

Section I – Executive Summary

The Workforce Investment Board Mid-Ohio Valley serves nine counties in West Virginia. Those counties are Calhoun, Clay, Jackson, Mason, Pleasants, Ritchie, Roane, Wirt, and Wood. The population of the combined nine counties is just under 200,000 individuals. Wood County is considered metropolitan with 2 municipalities having populations of 10,000 or greater. The other 8 counties are considered rural with 6 of those classified as distressed by the Appalachian Regional Commission. Wood County is also the largest county with a population of 86,597. Wirt County is the smallest with a population of 5,980.

There is a strong diversity within the region reflecting 2 distinct economic conditions. Average unemployment rates for 2006 range from 4.9% in Wood County (2040 individuals) to 7.3% in Calhoun County (200 individuals). Counties along the Ohio River have access to Interstate and 4 lane roads. The counties in the “interior” of Region 4 face limited transportation access with 2 lane roads as the primary access.

Industry in each county also varies. Wood, Pleasants, and Jackson counties have a greater diversity of industry previously allowing those counties to survive through recessions. Smaller counties have had a more limited industrial base, frequently dependent on declining industries. All nine counties have seen industry changes in the last decade. Gains in one county seem to be off-set by losses in neighboring counties. In 6 of the 9 counties, education / government is the largest employer.

The Local Elected Officials (LEO) and the Workforce Investment Board Mid-Ohio Valley (WIB) have both expressed a desire to identify ways that Workforce Investment Act funds can be used to assist area employers, job seekers, and communities. Coordination with economic development activity to retain and expand area employment opportunities is a primary goal of both the LEO and WIB. Identification of skill needs, existing skill levels, and the gaps between the two continues to be a significant portion of our plan. It is the intent of the LEO and WIB to plan training programs around those gaps.

The Region 4 Workforce Investment Area Local Plan addresses how the region will continue to implement an on-going employment and training program. That program must meet the needs of both the employers and job seekers in our area. Developing and implementing this level of activity is not a one-year project.

The Workforce Investment Act encourages a new way of doing business in the employment and training arena. The Workforce Investment Board Mid-Ohio Valley sees this as an opportunity and mandate to evaluate the needs of the entire region for both employers and job seekers, to determine how services should be delivered, and to encourage and facilitate collaboration and cooperation between service agencies in the provision of those services. Developing and implementing this plan should not and will not be the end of the process.

A continuous improvement process is an integral part of the Region 4 process. Evaluation of services, corrective action where appropriate, and setting new goals should be a routine part of all activities.

Being aware of the rural nature of the region, diversity of need and the transportation barriers faced by many of the citizens of Region 4, the local plan addresses the need to have WorkForce West Virginia services available in multiple locations in the region. A comprehensive WorkForce West Virginia site is located in Parkersburg. **Additional satellite WorkForce West Virginia sites or affiliate sites are located in the remaining counties.** It is expected that making services available in the outlying areas will allow access to additional job seekers and employers. The number of individuals utilizing the WorkForce West Virginia system should significantly increase.

Assisting job seekers in finding employment that leads to self-sufficiency is one of the primary goals of the Workforce Investment Act. Individuals who are work ready should find the WorkForce WV system to be the first and best source of information about employment opportunities. As part of core services, information on job openings, labor market information, skill requirements, and career planning should be available both through self-help resource information or staff assisted services.

Intensive services are available for individuals unable to obtain or retain employment at or above the self-sufficiency level. In-depth assessment, career counseling, identification of barriers, referrals to supportive services, and pre-vocational training are available when appropriate. A “smorgasbord” of services should be available, allowing customers to utilize those services needed but without setting a regimented standard applied to all customers.

Training should be utilized when skill level continues to be a barrier to employment after provision of core and intensive services. When training is identified as an appropriate course of action, case managers assist the customer in an informed selection of training. Long term employment opportunities, projected wage rates, potential career path, and potential job location are some of the factors that should be considered in the training decision.

Funding of training should not and will not be the extent of services for individuals enrolled in training. The WIB recognizes the need for continued support to be provided during training. Services will be provided by the WORKFORCE WV system, including continued evaluation of barriers with possible solutions, assistance in training related activities, job search skills and assistance, and follow up will be part of the services offered. Successful completion of training followed by employment must be a focus for individuals enrolled in training.

Service to employers is the other major component of the Workforce Investment Act. The WIB recognizes a need for improvement and expansion of services to this customer base. It is the WIB's intent to continue to increase the focus on employer services. Both partner and contractors will have employer services as an expected portion of any agreements.

