

<u>Relevant TAP Goals</u>	<u>Specific Charges from the Board to the Committee</u>	<u>Relevant Connections to Board's Duties in Law</u>	
<p>Accessibility & Barrier Solutions</p> <p><u>Leadership</u> Co-lead Andres Aguirre DSHS/DVR 360-725-3610 Andres.Aguirre@dshs.wa.gov</p> <p>Co-lead Lou Oma Durand Department of Services for the Blind (DSB) 360-725-3835 lourdurand@dsb.wa.gov</p> <p><u>Staff Support</u> Eric Wolf Workforce Board 360-709-4614 Eric.Wolf@wtb.wa.gov</p> <p>Mark Adreon DSB 206-906-5502 Mark.adreon@dsb.wa.gov</p> <p><u>Expectation of Meeting Frequency</u> Every 1-2 months, quarterly if feasible.</p>	<ul style="list-style-type: none"> Implement universal wireless Internet access in high-traffic areas of all comprehensive one-stop (WorkSource) centers in Washington by 2020. Establish the state-level advisory committee on accessibility and barrier solutions and ensure the designation of local advisory committees during the first two years of the plan. By the fourth year of the plan, ensure that the state-level advisory committee has received multiple years of progress reports on barrier removal projects at the local level from each local area. Identify and encourage local pilot programs that use technology as a means of facilitating and improving an integrated service delivery for customers, including programs that are designed to improve access to the system. 	<p><u>Board Motion Creating Barrier Solutions Committee</u> The Board voted to create a permanent, standing committee devoted to identifying and removing accessibility barriers in the workforce system, in partnership with accessibility groups at each local WDC.</p> <p><u>Likely Projects</u> Identifying Barrier Issues in Local Plans: The group will examine local plans to identify and prioritize common barriers to address.</p> <p>Universal Secure Wireless Internet at all State One-Stops: Plan to implement universal, secure wireless Internet access in high-traffic areas of all comprehensive one-stops.</p> <ul style="list-style-type: none"> Assess and develop strategies to provide access to rural communities. <p>Paperless One-Stops: Encourage the expansion of Paperless One-Stop environments (like the Tacoma pilot) designed to reduce waste and improve access for blind/low-vision and LEP populations.</p> <p>Ongoing Partnership to Improve Access on WorksourceWa.com: Work with the Employment Security Department to identify and troubleshoot accessibility issues in the WorksourceWa.com site upon launch,</p>	<p>STATE LAW (RCW 28C.18.060: Board Duties)</p> <p>(1) Concentrate its major efforts on planning, coordination evaluation, policy analysis, and recommending improvements to the state's training system;...</p> <p>(16) Develop policy objectives for the workforce investment act, P.L. 105-220, or its successor; develop coordination criteria for activities under the act with related programs and services provided by state and local education and training agencies; and ensure that entrepreneurial training opportunities are available through programs of each local workforce investment board in the state;...</p> <p>(19) Facilitate the location of support services, including but not limited to, child care, financial aid, career counseling, and job placement services, for students and trainees at institutions in the state training system, and advocate for support services for trainees and students in the state training system;...</p> <p>(23) Encourage and assess progress for the equitable representation of racial and ethnic minorities, women, and people with disabilities among the students, teachers, and administrators of the state training system. Equitable, for this purpose, shall mean substantially proportional to their percentage of the state population in the geographic area served. This function of the board shall in no way lessen more stringent state or federal requirements for representation of racial and ethnic minorities, women, and people with disabilities.</p> <p>FEDERAL LAW (WIOA § 101(d): Duties of the State Board) WIOA §101 (d) (3) requires the Board to develop policies related to continuous improvement of the workforce development system in the State, including—</p> <p>(A) the identification of barriers and means for removing barriers to better coordinate, align, and avoid</p>

