

**LOCAL WORKFORCE DEVELOPMENT AREA 7
PY 2016 TRANSITIONAL LOCAL PLAN**

- **Describe the consortium agreements, as defined by WIOA 107(d)(11), in place between the local board and the TN Department of Human Services, Office of Rehabilitation Services 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.**

In accordance with Workforce Innovation and Opportunity Act (WIOA) section 107(d)(11), the Local Workforce Development Board for Area 7 and Vocational Rehabilitation (VR) Services' Cooperative Agreement provides for the following:

- **Cross Training of Staff**

To ensure that both parties have knowledge of all programs and maximize the use of these programs and benefits by individuals with disabilities and other individuals.

- **Technical Assistance**

Sharing of relevant technical assistance to each American Job Center partner to improve the provision of services to individuals with disabilities and other individuals.

- **Use and Sharing of Information**

The partners agree to maximize sharing of information such as Labor Market Information, information to identify high growth occupations, information regarding sources of training, tuition and support that will benefit individuals with disability and other individuals, etc.

- **Cooperative Efforts with Employers**

The Agreement ensures that efforts will be made by both parties to benefit employers, as well as individuals, through the efforts of the Business Service Unit.

➤ **Other Efforts at Cooperation, Collaboration, and Coordination**

This Agreement also includes commitments by both parties to: identify staff roles and responsibilities; identify resources available through all American Job Center partners; participate in an Infrastructure Agreement to identify shared infrastructure costs and resources as referenced in *TEGL WIOA 17-16 “Infrastructure Funding of the One-Stop Delivery System”*; have procedures in place for resolving disputes.

- **Identify the entity responsible for disbursement of grant funds.**

The Chief Local Elected Officials for Area 7 have designated the Upper Cumberland Human Resource Agency as the entity responsible for the disbursement of grant funds.

- **Describe the competitive and non-competitive processes, as well as the process for sole-sourcing, used for procuring goods and services within the local area. This includes, but is not limited to, the process used to award funds to a regional operator and other sub-recipients/contractors of WIOA Title I adult, dislocated worker, and youth services.**

Local Workforce Development Area 7 follows the procurement policies and procedures of the Upper Cumberland Human Resource Agency, the designated Administrative Entity for LWDA 7. This includes the competitive and non-competitive processes, as well as the process for sole-sourcing:

A minimum of three bids is required for purchases over \$400.00 to \$4,999.00 unless purchased from state or federal contracts. Purchases from state or federal contracts must include the applicable contract number. A purchase order and proper documentation is required for all contracts. Items included on state and federal contracts may be used as on the required bids.

If a minimum of three competitive bids are unobtainable, documentation must be provided that proves an effort has been made to obtain the bids. The vendor with the lowest cost will be awarded the purchase agreement unless specific valid justifications are determined and properly documented. Any award to a bidder other than the lowest bidder must make an

entry into the justification for bypassing bid procedures section and attach a letter explaining the circumstances.

Justification for bypassing bid procedures: This should only be used in case of special circumstances. The Department Director and purchasing department must approve bypassing the procedures prior to the purchase. The circumstances and necessity must be stated to purchase without properly bidding the item or selecting a vendor offering the lowest cost. Poor or inadequate planning does not justify bypassing the correct procedures.

When the above information has been completed, the bid form is presented to the applicable department director for approval. The director will place the vendor number of the bid recipient in the space provided, sign for approval to purchase and list the programs and amounts or percentages to be charged for the purchase.

The purchasing department will review the bid form. If completed correctly and procedures have been followed, purchasing will take the bid form to accounts payable to be entered into the system. Purchasing will then approve the request and provide a copy of the purchase order. The bid form will remain in the purchasing department to be filed and held until the items are delivered and the invoice is received.

When the item(s) are delivered and the invoice is received, the invoice is provided to the purchasing department. If you receive only a packing list, it must go to the purchasing department. The purchasing department will contact someone about the receipt of the item(s) and forward all paperwork to accounts payable. (The correct charges must be listed on the invoice).