As with the job seeker, employers should see the WorkForce West Virginia system as being the service delivery of choice for employment and training related needs. Screening for qualified workers, appropriate and timely labor market information, and assistance in employment related activities should all be available through core services.

As the needs of the employer increase, so should the level of service provided by the WorkForce West Virginia system. Assessment of current and potential employees is becoming an increasingly requested service. Assistance in training both new and incumbent employees in basic work skills is available (basic literacy, computer skills, soft skills, EEO information, etc.) through the WorkForce West Virginia network. Skill training based on employer requirements will also be reviewed and, where appropriate be funded through Workforce Investment Act funds. Classroom training, on-the-job training, and customized training are possible delivery vehicles for the training required by employers.

As with the WorkForce West Virginia system, the WIB recognizes that the needs of area youth are not standard from county to county. Private employment opportunities, transportation, skill training, and social service programs vary across the region. With this in mind, youth programs are designed to be flexible based on the needs of individual communities and / or counties. Year round services are offered through the Youth Advantage Program for both In School and Out of School Youth.

The Workforce Investment Board Mid-Ohio Valley continues to identify additional goals and implementation plans. Six goals have been established as part of the Board's most recent strategic plan. They include:

1. Increase emphasis on business customer including expansion of services available by WorkForce WV system partners
2. Develop the education and skill level of job seekers and employees to meet the requirements of the region's employers.
3. Develop an integrated WorkForce WV delivery system, increasing partner involvement in the delivery of services.
4. Build capacity of staff to improve and expand delivery of service to both employer and job seeker customers
5. Implement a comprehensive marketing strategy to promote WorkForce WV system to all customer populations.
6. Expand the role of the Workforce Investment Board Mid-Ohio Valley to further link employment, education, and economic development in the region.

The philosophy of the WIB is that the work is never done. Goals are always expanding and moving, just as the employment and training activities continue to grow and move.

Section II:

Assessment of the Current State of the Workforce

The Work Force Investment board Mid-Ohio Valley serves nine counties in West Virginia. Those counties are Calhoun, Clay, Jackson, Mason, Pleasants, Ritchie, Roane, Wirt, and Wood. The population of the combined nine counties is just under 200,000 individuals. Wood County is considered metropolitan with 2 municipalities having populations of 10,000 or greater. The other 8 counties are considered rural with 6 of those classified as distressed by the Appalachian Regional Commission. Wood County is also the largest county with a population of 86,597. Wirt County is the smallest with a population of 5,980.

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In 2007, WIB-MOV staff conducted a study to determine an updated view of demand and targeted occupations in the workforce area. The study confirms that occupations in certain industry sectors will continue to have a high number of job opportunities.

Unlike the State of the Workforce study done in 2003, feedback from employers in the study in 2007 indicates that manufacturing will continue to be a major employment sector in the region. It is expected that in the next 10 years employment opportunities will be strong particularly due to attrition in the manufacturing trades and growth in the energy sector.

Employers continue to identify a need for employment related skills across industry lines. Basic academic skills and “soft skills” have been identified as needed in occupations in multiple employment sectors. Employers have expressed concerns that individuals seeking employment and entering the employment labor force are lacking in these skills.

Section III: The Desired State of the Workforce

The Workforce Investment Board Mid-Ohio Valley has identified a vision, mission, and goals for the organization to guide in the implementation of the Workforce Investment Act within the Mid-Ohio Valley area. The WIB MOV recognizes the need to work towards a fully integrated and engaged employment and training system to meet the needs of the communities in the area. The vision, mission, and goals are the guideposts to assist us.

Workforce Investment Board Mid-Ohio Valley Vision: A quality skilled workforce that advances the economic development of the region by meeting the needs of employers and job seekers.

Workforce Investment Board Mid-Ohio Valley Mission: The Workforce Investment Board Mid-Ohio Valley, using all available resources, provides leadership and oversight to ensure that efficient and effective workforce services are accessible to employers, current employees, job seekers, and other citizens in the region.

Projected Employment Opportunities, Workforce Needs, and Supply Pipeline

The economic development community within the region has worked with the WIB MOV to identify and target the most critical occupations and industries. As expressed in the State of the Workforce study completed in 2003, “Region IV, unlike most other WIB Region’s in West Virginia, has enjoyed considerable employment stability with little change in the mix of industries over the past decade. Since the occupation mix within industries remains relatively stable, the combination of stable employment and a stable mix of industries suggest that no specific occupation group is likely to experience large changes in demand over the coming years. Absent clearly identifiable demand occupations, it is clear that the region should focus attention on the survey results and the specific skills identified by employers in the focus groups as a source of guidance for resource allocation.” The 2007 study confirmed that the mix of

industries still exists even with the instability related to several closings across sectors.