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	<p>and continue dialogue on how the site could grow to better serve populations facing barriers.</p> <ul style="list-style-type: none"> • Meet with local WDCs to assess barrier issues and develop strategies for barrier removal. • Prepare annual report to Workforce Board on local accessibility issues, barriers and resolutions. 	<p>duplication among the programs and activities carried out through the system;</p> <ul style="list-style-type: none"> (B) the development of strategies to support the use of career pathways for the purpose of providing individuals, including low-skilled adults, youth, and individuals with barriers to employment (including individuals with disabilities), with workforce investment activities, education, and supportive services to enter or retain employment; (C) the development of strategies for providing effective outreach to and improved access for individuals and employers who could benefit from services provided through the workforce development system <p>Additionally, WIOA §101(d)(7) requires the Board to develop strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the one-stop delivery system, including such improvements to—</p> <ul style="list-style-type: none"> (A) enhance digital literacy skills (as defined in section 202 of the Museum and Library Services Act (20 U.S.C. 9101); referred to in this Act as “digital literacy skills”); (B) accelerate the acquisition of skills and recognized postsecondary credentials by participants; (C) strengthen the professional development of providers and workforce professionals; and (D) ensure such technology is accessible to individuals with disabilities and individuals residing in remote areas.

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<p>Defining Integrated Service Delivery</p> <p><u>Leadership</u> Eleni Papadakis Workforce Board 360-725-4603 Eleni.Papadakis@wtb.wa.gov</p> <p><u>Staff Support</u> Terri Colbert Workforce Board 360-725-4623 Terri.Colbert@wtb.wa.gov</p> <p><u>Expectation of Meeting Frequency</u> Likely every 2-3 weeks for the first 4 months, once a month thereafter.</p>	<ul style="list-style-type: none"> • Increase the number of designated navigators available within the One-Stop (WorkSource) system. • Increase the number of participants, including those with barriers, who have defined career pathways and have gained portable skills, received industry-recognized credentials, and/or earned college credits. 	<p><u>Board Motion on Convening a Group to Design a State-Level MOU</u> The Board approved a motion to convene representatives from the appropriate state core and partner workforce programs and negotiate a model memorandum of understanding governing infrastructure cost-sharing arrangements in local one-stops.</p> <p><u>Likely Projects</u> Model State-Level MOU: Design a statewide model MOU (priority)</p> <p>Navigators: Identifying resources and training necessary to implement the navigator concept discussed in <i>TAP</i>.</p> <ul style="list-style-type: none"> • Develop strategies for navigators within the workforce development system <p>Integrating Services at One-Stops: Continuing ongoing efforts to improve the customer experience at one-stops through integration.</p> <ul style="list-style-type: none"> • Examine and build upon the ESD Titles I and III Integrated Service Delivery project to broaden out to Titles II and IV (in concert with the Common Intake Committee) <p>Common Intake/Data Sharing*: This committee will have overlap with the Defining Integrated Service Delivery and Data Sharing/Performance Accountability groups, especially concerning data sharing issues.</p>	<p><u>STATE LAW (RCW 28C.18.060: Board Duties)</u></p> <p>(1) Concentrate its major efforts on planning, coordination evaluation, policy analysis, and recommending improvements to the state's training system;...</p> <p>(6) Provide for coordination among the different operating agencies and components of the state training system at the state level and at the regional level;...</p> <p>(16) Develop policy objectives for the workforce investment act, P.L. 105-220, or its successor; develop coordination criteria for activities under the act with related programs and services provided by state and local education and training agencies; and ensure that entrepreneurial training opportunities are available through programs of each local workforce investment board in the state;...</p> <p>(19) Facilitate the location of support services, including but not limited to, child care, financial aid, career counseling, and job placement services, for students and trainees at institutions in the state training system, and advocate for support services for trainees and students in the state training system;...</p> <p>(28) Conduct research into workforce development programs designed to reduce the high unemployment rate among young people between approximately eighteen and twenty-four years of age. In consultation with the operating agencies, the board shall advise the governor and legislature on policies and programs to alleviate the high unemployment rate among young people.</p> <p><u>FEDERAL LAW (WIOA § 101(d): Duties of the State Board)</u> WIOA §101(d)(3) requires the Board to develop policies related to continuous improvement of the workforce development system in the State, including—</p> <p>(E) the development and continuous improvement of</p>

