - Prohibits discrimination in employment and providing public services on the basis of race, color, creed, religion, natural origin, sex, marital status (employment only), disability, status with regard to public assistance, sexual orientation, familial status

(employment only), citizenship, or age (employment only), and local human rights commission activity (employment only);

- **Nondiscrimination** - that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA and [WIOA Section 188](#), as provided in the regulations implementing that section, will be completed;
- **Opportunity** – [Executive Order 12928](#) – encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals;
- **Personally Identifiable Information (PII)** – [Training and Guidance Letter 39-11](#) – must recognize and safeguard PII except where disclosure is allowed by prior written approval of the Grant Officer or by court order;
- **Procurement** – Uniform Administrative Requirements – [2 CFR 200-317-36](#) – all procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition;
- **Publicity** – no funds shall be used for publicity or propaganda purposes, preparation or distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state/local legislature or legislative body, except in presentation to the Congress or any state/local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government;
- **Salary/Bonus** – [Public Law 113-235, Division G, Title I, Section 105](#) – none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of [Executive Level II](#). Further clarification can be found in [TEGL 5-06](#);
- **Seat Belts** - [Executive Order 13043](#) – Increasing Seat Belt Use in the United States;
- **Text Messaging** – [Executive Order 13513](#) – encouraged to adopt and enforce policies that ban text messaging while driving company-owned or –rented vehicles or GOV or while driving POV when on official Government business or when performing any work for or on behalf of the Government;
- **Trafficking of Persons** – [2 CFR 180](#) – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension – may not engage in severe forms of trafficking, procure a commercial sex act or use forced labor in the performance;
- **Veteran Priority of Service** - [Public Law 107-288: Jobs for Veterans Act](#) - Priority of service for veterans (including veterans, eligible spouses, widows and widowers of service members) in qualified job training programs;
- **Veterans** - [Public Law 112-56: Vow to Hire Heroes Act of 2011](#) - Establishes guidelines for service providers who are providing employment, training, academic or rehabilitation services for military veterans;
- **Veterans** - that veterans will be afforded employment and training activities authorized in WIA and WIOA Section 134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. ([38 USC 4215](#)), U.S. Department of Labor, [Training and Employment Guidance Letter 5-03](#) and Minnesota's Executive Order 06-02;

- **Voter Registration** - that the required voter registration procedures described in [Minnesota Statutes 201.162](#) are enacted without the use of federal funds;
- **Voter Registration** – [52 USC 20501 – 20511](#) – National Voter Registration Act of 1993.

CERTIFICATIONS

By signing and submitting this plan, the local area board is certifying on behalf of itself and the subgrantee, where applicable:

- A. That this **Regional and Local Workforce Development Area Plan** was prepared and is in accordance with all applicable titles of the WIOA Act of 2014, Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with Minnesota's current and future state plans;
- B. that it has provided at least a thirty day period for public comment and input into the development of plan by members of the local area board and the public (including persons with disabilities) and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative) Section 118(c); Section 108 (d)
- C. that the public (including individuals with disabilities) have access to all of the local area board's and its components' meetings and information regarding the local area board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the contract/master agreement issued by DEED have been established;
- E. that it is, and will maintain a certifiable local area board;
- F. that it will comply with the confidentiality requirements of WIA Section 136 (f)(3) and WIOA Section 116 (i)(3)
- G. that the respective contract/master agreement and all assurances will be followed;
- H. that it will ensure that no funds covered under the contract/master agreement are used to assist, promote, or deter union organizing;
- I. that this plan was developed in consultation with the local area board;
- J. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- K. that the local area board members will not act in a manner that would create a conflict of interest as identified in 20 CFR 667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- L. that local area board and staff are aware of local WorkForce Center services, and are working with and referring to the WorkForce Center services as appropriate;
- M. that all staff are provided the opportunity to participate in appropriate staff training;
- N. that, if applicable, the local area board must maintain the currency of its information in the System Award Management until submission of the final financial report or receive the final payment, whichever is later;
- O. that sponsored (in whole or in part) conferences are charged to the grantee as appropriate and allowable; and
- P. that funds are not used for the purpose of defraying costs of a conference unless it is directly and programmatically related to the purpose of the award.
- Q. that the local area board and its sub-grantees must also adhere to the same certifications and assurances that DEED must assure.

SIGNATURE PAGE

Local Workforce Development Area Name Hennepin-Carver (WDA 9)

Local Area Board Name Hennepin-Carver Workforce Development Board

Name and Contact Information for the Local Area Board Chair:

Name Jess Bachaus
Title _____
Organization _____
Address 1 _____
Address 2 _____
City, State, ZIP Code _____
Phone _____
E-mail _____

Name and Contact Information for the Chief Local Elected Official(s):

Name _____
Title _____
Organization _____
Address 1 _____
Address 2 _____
City, State, ZIP Code _____
Phone _____
E-mail _____

We, the undersigned, attest that this submittal is the Program Year 2016-2017 Local Plan for our Workforce Development Board and Local Workforce Development Area and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules and regulations.