Significant growth in employment is not expected in any individual sector. However, it is expected these industries will maintain current employment and attrition levels, thus requiring new hires to replace incumbent workers. In the past, the WIB MOV has been fairly liberal in the definition of demand occupation as it applies to training. However, as allocations have decreased, the Board has begun the process of clarifying and targeting those definitions to provide the most effective use of limited funding. *Attachment A* provides a list of occupations that have been identified as demand occupations by the WIB MOV.

As discussed earlier, manufacturing has been the primary employment sector for many years in this area. Education and training programs were geared to meet those needs. Education entities in the region are in the process of reviewing current curriculum and modifying training programs and individual course content to better meet the needs of the employer. These evaluations should also consider the soft skills needs identified by area employers.

Section IV: Analysis and Strategic Planning for Achieving the Desired State of the Workforce

The economy in the WIB MOV area is changing, as evidenced by the significant number of layoffs over the past years. Multiple issues are being addressed to adapt to the current economic conditions and to prepare the region to meet the new requirements of both existing and potential employers. The WIB MOV has instituted a collaborative approach to identifying the needs and the solutions to these concerns.

The WIB MOV developed a strategic plan in the fall of 2002 to identify the vision, mission, and goals of the group. Strategies were developed and implemented to work towards those goals. That 3 year plan has provided the framework for activities that have been completed to date. This past year the WIB MOV has reviewed and updated the strategic goals. Those goals are:

Workforce Investment Board Mid-Ohio Valley Goals:

- Increase emphasis on business customer including expansion of services available by WorkForce WV system partners
- Develop the education and skill level of job seekers and employees to meet the requirements of the region's employers.
- Develop an integrated WorkForce WV delivery system, increasing partner involvement in the delivery of services.
- Build capacity of staff to improve and expand delivery of service to both employer and job seeker customers
- Implement a comprehensive marketing strategy to promote WorkForce WV system to all customer populations.
- Expand the role of the Workforce Investment Board Mid-Ohio Valley to further link employment, education, and economic development in the region.

Section V: Local Area Governance

Local Elected Officials (LEOs)

Region 4 is comprised of two (2) municipalities with a population of 10,000 or greater and nine (9) counties. As a result, 9 county commissioners and 2 mayors make up the Local Elected Officials (LEO) in our region. In April 2000, the Local Elected Officials voted to incorporate as the Mid-Ohio Valley Workforce Investment Corporation. Mayor Bob Newell of Parkesburg serves as the current president of the MOV WIC. (*Articles of Incorporation - Attachment B*)

West Virginia law prohibits a governmental organization from accepting liability greater than their ability to cover such costs. As a result, the LEO felt it appropriate to incorporate so that the corporation would be responsible for any liability issues. In addition, the incorporation allows the elected officials to participate in economic/workforce development activities not involved with WIA funding.

From the beginning of their responsibilities, this group has provided input into the design of the Workforce Investment system in our region. Equitable provision of service has been stressed by all of the officials. The local plan was submitted to the Local Elected Officials prior to public comment and again after receiving public comment.

The Local Workforce Investment Board (LWIB)

The Workforce Investment Board Mid-Ohio Valley began operations in July of 2000 with the implementation of the Workforce Investment Act. The Local Elected Officials, along with the Board, work to develop appropriate size and a balanced representation on the board. Current membership includes 15 private sector employers and 14 public sector employers.

During May and June of each year, the Local Elected Officials, with input from the Workforce Investment Board, evaluate current membership on the board and areas that may be under-represented. New appointments or re-appointments are made effective July 1. The requirements of the Workforce Investment Act (WIA Section 177(b)(2)) provide the specific criteria on membership of the Workforce Investment Board. WIB MOV is in compliance as outlined in WIA. (*Attachment C - WIB MOV Board membership*)

Workforce Investment Board Mid-Ohio Valley has standing committees and ad hoc committees as needed in addition to the Executive Committee. The core committees and their duties are:

- Employment and Training Needs – Identification of current and future employment and training needs of the region.
- One Stop – Oversight and development of the Work Force WV system.
- Youth Council – Development of youth programs within the region.

Each member of the Workforce Investment Board participates in at least one committee. These committees have the responsibility for much of the planning and review necessary to implement and monitor Workforce Investment Act Title I activities. Committees will continue as the primary design and implementation resource for the Workforce Investment Act in Region 4.