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		<p>the one-stop delivery system in local areas, including providing assistance to local boards, one-stop operators, one-stop partners, and providers with planning and delivering services, including training services and supportive services, to support effective delivery of services to workers, jobseekers, and employers.</p> <p>Additionally, WIOA §101(d)(7) requires the Board to develop and review statewide policies affecting the coordinated provision of services through the State's one-stop delivery system described in section 121(e), including the development of—</p> <ul style="list-style-type: none"> (A) objective criteria and procedures for use by local boards in assessing the effectiveness and continuous improvement of one-stop centers described in such section; (B) guidance for the allocation of one-stop center infrastructure funds under section 121(h); and (C) policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in such system

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<p>Common Intake Process/Data Sharing</p> <p><u>Leadership</u> Co-lead David Stillman DSHS 360-725-4350 David.Stillman@dshs.wa.gov</p> <p>Co-lead Cindy Wilson Basic Education for Adults 360-704-4316 Cwilson@sbctc.edu</p> <p><u>Staff Support</u> Jeff Zahir Workforce Board 360-709-4615 Jeff.Zahir@wtb.wa.gov</p> <p><u>Expectation of Meeting Frequency</u> Likely every 2-3 weeks for the first 4 months, periodically thereafter. This committee would expect to wrap up their work earlier than most of the other committees.</p>	<ul style="list-style-type: none"> Develop an intake process that eliminates redundant assessments and streamlines customer experience. 	<p><u>Likely Projects</u></p> <p>Assessing Current Intake Procedures: Work with program staff to identify the necessary information that needs to be collected from job-seekers during intake.</p> <ul style="list-style-type: none"> Examine and build upon ESD Title I and Title III integrated service delivery project to broaden to Titles II and IV (in concert with the Defining ISD Committee) Design a common intake process in concert with local WDCs. <p>Identifying Alignment Opportunities: Identifying which intake data points are standard across most programs, creating a process to store and share that data so it is accessible to all partners and facilitates integrated service delivery.</p> <p>Common Intake/Data Sharing*: The Common Intake/Data Sharing group will overlap with the Defining Integrated Service Delivery and Data Sharing/Performance Accountability groups.</p> <ul style="list-style-type: none"> Assess barriers to data sharing and explore solutions in concert with the data sharing implementation committee 	<p>STATE LAW (RCW 28C.18.060: Board Duties)</p> <p>(1) Concentrate its major efforts on planning, coordination evaluation, policy analysis, and recommending improvements to the state's training system;...</p> <p>(12) Provide for the development of common course description formats, common reporting requirements, and common definitions for operating agencies of the training system;</p> <p>(16) Develop policy objectives for the workforce investment act, P.L. 105-220, or its successor; develop coordination criteria for activities under the act with related programs and services provided by state and local education and training agencies; and ensure that entrepreneurial training opportunities are available through programs of each local workforce investment board in the state.</p> <p>FEDERAL LAW (WIOA § 101(d): Duties of the State Board) WIOA §101 (d) (8) requires the Board to develop strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures (including the design and implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such design and implementation, to improve coordination of services across one-stop partner programs).</p>