WIOA programs must get written prior approval from the Tennessee Department of Labor and Workforce Development for purchases of sensitive equipment having a cost of \$100.00 or more. Written approval is required for all items exceeding a cost of \$5,000.00 per unit.

- **Describe the local area's negotiated local levels of performance for the federal measures and their implications upon the local workforce system, to include attaching the completed Performance Targets Table.**

The ideal measure of progress of a workforce system relates to the value found in the workforce and the workplace. However, the reported impact of value is often subjective and unreliable. To promote objectivity while still addressing specific local workforce issues, Local Workforce Development Area 7 Board and staff will utilize the WIOA federal measures of performance, business and industry feedback, actual program outcomes, and completion and employment data provided through workforce system entities and labor market information. The Program Year 2016 and 2017 Performance Targets Table for Local Workforce Development Area 7 are shown in the table below:

WIOA Performance Metrics	LWDA 7 Agreed Target PY 2016	LWDA 7 Agreed Target PY 2017
ADULT MEASURES		
Employment Rate 2 nd Quarter after exit	85.4%	86.0%
Employment Rate 4 th Quarter after exit	79.1%	80.0%
Median Earnings 2 nd Quarter after exit	\$7,279	\$7,500
Credential Attainment within 4 Quarters after exit	72.5%	73.0%
DISLOCATED WORKER MEASURES		
Employment Rate 2 nd Quarter after exit	85.1%	86.0%
Employment Rate 4 th Quarter after exit	79.0%	79.5%
Median Earnings 2 nd Quarter after exit	\$7,100	\$7,200
Credential Attainment within 4 Quarters after exit	76.5%	77.0%
YOUTH MEASURES		
Employment Rate 2 nd Quarter after exit	76.1%	77.0%
Employment Rate 4 th Quarter after exit	78.0%	78.5%
Credential Attainment within 4 Quarters after exit	78.5%	79.0%

WIOA ensures that Federal investments in employment and training programs are accountable to job seekers, employers, customers, and tax payers. WIOA establishes

common performance measures across the four core programs and also requires other programs authorized by the Act to report on the same indicators. In addition, WIOA requires the establishment of primary indicators on credential attainment and skills gain and on the effectiveness of services to employers. The Secretaries of Labor and Education are to develop a statistical adjustment model that will be used take into account the economic conditions and the characteristics of participants served in negotiating and determining the levels of performance applicable to the primary indicators. WIOA also requires states, localities, and eligible training providers to publish performance data using common templates developed by the Secretary of Labor and the Secretary of Education.

- **Describe the indicators used by the local board to measure performance and effectiveness of the local fiscal agent, eligible providers and the AJC delivery system, in the local area. This description may include how and by whom the indicators are being deployed; and if the measured performance and effectiveness are used in the continuous improvement process.**

The Local Workforce Development Board for Area 7 will use annual cumulative data for Local Workforce Development Area performance metrics negotiated with the Tennessee Department of Labor and Workforce Development to measure the effectiveness of the local fiscal agent as well as eligible training providers no less frequently than quarterly. American Job Center partner goals versus actual performance will be used to determine effectiveness of partner service delivery in Local Workforce Development Area 7. Additionally, enrollment targets will be established for all programs to measure the effectiveness of service for all programs. For all WIOA programs, expenditure levels will also be used to ensure that funds are being effectively used and to ensure that funding is not at risk of being de-obligated.

- **Describe the process used by the local board for the receipt and consideration of input into the development of the local plan in compliance with WIOA section 108(d). Describe the process to provide an opportunity for public comment prior to submission of the local plan. Be sure to address how members of the public, including**

representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plan.