The Local Elected Officials and the Workforce Investment Board agree to work in partnership in the implementation of the Workforce Investment Act. The Workforce Investment Board is responsible for the programmatic aspects of WIA. As part of these responsibilities, the Board prepares a budget to be submitted to the LEO.

The LEO has fiscal responsibility for WIA funds in the region. They act upon the budget submitted by the Workforce Investment Board. While the LEO does not dictate programmatic decisions, they do have final authority on funding activities.

To assist in cooperation and collaboration between the LEO and Workforce Investment Board, the LEO has appointed the Workforce Investment Board chair or designee as a member of the Mid-Ohio Valley Workforce Investment Corporation. Also, the Workforce Investment Board executive committee has appointed the LEO chair or designee to serve on the Workforce Investment Board executive committee. In addition, during those months the full Workforce Investment Board does not meet, the LEO and Executive Committee meet in joint session. *(Attachment D – MOU between WIB MOV and LEO)*

The Workforce Investment Board Mid-Ohio Valley recognizes that many of the members of the board represent organizations that have a vested interest in the decisions made by the board. As a result, the by-laws approved by the Workforce Investment Board Mid-Ohio Valley outline conflict of interest issues and appropriate action by board members. Section 1.7 of the by laws addresses this specific issue. *(WIB MOV By Laws – Attachment E)*

Workforce Investment Board *Mid-Ohio Valley* and the Mid-Ohio Valley Workforce Investment Corporation have entered into a Memorandum of Understanding with the Mid-Ohio Valley Regional Council (MOVRC) to provide administrative and fiscal services under WIA. The Mid-Ohio Valley Regional Council was selected because of their role in economic and community development activities throughout the Region. A program director and program staff have been hired to work full time with Workforce Investment Board activities. In addition, other MOVRC staff will be working with WIA activities as needed.

MOVRC does not currently operate any other WIA funded activities. The Senior Community Services Employment Program is administered through MOVRC.

This program is a mandatory One-Stop partner but receives no local funding through WIA. This region requested a waiver allowing this exception since SCSEP is the only provider of this service in 7 of the 9 counties.

In compliance with the Workforce Investment Act and the GWIO Policy Guidance Letter No 8-00, Workforce Investment Board *Mid-Ohio Valley* staff does not operate the WorkForce West Virginia system in Region 4. Coordination of the One Stop system is provided by an independent operator selected through a competitive process.

Rapid Response

Workforce Investment Board *Mid-Ohio Valley* coordinates with the Governor's Workforce Investment Division to provide Rapid Response activities for layoffs in the region. If the Workforce Investment Board Mid-Ohio Valley makes the first contact with the company laying off or closing, then WIB-MOV staff coordinates activities following the model established by the State Rapid Response Unit. An initial meeting is held with the employer and union leadership if appropriate. Representatives from the WorkForce West Virginia Center, Employment Service, Unemployment Insurance, and local Workforce Investment Board provide information concerning available services. The next step is to conduct a similar meeting for all affected workers, involving the above mentioned partners and also Children's Health Insurance Program and Consumer Credit Counseling. If there is union involvement, then the Workforce Investment Labor Liaison Project is involved in the meeting as well. When appropriate, dislocated worker centers are set up on-site with employers facing significant layoffs.

Coordination has been established with Rapid Response and Trade Act programs to assist employees dislocated within the nine-counties of the Workforce Investment Board Mid-Ohio Valley. Workforce Investment Act funds are used to assist the workers in coordination with TAA funds. In addition, job and training fairs are held connecting diverse employers with those involved in dislocations.

Workforce Investment Board staff has also developed linkages with the Workforce Investment Board in Washington County, Ohio, to coordinate rapid response service to Region 4 residents dislocated from employers in that Workforce Investment Area.

Youth Council

The WIB MOV Youth Committee is comprised of members including mandated partners required by WIA and the WV State Plan, Board members who self-selected committees, youth, and a diverse representation of individuals with specific expertise about youth. *Attachment F* provides a matrix of Council members and programs operated by the organizations they represent.

In addition, County Youth Advisory Committees are established in each of the nine counties throughout the Mid-Ohio Valley area to guide, shape and identify community needs as they relate to educational, occupational and social opportunities for youth. Select members of these developed advisory committees sit on the Youth Committee.

This committee has the responsibility of exploring youth related issues, developing potential programs to meet the needs of eligible youth, and establishing expectations for those programs based on the requirements and guidelines under the Workforce Investment Act. The recommendations of the youth committee are presented to the Executive Committee and the full Workforce Investment Board for consideration and approval. Budget and funding issues are also presented to the LEO for approval.