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<p>Data Sharing & Performance Accountability</p> <p><u>Leadership</u> Co-lead Dave Pavelchek Workforce Board 360-709-4630 Dave.Pavelchek@wtb.wa.gov</p> <p>Co-lead TBD</p> <p><u>Staff Support</u> TBD</p> <p><u>Expectation of Meeting Frequency</u> Every month, may fluctuate in frequency due to performance measurement cycle.</p>	<ul style="list-style-type: none"> Develop a system to accurately measure the collective success of all Workforce Innovation and Opportunity Act (WIOA) partners in serving workforce populations. 	<p><u>Likely Projects</u></p> <p>Ongoing Development of Measures: New measures will be developed to provide a system-level, cross-agency assessment of overall progress that provides a clear picture of customer progress (worker, employer, jobseeker and student) rather than individual program results. This includes business engagement metrics, as informed by federal guidance.</p> <p>Development of New Data Dashboard, Application of Outcomes by Population: Pursue development of performance data appropriate to a coordinated and aligned system of service delivery by measuring how the components of that system collectively affect the outcomes of different types of clients, regardless of the mix of resources involved.</p> <p>Common Intake/Data Sharing*: This committee will have overlap with the Defining Integrated Service Delivery and Data Sharing/Performance Accountability groups, especially concerning data sharing issues.</p> <ul style="list-style-type: none"> Explore solutions for data sharing in concert with the Common Intake Implementation Committee. Track data as available to inform Board of any mid-stream 	<p>STATE LAW (RCW 28C.18.060: Board Duties)</p> <p>(1) Concentrate its major efforts on planning, coordination evaluation, policy analysis, and recommending improvements to the state's training system;...</p> <p>(3) Establish and maintain an inventory of the programs of the state training system, and related state programs, and perform a biennial assessment of the vocational education, training, and adult basic education and literacy needs of the state; identify ongoing and strategic education needs; and assess the extent to which employment, training, vocational and basic education, rehabilitation services, and public assistance services represent a consistent, integrated approach to meet such needs;...</p> <p>(7) Develop a consistent and reliable database on vocational education enrollments, costs, program activities, and job placements from publicly funded vocational education programs in this state;</p> <p>(8)(a) Establish standards for data collection and maintenance for the operating agencies of the state training system in a format that is accessible to use by the board. The board shall require a minimum of common core data to be collected by each operating agency of the state training system;</p> <p>(b) Develop requirements for minimum common core data in consultation with the office of financial management and the operating agencies of the training system;</p> <p>(9) Establish minimum standards for program evaluation for the operating agencies of the state training system, including, but not limited to, the use of common survey instruments and procedures for measuring perceptions of program participants and employers of program participants, and monitor such program evaluation;</p>

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	<p>adjustments as necessary.</p>	<p>(10) Every two years administer scientifically based outcome evaluations of the state training system, including, but not limited to, surveys of program participants, surveys of employers of program participants, and matches with employment security department payroll and wage files. Every five years administer scientifically based net-impact and cost-benefit evaluations of the state training system;</p> <p>(11) In cooperation with the employment security department, provide for the improvement and maintenance of quality and utility in occupational information and forecasts for use in training system planning and evaluation. Improvements shall include, but not be limited to, development of state-based occupational change factors involving input by employers and employees, and delineation of skill and training requirements by education level associated with current and forecasted occupations;</p> <p>(13) Provide for effectiveness and efficiency reviews of the state training system.</p> <p><u>FEDERAL LAW (WIOA § 101(d): Duties of the State Board)</u> WIOA §101 (d) (8) requires the Board to develop strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures (including the design and implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such design and implementation, to improve coordination of services across one-stop partner programs).</p>

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<p>Business Engagement</p> <p><u>Leadership</u> Co-Lead Dale Peinecke Employment Security Department 360-902-9500 Dpeinecke@esd.wa.gov</p> <p>Co-Lead Perry England Workforce Board Chair MacDonald-Miller Facility Solutions 206-768-4218 Perry.England@macmillan.com</p> <p><u>Staff Support</u> Dave Wallace Workforce Board 360-709-4613 Dave.Wallace@wtb.wa.gov</p> <p><u>Expectation of Meeting Frequency</u> Every 4-6 weeks.</p>	<ul style="list-style-type: none"> Identify meaningful metrics to establish a baseline and increase the number of businesses utilizing the workforce system. Identify meaningful metrics to establish a baseline and increase the number of businesses reporting satisfaction with the services they receive via the workforce system by 5 percent each year. Have at least one sector partnership in development in each workforce region. Use the Sector Partnership Framework or a similar framework to show progress over time. Train at least 30 percent of the workforce system's staff on the implementation of sector partnerships. Increase resources for work-based learning opportunities, including on-the-job training and apprenticeship, 	<p><u>Likely Projects</u></p> <p>Identifying Business Engagement Metrics: Refining the business engagement performance metrics, in coordination with the Performance Accountability committee.</p> <p>Establishing Business Engagement Baseline: Researching and establishing a consensus baseline for business engagement in Washington state to begin a path towards continual improvement.</p> <p>Promoting Sector Strategies: Work with the local areas and agency partners (particularly the Dept. of Commerce) to promote sector strategy approaches. Work with the Professional Development committee to ensure sector strategy training is included in state professional development.</p> <p>Promoting Work-Based Learning Opportunities: Identify and promote best practices in connecting job-seekers to work-based learning opportunities, particularly for youth, in concert with the NGA Policy Academy and other WBL efforts</p> <ul style="list-style-type: none"> Develop standardized terminology to improve communication with business. Assess and articulate ROI for 	<p><u>STATE LAW (RCW 28C.18.060: Board Duties)</u></p> <p>(1) Concentrate its major efforts on planning, coordination evaluation, policy analysis, and recommending improvements to the state's training system;...</p> <p>(6) Provide for coordination among the different operating agencies and components of the state training system at the state level and at the regional level;</p> <p>(16) Develop policy objectives for the workforce investment act, P.L. 105-220, or its successor; develop coordination criteria for activities under the act with related programs and services provided by state and local education and training agencies; and ensure that entrepreneurial training opportunities are available through programs of each local workforce investment board in the state;</p> <p>(18) Establish and administer programs for marketing and outreach to businesses and potential program participants;...</p> <p>(20) Facilitate private sector assistance for the state training system, including but not limited to: Financial assistance, rotation of private and public personnel, and vocational counseling;</p> <p>(21) Facilitate the development of programs for school-to-work transition that combine classroom education and on-the-job training, including entrepreneurial education and training, in industries and occupations without a significant number of apprenticeship programs;...</p> <p>(27) Work with the director of commerce to ensure coordination among workforce training priorities and economic development and entrepreneurial development efforts, including but not limited to assistance to industry clusters;</p>