Staff to the Area 7 Local Workforce Board emailed the draft plan to all Board members to request their input into the development of the Transitional Local Plan. Members were requested to email their input, response(s), and/or questions by hitting “reply to all” so all Board members receive the same information. Local Board members include representatives of business for all twelve counties served in LWDA 7, in addition to labor organization and adult and post-secondary education representatives. The Plan was then placed on UCHRA and the Area 7 American Job Center websites for public review and comment. A Notice of Plan Availability was also placed in all local newspapers to provide an opportunity for public comment prior to submission of the Plan to the State Workforce Board.

- **Prior to the date on which the local board submits a proposed local plan, the proposed local plan must be made available to members of the public through electronic and other means.**
 - **Describe how the local board made the proposed plan available for public comment.**

The Local Board made the proposed Local Plan available for public comment and review by placing A Notice of Plan Availability in all local newspapers to provide an opportunity for public comment prior to submission of the Plan to the State Workforce Board. The Notice ran one time each week for two consecutive weeks. The Plan was also placed on the UCHRA (www.uchra.com) and the Area 7 American Job Center (www.tncareercenter-cookeville.com) websites for public review and comment. Following is the announcement sent to the local newspapers:

"The Local Workforce Development Board for Area 7 announces that the Draft PY 2016 Transitional Local Plan for Local Workforce Development Area 7 is available for a 30 day

public comment and review. The Plan is available on www.uchra.com and www.tncareercenter-cookeville.com websites or by requesting it by email/mail. Requests for an emailed or mailed copy should be sent to rbasham@uchra.com or by calling [931-520-9610](tel:931-520-9610). Comments regarding the Draft Plan should be emailed to htolbert@shiroki-na.com or rbasham@uchra.com no later than 30 days from the release date".

Notification of the availability of the Draft PY 2016 Transitional Local Plan was also sent to all relevant local stakeholders, as well as to the State, via email from Local Workforce Board Area 7 staff.

- **Describe how the local board collected and considered public comments for inclusion on the proposed local plan.**

Instructions were included in the Notice of Plan Availability to send all comments and/or questions regarding the proposed Local Plan to Harrell Tolbert, Local Workforce Board Chairman, at htolbert@shiroki-na.com and/or to Ron Basham, LWDA 7 Director, at rbasham@uchra.com. Comments received will be emailed to all Local Workforce Board members for their review. Upon the Local Board's review and consideration, changes deemed relevant or necessary will be incorporated into the proposed Local Plan before submission to the State Workforce Board for consideration of approval.

- **If any comments were received that represent disagreement with the proposed local plan, include such comments within the local plan's attachments.**

Comments received that represent disagreement with the proposed Transitional Local Plan will be included within the Plan attachments prior to submission to the State Workforce Board.

- **List the name, organization, and contact information of the designated equal opportunity officer for each AJC partner in the AJC within the local area.**

The designated equal opportunity officers and their contact information for each partner located in the American Job Center in Cookeville is as follows:

Title I (WIOA Adult/DW/Youth):

Johnnie Wheeler
TN Career Center/AJC at Cookeville
580 S. Jefferson Ave., Suite A
Cookeville, TN 38501
931-520-9501
jwheeler@uchra.com

Title I (YouthCan):

Terry Dixon
Mid Cumberland HRA
1101 Kermit Dr. Suite 300
Nashville, TN 37217
615-850-3902
tdixon@mchra.com

Title II (Adult Education):

Angie Knight
HR Director
Putnam County Schools
1400 E. Spring Street
Cookeville, TN 38506
931-526-9777
angela.knight@pcsstn.com

Title III (Wagner-Peyser):

Evelyn Gaines-Guzman
EEOC Representative
TDLWD
220 French Landing Drive
Nashville, TN 37243
615-253-5869
Evelyn.Gaines.Guzman@tn.gov

Title IV (TDHS/VR Services):

Jeffery Blackshear, Lawyer
TN Department of Human Services
Citizens Plaza
400 Deaderick Street
Nashville, TN 37243
615-313-5711
Jeffery.Blackshear@tn.gov