The Youth Committee has identified several specific areas of emphasis, including performance, marketing, recognition, recruitment and partnering. Committee members work to address these areas both in their home communities and across the region.

Meeting Schedules

The Workforce Investment Board Mid-Ohio Valley meets the 4th Wednesday afternoon of July, October, January, and April with the Executive Committee meeting that morning. The Local Elected Officials meet the 4th Friday morning of each month. In the months when the full board does not meet, the Executive Committee meets in joint session with the Local Elected Officials.

Individual committees of the WIB MOV, including the Youth Committee, meet a minimum of once each quarter. Sub-committees may meet between quarterly meetings as needed. The proposed schedule of meetings for the 2009-10 year is presented to the WIB MOV in July of each year. (*Attachment G – WIB MOV Meeting Schedule*)

Public Notice of the Executive Committee, Workforce Investment Board, and the Mid-Ohio Valley Workforce Investment Corporation meetings are provided to newspapers in each of the 9 counties. An E-mail notice of Workforce Investment Board meetings is sent to interested parties at the beginning of each month. Public forum opportunities are available at all WIA meetings.

Fiscal Agent

The Local Elected Officials board selected the Mid-Ohio Valley Regional Council to be the fiscal agent for the Mid-Ohio Valley Workforce Investment Region (*Attachment H – MOU between WIB, LEO, and MOVRC and Attachment I – Organizational Chart*). The LEO, through the non-profit corporation that it formed, has secured Fidelity Honest Bonds with the State Board of Risk and Insurance Management to cover activities of the LEO, Workforce Investment Board, and committees thereof.

Workforce Investment Act funds will be administered in accordance with OMB Circular A-122 Cost Principals, A-110 Administrative Requirements, and GAAP. The annual audit will be conducted in accordance with OMB Circular A-133.

The accounting office and program staff maintain an inventory listing of furniture and equipment purchased with WIA funds. Any items costing \$5,000 or more are recorded as a fixed asset and depreciated over the useful life of the specific piece of equipment; any property items under \$5000 will be expensed in the year in which they were purchased.

Section VI: The WORKFORCE West Virginia System

The WIB-MOV procures coordination, operation and delivery of the One Stop services within our region through a competitive bid process. Ross IES has been selected as the One Stop operator under the oversight of the WIB One Stop Committee. Ross, as the One Stop Coordinator has the responsibility of insuring collaboration between partners and contractors in order to meet regional performance goals, including development of the WorkForce WV Business Plan.

Ross IES also provides WIA Title I funded integrated services including orientation, assessment, eligibility, case management, placement, retention, recordkeeping, and referral to services and training.

The WorkForce West Virginia system in Mid-Ohio Valley region includes a comprehensive site located in Parkersburg and an affiliate / satellite site located in each of the eight other counties. The One Stop operator will be responsible for managing these facilities, including coordinating and assigning resources for these sites and supervising some staff.

WORKFORCE West Virginia Partner Services and Governance

A memorandum of understanding has been developed with the WORKFORCE West Virginia partners within our region. Under this MOU (*Attachment J*), the partners agree to provide a seamless delivery of service to customers through core, intensive, and training activities. WorkForce WV partners have agreed to support the One Stop concept, to make services available through the One Stop system, and to assist in the support of the One Stop system. Emphasis has been placed on collaboration and reduction of duplication in services.

In addition to the MOU, a Business Plan (*Attachment K*) has been developed to outline what services will be delivered at the Comprehensive Center, affiliate sites, and satellite sites. The One Stop Coordinator, with input from the partners, has developed the business plan, Standard Operating Procedures, and guides to ensure services are offered

as required. The Business Plan also addresses the quality improvement process within the WorkForce WV system to continually evaluate and grow the One Stop services.

Youth Advantage Staff are co-located in each of our One-Stops and Satellite Centers. They are also involved with system cross training which offers consistency and breadth of knowledge to all system staff. A referral process was created specifically to track referrals, usage, awareness, and outcomes of contact within the system and the Youth Advantage program.

Youth Advantage activities are integrated in the operations of the Workforce WV System. Staff from partner organizations are made aware of the services offered through the youth program. At the same time, youth staff are made aware of partner services that could benefit youth participants. The specific goal is to make the Workforce WV System a seamless delivery model. Activities include cross training for all Workforce WV staff and outreach to employers, educational entities, community based as well as faith based agencies.