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	<p>internships, job shadows, but especially, incumbent worker training.</p> <ul style="list-style-type: none"> • Increase the amount of work-based training including incumbent worker training, on-the-job training and apprenticeship, job shadows, internships. 	<p>improved business engagement.</p> <ul style="list-style-type: none"> • Engage industry in career pathways development and to engage them in policy development. 	<p><u>FEDERAL LAW (WIOA § 101(d): Duties of the State Board)</u> WIOA §101(d) (3) requires the Board to develop policies related to continuous improvement of the workforce development system in the State, including— (D) the development and expansion of strategies for meeting the needs of employers, workers, and jobseekers, particularly through industry or sector partnerships related to in-demand industry sectors and occupations;</p>

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<p>Professional Development</p> <p><u>Leadership</u> Co-lead Kathy di Julio WA Workforce Association 360-870-0587 Kathy@washingtonworkforce.org</p> <p>Co-lead Marty Brown SBCTC 360-704-4309 MBrown@sbctc.edu</p> <p><u>Staff Support</u> Eric Wolf Workforce Board 360-709-4614 Eric.Wolf@wtb.wa.gov</p> <p><u>Expectation of Meeting Frequency</u> Initially, every 2-3 weeks. After issuing initial PD plan in summer, meetings will go to every 4-6 weeks.</p>	<p>n/a</p>	<p><u>Board Motion on Professional Development</u> The Board approved a recommendation to convene a cross-agency team of TAP partner agencies to develop and implement a professional development plan. The recommendation also set forth key elements of any professional development proposal and desired outcomes among “front-line” and management-level staff who participate in professional development.</p> <p><u>Likely Projects</u> Assessing PD Efforts Locally: Work with counterparts at LWDCs to identify issues where PD is needed, and to identify areas of PD that locals have already refined that can be shared statewide.</p> <p>Research Alternative PD Curricula: Examine existing professional development programs nationally, including NAWDP and the IAWP.</p> <p>Designing Appropriate Professional Development: Likely by late summer, design a package of professional development training designed to address emerging implementation issues. Professional development must be provided for both front-line and management-level staff.</p>	<p><u>STATE LAW (RCW 28C.18.060: Board Duties)</u> (1) Concentrate its major efforts on planning, coordination evaluation, policy analysis, and recommending improvements to the state's training system;...</p> <p>(6) Provide for coordination among the different operating agencies and components of the state training system at the state level and at the regional level.</p> <p><u>FEDERAL LAW (WIOA § 101(d): Duties of the State Board)</u> WIOA §101(d) (3) requires the Board to develop policies related to continuous improvement of the workforce development system in the State, including— (G) the development of strategies to support staff training and awareness across programs supported under the workforce development system.</p>