Local Area Board Chair

Chief Local Elected Official

Name _____

Name _____

Title Local Area Board Chair

Title _____

Signature

Signature

Date _____

Date _____

REGIONAL OVERSIGHT COMMITTEE

Regional Workforce Development Area

Twin Cities Workforce Development Region

Local Workforce Development Area

Hennepin-Carver Workforce Development Board

MEMBER	ORGANIZATION
See regional plan	

LOCAL WORKFORCE DEVELOPMENT AREA CONTACTS

ROLE	Contact Name	Phone	Email	Reports to (name only)
Rapid Response Liaison for Mass Layoffs (see section C.2.D.)	Anna Mullikin	612-348-0766	Anna.mullikin@hennepin.us	Anne Kilzer, effective 5/28/2019
Equal Opportunity Officer (see section D.3.B.)	Kristin Checco	612-348-0837	Kristin.Checco@hennepin.us	Anne Kilzer, effective 5/28/2019
Program Complaint Officer (see section D.5.B.)	Kristin Checco	612-348-0837	Kristin.Checco@hennepin.us	Anne Kilzer, effective 5/28/2019
Records Management/Records Retention Coordinator (see section D.16.C.)	Anna Mullikin	612-348-0766	Anna.mullikin@hennepin.us	Anne Kilzer, effective 5/28/2019
ADA Coordinator (see section D.22.)	Sarah Gutzman	952-703-7766	Sarah.gutzman@state.mn.us	Dee Torgerson
Data Practices Coordinator (see section D.22.)	Nola Speiser	612-382-2884	Nola.speiser@hennepin.us	Michael Rossman
English as Second Language (ESL) Coordinator (see section D.22.)	N/A			

Official Name of WorkForce Center Brooklyn Park

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Shym Cook	763-279-4448	Shym.cook@state.mn.us	Mike Lang
Job Service Manager	Mike Lang	952-703-7758	Mike.Lang@state.mn.us	Job Seeker Services Director at DEED
Vocational Rehabilitation Services Manager	Connie Schultz	763-279-4444	Connie.Schultz@state.mn.us	Dee Torgerson
State Services for the Blind Manager	N/A			
Local Workforce Development Area Director	Anne Kilzer, effective 5/28/2019	TBD	TBD	Nola Speiser
Adult Basic Education (ABE)	Emily Watts	763-585-7321	Wattse@district279.org	Brian Siverson-Hall
Carl Perkins Post-Secondary Manager	N/A			

Official Name of WorkForce Center Hennepin South

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Mike Lang	952-703-7758	Mike.Lang@state.mn.us	Job Seeker Services Director at DEED
Job Service Manager	Mike Lang	952-703-7758	Mike.Lang@state.mn.us	Job Seeker Services Director at DEED
Vocational Rehabilitation Services Manager	Sarah Gutzman	952-703-7766	Sarah.Gutzman@state.mn.us	Dee Torgerson
State Services for the Blind Manager	N/A			
Local Workforce Development Area Director	Anne Kilzer, effective 5/28/2019	TBD	TBD	Nola Speiser
Adult Basic Education (ABE)	Emily Watts	763-585-7321	Wattse@district279.org	Brian Siverson-Hall
Carl Perkins Post-Secondary Manager	N/A			
Adult	Anna Mullikin	612-348-0766	Anna.mullikin@hennepin.us	Anne Kilzer, effective 5/28/2019
Dislocated Worker	Anna Mullikin	612-348-0766	Anna.mullikin@hennepin.us	Anne Kilzer, effective 5/28/2019
Youth	Kristin Checco	612-348-0837	Kristin.Checco@hennepin.us	Anne Kilzer, effective 5/28/2019

LOCAL AREA BOARD MEMBERSHIP LIST

Regional Workforce Development Area	Twin Cities Workforce Development Region
Local Workforce Development Area	Hennepin-Carver Workforce Development Board

MEMBER	POSITION/ORGANIZATION	TERM ENDS
REPRESENTATIVES OF BUSINESS IN LOCAL WORKFORCE DEVELOPMENT AREA (must be majority)		
LABOR & COMMUNITY-BASED ORGANIZATIONS (20% Minimum and 2 or more nominated by state labor federations and one joint labor-management apprenticeship program labor organization or training director)		
EDUCATION & TRAINING (Required: ABE; Higher Education)		
GOVERNMENT (Required: Economic Development; Job Service; Rehabilitation)		

CONTACT INFORMATION

NAME	ADDRESS/PHONE/EMAIL
CHAIR	
VICE CHAIR	
SECRETARY	

LOCAL AREA BOARD SUBCOMMITTEE LIST

Regional Workforce Development Area

Twin Cities Workforce Development Region

Local Workforce Development Area

Hennepin-Carver Workforce Development Area

Committee Name	Objective/Purpose
Operations	Provide oversight and governance
Youth	Manage and explore youth-related services

LOCAL WORKFORCE DEVELOPMENT AREA SUB-GRANTEE LIST

Regional Workforce Development Area	Twin Cities Workforce Development Region
Local Workforce Development Area	Hennepin-Carver Workforce Development Area

Name of Sub-Grantee	Services Provided	Funding Source	Sub-Grantee located in which WFC?	If not in WFC, provide Address, City, State, ZIP Code
HIRED	Adult and Dislocated Worker client services.	WIOA Adult and MN DWP	Brooklyn Park and Hennepin South	
Tree Trust	Youth services	WIOA and State MYP		2231 Edgewood Avenue S., SLP, MN 55426
DEED	DEED staff provide pre-screening of program eligibility, manage resource room functions, and offer individual client services as appropriate.	WIOA and MN DWP	Brooklyn Park and Hennepin South	
City of Brooklyn Park BrookLynk	Youth Services	State MYP		5200 85 th Ave Brooklyn Park, MN 55443

LOCAL WORKFORCE DEVELOPMENT AREA NON-WFC PROGRAM SERVICE DELIVERY LOCATION LIST

Regional Workforce Development Area

Twin Cities Workforce Development Region

Local Workforce Development Area

Hennepin-Carver Workforce Development Board

Name and Location (City)	Program Service Delivered
Service locations outside of WorkForce Centers include local community-based organizations, schools, and libraries. This is an evolving list. Specific program locations may be provided at a later date, if needed.	

LOCAL WORKFORCE DEVELOPMENT AREA KEY INDUSTRIES IN REGIONAL ECONOMY

See regional plan