Services that are offered to youth include Job Shadowing services and connection to community service activities. Our service provider(s) will train youth to be work ready for specific job responsibilities. The WIB MOV will partner with the WV Department of Labor to conduct OSHA training to youth throughout the nine counties that the WIB MOV offers youth programming. WIB MOV will also consider budgeting youth funds, if funds are available, to assist older youth with training funds under DOL waiver authority. Guidelines for youth ITAs will be the same as for adult ITAs.

Section VII: Workforce Investment Services

General Information Regarding Access to Services

In addition to the comprehensive Work Force WV center, affiliate sites are located in each county to provide a broader access to services. The WorkForce WV Management Information System has provided additional access across the region and among partners. Also, the Workforce Investment Board Mid-Ohio Valley has developed a WEB page (www.wvworkforce.com) to provide information about services offered within the Mid-Ohio Valley area as well as links to related sites.

Assessment and case management activities are provided daily at the comprehensive center, and at satellite and affiliate sites in each of the other counties.

A common orientation presentation has been developed for use in the WorkForce WV centers in the region. The power point presentation provides an overview of services provided by all partner organizations and allows a customer to target services that meet their specific needs.

Access to Services for Adults and Dislocated Workers

Three levels of services are being provided through Workforce Investment Activities in the WIB MOV. Core services provide general information including labor market information, job opportunities, Internet access, etc. Intensive services are provided to individuals who cannot find employment through core services. The third level of services will be training activities.

No needs related payments are being paid at this time. WIB MOV has a policy that allows for payment of support services if funding allows. [With the receipt of ARRA funds, the WIB MOV will be implementing support service payments to adults and dislocated workers enrolled in WIA funded training effective July 1, 2009. The support service payment will be based on the number of days per week in class combined with transportation and child care expenses related to enrollment in training.](#)

Individual Training Accounts are used to offer training services to those individuals who need additional skills for employment. The ITA policy establishes the following guidelines:

- **Voucher Caps: \$4000 for the 1st 12 months with a maximum of \$8000.**
- Length of Training: [Up to 36 months of training](#)
- Types of occupations: Must be a demand occupation

- Training limits: Customers will qualify for one (1) occupational training program in each five-year period. This limitation may be waived if a customer is affected by sudden, severe economic dislocation or approved by the Workforce Investment Board Mid-Ohio Valley Program Director.
- Additional Requirements: To qualify for and continue in training, trainees must:
 - Meet prerequisites of course to qualify for funding
 - Maintain a “C” grade point average
 - Have acceptable attendance (3 or fewer absences per term without good cause)
- Restrictions: WIB MOV WIA funds cannot be used for:
 - Lost books or supplies
 - Classes that must be repeated

WIB MOV recognizes the Individual Training Account is the primary means of providing skill training to individuals. However, if training opportunities are not available that meet the needs of a demand occupation identified within the region, the WIB MOV may choose to contract for training services as outlined and authorized in Section 134(d)(4)(G)(ii)(II) of the Workforce Investment Act and 2- CFR Part 663 Subpart D Section 663.430. If such a need is identified, the WIB MOV will solicit training services for the identified demand occupation based on the requirement of the WIB MOV procurement policy.

Beginning in December of 2008, WIB MOV staff began the task of coordinating On the Job Training activities internally. Specific training is provided by the employer. Staff have found this method has streamlined the process for employers, while directing more of the funding for employer’s wage reimbursement issues.

~~WIB MOV has previously entered into an MOU with Human Resource Development Foundation, Inc. to write appropriate On the Job training contracts for qualified job seekers and employers. In consideration of the budget reductions for the 2008-09 program year, the WIB MOV is reviewing options as it relates to OJT. Options include continuing the OJT delivery with HRDF at a reduced amount, administering the OJT contract with WIB staff, or not funding OJT training opportunities.~~

The WIB MOV has defined self-sufficiency at 200% the Lower Living Income Levels.

Members of the Business Employer Solutions Team assist employers in evaluating their need for customized training. As required by WIA regulations, employers contribute a minimum of 50% of training costs under customized training projects.

Training providers have been invited to submit new and subsequent applications to the Workforce Investment Board Mid-Ohio Valley utilizing the WorkForce West Virginia website.

Initial eligibility and subsequent eligibility is based on criteria outlined in the Workforce Investment Act, as well as criteria established by the state WorkForce WV office. This criterion includes program performance data.

An appeals process has been established for training programs not approved at the local level. The first level of an appeal is to the employment and training committee. If not resolved at that level, the appeal is forwarded to the executive committee of the Workforce Investment Board Mid-Ohio Valley. The next level of appeal is to the Governor's Workforce Investment Division.

Discuss the local area's priority of service policy.

As required by law, priority of services at each level of service will be given to veterans. Work Force WV partners are asked to provide and coordinate services for specific populations including individuals with disabilities, minorities, offenders, the homeless and displaced homemakers in their services.

Workforce Investment Board Mid-Ohio Valley has established a priority of service policy to address access to services funded by the Workforce Investment Act. Core services are available within each county with universal access for all customers. Priority of service will be given in intensive services and training funds as outlined in WIB MOV Policy # 03. Individuals receiving public assistance or with a family income at or below 70% of the Lower Living Income Standards receive first priority. Priority is then given to higher income levels. WIB MOV may budget a specific portion of funding to provide training assistance for individuals pursuing occupations in targeted occupations.

Individuals living in the WIB MOV region who are dislocated workers or individuals who are dislocated from employers located in the region will receive priority of service for WIB MOV dislocated worker funds.

As required by law, priority of services at each level of service will be given to veterans. WorkForce WV partners are asked to provide and coordinate services for specific populations

including individuals with disabilities, minorities, offenders, the homeless and displaced homemakers in their services.

Depending on the level of allocations, the local WIB may request transfer of funds between Adult and Dislocated Worker funding streams during the coming year.

Access to Services for Youth

WIB MOV contracts with Ross IES for provision of both in school and out of school services in the Mid-Ohio Valley area. The Youth Advantage Program serves youth in all nine counties.

Youth Advisory Committees in the counties are designed to specifically link, coordinate and when appropriate deliver comprehensive services to youth within our region. These committees are comprised of individuals from entities directly linked to multiple populations including, teen parent/pregnancy, foster care youth, youth with disabilities etc.

The WIB MOV will extend partnerships to, in a sense, target specific populations designed to meet the new direction of the Administration. Partnerships that will be targeted include but are not limited to; Habitat for Humanity (for individuals and families with inadequate housing), Housing Authorities (to target and recruit disadvantaged High School Dropouts), justice authorities (to target, recruit and serve court involved youth and youth of incarcerated parent(s)), local shelters and social service agencies (to serve and target runaway youth).

Youth Advantage offers the ten mandated elements of WIA and the local WIB MOV included an additional five elements for delivery of service. The mandated program elements are as follows:

- | | |
|---------------------------------|---|
| 1. Tutoring | 2. Alternative secondary school offerings |
| 3. Summer employment | 4. Paid and unpaid work experiences |
| 5. Occupational skills training | 6. Leadership development opportunities |
| 7. Supportive services | 8. Adult mentoring |
| 9. Follow-up services | 10. Comprehensive guidance and counseling |

~~The WIB MOV has included five (5) program elements to be in addition to the mandated ten program elements. The additional elements are as follows:~~

- ~~1. Job placement as appropriate~~
- ~~2. Preparation for post secondary opportunities~~
- ~~3. Basic Skills remediation and attainment~~
- ~~4. Work readiness skills~~
- ~~5. Computer literacy~~

~~By adding these five elements, the Youth Advantage providers will be able to broaden their scope of services to center around career choices, education, training and employment based on vocational aptitude and demand occupations.~~

Compliance with safety and child labor laws will be one of the criteria required when submitting a proposal for funding under the youth component of the Workforce Investment Act. A review of an organization's policies, procedures, and facilities will be required prior to a participant being placed at a site.

The Workforce Investment Board Mid-Ohio Valley has included the following youth eligibility criteria to be considered when determining whether an individual needs additional services. The Workforce Investment Board Mid-Ohio Valley believes that this addition will offer services to a greater population of targeted WIA youth:

- Youth at risk of dropping out of school
- Immigrant youth
- Youth with limited English proficiency
- Youth deficient in occupational skills
- Youth who reside in an area of high rates of poverty, crime and /or unemployment. Basic skills level will be determined by the most recent standardized test administered by the Public Schools or WorkForce WV system. Youth will be considered "deficient in basic literacy skills" when the most recent test score reflects performance at or below the 50th percentile in reading or math. A youth will also be considered deficient if assessment shows performance at one (1) or more grade levels below the level appropriate for their age.

Up to 400 youth will be enrolled in a summer work component as authorized under the ARRA for 6 weeks during the summer of 2009. Youth will work at government and non-profit organizations across the WIB MOV's nine county area. Out of school youth between the ages of 18 and 24 will work 4 hours per day and be enrolled in work readiness / career readiness classes 4 hours each day. Younger youth will work 4 days per week, 7 hours per day with 3 hours each week being dedicated to work readiness skills.

Access to Services for Employers

WIB-MOV employs an individual, whose responsibilities are initiating, coordinating and implementing employer services. This staff person has developed relationships with local

Economic Development Authorities, Chambers of Commerce and employers in each of the nine counties within the Mid-Ohio Valley region. Economic Development Directors are assisting staff in prioritizing employer visits. A Business Employer Solutions Teams (BEST) has been developed within the WorkForce WV system within the region. Representatives of partner organizations come together to share, coordinate, and plan activities related to employers. As a result, a single point of contact is identified for individual employers, reducing the number of individuals contacting the employer, and providing a comprehensive menu of services to the employer.

Section VIII: Additional Information

Procurement

Procurement policies for the Workforce Investment Board Mid-Ohio Valley will follow those required by Workforce Investment Act, state policies, and relevant OMB Circulars. The Workforce Investment Board Mid-Ohio Valley Procurement Policy states:

Procurement under grants shall be made by one of the following methods, as described herein: A) small purchase procedures; B) procurement through state contracts; C) competitive negotiation; D) sole source proposals. Awards shall be made only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed contract. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- A. Small purchases or contract procedures are those relatively simple and informal procurement methods that are sound and appropriate for procurement of services, supplies or other property, costing in the aggregate not more than \$25,000. If small purchase procedures are used for procurement, price or rate quotations shall be obtained from at least three (3) qualified sources, where practical.
- B. Items and/or services may be procured using the state procurement system. Items included on this list meet federal and state procurement standards.
- C. Purchases or contracts of greater than \$25,000 not listed on the state purchasing contracts must use competitive negotiation procurement process.
 - 1. Advertisements for the requested service must be posted in county newspapers in the Region 4 Workforce Investment Area. Proposals must also be solicited from an adequate number of known suppliers, providing them sufficient time prior to the due date for proposals.
 - 2. Evaluation criteria must be developed for an objective evaluation of proposals received. Whenever possible, a Workforce Investment Board member will assist Workforce Investment Board staff with the evaluation of proposals. Such evaluation should consider cost of services but cost should not be the sole deciding factor in the award of contract.

D. Sole source procurement may be used under the following conditions:

1. The item is available only from a single source;
2. Public exigency or emergency when the urgency for the requirement will not permit a delay resulting from competitive solicitation;
3. After solicitation of a number of sources, competition is determined inadequate.

Equal Opportunity, Affirmative Action and Grievance Procedures

The Workforce Investment Board Mid-Ohio Valley has approved an Equal Opportunity Policy outlining expectations for all individuals and entities receiving funding through Title I of the Workforce Investment Act, as outlined in 29CFR Part 37. Janelle Dotson has been appointed the EEO officer for Mid-Ohio Valley Regional Council and the Workforce Investment Board Mid-Ohio Valley. Procedures to process complaints will be those developed by the Bureau of Employment Programs under agreement with Governor's Workforce Investment Office.

The Workforce Investment Board has approved a grievance policy as required by the Workforce Investment Act. The policy encourages resolution at the lowest level of a grievance with the first step being with the supervisor/instructor. If unable to be resolved at that level, subsequent steps allow the grievance to progress to the Workforce Investment Board. As required, a hearing will be offered within 30 days and response within 60 days of the filing of the grievance. The Program Director is the point of contact for grievance issues.

Performance Measures

Performance standards have been received from the state Workforce West Virginia office. The WIB-MOV has established performance measures for training programs, Work Force WV Centers, and WIA Title I contractors. (*Attachment L - Performance Standards*)

Requests for Proposals for Adult, Dislocated Worker, and Youth services required all proposals to be performance based contracts. Performance of each individual contract is tied to the overall performance of the WIB MOV. Each partner also has individual performance measures as part of their contract.

Program Planning / Budget Information Summaries

The WIB MOV prepares, as required, projects expenditures and participant activities for each year. The projections are broken down by quarter. (*Attachment M- Budget Summary: Attachment N- Participant Summary*)

Public Comment

The WIB MOV Local Plan is released for public comment as required by WIA. Advertisements are placed in local newspapers in each of the 9 counties served by the WIB MOV. The plan is also made available at public locations in each county, including county commissions and economic development offices. In addition, the local plan is posted on the WIB MOV web site.

Comments are reviewed and presented to the appropriate WIB MOV committee and to the full board. Modifications to the local plan are evaluated based on the input from the public. (*Public Comments – Attachment O*)